

Marvin Engineering / Marvin Land Systems  
**PRODUCT ASSURANCE PROVISIONS**  
**Applicable to Orders referencing Material Code: MG180**  
**“WOOD/FOAM/ TOOLING / R&D”**

### **INSPECTION OF SUPPLIES (PAP 1)**

The Supplier and their Sub-Tier Suppliers shall establish and maintain an inspection system acceptable to Marvin Engineering Company (MEC) and/or Marvin Land Systems (MLS). Government contracts for standard inspection require FAR 52.246-2 and when applicable PAP 2 and/or 3 is required for Higher-Level Contract Quality Requirement of inspection in accordance with FAR 52.246-11. The inspection system shall be appropriate to the size and nature of its operation, but of sufficient scope to assure that supplies delivered under this order will comply with all the applicable drawings, specifications, and other purchase order requirements. Supplier shall respond to all Corrective Action Requests.

### **CALIBRATION SYSTEM (PAP 4)**

The supplier and their sub-tier suppliers shall be responsible for providing and ascertaining the correctness of tools, gages, and test equipment. The calibration system shall comply with ANSI/NCCLZ540-3-2006 or ISO 10012. Records of calibration shall be available for review upon request.

### **RIGHT OF ACCESS (PAP 6)**

During the performance of this order, your Quality Control or Inspection and Manufacturing processes are subject to review, verification, and analysis by an authorized MEC or MLS, Government and/or customer representative(s).

### **LOT CONTROL AND IDENTIFICATION (PAP 11)**

Lot control and identification are required. Individual lot numbers are not to be mixed and shall be positively identified at all times.

Material and product lots shall be positively identified with:

1. Lot Number (always)
2. Heat Lot Number (as appropriate)
3. Part Number (as appropriate)
4. Material code or specification (as appropriate)

In preparation of shipment to MEC; individual lot numbers shall be segregated and identification shall be clearly visible, permanent and legible. Acceptable marking includes ink or stamp impression on a label, bag, or tag compatible with the part or material and which does not result in deterioration or degradation.

### **Hazardous Material Identification**

All hazardous material shall be visibly identified on exterior of shipping container with HAZCOM/DOT placard/label IAW 29 CFR 1910.1200.

## **CERTIFICATION (COC) (PAP 16)**

Certificate of Conformance or Certificate of Compliance, as applicable, must accompany each shipment of materials. Certificates must include:

- 1) Supplier name,
- 2) MEC or MLS Purchase Order (PO)
- 3) Part Number annotated on PO (note: for suppliers who have a COTS item number cross-referenced with an MEC or MLS Part Number, both the COTS number and the MEC/MLS Part Number must be documented on all Certifications)
- 4) Part Revision
- 5) Quantity
- 6) Indication of heat and/or lot no. Certifications must contain the signature and title of the authorized Supplier representative responsible for certifications. The certification must contain a statement that the supplier has on file and available for examination, evidence of conformance to the applicable specifications.  
MEC or MLS Quality Assurance reserves the right to request data supporting the Certifications. When requested, Supplier shall forward this data to MEC or MLS within five (5) working days.

**Note:** When raw material is supplied by MEC or MLS, lot data information will be forwarded to supplier via MEC memo shipper accompanying the raw material shipment or, in the case of drop shipments, by e-mail from the MEC Receiving Department representative or by the respective buyer.

## **TEST REPORTS (PAP 18)**

Supplier and their sub-tier suppliers shall furnish performance test data for tests conducted on, and identifiable to the article(s) submitted (by serial number), when applicable. Performance test reports must contain the signature and title of the person (or traceable inspector stamp) responsible for the tests. Particular emphasis shall be given to characteristics that cannot be verified at MEC or MLS facility. Traceability to MEC or MLS purchase order is required.

NOTE: Unless otherwise specified in the body of the Purchase Order, this requirement is not applicable to "Standard Catalog Hardware" (i.e., part or material that conforms to an established industry or national authority published specification, having all characteristics identified by text description, national/military standard drawing or catalog item).

