

# QUALITY TERMS FOR PURCHASE ORDERS

## Purpose/ Scope

- In accepting the associated Purchase Order, the following Quality Terms are also being accepted. In the event any term cannot be met, notify Mezzo Technologies Purchaser immediately.
- The following terms apply to all products produced or processed for Mezzo. Terms do not apply to Commercial Off the Shelf (COTS) equipment unless notified otherwise.
- Further definition and identification of Responsibilities and Authorities of this document are defined within Mezzo's Procurement Procedure

## Quality Terms for Purchase Orders

- The Quality Specialist retains ownership of this procedure and is responsible for updating as needed to match the requirements of Mezzo's QMS.

## Quality Terms

### 1. General

- a. The supplier is to flow down to sub-tier suppliers the applicable requirements in this purchase order.
- b. Mezzo must approve any proposed changes to products in design, fabrication and test methods of processes. No repairs are allowed without Mezzo approval. Approval request must be sent to the responsible Mezzo Point of Contact.
- c. Mezzo shall be informed of and approve of any subcontracted work or work outside the United States
- d. Information contained in Mezzo documents and drawings are the sole property of Mezzo. Any reproduction in part or as a whole without the written permission of Mezzo is prohibited
- e. Additional Quality Terms may be flowed down from Mezzo customers

### 2. Right of Access

- a. Mezzo and Mezzo's commercial customers, Federal Government Contractors and/or regulatory authority representatives shall have right of access to quality management system documentation, all applicable records and all facilities involved in the execution of the Purchase Order

### 3. Supplier Evaluation

- a. Mezzo supplier's will be graded based on on-time delivery and quality of products, services, and required documentation.

### 4. Workmanship

- a. All items and subpackages, including raw material (plate, bar, extrusions, sheet, etc.), supplied under this contract shall be identified with complete nomenclature and part number specified by the applicable drawing, specification, catalog, purchase order, etc.
- b. Materials shall be packaged, handled and transported adequately to maintain reliability and achieve their damage-free delivery to Mezzo or other designated location.
- c. Supplier must ensure the product is shipped free of Foreign Object Debris.

### 5. Material Certificates

- a. Raw material certs are required for all products produced for Mezzo and must be included with each shipment. Certificates must include the following
  - b. Country of melt
  - c. Country of manufacture
  - d. Chemical and mechanical property report

## 6. Certificates of Conformance (CoC)

- a. Special processes performed for Mezzo require a CoC with each shipment identifying the following at a minimum
- b. Applicable Purchase Order number
- c. Process performed
- d. Processing date
- e. Part number and quantity processed
- f. Any applicable processing data or inspection
- g. Statement that all product requirements have been met per the purchase unless otherwise identified

## 7. Calibration

### 7.1 Process equipment

- a. Test and Measuring equipment which is used for process control or inspection must be appropriately calibrated with traceability to the National Institute of Standards and Technology or National Standards. The Supplier may use a calibration system complying with ISO 17025, MIL-STD-45662, ISO 10012, or ANSI-Z540 for compliance to this requirement.

### 7.2 Calibration Services

- a. The Supplier's calibration program shall be in accordance with ISO 17025 (preferred), ISO 10012 or ANSI-Z540 of the latest revision unless otherwise specified. Supplier's certification is to be listed on all applicable calibration certificates
- b. A signed calibration certificate or report of calibration is required with each item certifying it has been calibrated to the appropriate manufacturer's specification utilizing measurements which are traceable to the National Institute of Standard and Technology (NIST), International Standard, or Intrinsic Standard.
- c. Items submitted to the Supplier for calibration/repair on this Purchase Order shall be evaluated for acceptance before any repair or adjustments are made. Records of the as-received finding and the as-returned findings (post-adjustment or post-repair, as applicable) shall be clearly stated on the signed calibration certificate or report of calibration along with indication as to whether the individual findings were acceptable or unsatisfactory.
- d. Mezzo's standard preference is for all equipment to be calibrated for full range of use. Any limitation shall be clearly noted on the calibration certificate or report of calibration. Mezzo will specify any individual set points that may be required for equipment based on the set point at which Mezzo intends to use the equipment.

## 8. Product Nonconformances

- a. Items that do not conform to the requirements of this purchase order shall not be shipped to Mezzo without prior written approval of Mezzo. Request approval through Mezzo purchaser or Primary Point of Contact. Failure to comply may result in return of the shipment.
- b. Nonconformities identified upon receipt of product may result in parts being rejected and returned to Seller for rework or replacement, or reduction in price to offset rework performed by Mezzo.
- c. Mezzo may request a formal Corrective Action Report (CAR) for nonconformances identifying the supplier as root cause of nonconformance. Report may be submitted to Mezzo in the supplier's standard format.

## 9. Record Retention

- a. Retain all records pertaining to materials or services provided under this contract in a legible, traceable and retrievable fashion for a period of ten (10) years.

## 10. Government Corrective Action Request (GCAR)

- a. Seller shall notify Mezzo if Seller or Seller sub-tier suppliers receive a U.S. Government Corrective Action Request (GCAR) related to goods, services, or systemic nonconformances provided or associated with this Purchase Order within (5) working days of receipt. Upon Mezzo request, Seller shall provide:
- b. Copy of the GCAR and any related documentation
- c. Reasonable opportunity for Mezzo Quality Personnel to review Seller's and/or Seller's sub-tier Supplier proposed draft response, as relevant to GCAR prior to submission of the response to the U.S. Government.
- d. Copy of the final GCAR response submitted to the U.S. Government.

### Revision History

Rev.	Release Date	Description of Changes	Author
01	11/10/21	Initial Release	Jonathon Smith
02	10/04/23	- Formatting updates to match current procedural template - Reference to Procurement procedure in Purpose - 8.c – Added possibility that CAR may be requested from supplier	Jonathon Smith
03	10/14/23	Added section on ownership	Charles Becnel
04	09/24/2024	- Sec.7 - Original text moved under 7.1, added 7.2 for calibration services	Jonathon Smith

Reference QOP-01-01 – Procedure Library in Smartsheet document approvals and owner