



## QUALITY ASSURANCE REQUIREMENTS (QAR)

**General Requirements apply to all purchase orders** - The supplier must acknowledge receipt of PO, and confirmation of price and delivery within 48 hours. The supplier must assure purchased product or services conform to specified purchase requirements. The supplier must notify Paragon D&E of nonconforming product and receive approval before shipping nonconforming product. When certifications are required, all certifications must be signed by an authorized agent of the company and include the agent's title. Failure to provide proper certification may result in payment being withheld until certification has been received. Seller agrees to maintain and make available to Buyer for a period of 10 years after final payment, all records pertaining to inspection, certification of processes and materials; design, test and qualification data, as well as purchase order records pertaining to this order. Suppliers are required to flow down to sub-tier suppliers the requirements in this Purchase Order, including key characteristics where required.

**Below requirements are applicable when referenced on Purchase Order.**

- 1 **Material certification Required** - Material shall be physically identified for positive traceability to the PO and material certification. A material cert shall be provided with the shipment stating the specification number of the material being supplied as it appears on the purchase order, revision letter, purchase order number, lot code or heat number, shelf life (if applicable), and date of shipment. Actual test results as required by the specification shall accompany the certification. This certification must be signed by an authorized agent of the supplier including the agent's title. **Email certs to [certs@paragonde.com](mailto:certs@paragonde.com) prior to shipping all orders, this includes all drop shipped orders.**
- 2 **Special Process or Procedure Required** - A certification is required with a statement certifying conformance to each special process (e.g. Testing, Nondestructive testing, coating, fluorescent penetrant, welding, plating, heat treat, etc.) or procedure performed on the material to the specification listed on the Purchase Order. This may include a requirement for qualification of personnel. If subcontracted, the supplier must use Paragon D&E approved special process sources. The signature of an authorized agent of the company performing each special process or procedure, including the agent's title must appear on the certification. It must also include the Purchase Order number, part number and revision level, serial numbers (if applicable), lot number (if applicable), quantity shipped and any exceptions to the requirements. Exceptions must be approved by Paragon Purchasing prior to shipment. **Email certs to [certs@paragonde.com](mailto:certs@paragonde.com) prior to shipping all orders, this includes all drop shipped orders.** Supplier shall maintain positive traceability and identification of materials, parts, etc.
- 3 **Customer Material** - When material is supplied by Paragon D&E for processing, the supplier must use the material supplied and return any unused material. Material substitutions are prohibited without formal written approval by Paragon D&E. Supplier shall maintain positive traceability and identification of materials, parts, etc.
- 4 **Drop Shipments** - PLEASE NOTE: This is a drop shipment to another company. On the same date the shipment is made, a copy of the signed packing slip, or shipping document must be sent to the attention of the buyer on the purchase order as proof of delivery. **If material certs, COA or Certificate of Conformance are required, include and email to [certs@paragonde.com](mailto:certs@paragonde.com).**
- 5 **Certificate of Conformance:** Each shipment shall be accompanied by a legible and reproducible copy of a Certificate of Conformance with the signature of responsible representative stating material, process, or article being shipped meets requirements of applicable drawings or specification as stated in the Purchase Order and applicable documents. **Email C of C to [certs@paragonde.com](mailto:certs@paragonde.com) prior to shipping all orders, this includes all drop shipped orders.**
- 6 **Source Inspection Required** - For product acceptance required prior to shipment, Paragon D&E must be notified to perform source inspection and approve acceptance at the supplier's facility.
- 7 **Inspection Report Required** - The supplier shall perform a 100% inspection of all drawing key characteristics and notes. An inspection report shall be submitted identifying each characteristic noted on the engineering drawing. The inspector shall stamp each characteristic and drawing note indicating acceptance status. A certification statement referencing the Purchase Order number, part number, revision level, serial numbers (if applicable), and quantity inspected shall accompany the Inspection report.
- 8 **CMM Report Required** - A CMM report, identifying the key characteristics on the purchased part's with the applicable inspection results, is required with the shipment. The report is to be signed and traceable to the person performing the inspection and equipment used. Any deviations to drawing or specification requirements must be approved by Paragon D&E prior to shipment.
- 9 **No Mercury** - MERCURY FREE Certification shall be sent for all items on this Purchase Order confirming that all material furnished under this contract shall not contain mercury in any form. The use of Mercury, Mercury compounds or Mercury-Bearing instruments and/or equipment, which might cause contamination, shall not be used in the manufacture, fabrication, assembly, or testing of any material. The above requirements shall be passed on to all subcontractors.
- 10 **ITAR Compliance** - Seller shall control the disclosure of and access to technical data, information and other items received under this Purchase Order in accordance with U.S. export control laws and regulations, including but not limited to the ITAR. Seller agrees that no technical data, information or other items provided by the Buyer in connection with this Purchase Order shall be provided to any foreign persons or to a foreign entity.



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- 11 **Specialty Metals Clause (FAR)**- Seller warrants that the goods delivered under this order will be mined or produced in the United States or a qualifying country (Australia, Belgium, Canada, Denmark, Egypt, Germany, France, Greece, Israel, Italy, Luxemburg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey or the UK) or Manufactured therein, to the extent and in the manner required under the Buy American Act and the applicable determination referred to in Part 25 of the FAR and DOD DFAR supplement: Including DFAR 252.225-7008 Restriction on Acquisition of Specialty Metals or DFAR 252.225-7009 Restriction on acquisition of certain articles containing Specialty Metals as applicable.
- 12 **This is a Rated Order** for National Defense use, and you are required to follow all provisions of the Defense Priorities and Allocations Systems Regulation (15 CFR Part 350)
- 13 **Calibration Services** - Laboratory's documentation shall certify that purchase order requirements have been met ; the calibration service is provided in accordance with suppliers accredited ISO/IEC 17025:2005/2017 program and scope of accreditation; As found calibration data must be reported in the certificate of calibration when calibrated items are found to be out-of-tolerance; Documentation must state 4 to 1 TAR; the equipment/standards used to perform the calibration must be identified in the certificate of calibration; and Paragon must be notified of any condition that adversely impacts the laboratory's ability to maintain the scope of accreditation. No subcontracting of services without Paragon's written approval.
- 14 **Testing Services** - Laboratory's documentation shall certify that purchase order requirements have been met; the testing service is provided in accordance with suppliers accredited ISO/IEC 17025:2005/2017 program and scope of accreditation. Paragon must be notified of any condition that adversely impacts the laboratory's ability to maintain the scope of accreditation. No subcontracting of services without Paragon's written approval.