## **RAW MATERIAL CERTIFICATION (PAP 19)**

Supplier and their sub-tier suppliers shall include a copy of the Raw Material Original Mill Certification bearing the company name, signature and title of an authorized representative of the company. Material must meet any contractual requirements as stated in the Purchase Order (PO), and any applicable DFARs. Traceability to MEC or MLS purchase order is required. In addition:

For Aluminum: The Raw Material Certification shall include heat or lot number, type, grade, and applicable specification of the raw material(s) used to manufacture the purchased item.

For Steel and Specialty Metals: The Raw Material Original Mill Certification shall include the chemical analysis and physical test reports and any required secondary independent test laboratory

certification(s) with each shipment. Reports must include heat or lot number, the applicable specification of the raw material, and actual results of the test.

All raw materials, i.e. forgings, castings, extrusions, bar and/or plate stock, etc., must be physically identified with the heat lot number. Rubber stamping is acceptable. If a product/parts are furnished in multiple heat lots, supplier must always keep segregated, to avoid loss of traceability.

## **NONCONFORMING MATERIAL (NCM) CONTROL) (PAP 21)**

Nonconforming material must be identified and documented, segregated or bonded, pending disposition when found, to prevent its unintended release or use, and evaluated to determine the actions necessary to contain its effect on other processes or products.

### **Disposition Authority**

Suppliers do not have Material Review Board (MRB) authority for Marvin Engineering/Marvin Land or any of its customer's designed items unless specifically authorized in writing.

The supplier MRB shall not perform any disposition on any nonconformance to MEC, MLS or customer requirements that affect form, fit, function, weight, interchangeability, maintainability, reliability, unique key characteristics or safety. These nonconformances shall be submitted to MEC or MLS on the specified nonconforming material control document. Suppliers have no authority to proceed with processing as it pertains to the nonconformance until full written and approved final disposition has been given addressing the nonconforming issue.

The supplier's disposition authority of nonconformances is limited to rework to specification, return to supplier and scrap. These terms are defined as follows:

- 1) **Rework** - Restore material to specification compliance in accordance with required process(s) and addressed by governing process specification(s). Parts subject to subsequent processing not authorized by specification shall be submitted to MEC/MLS Material Review Board (MRB) for disposition. Specific rework instructions shall be provided with Rework dispositions.
- 2) **Return To Supplier** - Return of subcontractor product found to be discrepant for subsequent rework or replacement.
- 3) **Scrap** - Permanent removal from production and destruction of product found to be unfit for use. Scrapped product shall be segregated or bonded, and controlled until destroyed.

### **Marking Requirements for Rejections**

The supplier shall mark discrepant material with the nonconformance document number for tracking purposes.

Acceptance will depend upon verification of discrepancy and final approval at MEC or MLS.

**When product is rejected at MEC for discrepancies and sent back to subcontractor to rework or replace. Upon return the subcontractor shall clearly state on their Packing Slip it the product was reworked or replaced:**

- Rework - If parts are reworked, the subcontractor shall provide documentation that supports the rework
- Replacement - The subcontractor shall provide a new documentation that supports purchase order compliance.

## **DOCUMENTATION CHANGE CONTROL (PAP 22)**

Supplier and their sub-tier suppliers shall maintain adequate control to assure drawing revision that are incorporated through purchase order changes are implemented in a timely manner. Items that are affected shall be identified, segregated, and packed separately at established points. Further, the supplier shall notify and obtain approval from MEC or MLS for proposed changes in the design or processes of the products.

## **PPP&M REQUIREMENTS (PAP 31)**

Supplier and their sub-tier suppliers shall deliver purchased items meeting the requirements of best commercial practices. In addition, all parts shall be provided with adequate protection from damage including corrosion and/or contamination, as applicable. Bare metal-to-metal contact is not allowed except for Commercial Off-the-Shelf (COTS) and "Bag and Tag" items.

## **CURRENT REVISION (PAP 43)**

Unless otherwise stated, reference specifications and the item supplied shall be certified to the current revision at the time or newer. The current specification revision shall be located at the following webpage: <http://marvingroup.com/suppliers/>. In the event that the supplier possesses a later revision than what is specified on the webpage, the supplier shall contact the MEC Data Management representative.

