

**Aerojet Quality Note****A01****Rev #****Date****4****11/4/11****GENERAL QUALITY REQUIREMENTS (APPLY TO ALL PURCHASE ORDERS)****1. AEROJET (REDMOND)/CUSTOMER/GOVERNMENT SURVEILLANCE AT SUPPLIER'S FACILITY**

Aerojet (Redmond) reserves the right to assign representatives, including Aerojet's (Redmond) customer or government representatives, on an itinerant or resident basis at supplier's facility or those of lower-tier suppliers for the purpose of verifying all tests and/or inspections performed as a part of the terms and conditions of this purchase order(s). Supplier is required to provide Aerojet (Redmond) representatives with reasonable facilities and equipment and access to all areas essential to complete this task throughout all periods of performance under this purchase order(s).

**2. GIDEP PARTICIPATION**

Suppliers to Aerojet (Redmond) are prohibited from shipping material for which a GIDEP Alert has been issued. The supplier agrees to support Aerojet in GIDEP compliance efforts.

**3. RECORD RETENTION**

Unless otherwise specified, all records related to the manufacture of delivered products shall be maintained for a *minimum* of five years after purchase order completion. Copies of these records shall be submitted to Aerojet upon request. The seller shall notify Aerojet prior to records disposal. Aerojet retains the right to have records delivered in lieu of disposal.

**4. PURCHASE ORDER SUBCONTRACTING**

Purchase order(s) shall not be subcontracted without the written authorization of Aerojet (Redmond).

**5. MATERIAL REVIEW BOARD (MRB) / NON-CONFORMANCE NOTIFICATION****Material Review Board**

The Material Review Board is a panel of technically qualified individuals appointed for the purpose of reviewing, evaluating and determining (or recommending) disposition of non-conformances to defined engineering requirements. Authority for "Rework", "Return to Vendor", and "Scrap" dispositions (or equivalents as approved by Aerojet) is delegated on the purchase order unless the material for the order is supplied by Aerojet.

For all other MRB dispositions (such as "Use as is" and "Repair"), no matter where the failure occurs in the process, and for Aerojet-supplied material, the supplier shall document the nonconformance on an Aerojet (Redmond) Supplier Nonconformance Review (SNR) datasheet ([Form SS40916](#)). The supplier's own nonconformance report may be submitted provided that it addresses the root cause and corrective/preventive action. The completed form shall be submitted to Aerojet Procurement for Aerojet MRB review and approval. **NONCONFORMING ITEMS SHALL NOT BE SHIPPED UNLESS SPECIFICALLY AUTHORIZED BY THE AEROJET PROCUREMENT REPRESENTATIVE VIA THE AEROJET - REDMOND SNR PROCESS.** A copy of the approved SNR shall be included with the shipment and the SNR number shall be referenced on the supplier's Certification of Conformance. Authority to allow Repair and Use-as-is dispositions shall come from the Quality and Mission Assurance organization.

**Nonconformance Notification**

Failure notification is required for (a) electronic parts that fail during Quality Conformance Inspection (QCI) or (b) any part (including electronic parts) that fail during Acceptance Test Procedure (ATP) testing.

**6. NOTICE OF PREVIOUS REJECTION**

The supplier's shipping paperwork for material submitted to Aerojet (Redmond) in response to a Return to Vendor (RTV) or Rework disposition on a Suppliers Nonconformance Report (NCR) or Aerojet (Redmond) Supplier Nonconformance Review (SNR) datasheet ([Form SS40916](#)) shall include items 1 and 2 and may include item 3 as required.

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1. A statement identifying whether the material was replaced or reworked.
2. The Suppliers NCR and/or Aerojet's SNR number.
3. If reworked, a description of the rework performed. If material is serialized, add the letter R after the serial number on both the paperwork and the hardware.

**7. CALIBRATION SYSTEM REQUIREMENTS (Not Applicable to Distributors)**

The supplier shall maintain a calibration system that complies with one of the following specifications (or an equivalent): ANSI Z540.1 or ISO/IEC 17025. This provision shall be applicable to all inspection, test and measuring equipment supplied by Aerojet (Redmond) for use by supplier, as well as the supplier's own equipment. All test equipment and gages used for calibration must be traceable to NIST standards.

**8. PACKAGING REQUIREMENTS:** Packaging shall first conform to all requirements specified on drawings, specifications and the purchase order and secondly to the following:

1. Materials shall be packaged in a manner that will prevent damage and preclude moisture, foreign matter or contamination damage, and be properly maintained (e.g. temperature/humidity-controlled) prior to receipt by Aerojet. It is not required that the packaging be labeled with the Aerojet part number, but if such labeling is present, it must be correct.
2. Material of different part numbers or revision, or items that are re-submittals in response to Return To Vendor disposition on an Aerojet (Redmond) Nonconformance Report, shall not be mixed in a single container unless they are segregated in properly identified intermediate containers.
3. Bare metal material having surface protective treatment such as plating, painting, anodizing, conversion coating, etc., shall be wrapped separately in chemically-neutral craft paper or equivalent.
4. Handling, protection, or packaging shall not be accomplished using tapes which have glass beads in the tape (i.e., nylon reinforced tape) or on the tape as a separator. This requirement shall be placed in purchase order(s) to your subtier suppliers.

**9. MANNED SPACE FLIGHT**

Material, manufacturing, and workmanship of the highest quality standards are essential to astronaut safety. If you are able to supply the desired item with a quality which is higher than that of the items specified or proposed, you are requested to bring this fact to the immediate attention of the purchaser. If this order pertains to a product used in manned space flight, this note must be included in any purchase order to your subtier suppliers for products or special processing used in the manufacturing or processing of this order.

**10. ELECTRONIC SIGNATURES**

Electronic signatures and dates on supplier-submitted documentation are acceptable.

**11. MILITARY SPECIFICATION CANCELLATIONS**

DoD Acquisition Reform has resulted in cancellation of some military specifications, and in some cases no replacements are noted. Aerojet encourages its suppliers to request approval for use of alternate specifications that replace cancelled specifications. If a cancelled specification lists an alternate, that alternate does not need Aerojet approval.

**12. SUPPLIER EVENTS REQUIRING AEROJET NOTIFICATION**

Aerojet must be notified by the supplier 30 days in advance of the following:

1. Changes to manufacturing process/materials (also from subcontractors) defined in the work instructions/specifications.
2. Loss of critical capability
3. Transfer of manufacturing location
4. Transfer of the manufacturing equipment within the location.

**13. FOREIGN OBJECT ELIMINATION**

Supplier shall take steps to mitigate contamination by foreign objects/debris. The supplier will document, investigate, determine root cause, and eliminate repetitive nonconformances related to Foreign Object Debris (FOD) incidents.

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Title:

**General Requirements – Redmond, WA**

Rev	Date	Description of Change	Changed By
1	12/17/2008	Remove "MRB" in second sentence of Section 5. Remove "No bulk packaging of piece parts or hardware is acceptable." From Section 8.2	M. Sakrison
2	10/29/2009	Remove previous para. 8.1, 8.3, and 8.5. Add new para. 8.1. Add "If product is to be used for manned space flight..." to para. 9.	M. Sakrison
3	1/7/2011	Para 2 added second sentence. Para 5 added sentence starting "Failure notification is required....." Added Para 13	M. Sakrison
4	11/4/2011	Added last sentence Para 5 under Material Review Board. Removed last sentence of Para. 8.2, and added new sentence in its place.	M. Sakrison

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