

## **Boeing Helena Purchase Order Requirements**

### **Q01. RIGHT OF ACCESS**

Boeing Helena, its customers and/or regulatory agency shall be allowed right of access to visit the supplier's facilities to monitor the items being manufactured/processed for Boeing Helena to determine and verify the quality of work, records and material(s). Boeing Helena will provide advance notification of such visits, whenever possible to avoid disruption of planned schedules.

### **Q02. REQUIREMENTS FLOWDOWN**

Suppliers are required to flow down to sub-tier suppliers the applicable requirements in the purchasing documents including key characteristics where required. Boeing Helena reserves the right to add Suppliers to the "Approved Supplier List" and also reserves the right to remove Suppliers from said list based on performance. Under DOD or other Government contracts, supplier and sub-tiers suppliers must comply with requirement of DFARs 252.225 for material and products obtained or produced.

### **Q03. RETENTION OF RECORDS**

Records must be maintained on file for a minimum of seven (7) years beyond the termination of the contract. Fracture/durability critical designation require a record retention time of twenty (20) years beyond the termination of the contract. F-35 parts require a retention time of thirty (30) years beyond the termination of the contract. Records must be legible, identifiable, retrievable and available to Boeing Helena, Boeing Helena Customer, the Customers' customer and regulatory agencies.

### **Q04. DOCUMENT CONTROL**

Boeing Helena will provide Suppliers with the required documents for the scope of work. It is the responsibility of the Supplier to ensure that they work to the latest revision levels. The Supplier shall protect proprietary information and require sub-tier Suppliers to do the same.

### **Q05 APPROVED PROCESSING SOURCES**

Suppliers shall use only end item customer approved processing sources.

### **Q06. PRODUCT VERIFICATION**

Verification by Boeing Helena does not preclude the Supplier of the responsibility to provide acceptable product, nor shall it disallow subsequent rejections by Boeing Helena. The supplier is required to apply all "No Change Clauses" where processes are established by either Boeing Helena or customer approved methodologies i.e., requirements for the supplier to notify the organization of changes in product and /or process definition and, where required, obtain organizational approval.

### **Q07. CONTROL OF NON-CONFORMING PRODUCT**

Supplier must notify Boeing Helena of non-conforming product. Non-conforming product produced for Boeing Helena shall not be stored in the same area as conforming product and will be tagged and returned to Boeing Helena along with completed (suppliers') internal non-conforming report.

### **Q08. CORRECTIVE ACTION**

When a quality problem exists with any Supplier item, Boeing Helena may forward a "Corrective Action Request" to supplier, requiring timely response that shall include the following information: analysis of the cause of the problem, statement of the action taken to prevent recurrence, and the effectivity of the action. Response to a corrective action shall be completed within the timeline given.

**Q09. HANDLING, PACKAGING, PRESERVATION AND DELIVERY**

The Supplier shall have appropriate procedures for the prevention and control of Foreign Object Debris and Damage (FOD). Supplier shall assure that Boeing Helena's procured product be protected against corrosion, contamination, deterioration, or other spoilage during transit. All material shall be packed with suitable protection as to prevent damage through handling, transit, and during storage prior to use. Packaging will be in accordance to "Best Commercial Practice" unless otherwise stated in the Purchase Order. Other shipping instructions may be contained in the Purchase Order.

**Q10. STATISTICAL TECHNIQUES**

When required by Boeing Helena contract, the Supplier shall perform statistical analysis for applicable key characteristics and provide results upon Boeing Helena request or Boeing Helena's customers' request.

**Q11. EVIDENCE OF INSPECTION**

Neither Boeing Helena nor its customers, accept "sampling inspection". This type of inspection may be deemed acceptable under certain conditions with written permission from Boeing Helena. An appropriate member of the quality control department is required to sign to show 100% acceptance status for every shipment.

