

<b>HYDRAFLOW</b>		DOCUMENT NUMBER <b>QF-06-04</b>	REVISION <b>AB</b>
<b>QUALITY FORM</b>	TITLE <b>HYDRAFLOW QUALITY REQUIREMENTS FOR SUPPLIERS</b>		<b>PAGE 1 OF 10</b>

**Note:** Any exceptions to any requirement(s) listed below must be specifically authorized in writing by Hydraflow.

## **HQ 1 Basic Quality Requirements**

- a. **Quality Management System.** The Supplier shall establish, document implement and maintain a quality management system and shall continually improve its effectiveness in accordance with ISO 9001, AS9100 or a similar quality standard. If the Supplier is accredited to ISO9001 and/or AS9100 and subsequently loses its accreditation status, the Supplier shall notify Hydraflow within three (3) days of receiving such notice from its Certification/Registration Body.
- b. **Certificate of Conformance.** The Supplier shall provide a Certificate of Conformance (C of C) with each shipment. The C of C shall state that the material has been manufactured and inspected in conformance with purchase order requirements. Statements like “To the best of my knowledge” and the title “Authorized Signature” are not acceptable. The C of C must include the name or signature and title of the Supplier representative certifying it. All certificates shall be written in English.
- c. **Quality Records.** The Supplier shall maintain records of inspection, tests, and other Quality Assurance activities in accordance with applicable portions of ISO 9001, AS9100 or a similar quality management system standard. Records shall provide objective evidence of the Quality Assurance operations performed and the results obtained. Such records shall be made available to Hydraflow upon request. Records shall be maintained for at least ten (10) years from the date of shipment to Hydraflow. An exception to this requirement may be made if all pertinent Supplier records are submitted to and maintained by Hydraflow.
- d. **Inspection.** The Supplier performing any portion of the production, inspection or test processes shall maintain an inspection system in accordance with applicable portions of ISO 9001, AS9100 or a similar quality management system standard. The Supplier is responsible for initiation of prompt response to Hydraflow non-conforming reports, corrective action requests and implementation of required corrective actions. The Supplier shall comply with the AS/EN/JISQ 9100 requirements and 14 CFR Part 21.2 regarding the application of the Acceptance Authority Media (AAM) requirements. The Supplier shall, within its organization and its supply chain, ensure that the use of AAM is clearly defined within its Quality Management System. The Supplier shall, upon Hydraflow’s request, be able to demonstrate evidence of communication to its employees and to its supply chain that the use of AAM shall be considered a personal warranty of compliance and conformity. The Supplier shall maintain compliance with AAM requirements by assessing its process and supply chain as part of its internal audit activities. The areas of focus of this assessment shall include, but not be limited to:
  1. Authority Media Application (AMA) Errors (e.g., omission, typos, legibility, etc.);
  2. AMA Untimely Use (e.g., documentation is not completed as planned, “stamp/sign as you go”, etc.);
  3. AMA Misrepresentation (e.g., uncertified personnel, falsification of documentation, work not performed as planned, etc.); and
  4. AMA Training Deficiencies (e.g., ethics, culture awareness, proper use of authority media, etc.).
- e. **Drawings.** The Supplier shall control all copies of Hydraflow drawings that are in its possession. Hydraflow drawings may be retained by the Supplier as a controlled record of work performed. If the drawing is retained as evidence of conformity to Hydraflow requirements, the Supplier must prevent unintended use of the drawing. Control can be relinquished by destroying the drawing where it is rendered completely unreadable or by returning all copies of the drawing to Hydraflow.

