

Standard Operating Procedure
Supplemental Purchase Order Conditions

Rev. E

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REVISION HISTORY

REVISION	DATE	REVISED BY	REVISION / CHANGE DESCRIPTION	SECTIONS AFFECTED
A	2021-05-12	Terrence Carr	Initial Release	N/A
B	2021-09-14	Terrence Carr	Added SPOC Code 002D	N/A
C	2022-06-30	Mitchell Fletcher	Updated Format, added SPOC-028	Page 14
D	2022-09-07	Eric McCollum/ Daniel Wolf	Rewrite and re-format	All
E	2022-10-18	Tim Belvin/D. Wolf	Added SPOC-20A to list and SPOC-26 to Electrical Assemblies	SPOC Codes/ SPOC Selection Guidelines

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1 SCOPE

This document establishes ArmorWorks Quality flowdown requirements for suppliers to ensure that the supplies/services provided will meet the required quality levels.

The current revision ArmorWorks Supplemental Purchase Order Conditions (SPOC) document supersedes and replaces all previous requirement flow-down documents.

SPOC Codes are ArmorWorks Inc. requirements imposed at the specific part number level. The SPOC Codes are located in Appendix A of this document, which is also available on the ArmorWorks Website. QA-4190 lists the standard SPOC codes applicable by commodity type. The ArmorWorks PO identifies the codes imposed on each part number, service, material, etc. This document is revision-sensitive. The Supplier's responsibility is to ensure that the most recent version of this document is "in hand" upon acceptance of a purchase order. This is available online at the ArmorWorks website: <https://www.armorworks.com>. The applicable revision of this document directly correlates to the purchase order acceptance date.

The Supplier shall ensure flow down, and compliance with, all applicable Purchase Order requirements to all sub-tier suppliers including approved special process providers.

2 REFERENCE DOCUMENTS

2.1 GENERAL

Document Number	Document/Procedure Name
ASQ H1331	Zero Acceptance Number Sampling Plans

2.2 ARMORWORKS DOCUMENTS

Document Number	Document/Procedure Name
QA-4040	Request for Variance
QA-4190	Supplemental Purchase Order Condition (SPOC) Codes: Default Purchase Order Assignment by Commodity

2.3 ORDER OF PRECEDENCE

The ArmorWorks purchase order is the official binding contract. In the event of inconsistency between the provisions of an order, precedence shall be given in the following order:

- ArmorWorks purchase order and any purchase descriptions and specifications therein;
- ArmorWorks drawing;
- Specifications referenced in the ArmorWorks drawing;
- Purchase order Terms and Conditions

In the event of a conflict between the text of this document and the references cited herein, the text of this document takes precedence. However, nothing in this document supersedes applicable laws and regulations, unless a specific exemption has been obtained.

If conflicts between the engineering drawing requirements or maintenance technical data and the Purchase Order are detected, the Supplier shall immediately notify the ArmorWorks Buyer. This includes issues with legibility of any contractual documents. Handwritten, lined-out or initialed changes to purchase orders or engineering drawings/specification or technical data are not allowed.

3 RESPONSIBILITIES

Director of Quality – is responsible for interpretation and maintenance of this procedure.

Purchasing Manager – is responsible for approval and implementation of this procedure.

Supplier Quality Engineer – is responsible for execution of this procedure. Works directly with the supply base to ensure that the requirements of each SPOC code are understood and satisfied. Interprets new drawing releases to identify which specific SPOC codes should apply. Works with IT and Planning for the application of batch updates to the Epicor system.

Responsible Signature Approvals:

The representatives listed below are required to approve this document. Document Control retains the approvals from each department.

- Initial Originator / Revision Originator
- Director of Quality

4 GENERAL

4.1 AUDIT RIGHTS RESERVED / RIGHT OF ENTRY

ArmorWorks, its Customers, and Regulatory Authorities reserve the right to perform audits and/or inspections at the Supplier's and/or supplier's subcontractor's facility on the manufactured and/or repaired parts.

Supplier material, records, process, and routing sheets, manufacturing, and test and inspection facilities are subject to review by ArmorWorks and/or designated Government representatives

When on-site verification of Contract / Purchase order conformance is required, the supplier shall provide the equipment, facilities, and personnel necessary for the ArmorWorks representatives to verify compliance.

4.2 CHANGES IN QUALITY SYSTEM, FACILITIES, MANAGEMENT OR OWNERSHIP

Supplier management shall immediately notify ArmorWorks by email to SupplierQuality@Armorworks.com of all significant changes. This information should also be submitted by the supplier to the ArmorWorks Buyer.