**Q12. FIRST ARTICLE REQUIREMENTS**

Evidence of 100% inspection is required for all first article shipments First Article Inspection (FAI). Documentation of a complete Boeing Helena record of inspection or its equivalent, meeting the requirements of AS9102, shall be provided with the first shipment. First article inspections shall be required for all configuration changes. Supplier shall provide documentation of a first article inspection report matching the current configuration, with each first shipment.

**Q.13. MATERIAL SUPPLIERS**

All material must be domestic material unless otherwise specified by written consent on purchase order.

- Material must have full mill certifications to the specification as called out on the purchase order.
- All other certified products and processes require certificates of conformance or full process certifications unless otherwise specified on the purchase order.

**Q14. MATERIAL SHELF LIFE**

Material, chemical or item received shall have a minimum of 75% of its original shelf life upon receipt in our facility and MSDS sheet shall be included with item.

**Q.15. TIME AND TEMPERATURE SENSITIVE MATERIAL (TATS)**

Time and temperature storage conditions must be attached to the packing sheet and accompany each shipment to be delivered hereunder. The outer-most shipping box must be marked to indicate "Time and Temperature sensitive Material" and to be within the temperature storage range upon receipt in our facility.

**Q16. CERTIFICATIONS**

One (1) copy of each certification document specified below shall accompany each shipment or Boeing Helena reserves the right to withhold payment until certification is received. Certification shall be signed by a responsible member of the vendor's firm. Each certification shall identify the Boeing Helena Purchase Order and shall identify the items covered by the certification. Materials received without certification may be rejected and returned at vendor's expense.





A17                      01 APR 2009 Note Text Revised  
                              01 JAN 2006 Note Added

A. In performing the obligations of this Agreement, both Parties will comply with United States export control and sanctions laws, regulations, and orders, as they may be amended from time to time, applicable to the export and re-export of goods, software, technology, or technical data ("Items") or services, including without limitation the Export Administration Regulations ("EAR"), International Traffic in Arms Regulations ("ITAR"), and regulations and orders administered by the Treasury Department's Office of Foreign Assets Control (collectively, "Export Control Laws").

B. The Party conducting the export shall be responsible for obtaining the required authorizations. The Party conducting the re-export shall be responsible for obtaining the required authorizations. Each Party shall reasonably cooperate and exercise reasonable efforts to support the other Party in obtaining any necessary licenses or authorizations required to perform its obligations under this Agreement.

C. The Party providing any Items under this Agreement shall, upon request, notify the other Party of the Items' Export Control Classification Numbers ("ECCNs") as well as the ECCNs of any components or parts thereof if they are different from the ECCN of the Item at issue.

D. Each Party represents that (i) the Items, and the parts and components thereof, it is providing under this Agreement are not "defense articles" as that term is defined in 22 C.F.R. sub section 120.6 of the ITAR. and (ii) the services it is providing under this Agreement are not "defense services" as that term is defined in 22 C.F.R. sub section 120.9 of the ITAR. The Parties acknowledge that this representation means that an official capable of binding the Party providing such Items knows or has otherwise determined that such Items, and the parts and components thereof, are not on the ITAR's Munitions List at 22 C.F.R. sub section 121.1. Each Party agrees to reasonably cooperate with the other in providing, upon request of the other Party, documentation or other information that supports or confirms this representation.

E. To the extent that such Items, or any parts or components thereof, were specifically designed or modified for a military end use or end user, the Party providing such Items shall notify the other Party of this fact and shall also provide the other Party with written confirmation from the United States Department of State that such Items, and all such parts or components thereof, are not subject to the jurisdiction of the ITAR.

Boeing requires that the provisions/requirements set forth above be included in Sellers direct supply contracts as well as the obligation that they be flowed to the sub-tier supply chain.



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[Warning statements for products manufactured with ozone depleting chemicals, as required by the Clean Air Act of 1990, section 611, 40 C.F.R., part 82, should not be applied directly to the parts or items. All such statements are to be included in a separate writing such as the bill of lading, shipment papers or any other proper notification that complies with the listed regulation. Fire suppression systems, and chemicals or chemical compounds shall have the warning statement applied directly to the product.]