- f. **Changes.** The Supplier shall notify Hydraflow of any changes to the business and/or manufacturing location and product definition and/or process that affect product quality. Where required, Supplier shall obtain Hydraflow approval.
- g. **Work Transfer & Subcontractor Flowdown.** Suppliers are not authorized to transfer work, or any portion of it to a sub-tier supplier except for special processes not performed by the supplier and when directed by Hydraflow. If the Supplier uses sub-tier suppliers for any processing or services on Hydraflow parts, the Supplier must flow down the requirements of Hydraflow's purchase order to the supply chain, including key characteristics where required.
- h. **Right of Access.** Hydraflow, its customers, the U.S. Government and any regulatory agencies shall be granted right of access to the Supplier's facility at any level of the supply chain involved in the purchase order and to all applicable records and shall be granted the right to conduct audits, inspections or evaluations at any time in order to verify compliance with Supplier's internal procedures and Hydraflow's purchase order requirements.
- i. **Hydraflow-Supplied Material and/or Tooling.** The Supplier shall have a system to control, segregate and identify Hydraflow-supplied material and/or tooling. Substitution or replacement of Hydraflow material is prohibited unless authorized in writing by the Hydraflow Buyer. Hydraflow tooling used in the fabrication of products must be maintained in a clean and orderly manner. Any loss, damage or unsatisfactory conditions to Hydraflow tooling must be promptly communicated to Hydraflow.
- j. **Material Review Authority.** The Supplier shall not exercise discrepant material review authority on parts and/or material manufactured to Hydraflow drawings and specifications. The Supplier shall notify Hydraflow of all nonconformities for disposition, review and approval.
- k. **Calibration.** The Supplier shall maintain a register of monitoring and measuring equipment requiring calibration used to fulfill the requirements of Hydraflow's purchase order. The Supplier's calibration system shall be based on ANSI/NCSL Z540-1 or equivalent specifications.
- l. **Sampling.** If the Supplier uses sampling techniques instead of 100% inspection, the sampling procedures must comply with ANSI/ASQC Z1.4 or equivalent. The number of defects allowed from any sample size must be zero (C=0).
- m. **Handling and Storage of Products.** The Supplier shall follow and adhere to Hydraflow Workmanship and Handling Code Standards (WI-09-69). This document can be located on the Hydraflow website ([www.hydraflow.com](http://www.hydraflow.com)). It is Supplier's responsibility to ensure it is complying with the latest revision of this document.

The Supplier shall have a system in place for the handling and storage of products that will protect the products and prevent loss, substitution or damage such as nicks, scratches and deformation, exposure to foreign object debris (FOD), contamination, corrosion and/or exposure to environments that cause deterioration of the product. Special attention shall be given to sensitive products requiring special handling, like shelf life and temperature control, and hazardous materials requiring safety labels in accordance with applicable Safety Data Sheets (SDS).

- n. **Counterfeit Material/Parts Prevention and Control Program.** The Supplier that provides material shall develop and implement a Counterfeit Material/Parts Prevention and Control Program in accordance with AS 6174 to ensure it supplies only authentic and conforming material acquired from legally-authorized sources. The Counterfeit Material/Parts Prevention and Control Program must contain plans to mitigate risk, as well as plans for the control, disposal and reporting of counterfeit material. The Supplier shall flow this requirement down to its supply chain.

- o. **Legal Compliance.** The Supplier shall guarantee compliance with applicable laws, statutes, rules, regulations or orders of the jurisdiction where Supplier performs work under this order, as well as all laws of the United States of America that may be applicable, which includes, but is not limited to, laws relating to basic working conditions, human rights, slavery and human trafficking.
- p. **Obsolescence.** The Supplier shall maintain regular communication with sub-tier suppliers regarding possible raw material or component obsolescence. Hydraflow requires its Suppliers notify a Hydraflow representative regarding obsolescence with sufficient lead time so as to not disrupt delivery schedules. The notification shall be done in writing with a comprehensive list and details for all affected items. In the event of material or component obsolescence, Hydraflow requests the Supplier offer Hydraflow a “last time buy” notification to ensure adequate materials are made available during the transition to an alternative source.
- q. **Stewardship.** The Supplier shall promote health and safety, environmental stewardship and pollution prevention.
- r. **Employee Contribution.** The Supplier shall ensure that its employees are aware of their contribution to the product or service conformity and product safety, as well as the importance of ethical behavior.
- s. **Vision Exam.** The Supplier’s inspection personnel and calibration technicians are required to have a documented vision exam annually to ensure workers have the necessary visual skills to perform job-relevant tasks in an efficient and safe manner.

**Note:** Any exceptions to HQ 1 requirements must be specifically authorized in writing by the Hydraflow Quality Manager.