Significant changes include but are not limited to:

- Change in senior company management and/or quality leadership
- Change in location of facilities – in the event of change in location, notification must be made prior to the relocation and with substantial time (minimum 90 days) for hardware, system, and process re-qualification
- Change in location of manufacturing equipment for the purpose of relocating / moving it to another location, whether that be to another building or another country

- Change in ownership
- Change in quality system or controlled processes certification status, including suspension or disapproval
- Changes to the quality system that may affect the inspection, conformity or safety of the product
- Change in holder of design authority or change in location of the design office (change of CAGE code or NSCM)

Emails should contain the following supplier information as a minimum:

- Supplier ID/UEI number
- Old data and new data (i.e. if address change, list the prior address and the new address)
- Name of supplier quality contact
- Phone number of supplier quality contact
- Email address of supplier quality contact

4.3 QUALITY RECORDS

Changes/corrections to records shall be made as follows: draw a single line through the old data, enter the correct data, apply stamp, initials, or signature and date by authorized personnel. No erasures or "white-out" allowed.

ArmorWorks Suppliers shall maintain records of all inspections and tests for a minimum of 7 years unless otherwise noted on the ArmorWorks PO. The records shall indicate the nature and number of observations made, the number and type of deficiencies found, and the approved and rejected quantities. All records shall be made available to ArmorWorks upon request.

4.4 PROHIBITED PRACTICES

The following acts or practices are prohibited:

- Unauthorized Repair - Repairs (by welding, brazing, the use of composites, adhesives, etc.) of parts damaged or found faulty in the fabrication process; repairing holes in castings, forgings, or other materials by plugging or bushing without authorization from ArmorWorks Engineering.
- Unauthorized Processing - Addition, revision, or deletion of thermal, chemical, or electrochemical processes in manufacturing when processes are subject to specification control by ArmorWorks (i.e., defined by the Engineering drawing, specification invoked on the drawing, or specific Purchase Order requirement).
- Improper Material Submittal - Submission of material having known defects/problems and/or incomplete or altered documentation to ArmorWorks without notification.
- Improper Material Re-submittal - Resubmission of material to ArmorWorks without material being clearly identified as resubmitted material.
- Unauthorized Material and Information Transfer – No supplier shall buy, sell, trade, or transfer ArmorWorks owned/supplied drawings, data, material, parts, devices, assemblies, or end equipment for purposes other than the performance of ArmorWorks business, without prior written approval.
- Reclaimed Material – No supplier shall use reclaimed material without prior written approval from ArmorWorks Engineering.
- AWE Supplied Material – Suppliers are prohibited from "replacing" ArmorWorks supplied materials without ArmorWorks Quality Assurance validation and written authorization (i.e., Purchase Order revision) before shipment.

5 SPOC CODES

SPOC-001	Quality System - The supplier shall have a Quality Management System 3rd party certification to the current revision requirements of any of the following internationally recognized Quality Management Standards: ISO 9001, AS9100, AS9120, TS16949, ISO 17025 or ISO13485.
SPOC-001A	Quality System - The supplier shall maintain the Quality Management System approved on the Supplier Profile and Qualification form (QA-4159).
SPOC-002	Certification of Conformance / Compliance (C of C) - Must accompany each shipment and detail each line item delivered to AWE. This C of C is an indication that all requirements of the associated purchase order, drawing(s), and specification(s) have been met. The C of C must contain full traceability back to the Original Manufacturer. The C of C must contain, at a minimum: name and address of supplier, description of part, part number and revision, quantity of acceptable parts, AWE purchase order number, date of manufacture (DOM), serial/lot number (if applicable), and conformance statement. Country of Origin (COO) information may be included on Certificate of Conformance to meet COO requirements defined by Purchase Order Terms & Conditions. If all provisions of this requirement cannot be satisfied, please contact the AWE Buyer prior to taking any action towards completing this PO.
SPOC-002A	Distributor Requirements – Packer slip to include as a minimum: Name and address of distributor, description of part, quantity of acceptable parts, AWE purchase order number, and lot number, if applicable. Country of Origin (COO) information may be included on packslip to meet COO requirements defined by Purchase Order Terms & Conditions.
SPOC-002B	Material Certification of Conformance, Lineage- Material certifications must include traceability information that ties back to the raw material supplier. Traceability markings (e.g., heat number, lot number, serial number) shall be maintained throughout the value stream documentation package from raw material supplier (e.g. mill, chemical plant), to foundry, sub-assembler, distributor, retailer, sub-tier supplier, to AWE. A sub-tier supplier's certification of a material test serves as supporting documentation, but may not provide for exception to this quality code. Any exceptions to this requirement must be made in writing and in advance (60 days prior to scheduled delivery) through the AWE Quality Engineering department. A copy of all relevant material certifications must accompany each item delivered.
SPOC-002C	Special Process Certifications - Any special processing performed on the material/parts associated with this purchase order must be individually certified. A copy of this data must accompany each line item delivered.
SPOC-002D	Special Processing applicable to this order must be performed by a NADCAP certified vendor.
SPOC-003	Record Retention - Suppliers must retain all quality records associated with this purchase order for a minimum of 7 years unless specified otherwise in this purchase order.
SPOC-004	Government Source Inspection (GSI) - Government Inspection is required prior to shipment from your facility. Upon receipt of this PO, please contact the Government Representative who services your facility. In the event the government office cannot be located, you must notify the AWE buyer for instructions.

