



Supplier Directives for GPM/HVP Purchase Orders

The following general requirements apply to all Global Precision Manufacturing (GPM) and/or Huntington Vacuum Products (HVP) purchase orders:

- Parts and/or services rendered must conform to all reference drawings and specifications.
- Parts packaged and shipped to assure safe transit to destination.
- Maintain, and store any furnished tooling, equipment or material.
- Report all nonconforming material to GPM prior to shipment.
- Endeavor to purchase from OEM or manufacturer approved suppliers to prevent use of counterfeit materials.

The following supplier directives apply as referenced by Global Precision Manufacturing (GPM) and/or Huntington Vacuum Products (HVP) purchase orders. Each directive has been designated with a unique identifier (Ex: SD1, SD2, etc.) and will only apply when specified on a PO:

SD1.1 Raw Material & Off-the-Shelf Component Test Report

When specified by GPM's purchase order, raw material and components supplied shall be accompanied by associated physical and chemical material test report. Separate "lots" (a group or batch of material with the same traceability) must be physically separated and clearly identified.

SD1.2 Special Process Test and Inspection Report

When specified by GPM's purchase order, test and inspection reports shall be provided upon delivery of product or process. Separate "lots" (a group or batch of material with the same traceability) must be physically separated and clearly identified. Report shall include the following at a minimum:

- Part number and revision (if applicable)
- Purchase order number
- Supplier acceptance test procedure number and revision date (if applicable)
- Quantity accepted
- Date certified
- Supplier quality representative acceptance

SD2 Certification of Conformance

When specified by GPM's purchase order, a certificate of conformance shall be included with each shipment and shall include the following at a minimum:

- Part number and revision (if applicable)
- Purchase order number
- Quantity accepted
- Date certified
- Supplier quality representative acceptance

SD3 Certification of Helium Leak Test

When specified by GPM's purchase order, a certificate of helium mass spectrometer leak check shall be included with each shipment. Leak check shall certify to a maximum leak rate of 1×10^{-9} Torr-L/s, unless otherwise specified.

SD4 First Article Inspection Report

When specified by GPM's purchase order a first article inspection report, conforming to AS9102 standards, shall be provided upon delivery of product or process. FAI shall be signed by the responsible supplier quality representative.



SD5 First Article Unit

When specified by GPM’s purchase order a first article inspection report, supplier shall manufacture and deliver one (unless otherwise specified) first article unit to GPM for inspection and written or verbal approval, prior to completing the remaining quantity on the purchase order.

SD6 Quality System

When specified by GPM’s purchase order, supplier shall maintain a quality system in compliance with ISO 9001 or AS 9100.

SD7 Calibration system

When specified by GPM’s purchase order, all tools used for final qualification of parts and/or services rendered shall be traceable to National Institute of Standards and Technology (NIST) and be calibrated at a minimum interval of one year.

SD8 Change Notification and Approval

When specified by GPM’s purchase order, changes to a process or a product, substitutions, changes of sub-tier suppliers or facility locations must be approved by GPM prior to implementation.

SD9 Right of Entry Access

When specified by GPM’s purchase order, GPM employees, GPM customers and regulatory authorities shall be given the right of entry access for review of parts, processes, documents and records related to GPM purchase orders.

SD10 Suppliers Records

When specified by GPM’s purchase order, supplier shall maintain records related to GPM’s purchase order, including but not limited to inspection and test records for a minimum of 10 years.

SD11 Warranty Period

When specified by GPM’s purchase order, supplier shall warrant all goods and services for a minimum of one year, unless otherwise specified.

*Failure to comply with any of the above requirements may result in delayed acceptance of goods, payments and purchase order cancellation.

Amendment Record

This document is reviewed to ensure its continuing relevance to the quality systems and requirements that it describes. A record of contextual additions or omissions is given below:

Revision	Nature of Changes	Approval	Date
001	Original Release	M. Norton	1/29/2019
002	Revised layout and requirements, addition of SD#s	K. Lind	10/1/2020