### **HQ 2 First Article Approval**

A Dimensional Inspection Report (DIR) with all dimensions, notes, block tolerances, etc., as applicable, must be submitted to Hydraflow Receiving Inspection with the first article part(s) for approval prior to production being run. The first article part(s) shall be identified as such. First Article acceptance by Hydraflow shall not constitute final acceptance of articles required, nor does it relieve the Supplier of the obligation to furnish all parts/items that meet the applicable drawings, specifications and contract requirements.

### **HQ 3 Dimensional Inspection Report (DIR)**

A Dimensional Inspection Report (DIR) with all dimensions, notes, block tolerances etc. as applicable shall be submitted with each shipment of parts. The DIR may be documented on the Supplier’s form or Hydraflow’s form. The report shall include the name or signature and title or stamp of the Supplier representative responsible for accepting the part/report.

### **HQ 4 SPC**

SPC data with 1.33 minimum Cpk is required with each shipment.

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**HQ 5 Raw Material Physical and Chemical Test Reports for Specialty Metals**

Specialty Metals (stainless steel, titanium and titanium alloys, and zirconium base alloys) must be in compliance with Defense Federal Acquisition Regulation Supplement (DFARS) clauses. The raw material certifications must state the country of melt. Raw material physical and chemical test reports that include the mill name and heat/lot number(s) are required with each shipment conforming to the latest specification revision or the purchase order. Reports must be authentic, legible, reproducible and complete, with an unbroken chain of documentation from the original manufacturer through all supply chain intermediaries to the direct source. Certification(s) shall have the name and/or signature and title of the Supplier representative validating it.

**Note:** Any exceptions to HQ 5 requirements must be specifically authorized in writing by the Hydraflow Buyer.

**HQ 5A Raw Material Physical and Chemical Test Reports**

Raw material physical and chemical test reports that include the mill name and heat/lot number(s) are required with each shipment conforming to the latest specification revision or the purchase order. Reports must be authentic, legible, reproducible and complete, with an unbroken chain of documentation from the original manufacturer through all supply chain intermediaries to the direct source. Certification(s) shall have the name and/or signature and title of the Supplier representative validating it.

**Note:** Any exceptions to HQ 5A requirements must be specifically authorized in writing by the Hydraflow Buyer.

**HQ 5B Conflict Minerals Due Diligence and Reporting Requirements**

In accordance with the U.S. Securities and Exchange Commission (SEC) adopted rules mandated by the conflict minerals disclosure provisions of the Dodd-Frank Wall Street Reform and Consumer Protection Act (the “Act”), conflict minerals reporting shall be in accordance with the framework established by the Organization for Economic Cooperation and Development (OECD).

If the Supplier is providing products to Hydraflow under this Order, Supplier shall use reasonable efforts to:

1. Identify whether such products contain tin, tantalum, gold or tungsten;
2. If such products contain tin, tantalum, gold or tungsten, determine whether any such minerals originated in covered countries, as defined in Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (the “Act”); and
3. Perform appropriate due diligence on its supply chain in support of Hydraflow’s obligations under the Act.

In addition, Supplier shall, as soon as reasonably practicable following the completion of the calendar year, provide a completed Conflict Minerals Reporting Template using the form found at <http://www.conflictreesourcing.org/conflictminerals-reporting-template/>.

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### **HQ 6 Process Certification**

Process certifications (such as anodize, welding, brazing, dye penetrant, x-ray, etc.) must conform to applicable specifications and revisions contained in the purchase order requirements. Certification(s) must be complete, legible, reproducible and authentic, with the name and/or signature and title of the Supplier representative certifying it. Certification(s) must be tied to the Hydraflow Supplier's documentation if the process is sub-contracted.

### **HQ 7 Shelf Life**

The Supplier shall identify each elastomeric or other limited shelf life item with the name of material, part number, type, size, quantity, date of manufacture and expiration date. Date of manufacture and expiration should be recorded on the certification document or shipper. Material must have a 90% shelf life remaining unless otherwise authorized in writing by the Hydraflow Buyer.

