

Aerojet Quality Note**A02****Rev # Date****1****4/12/2011**

1. General Requirements apply to **all** purchase orders. The seller shall maintain a quality system which ensures that *only* items meeting all requirements of the Purchase Order and its referenced drawings and specifications are submitted to Aerojet. By virtue of submittal, the seller certifies that all such requirements have been met or that Aerojet has accepted all nonconformances in writing.
2. Nonconforming items which the seller wishes to submit to Aerojet for consideration shall be documented and submitted to the responsible Aerojet buyer. If Source Surveillance is required by the Purchase Order, nonconforming items will be coordinated with the Aerojet QA Representative.
 - **NONCONFORMING ITEMS SHALL NOT BE SHIPPED UNLESS SPECIFICALLY AUTHORIZED BY THE AEROJET BUYER.**
 - **MRB AUTHORITY IS NOT GRANTED UNLESS SPECIFICALLY AUTHORIZED IN WRITING BY THE AEROJET PROCUREMENT REPRESENTATIVE.**

Any acceptance of a nonconforming item shall *not* be considered a precedent for future actions. Copies of all Aerojet nonconformance forms shall accompany the shipment of nonconforming items.

- a. Nonconforming items that result in rework shall require written rework instructions and those rework instructions will capture the results of the rework. Rework documentation shall be made available for Aerojet Source review. This requirement shall be flowed down to sub-tier suppliers.
3. Notice of Previous Rejection: The supplier's shipping paperwork for material submitted to Aerojet (Sacramento) in response to a Return to Vendor (RTV) or Rework disposition shall include the following information:
 - a. The Aerojet nonconformance number
 - b. A statement identifying whether the material was replaced or reworked.
 - c. If reworked, a description of the rework performed.
4. The seller shall respond to Aerojet requests for corrective action. The seller's response to any such request shall be timely and *must* include the root cause of the problem, the statement of the action taken to preclude a recurrence, and the effectivity of the action. When Aerojet Source Surveillance is a Purchase Order requirement, the seller shall obtain the signature of the responsible Aerojet representative on the seller's response.
5. Aerojet (Sacramento) reserves the right to assign representatives, including Aerojet's (Sacramento) 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 the seller's Quality Management System, manufacturing processes, and any/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 (Sacramento) 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). Product acceptance through surveillance/inspections made by Aerojet representatives

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shall not relieve the seller of the responsibility to furnish an end item that conforms to the requirements of the procurement document.

6. Unless otherwise specified, drawings, specifications, standards, and document listings shall be the issue currently in effect on the date of the Purchase Order.
7. The seller shall note the Aerojet purchase order, part number, and serial number(s), where applicable, on all submitted documentation. Revision letters shall be included.
8. All submitted documentation, including signatures and stamps, *must* be legible. Electronic signatures and dates on supplier-submitted documentation are acceptable. Documents requiring corrections shall comply with the following requirements:
 - Each error *must* be lined through once.
 - The correct information *must* be entered near the error.
 - Each entry *must* be initialed/stamped and dated.
 - Use of correction tape/fluid is prohibited.
9. Cleaning and Packaging: Unless otherwise stated in the Purchase Order/Specification/Drawing/Quality Notes, cleaning and packaging shall be per “best commercial practices.”
10. Records Retention: Unless otherwise specified by a Quality Note, 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.
11. Test and measurement equipment used to determine the acceptability of delivered items shall be maintained per ISO 10012 or ANSI/NCSS Z540-1-1994, “Calibration System Requirements.”
12. The seller shall flow down to sub-tier suppliers the applicable requirements in the purchasing documents, including key characteristics where required.
13. Obsolescence Management: The supplier shall monitor the life cycle status and availability of parts and/or materials through the duration of the contract. Parts/material determined to be unavailable or identified as “unavailable for new designs” shall be reported to the buyer within seven working days of obtaining this designation.
14. Suppliers to Aerojet (Sacramento) are prohibited from shipping material for which a GIDEP has been issued.

Rev	Date	Description of Change	Changed By
1	4/12/2011	Added paragraph 2.a.	M. Sakrison

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