SPOC-005	AWE Source Inspection - Is required prior to shipment of any parts/material on this purchase order. Supplier shall notify the AWE buyer of the requested date for source inspection. Notification shall be 10 business days in advance of the requested source inspection date. Electronic copies of all inspection/test data and certifications shall be submitted to AWE with the request for source inspection for review and approval. If SPOC- 004 (GSI Source Inspection) is required on this PO, AWE Source Inspection is required prior to GSI and AWE must be scheduled prior to scheduling GSI.
SPOC-006	First Article Inspection Report (FAIR) - The first production piece(s) must have a complete FAIR per the AS9102 requirement. A full First Article per AS9102 will require submission of the AS9102 forms (or equivalent format) for the each part number per the PO. Contact the AWE Buyer, if AS9102 Forms or training are needed. If the supplier proceeds in production prior to FAIR approval, it will be at their cost and risk (AWE is not liable). If a current revision FAIR has been provided within the last two (2) years, do not perform a FAI; include the date of the last FAIR submitted on the shipment C of C.
SPOC-007	Material Safety Data Sheet - A MSDS and/or SDS is required with each shipment on this purchase order.
SPOC-008	Serialization - Individual part or parts in the lot shall carry specific assigned serial numbers. Material and documentation shall be identified in accordance with drawing, specification, or purchase order requirement.
SPOC-009	Supplier Sub-Tier Control - The supplier is responsible for insuring all items produced from its subcontractor conform to all requirements of the purchase order, including special processors.
SPOC-010	AWE Furnished Material - AWE furnished material must be maintained throughout the manufacturing process. Certificates of Conformance must clearly identify each lot of AWE furnished material utilized for production of each line item delivered. AWE furnished material cannot be reworked, repaired, scrapped or used for any other unintended PO or usage.
SPOC-011	Shelf Life/Expiration Date - The material delivered on this purchase order must be identified with AWE purchase order number, date of manufacturing, and shelf life/expiration date. At a minimum, 75% of the original shelf life must be remaining on the product upon receipt at ArmorWorks. The supplier/distributor is responsible for obtaining and affixing the expiration information.
SPOC-012	Proper Revision Level - All items produced for this purchase order must be of the same revision level. In the event there is conflict between the revision levels stated on the purchase order and drawing, notify AWE's buyer for resolution.
SPOC-013	Process Change Control - Any process changes involving procedure, equipment, material, tooling, and handling must be submitted to AWE for approval.
SPOC-014	Non-Conforming Material - Authority to ship discrepant material must be obtained via a Request For Variance form (QA-4040) by the seller prior to shipment. This form can be obtained from the AWE buyer or Supplier Quality Engineer. Discrepant material shipped without prior approval will be rejected and returned at the seller's expense.
SPOC-015	Preservation/Packaging - Parts and/or material furnished on this purchase order shall be preserved and packed in the best commercial packaging or special packaging as specified.
SPOC-016	Design FMEA - The supplier must submit a Design FMEA before First Article pieces are produced.