The required Federal wording for the warning is:

**THE PRODUCT(S) TO BE DELIVERED UNDER THIS CONTRACT MAY CONTAIN OR BE MANUFACTURED USING CLASS I AND/OR CLASS II OZONE DEPLETING SUBSTANCES AND THE FOLLOWING WARNING STATEMENT SHALL APPLY TO SUCH PRODUCTS(S):**

**WARNING: MANUFACTURED WITH OR CONTAINS  
CFC-11, 12, 13, 111, 112, 113, 114, 115, 211, 212, 213, 214, 215, 216, 217;  
HALONS 1211, 1301, 2402;  
CARBON TETRACHLORIDE;  
METHYL CHLOROFORM and all isomers except 1,1,2-trichloroethene;  
methyl bromide;  
CH<sub>2</sub>FBr, HBFC-2201, CH<sub>2</sub>FBr, C<sub>2</sub>H<sub>2</sub>FBr<sub>4</sub>, C<sub>2</sub>H<sub>2</sub>F<sub>2</sub>Br<sub>3</sub>, C<sub>2</sub>H<sub>2</sub>F<sub>3</sub>Br<sub>2</sub>, C<sub>2</sub>H<sub>2</sub>F<sub>4</sub>Br,  
C<sub>2</sub>H<sub>2</sub>F<sub>2</sub>Br<sub>3</sub>, C<sub>2</sub>H<sub>2</sub>F<sub>2</sub>Br<sub>2</sub>, C<sub>2</sub>H<sub>2</sub>F<sub>3</sub>Br, C<sub>2</sub>H<sub>3</sub>FBr<sub>2</sub>, C<sub>2</sub>H<sub>3</sub>F<sub>2</sub>Br, C<sub>2</sub>H<sub>4</sub>FBr, C<sub>3</sub>H<sub>2</sub>FBr<sub>6</sub>,  
C<sub>3</sub>H<sub>2</sub>F<sub>2</sub>Br<sub>5</sub>, C<sub>3</sub>H<sub>2</sub>F<sub>3</sub>Br<sub>4</sub>, C<sub>3</sub>H<sub>2</sub>F<sub>4</sub>Br<sub>3</sub>, C<sub>3</sub>H<sub>2</sub>F<sub>5</sub>Br<sub>2</sub>, C<sub>3</sub>H<sub>2</sub>F<sub>6</sub>Br, C<sub>3</sub>H<sub>2</sub>F<sub>2</sub>Br<sub>5</sub>, C<sub>3</sub>H<sub>2</sub>F<sub>2</sub>Br<sub>4</sub>,  
C<sub>3</sub>H<sub>2</sub>F<sub>3</sub>Br<sub>3</sub>, C<sub>3</sub>H<sub>2</sub>F<sub>4</sub>Br<sub>2</sub>, C<sub>3</sub>H<sub>2</sub>F<sub>5</sub>Br, C<sub>3</sub>H<sub>3</sub>FBr<sub>4</sub>, C<sub>3</sub>H<sub>3</sub>F<sub>2</sub>Br<sub>3</sub>, C<sub>3</sub>H<sub>3</sub>F<sub>3</sub>Br<sub>2</sub>,  
C<sub>3</sub>H<sub>3</sub>F<sub>4</sub>Br, C<sub>3</sub>H<sub>4</sub>FBr<sub>3</sub>, C<sub>3</sub>H<sub>4</sub>F<sub>2</sub>Br<sub>2</sub>, C<sub>3</sub>H<sub>4</sub>F<sub>3</sub>Br, C<sub>3</sub>H<sub>5</sub>FBr<sub>2</sub>, C<sub>3</sub>H<sub>5</sub>F<sub>2</sub>Br, C<sub>3</sub>H<sub>6</sub>FBr;  
HCFC-21, 22, 31, 121, 122, 123, 124, 131, 132b, 133a, 141b, 142b, 151, 221, 222, 223,  
224, 225ca, 225cb, 226, 231, 232, 233, 234, 235, 241, 242, 243, 244, 251, 252, 253, 261,  
262, 271 and all isomers;  
SUBSTANCES WHICH HARM PUBLIC HEALTH AND ENVIRONMENT BY  
DESTROYING OZONE IN THE UPPER STRATOSPHERE.**