### **HQ 8 Distributors (Limited Purchases)**

- a. **Quality Management System.** The Supplier shall establish, document, implement and maintain a quality management system and shall continually improve its effectiveness, in accordance with ISO 9001, AS9100, AS9120 or a similar quality standard. If the Supplier is accredited to ISO 9001, AS9100 and/or AS9120 and subsequently loses its accreditation status, the Supplier shall notify Hydraflow within three (3) days of receiving such notice from its Certification/Registration Body.
- b. **Certificate of Conformance.** The Supplier shall provide a Certificate of Conformance (C of C) with each shipment. The C of C shall state that the material is in accordance with Hydraflow purchase order requirements. With each shipment, the Supplier shall provide an unbroken chain of documentation from the original manufacturer through all the supply chain intermediaries to the direct source. The document shall include information such as manufacturer, distributor, quantity, lot and/or date code and shelf life, as applicable. Statements like "To the best of my knowledge" and the title "Authorized Signature" are not acceptable. The C of C must include the name or signature and title of the Supplier representative certifying it. All certificates shall be written in English. The Supplier shall comply with the AS/EN/JISQ 9100 requirements and 14 CFR Part 21.2 regarding the application of the Acceptance Authority Media (AAM) requirements. The Supplier shall, within its organization and its supply chain, ensure that the use of AAM is clearly defined within its Quality Management System. The Supplier shall, upon Hydraflow's request, be able to demonstrate evidence of communication to its employees and to its supply chain that the use of AAM shall be considered a personal warranty of compliance and conformity. The Supplier shall maintain compliance with AAM requirements by assessing its process and supply chain as part of its internal audit activities. The areas of focus of this assessment shall include, but not be limited to:
  1. Authority Media Application (AMA) Errors (e.g., omission, typos, legibility, etc.);
  2. AMA Untimely Use (e.g., documentation is not completed as planned, "stamp/sign as you go", etc.);
  3. AMA Misrepresentation (e.g., uncertified personnel, falsification of documentation, work not performed as planned, etc.); and
  4. AMA Training Deficiencies (e.g., ethics, culture awareness, proper use of authority media, etc.).



- c. **Compliance with Stated Requirements.** The Hydraflow purchase order must be reviewed to ensure the product and applicable documentation comply with stated requirements. At the time of each individual quotation, the Supplier shall disclose in writing whether or not the source of supply is authorized (franchised) for the parts/material being quoted.
- d. **Nonconforming Reports and Corrective Action Requests.** The Supplier's quality assurance system shall provide for ready detection of discrepancies and for prompt and effective corrective action. The Supplier is responsible for the initiation of a prompt response to Hydraflow nonconforming reports and corrective action requests and the prompt implementation of required corrective actions.
- e. **Right of Access.** Hydraflow, its customers, the U.S. Government and any regulatory agencies shall be granted right of access to the Supplier's facility at any level of the supply chain involved in the purchase order and to all applicable records and shall be granted the right to conduct audits, inspections or evaluations at any time in order to verify compliance with Supplier's internal procedures and Hydraflow's purchase order requirements.
- f. **Handling and Storage of Products.** The Supplier shall have a system in place for the handling and storage of products that will protect the products and prevent loss, substitution or damage such as nicks, scratches and deformation, exposure to foreign object debris (FOD), contamination, corrosion and/or exposure to environments that cause deterioration of the product. Special attention shall be given to sensitive products requiring special handling, like shelf life and temperature control, and hazardous materials requiring safety labels in accordance with applicable Safety Data Sheets (SDS).
- g. **Counterfeit Parts Prevention and Control Plan.** The Supplier shall establish and maintain a Counterfeit Parts Prevention and Control Plan in accordance with AS5553 and/or AS6174, as applicable, to ensure only authentic and conforming parts/items purchased from the Original Component Manufacturer (OCM), Original Equipment Manufacturer (OEM) or authorized distributors chain are being supplied. The Counterfeit Parts Prevention and Control Plan must contain a plan to mitigate risk, as well as plans for the control, disposal and reporting of fraudulent/counterfeit parts/items. The Supplier shall flow down this requirement to its supply chain.
- h. **Legal Compliance.** The Supplier shall guarantee compliance with applicable laws, statutes, rules, regulations or orders of the jurisdiction where Supplier performs work under this order, as well as all laws of the United States of America that may be applicable, which includes, but is not limited to, laws relating to basic working conditions, human rights, slavery and human trafficking.
- i. **Obsolescence.** The Supplier shall maintain regular communication with sub-tier suppliers regarding possible raw material or component obsolescence. Hydraflow requires its Suppliers notify a Hydraflow representative regarding obsolescence with sufficient lead time so as to not disrupt delivery schedules. The notification shall be done in writing with a comprehensive list and details for all affected items. In the event of material or component obsolescence, Hydraflow requests the Supplier offer Hydraflow a "last time buy" notification to ensure adequate materials are made available during the transition to an alternative source.
- j. **Stewardship.** The Supplier shall promote health and safety, environmental stewardship and pollution prevention.
- k. **Employee Contribution.** The Supplier shall ensure that its employees are aware of their contribution to the product or service conformity and product safety, as well as the importance of ethical behavior.