SPOC-017	Process FMEA - The supplier must submit a Process FMEA before First Article pieces are produced.
SPOC-018	Process Flow Diagram - The supplier must submit a Process Flow Diagram before First Article pieces are produced.
SPOC-019	Process Control Plan - The supplier must submit a process control plan before First Article pieces are produced.
SPOC-020	<p>C=0 Inspections and Sampling Requirement - Unless otherwise specified in the purchase order or product specifications, the following C=0 Inspection and Sampling plan is required:</p> <ol style="list-style-type: none"> 1. Critical Characteristics – Verify using 0.15 AQL sampling. 2. Major Characteristics - Verify using 1.0 AQL sampling. 3. Listed and unlisted Minor Characteristics - For each part number, a sample of minor characteristics (AQL 4.0) will be evaluated using a lot sample (AQL 4.0) <p>The data compiled from these inspections must be included with each shipment. The supplier is responsible for contacting the Buyer/SQE to request the AWE drawing, if not provided with the PO. If Critical and/or Major Characteristics are not identified by AWE on the drawing or PO, default to sampling described in Item 3 above (4.0 AQL).</p>
SPOC-020A	<p>Heightened Inspection for Listed Characteristics</p> <p>C=0 Inspections and Sampling Requirement - Unless otherwise specified in the purchase order or product specifications, the following C=0 Inspection and Sampling plan is required:</p> <ol style="list-style-type: none"> 1. Critical Characteristics – Verify using 0.15 AQL sampling. 2. Major Characteristics - Verify using 1.0 AQL sampling. 3. Minor Characteristics - Verify using 4.0 AQL sampling. <p>The data compiled from these inspections must be included with each shipment. The supplier is responsible for contacting the Buyer/SQE to request the AWE drawing and DIP, if not provided with the PO. Characteristics listed as "N/A" in column 14 of the AWE provided DIP are exempt from the above requirements.</p>
SPOC-021	<p>Counterfeit Parts - shall not be delivered to or used in product intended for delivery to AWE. A “counterfeit” part is defined as: “A part falsely represented in some manner, e.g., manufacturer, date code, lot code, reliability level, markings, etc.” The supplier shall be the Original Equipment Manufacturer (OEM) or Original Component Manufacturer (OCM) or purchase material directly from the OEM, OCM, or authorized supplier. The supplier is not authorized to deliver any material to AWE not procured from or manufactured by an OEM, OCM, or authorized supplier. Any departure from a specified OCM/OEM or an authorized supplier in the part documentation shall require the supplier to obtain written approval from an AWE buyer prior to delivery. The written approval must accompany the shipment along with other specified certifications. Any discovery of a delivery, usage or inclusion of counterfeit material by either the supplier or its sub tiers shall make the supplier fully and financially responsible and accountable for any rework or corrective actions that may be required to remedy the use or inclusion of such parts including long term warranty and replacement cost.</p>

SPOC-022	Supplier must utilize AWE Approved Suppliers. These suppliers include, but not limited to, those categorized as Manufacturers, Processors, and Special Processors. A list of approved process suppliers can be obtained from the AWE buyer that issued the PO or Supplier Quality Engineer.
SPOC-023	Supplier has No MRB Authority. Supplier must obtain pre-shipment approval for any non-conforming material or parts, and may not disposition non-conformances as either Use As Is or Repair. Supplier may disposition non-conforming parts as SCRAP or Rework to print.
SPOC-024	The Supplier shall ensure that inspection measuring and test equipment is calibrated using a system that is compliant to the current revisions of ANSI/NCSL Z540 or ISO/IEC Guide 17025. All inspection measuring and test equipment used by the Supplier during receiving inspection, in process, and final inspection shall be calibrated and traceable to the standard used for calibration of the National Institute of Standards and Technology (NIST). If an out-of-tolerance condition is found, notify AWE within 24 hours.
SPOC-025	During manufacturing, inspection, or test, when a Critical nonconformance is found, the supplier shall notify AWE within 24 hours. The supplier's cause and corrective action response to the failure must be approved by AWE prior to the acceptance of subsequent lots.
SPOC-026	Soldering Certification - All soldering performed as a result of this purchase order shall be in compliance with the process and personnel certification requirements of Joint Industrial Standard J-STD-001 Class 3 (latest revision).
SPOC-027	<p>Welding Certification - All welding required for this purchase order shall be in compliance with the process requirements and personnel certification identified on this purchase order and any applicable AWS and/or DOD welding codes as defined on the drawings or referenced specifications.</p> <ul style="list-style-type: none"> • All welds to be inspected to code visual weld acceptance criteria; • All welders and/or welding operators must be qualified to the applicable code with a qualified WPS; • WPS may be prequalified or qualified by testing and PQR; • Prequalified WPS's must meet the requirements of the applicable welding code. • Welding of high strength steel requires inspection 48 hours after weld. • Prior to performing welding for ArmorWorks, WPS's, PQR's, and Welder Qualification records, along with required testing reports, must be submitted to and approved by ArmorWorks' Quality CWI. • Where not defined, applicable Commercial Welding Codes apply.
SPOC-028	Form QA-4175 - CARC Process Certification is required for this order and must accompany each shipment to AWE. The CARC process is to be in compliance with MIL-DTL-53072, and all pertinent Detail and Performance Specifications listed on this form. All product used must be listed on QPL, and recorded on this form, complete with Manufacturer and Batch information. Testing to be In accordance with MIL-DTL-53072 and the instructions attached to this form. Actual Dry Film Thickness to be recorded. The absence of a correctly completed form may cause delays in receipt and invoice processing. The form is available from AWE Buyer or may be downloaded from AWE Website.
SPOC-029	Product delivered to this order is required to comply with current RoHS requirements.
SPOC-030	Product delivered to this order is required to comply with DFARS Clause 252.223-7008, Prohibition of Hexavalent Chromium.