**IT IS AGREED THAT THE ABOVE WARNING STATEMENT SATISFIES THE REQUIREMENTS OF THE CLEAN AIR ACT AMENDMENTS OF 1990 (SECTION 611), TITLE 40 CFR PART 82. ACCORDINGLY, NO OTHER LABELING METHOD SHALL BE USED TO SATISFY SUCH REQUIREMENTS. NON-U.S. SUPPLIERS SHALL INCLUDE WITH EACH BILL OF LADING THE FOLLOWING STATEMENT:**



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' YOU ARE HEREBY ADVISED THAT PRODUCTS TO BE DELIVERED UNDER THIS PURCHASE DOCUMENT MAY BE MANUFACTURED WITH OR CONTAIN AN OZONE DEPLETING SUBSTANCE AND THE FOLLOWING WARNING STATEMENT SHALL APPLY TO SUCH PRODUCTS(S): WARNING: MANUFACTURED WITH OR CONTAINS CFC-11, 12, 13, 111, 112, 113, 114, 115, 211, 212, 213, 214, 215, 216, 217; HALONS 1211, 1301, 2402; CARBON TETRACHLORIDE; METHYL CHLOROFORM and all isomers except 1,1,2-trichloroethene; CHFBr<sub>2</sub>, HBFC-2201, CH<sub>2</sub>FBr, C<sub>2</sub>HFBr<sub>4</sub>, C<sub>2</sub>HF<sub>2</sub>Br<sub>3</sub>, C<sub>2</sub>HF<sub>3</sub>Br<sub>2</sub>, C<sub>2</sub>HF<sub>4</sub>Br, C<sub>2</sub>H<sub>2</sub>FBr<sub>3</sub>, C<sub>2</sub>H<sub>2</sub>F<sub>2</sub>Br<sub>2</sub>, C<sub>2</sub>H<sub>2</sub>F<sub>3</sub>Br, C<sub>2</sub>H<sub>3</sub>FBr<sub>2</sub>, C<sub>2</sub>H<sub>3</sub>F<sub>2</sub>Br, C<sub>2</sub>H<sub>4</sub>FBr, C<sub>3</sub>HFBr<sub>6</sub>, C<sub>3</sub>HF<sub>2</sub>Br<sub>5</sub>, C<sub>3</sub>HF<sub>3</sub>Br<sub>4</sub>, C<sub>3</sub>HF<sub>4</sub>Br<sub>3</sub>, C<sub>3</sub>HF<sub>5</sub>Br<sub>2</sub>, C<sub>3</sub>HF<sub>6</sub>Br, C<sub>3</sub>H<sub>2</sub>FBr<sub>5</sub>, C<sub>3</sub>H<sub>2</sub>F<sub>2</sub>Br<sub>4</sub>, C<sub>3</sub>H<sub>2</sub>F<sub>3</sub>Br<sub>3</sub>, C<sub>3</sub>H<sub>2</sub>F<sub>4</sub>Br<sub>2</sub>, C<sub>3</sub>H<sub>2</sub>F<sub>5</sub>Br, C<sub>3</sub>H<sub>3</sub>FBr<sub>4</sub>, C<sub>3</sub>H<sub>3</sub>F<sub>2</sub>Br<sub>3</sub>, C<sub>3</sub>H<sub>3</sub>F<sub>3</sub>Br<sub>2</sub>, C<sub>3</sub>H<sub>3</sub>F<sub>4</sub>Br, C<sub>3</sub>H<sub>4</sub>FBr<sub>3</sub>, C<sub>3</sub>H<sub>4</sub>F<sub>2</sub>Br<sub>2</sub>, C<sub>3</sub>H<sub>4</sub>F<sub>3</sub>Br, C<sub>3</sub>H<sub>5</sub>FBr<sub>2</sub>, C<sub>3</sub>H<sub>5</sub>F<sub>2</sub>Br, C<sub>3</sub>H<sub>6</sub>FBr; HCFC-21, 22, 31, 121, 122, 123, 124, 131, 132b, 133a, 141b, 142b, 151, 221, 222, 223, 224, 225ca, 225cb, 226, 231, 232, 233, 234, 235, 241, 242, 243, 244, 251, 252, 253, 261, 262, 271 and all isomers; SUBSTANCES WHICH HARM PUBLIC HEALTH AND ENVIRONMENT BY DESTROYING OZONE IN THE UPPER STRATOSPHERE.'