## **FOREIGN OBJECT DEBRIS (PAP 45)**

General workmanship practices and standard term for the prevention of FOD to products apply.

- a. Foreign Object Debris (FOD): A substance, debris or article alien to the part/item(s), which would potentially cause damage
- b. Foreign Object Damage (FOD): Any damage attributed to a foreign object that can be expressed in physical or economic terms that may or may not degrade the product's required safety and/or performance characteristics

## **SUPPLIERS AND THEIR SUB-TIER SUPPLIERS (PAP 47)**

Suppliers must flow-down MEC or MLS Product Assurance Provisions (PAP Clauses) to their Sub-Tier Suppliers the applicable requirements listed in this purchase order including key characteristics and special processes when applicable.

## **OZONE DEPLETING CHEMICALS (PAP 49)**

Class 1 ozone depleting chemicals are not to be used nor incorporated in any items to be delivered under this order. This prohibition supersedes all specification requirements but does not alleviate any production requirements. Substitute chemicals must be submitted for approval unless they are authorized by the specification requirements.

## **RECORD RETENTION (PAP 52)**

MEC or MLS Suppliers and their Sub-tier Suppliers shall retain and maintain Quality Records associated with MEC or MLS product from deterioration for a minimum of ten (10) years unless otherwise specified by purchase order or customer. No Quality Record associated with MEC or MLS may be stored, either temporarily or permanently, in an area where the potential for damage, deterioration, or loss exists. Quality Records associated with MEC or MLS maintained for this period may be disposed of only after obtaining authorization from MEC or MLS Quality Assurance in writing. Prior to disposal, records shall be defaced to illegibility.

## **SUPPLIER PROCESS CHANGE CONTROL (PAP 59)**

Supplier manufacturing process changes shall be reported to MEC or MLS for evaluation and disposition. This requirement does not apply to commercial off-the-shelf (COTS) items. The supplier understands that a First Article or Inspection to the extent necessitated by the change may be imposed to validate the new process even when there is no change to configuration, form, fit, or function. A manufacturing process change includes but is not limited to:

- a. moving the location of manufacture within a production facility or to a new facility;
- b. changing manufacture or process sources or methodology, or
- c. changing machinery, equipment, tooling, or programming (not inclusive of replacement of same item).

A documented process shall be in place to review, identify and submit a request for change to the MEC or MLS Procurement Representative. Changes shall be submitted to MEC or MLS 30-days prior to planned implementation.

## **EXECUTIVE ORDER 13496 (PAP 60)**

Notice Of Employee Rights Under Federal Labor Laws

<http://www.dol.gov/olms/reg/compliance/EO13496.htm>

## **EXECUTIVE ORDER 13465 (PAP 60.1)**

Amending Executive Order 12989, as Amended (<https://www.gpo.gov/fdsys/pkg/FR-2008-06-11/pdf/08-1348.pdf>)

## **COUNTERFEIT PARTS (DFAR 252.246-7007) (PAP 62)**

Supplier shall develop and implement a counterfeit parts control plan that documents its processes for risk mitigation, disposition and reporting of counterfeit parts. Reference guide SAE AS5553 *Counterfeit Electronic Parts, Avoidance, Detection, Mitigation and Disposition* and/or SAE AS6174 *Counterfeit Materiel, Assuring Acquisition of Authentic and Conforming Materiel*.

All electrical, electronic, electro-mechanical and electro-optical component parts delivered and/or used in the manufacture of deliverable products shall be from the Original Component Manufacturer (OCM) / Original Equipment Manufacturer (OEM) or franchised distributors or Authorized Aftermarket Manufacturer (AAM).

If counterfeit parts are furnished under this purchase agreement, such items shall be impounded. The Supplier or when applicable, their Sub-Tier Supplier shall promptly replace such items with genuine parts conforming to the requirements of this Contract at no increase in price, cost or fee to MEC or MLS. If the delivery of counterfeit parts is the result of Supplier's intentional or fraudulent acts, Supplier shall also be liable for the cost of impoundment and removal of counterfeit parts. MEC or MLS may turn such items over to US Governmental authorities (Office of Inspector General, Defense Criminal Investigative Service, Federal Bureau of Investigation, etc.) for investigation and reserves the right to withhold payment for the suspect items pending the results of the investigation.

