



P U R C H A S E O R D E R R E Q U I R E M E N T S
S U P P L I E R Q U A L I T Y A G R E E M E N T

Quality Clauses 1-10 apply to all Purchase Orders from HDA Technology to Supplier.
 Quality Clauses 11-21 apply if requested on PO.

#	TITLE	DESCRIPTION
1	NOTIFICATION OF NONCONFORMING PRODUCT	Supplier is required to notify HDA Technology, Inc. in the event that nonconforming product which can't be reworked to specification is produced. Supplier is to obtain HDA Technology, Inc. approval of nonconforming product dispositions.
2	NOTIFICATION OF CHANGES	The suppliers, contractors, and consultants agree to notify HDA Technology, Inc. of changes in the product or service so that HDA Technology, Inc. may determine whether the changes may affect the quality of a finished device.
3	QUALITY SYSTEM REQUIREMENTS	The supplier shall maintain a quality management system that is comparable to ISO 9001:2015.
4	RETENTION OF QUALITY RECORDS	Supplier is required to maintain documentation pertaining to this order for a minimum of seven (7) years after delivery, unless otherwise directed by the Purchase Order. This documentation must remain on file and available for review by HDA Technology, Inc., our customer and/or a designated representative or responsible regulatory agency for the specified period of time.
5	RIGHT OF ENTRY	The supplier shall allow HDA Technology, Inc., our customer and/or a designated representative or responsible regulatory agency, access to any location including sub-tier suppliers, where operations pursuant to a HDA Technology, Inc. purchase order are being executed or where there are records stored applicable to product processed for HDA Technology, Inc.
6	SHIPPING	Unless otherwise stated on Purchase Order, supplier shall deliver product to HDA Technology, Inc. using best method.



#	TITLE	DESCRIPTION
7	PACKAGING	<p>Supplier shall package product for shipment in keeping with good commercial practice, unless otherwise instructed by Purchase Order requirements. Packaging shall be adequate to preclude damage, loss, or corrosion of product shipped. Supplier shall:</p> <ul style="list-style-type: none"> Identify the outer container or pallet with the HDA Technology, Inc. Purchase Order number Identify each individual container with the applicable Part Number and lot number Include the shipper/pack slip with the order
8	FLOWDOWN REQUIREMENTS	Supplier must pass on to their sub-tier suppliers all applicable Quality Assurance Provisions (QAP) as stipulated on the HDA Technology, Inc. Purchase Order.
9	COUNTERFEIT	Suppliers shall assure that all products provided to HDA are genuine and no counterfeit product shall be used or shipped. Seller shall notify HDA immediately if seller suspects or is aware they have furnished counterfeit goods and promptly replace the counterfeit parts with genuine parts. Supplying counterfeit goods to HDA will hold the seller responsible for all costs associated with the replacement of said counterfeit parts.
10	EMPLOYEE AWARENESS	<p>Supplier is required to ensure that personnel are aware of:</p> <ul style="list-style-type: none"> Their contribution to product or service conformity The importance of ethical behavior Their contribution to product safety

The following are applicable as necessary:

#	TITLE	DESCRIPTION
11	CERTIFICATION of CONFORMANCE	<p>Supplier is required to Submit a Certificate of Conformance (C of C) with the packing slip (or incorporated into the packing slip) for each shipment of completed material. The Certificate of Conformance must state that the supplier is certifying that "all materials and processes used in the processing and/or fabrication of the subject item(s) conforms to all applicable Purchase Order, Drawing, and Specification requirements" and contain the following information:</p> <ul style="list-style-type: none"> Supplier name HDA Technology, Inc. Purchase Order number Part number and revision Quantity <p>The typed or printed (ink only) name and title of the responsible company representative with the authority to affirm the authenticity and accuracy of the information provided on the C of C and the date</p>



#	TITLE	DESCRIPTION
12	PROCESS CERTIFICATION	<p>Submit a process certification for all processes required by the Purchase Order and performed by the supplier or by sub-tier suppliers. Original or exact copies of certificates are acceptable when:</p> <ul style="list-style-type: none"> • Written in ink, typed, typed carbon copy or computer prepared <p>Signed by a responsible official of the supplier, in ink, with the name and title of the official printed or typed along with the date</p>
13	MATERIAL CERTIFICATION	<p>Submit a material certification with actual test results traceable to the lot, batch, block number or heat lot (metals) in accordance with the applicable specification (latest revision applies) engineering drawing and/or HDA Technology, Inc. Purchase Order.</p>
14	PROOF OF DOMESTIC MANUFACTURE	<p>Submit proof of domestic manufacture of material (material must be manufactured in the USA or Canada).</p>
15	FIRST ARTICLE INSPECTION REQUIRED	<p>Submit a complete First Article Inspection Report (FAIR) to HDA Technology, Inc. for inspection and approval prior to proceeding with any further processing and/or production. The FAIR shall include:</p> <ul style="list-style-type: none"> • A fully processed sample • A formal dimensional report • Complete certification <p>Signature, initials or stamp of qualified company representative performing the inspection and the date the inspection was performed</p>
16	SOURCE INSPECTION REQUIRED	<p>Supplier is required to notify HDA Technology, Inc. prior to shipment of order so that inspection can be performed by customer or HDA Technology, Inc. supplier's facility. Final acceptance of product shall be at HDA Technology, Inc.</p>



#	TITLE	DESCRIPTION
17	FINAL INSPECTION REQUIRED	<p>Submit a Final Inspection Report (FIR) listing actual dimensions measured. The report must indicate:</p> <ul style="list-style-type: none"> • Total quantity • Sample size (please identify the sampling plan you are employing) • Quantity accepted • Quantity rejected <p>Signature, initials or stamp of qualified company representative performing the inspection and the date the inspection was performed</p>
18	TRACEABILITY	<p>Supplier is required to identify each lot with a unique code number for each heat lot number of raw material and/or each batch of items processed together but separately from the total quantity of the order (i.e. - Heat treatment batches, plating batches, etc.).</p>
19	APPROVED SOURCES	<p>All special processes must be performed by sources approved by HDA Technology, Inc. This includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> • Surface treatments including plating • Painting and cleaning • Nondestructive testing • Welding <p><i>NOTE: Use of non-approved sources may result in rejection and return of material.</i></p>
20	STATISTICAL PROCESS CONTROL (SPC)	<p>SPC is required on this Purchase Order for Key Characteristics. If Key Characteristics are not defined by HDA Technology, Inc. or the drawing, the supplier shall define them. The CPK shall be a minimum of 1.33 unless otherwise indicated on the Purchase Order.</p>
21	ADDITIONAL PURCHASE ORDER REQUIREMENTS	<p>As stated on the P.O.</p>

NOTE: While every HDA Technology, Inc. supplier is automatically placed on distribution for the QAP list once approved, it is the supplier's responsibility to verify that they are using the current revision of the document.