Boeing requires that the provisions/requirements set forth above be included in Seller's direct supply contracts as well as the obligation that they be flowed to the sub-tier supply chain.



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**NOTIFICATION OF ESCAPEMENT (NoE) PROCESS:**

**SELLER SHALL PROVIDE WRITTEN NOTIFICATION TO BOEING WITHIN ONE (1) BUSINESS DAY WHEN A NONCONFORMANCE IS DETERMINED TO EXIST, OR IS SUSPECTED TO EXIST, ON PRODUCT ALREADY DELIVERED TO BOEING UNDER ANY ORDER. AND THE FOLLOWING IS KNOWN, WRITTEN NOTIFICATION SHALL INCLUDE:**

- A - AFFECTED PROCESS(ES) OR PRODUCT NUMBER(S) AND NAME(S)**
- B - DESCRIPTION OF THE NONCONFORMING CONDITION AND THE AFFECTED ENGINEERING REQUIREMENT (I.E., WHAT IT IS AND WHAT IT SHOULD BE)**
- C - QUANTITIES, DATES AND DESTINATIONS OF DELIVERED SHIPMENTS**
- D - SUSPECT/AFFECTED SERIAL NUMBER(S) OR DATE CODES, AND AIRPLANE LINE UNITS WHEN APPLICABLE.**

**NOTE: IF THE CONDITION IS POSSIBLE SAFETY OF FLIGHT, SUBMIT ALL AVAILABLE INFORMATION IMMEDIATELY.**

**NOTE: SELLERS WITH DELEGATED AUTHORITY IN ACCORDANCE WITH D-13709-4 APPENDIX C THAT DISCOVER THE DELIVERY OR SUSPECTED DELIVERY OF NONCONFORMING PRODUCT, ARE NOT REQUIRED TO NOTIFY BOEING WITHIN ONE BUSINESS DAY UNLESS SAFETY OR CERTIFICATION CONCERNS EXIST. ESCAPED PRODUCT IS TO BE INVESTIGATED AND COMMUNICATED TO BOEING AS REQUIRED BY D-13709-4 APPENDIX C.**

**SELLER SHALL NOTIFY THE FOLLOWING:**

- THE BOEING PROCUREMENT REPRESENTATIVE,**
- THE BOEING SUPPLIER QUALITY FIELD REPRESENTATIVE THAT HAS OVERSIGHT OF SELLERS FACILITY**



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FOR PRODUCT PROCURED BY BCA PUGET SOUND, ALSO NOTIFY BCA SUPPLIER QUALITY SPECIAL INVESTIGATIONS GROUP

FOR SUSTAINING PROGRAMS (737, 747, 767, 777, SPARES AND MRO SERVICES), WRITTEN NOTIFICATION SHALL BE SUBMITTED TO BOEING VIA:

- THE BOEING PARTNERS NETWORK (BCA DEFAULT PROFILE), OR
- EMAIL NON-PROPRIETARY INFORMATION TO [smpsi@boeing.com](mailto:smpsi@boeing.com) OR
- FAX (425-717-8010) NOTE: WHEN FAXING PROPRIETARY INFO, A RECIPIENT MUST BE STANDING BY TO RECEIVE FAX.