### **INTERNATIONAL TRAFFIC IN ARMS REGULATIONS (ITAR) (PAP 65)**

Technical Data (includes drawings, specifications, models, software, other documentation) Supplier acknowledges that MEC or MLS may provide technical data subject to Export Control laws and any such Technical Data will be indicated as "ITAR- controlled." This technical data (as well as components) may not be disclosed to any foreign persons or foreign commercial entities, including employees, consultants, subcontractors, vendors or suppliers. The technical data will only be utilized for the manufacture of articles required by the purchase order. The supplier will convey the same requirements to their sub-tier suppliers. The supplier also agrees to destroy or return all such technical data upon completion of the purchase order.

### **MEC SUPPLIED TOOLING (PAP 66)**

When MEC or MLS furnishes inspection aids, gauges and tooling fixtures which fall under the Quality Assurance calibration requirements of ISO 10012, then it will be mandatory for the suppliers to maintain the condition of the loaned gauges and tooling. Suppliers will be notified if a gauge is due for calibration and request for return to MEC or MLS. Suppliers to be aware, that no product manufactured with an un-calibrated gauge and/or tool will be accepted and may be suspect. Suppliers to be aware, that they will have the sole responsibility of maintaining this loaned tooling. Suppliers will be held accountable for any scrap or damaged tooling and will be debited accordingly. It will be mandatory upon receipt of final shipment of said contract, that supplier returns loaned tooling to MEC or MLS.

### **RETURN MATERIAL AUTHORIZATION (RMA) REQUEST (PAP 72)**

If a Return Material Authorization (RMA) is required by the supplier for return of discrepant product, the supplier will have 72 hours to respond with RMA number or statement of intention to dispute the QN (Quality Notification). If the supplier does not respond in writing within 72-hours, after verbal or written request is made by an MEC or MLS representative, discrepant items will be returned to supplier without RMA.

### **STANDARD WORKMANSHIP (PAP 73)**

The supplier shall maintain written standards of workmanship directly applicable to the nature and level of work performed under the Purchase Order. A copy shall be supplied upon request. The buyer reserves the right to impose its own workmanship standard if he the seller's standards are considered unacceptable.

## **SUPPLIER DISCLOSURE OF DISCREPANT MATERIAL (PAP 77)**

Supplier disclosing to MEC/MLS knowledge of a nonconformance created by the supplier shall complete the Supplier Disclosure of Discrepant Material F-826. Completing and submitting this form as directed, MEC/MLS shall make every effort to close-out the discrepancy without affecting your Supplier Scorecard. MEC/MLS Quality and Engineering departments shall review the Supplier Disclosure of Discrepant Material for the non-conformance submittal and provide disposition instructions.

**Please note:** The F-826 with instructions are accessible on the Marvin Group website at: <http://www.marvingroup.com>

The supplier cannot knowingly ship any discrepant material without an F-826 disposition and signed off by MEC/MLS Quality. A copy of the signed Supplier Disclosure of Discrepant Material (F-826) shall accompany the product for each affected shipment.

## **MONITOR EXTERNAL PROVIDERS PERFORMANCE (PAP 78)**

Marvin Engineering/Marvin Land reserves the right to monitor our external provider's performance including:

- a. Supplier Risk of product or service;
- b. Quality of product or service delivered performance;
- c. On-time delivery of product or service.

## **COMPETENCES, AWARENESS & COMMUNICATION (PAP 79)**

External Providers shall ensure that its personnel and sub-tier supplier's personnel have the required competency and experience appropriate with the requirements necessary for the performance of this PO:

- a. Their contribution to product or service conformity;
- b. Their contribution to product safety;
- c. The importance of ethical behavior.

## **PRODUCTION PROCESS VERIFICATION (PAP 80)**

External Suppliers shall implement Production Process Verification activities to ensure the production process is able to produce products that meet requirements.

Marvin Engineering/Marvin Land reserves the right to review the evidence of the External Supplier's Production Process Verification which can include but not limited to risk assessments, capacity studies, capability studies, and control plans.