APPENDIX A – SPOC SELECTION GUIDANCE

COTS - Those products that are available to the general public for general/ commercial applications. Includes P-Card purchases. Examples: Amazon, Walmart, Home Depot, Lowes, etc.	SPOC-002A, SPOC-012, SPOC-014, SPOC-021, SPOC-023
COTS (Limited Life Material) - Any item with a shelf life or is classified as perishable	SPOC-002A, SPOC-011, SPOC-012, SPOC-014, SPOC-021, SPOC- 023
Hardware (OTS) – Distributed Products and Fasteners--bolts, nuts washers, etc.-- that require traceability and a minimum level of document compliance and objective evidence of product conformity. Product is not modified from standard part number specifications.	SPOC-001A, SPOC-002A, SPOC-012, SPOC-014, SPOC-021, SPOC- 023, SPOC-024
Hardware (Mil-Spec) - Hardware that does have ASTM, ASME, Mil-Spec, etc. regulatory specifications	SPOC-001A, SPOC-002, SPOC-003, SPOC-009, SPOC-012, SPOC- 014, SPOC-021, SPOC-023, SPOC-024
Raw Material - Also known as a feedstock, unprocessed material, or primary commodity. A basic material that is used to produce goods, finished good (sheet metal, billets, bar/tube stock, etc.)	SPOC-001A, SPOC-002, SPOC-002B, SPOC-003, SPOC-009, SPOC- 012, SPOC-014, SPOC-021, SPOC-023, SPOC-024
Raw Material (Composite) - Any composites related item with a shelf life or is classified as perishable (Resins, Cyanoacrylates, Glasses, Pre-preg materials, fibers, etc.)	SPOC-001A, SPOC-002, SPOC-002B, SPOC-003, SPOC-009, SPOC- 011, SPOC-012, SPOC-014, SPOC-021, SPOC-023, SPOC-024
Paint and Finish Services - Product that requires finishing (Paint, CARC, Plate, passivation, Polish, etc.)	SPOC-001A, SPOC-002, SPOC-002B, SPOC-002C, SPOC-003, SPOC-009, SPOC-010, SPOC-012, SPOC-014, SPOC-015, SPOC- 021, SPOC-023, SPOC-024, SPOC-028
Outsourced Machining - Broad category for all operations that build a part to an ArmorWorks print, but does not include paint and finish services	SPOC-001A, SPOC-002, SPOC-002B, SPOC-003, SPOC-009, SPOC- 010, SPOC-012, SPOC-014, SPOC-020 & 20A, SPOC-021, SPOC-023, SPOC-024
Configured Products - COTS product with ordered changes to base part (e.g. Duct with added holes/lack of bends in certain areas etc.)	SPOC-001A, SPOC-002, SPOC-002B, SPOC-003, SPOC-012, SPOC- 014, SPOC-015, SPOC-020 & 20A, SPOC-021, SPOC-023, SPOC-024
Hardware (Customized) - Otherwise standard hardware with customized features (e.g. Socket head bolt with lock-wire holes, nut with keyed thread, etc.)	SPOC-001A, SPOC-002, SPOC-002B, SPOC-002C, SPOC-003, SPOC-009, SPOC-010, SPOC-012, SPOC-014, SPOC-020 & 20A SPOC-021, SPOC-023, SPOC-024
Modified Stock Material - AWE owned material that is being altered (key difference from customized hardware: non-hardware products that are AWE furnished to supplier that are being altered/worked to print).	SPOC-001A, SPOC-002, SPOC-002B, SPOC-003, SPOC-006, SPOC- 009, SPOC-010, SPOC-012, SPOC-014, SPOC-020 & 20A, SPOC-021, SPOC-023, SPOC-024
Electrical Assemblies – Including wire harnesses and cables.	SPOC-001A, SPOC-002, SPOC-003, SPOC-012, SPOC-014, SPOC- 015, SPOC-021, SPOC-026