FOR 787 PROGRAM AND 787 SPARES, WRITTEN NOTIFICATION SHALL BE SUBMITTED TO BOEING VIA:

- INITIATION AND SUBMITTAL OF A NOTICE OF ESCAPEMENT EMERGENT PROCESS DOCUMENT (EPD) WITHIN THE VELOCITY SYSTEM OR
- IF THE VELOCITY SYSTEM IS UNAVAILABLE, E-MAIL NON-PROPRIETARY INFORMATION TO [787NoEGP@boeing.com](mailto:787NoEGP@boeing.com)

IF THE NONCONFORMING CONDITION HAS BEEN PREVIOUSLY IDENTIFIED BY BOEING USING A NONCONFORMANCE RECORD AND REQUESTING A CORRECTIVE ACTION RESPONSE, THE SELLER SHALL NOTIFY THE BOEING INVESTIGATOR IDENTIFIED ON THE CORRECTIVE ACTION REQUEST THAT ADDITIONAL PARTS ARE AFFECTED.(NOTE: ADDITIONAL PART NUMBERS OR NEW NONCONFORMING CONDITIONS ARE IN SCOPE FOR THE NoE PROCESS)

NOTE: DESIGN ERRORS THAT RESULT IN A NONCONFORMANCE (E.G., NOT PRODUCIBLE PER DRAWING) THAT HAS SHIPPED FROM THE SUPPLIER'S FACILITY AND IS NOT PROPERLY DOCUMENTED AND/OR HAS NO APPROVED MRB COVERAGE AT THE ORIGINATING SUPPLIER'S FACILITY PRIOR TO SHIPMENT, SHOULD BE REPORTED VIA THE BOEING NOE PROCESS.

ENGINEERING DESIGN ERRORS:

\*\*\*DO NOT SEND ENGINEERING DESIGN ERRORS TO BCA SUPPLIER QUALITY SPECIAL INVESTIGATION GROUP USING THE NoE PROCESS\*\*\*.

FOR PRODUCT DELIVERED WHICH HAD BEEN DETERMINED TO CONTAIN ENGINEERING ERRORS: SELLER SHALL PROVIDE WRITTEN NOTIFICATION TO BOEING WITHIN ONE BUSINESS DAY WHEN IT IS DETERMINED THAT PRODUCT SHIPPED, WHILE MEETING THE SUPPLIER PRODUCT DEFINITION, DOES NOT MEET, OR IS SUSPECTED TO NOT MEET, THE AIRPLANE DESIGN REQUIREMENTS.



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WHEN THE FOLLOWING IS KNOWN, WRITTEN NOTIFICATION SHALL INCLUDE:

- AFFECTED PROCESS OR PRODUCT NUMBER AND NAME
- DESCRIPTION OF THE PROBLEM (I.E., WHAT IT IS AND WHAT IT SHOULD BE)
- QUANTITY, DATES AND DESTINATION OF SHIPMENT DELIVERED
- SUSPECT/AFFECTED SERIAL NUMBER(S) OR DATE CODES, WHEN APPLICABLE.

WRITTEN NOTIFICATION BY THE SELLER SHALL BE TO:

- THE BOEING PROCUREMENT REPRESENTATIVE, AND
- THE BOEING QUALITY ASSURANCE FIELD REPRESENTATIVE THAT HAS OVERSIGHT OF THE SUPPLIERS FACILITY, AND
- FOR 787 PROGRAM, REFER TO DOCUMENT 787N8-2693 FOR INSTRUCTIONS ON HOW TO COMMUNICATE A PROBLEM TO THE PRODUCT DEFINITION DATA (PDD) OWNER VIA THE PROBLEM REPORT PROCESS (PREFERRED METHOD) OR
- SUPPLIERS AND OTHERS WHO DO NOT USE THE PROBLEM REPORT PROCESS SHALL SUBMIT THEIR NOTIFICATIONS THROUGH THE FOLLOWING GROUP MAILBOX:787DE-PartnerDesignErrors@boeing.com

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