

Quality Requirements ("Q" Notes) 1 – 8 below are **MANDATORY** on **ALL** Purchase Orders for products or services you provide to SF Tube, Inc. "Q" Notes 'A' – 'Z' apply **ONLY** when one or more of those letters and/or their text appear on the Purchase Order. Failure to comply with any "Q" Notes listed on the Purchase Order will be cause for rejection, and return of articles at your risk and expense.

- (1) **Documentation Requirements:** Many "Q" Notes require you to furnish a certification, report, or other documentation with a shipment under this order. Besides that "Q" Note's specific data requirements, the documentation must list all applicable specifications **AND** their revision levels (*along with any amendments*), be legible and reproducible, and bear the dated signature and title of a supplier representative.
- (2) **Deleted**
- (3) **Material Traceability:** You must maintain an effective system for material traceability by heat, lot, or batch number, back to its ultimate mill source, including any intermediate sub-tier suppliers. No substitution of material composition, size, or specification is allowed; unless authorized by the SF Tube Buyer by means of an amended Purchase Order.
- (4) **Deviations:** You must report any proposed deviation (before the fact), or any departure (after the fact), for the drawings, specifications, or other requirements of the Purchase Order to the Buyer. You must receive the Buyer's approval prior to shipment.
- (5) **Inspection System:** You must maintain an inspection system, subject to SF Tube audit, that complies with MIL-I-45208A (or AS9003); and which assures that all products or services provided under this order conform 100% to the Purchase Order's drawings, specifications, and/or other requirements. All measuring and test equipment used in your inspection system must be subject to periodic calibration in accordance with ISO 10012 or ANSI/NCSL Z540-1.
- (6) **Sub-tier Flowdown:** You must pass down to any sub-tier supplier(s) the applicable portions of the Purchase Order.
- (7) **Rights of Access:** SF Tube reserves the right of access to your facility – at any time during performance under this order – for the purposes of inspecting any or all of the material included in this order or the records associated with the material; or, having given reasonable notice, for the purpose of auditing your quality system. SF Tube also reserves these rights for authorized representatives of its customer and/or the Government.
- (8) **Control of Records:** All quality records pertaining to SF Tube product must be maintained and readily available for review upon request. Records must be retained for a minimum of 7 years unless directed otherwise by SF Tube customer flow down requirements.

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- (A) - **Certified Material Test Report:** A test report must accompany each heat lot of material. It must identify the mill source and list the results of the mill's chemical and physical tests and analyses of the material, plus any other data required to be reported by the material specification.
 - (B) - **Nondestructive Test (NDT) Reports:** An NDT Report must identify (*by part number and quantity or serial number*) the items tested; list the NDT method, and accept/reject criteria, and actual test results; contain the dated signature and level of certification of the person performing the NDT; and – if a sub-tier supplier performed the NDT inspection – their name.
 - (C) - **Heat Treat Certification:** This must be accompanied by time and temperature charts for each material heat load, and must identify the item(s) heat treated.
 - (D) - **SF Tube – Furnished Material Certification:** This must affirm that all products supplied under this order were fabricated only from material furnished by SF Tube.
 - (E) - **Special Process Certifications:** Required for each special process (*i.e. welding, brazing, surface treatment, plating non-conventional machining [EDM/laser], ect.*) performed under this order. It must identify (*by part number and quantity or serial number*) the items processed; and – if a sub-tier supplier performed the special process – the supplier's name.
 - (F) - **Shelf Life Certification:** This, and the container(s) of age-sensitive materials furnished, must list the manufacturing or cure date, and the shelf life or expiration date. SF Tube will not accept material that has less than 75% of its shelf life remaining upon receipt. The containers for age-sensitive materials must be labeled with appropriate storage directions, prior to inventory receipt.
 - (G) - **Government Source Inspection:** Government inspection is required prior to shipment from your plant. On receipt of this order, promptly notify and furnish a copy to the Government representative normally servicing your plant, so that Government inspection can be appropriately planned. If a Government representative does not service your plant, contact the appropriate Government Inspection office in your area. If you cannot locate a Government office, contact the SF Tube Buyer immediately.
 - (H) - **Source Acceptance:** Items under this order are subject to SF Tube acceptance, prior to shipment from your plant. SF Tube Buyer must be notified 48 hours in advance of the time the items will be ready for review. Objective evidence of source acceptance must accompany each shipment.

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- (I) - **First Article:** You must submit a First Article Report with the first lot of items furnished under this order. The report must positively identify the individual part in the lot that was inspected 100% for all applicable drawing characteristics, and record the variable data (*actual dimensions*) obtained. Your pack list and shipping container must visibly indicate that the shipment includes a First Article part and Report, and the First Article part must be appropriately tagged.
- (J) - **Approved Sources:** All material furnished (*or processing performed*) by a sub-tier supplier under this order must be from or by a source approved by SF Tube or its customer. Contact the Buyer prior to placement of the sub-tier order.
- (K) - **Special Process Approval:** Special processes (*i.e. welding, brazing, plating, surface treatment, heat treatment, NDT, etc.*) required under this order will only be performed by suppliers and sub-tiers approved by SF Tube or its customer. You must submit written descriptions of the special process(es) applicable to this order for SF Tube approval. Once the process(es) is approved, they may neither be altered nor deviated from without SF Tube's written approval.
- (L) - **Lockheed Martin-Approved Processes:** Work to be accomplished in performance of this SF Tube purchase order is directly related to a Lockheed Martin Aeronautics Company purchase order, and must be accomplished in accordance with both the process specification(s) on this purchase order and with Lockheed Martin Aeronautics Company Appendix QJ. You must also:
- File and maintain a copy of all purchase orders containing the above statement, and make these available for review, upon request.
 - Submit a Certificate of Conformance ("C of C") with a unique certification number containing the following information:
 1. the title and specification number (including revision letter) of the process;
 2. the name and address of the process or NDT facility;
 3. the Lockheed Martin assigned processor number;
 4. the date the C of C was issued;
 5. the purchase order's part number
 6. the quantity of parts processed (*to include quantity accepted/rejected*);
 7. the signature and title of an authorized quality agent of your company; and
 8. the fracture durability classification or serialization, when required.
 - Ensure parts are suitably wrapped, boxed or racked to guard against shipping damage, and apply rust or corrosion protection.
 - Quality records must be retained for a minimum of 10 years.
- (M) - **DFARS 252.225-7014:** Domestic material sourcing required.
- (N) - **Certificate of Conformance:** This must affirm that the products/services provided to SF Tube conform to all Purchase Order requirements, including those contained in its referenced specifications.
- (O) - **[not in use]**
- (P) - **[not in use]**
- (Q) - **[not in use]**
- (R) - **[not in use]**
- (S) - **[not in use]**
- (T) - **[not in use]**
- (U) - **[not in use]**
- (V) - **[not in use]**
- (W) - **[not in use]**
- (X) - **[not in use]**
- (Y) - **[not in use]**