1. **Pedigree of Material or Chain Ownership.** The Supplier shall not disguise the pedigree of material or chain ownership by removing a previous supplier's name, nomenclature or identification. This applies to all material certifications and Certificates of Conformance (C of C).

**Note:** Any exceptions to HQ 8 requirements must be specifically authorized in writing by the Hydraflow Quality Manager.

## **HQ 9 Limited Capability Supplier**

- a. **Records and Retention.** The Supplier shall maintain adequate records of manufacturing, inspections, tests and results obtained, when applicable. Such records must be made available to Hydraflow when requested. Records must be retained for at least seven years from the date of shipment to Hydraflow.
- b. **Right of Access.** Hydraflow, its customers, the U.S. Government and any regulatory agencies shall be granted right of access to the Supplier's facility at any level of the supply chain involved in the purchase order and to all applicable records and shall be granted the right to conduct audits, inspections or evaluations at any time in order to verify compliance with Supplier's internal procedures and Hydraflow's purchase order requirements.
- c. **Material Review Authority.** The Supplier shall not exercise discrepant material review authority on parts and/or material that is Hydraflow designated and/or designed or controlled to Hydraflow's specification.
- d. **Calibration.** The Supplier shall maintain a calibration system in accordance with ANSI/NCSL Z540-1 or equivalent to control the accuracy of devices used to verify the acceptability of materials, equipment or services in the performance of Hydraflow purchase orders.
- e. **Nonconforming Reports and Corrective Actions Requests.** The Supplier's system shall provide for the ready detection of discrepancies and for the initiation of prompt replies to Hydraflow nonconforming reports and corrective action requests and the prompt implementation of required corrective actions.
- f. **Certificate of Conformance.** The Supplier shall provide a Certificate of Conformance (C of C) with each shipment. The C of C shall state that the material is in accordance with Hydraflow purchase order requirements. Statements like "To the best of my knowledge" and the title "Authorized Signature" are not acceptable. The C of C must include the name or signature and title of the Supplier representative certifying it. All certificates shall be written in English. The Supplier shall comply with the AS/EN/JISQ 9100 requirements and 14 CFR Part 21.2 regarding the application of the Acceptance Authority Media (AAM) requirements. The Supplier shall, within its organization and its supply chain, ensure that the use of AAM is clearly defined within its Quality Management System. The Supplier shall, upon Hydraflow's request, be able to demonstrate evidence of communication to its employees and to its supply chain that the use of AAM shall be considered a personal warranty of compliance and conformity. The Supplier shall maintain compliance to the AAM requirements by assessing its process and supply chain as part of its internal audit activities. The areas of focus of this assessment shall include, but not be limited to:
  1. Authority Media Application (AMA) Errors (e.g., omission, typos, legibility, etc.);
  2. AMA Untimely Use (e.g., documentation is not completed as planned, "stamp/sign as you go", etc.);
  3. AMA Misrepresentation (e.g., uncertified personnel, falsification of documentation, work not performed as planned, etc.); and

4. AMA Training Deficiencies (e.g., ethics, culture awareness, proper use of authority media, etc.).
- g. **Hydraflow-Supplied Material and/or Tooling.** The Supplier shall have a system to control, segregate and identify Hydraflow-supplied material and/or tooling. Substitution or replacement of Hydraflow material is prohibited unless authorized in writing by the Hydraflow Buyer. Hydraflow tooling used in the fabrication of products must be maintained in a clean and orderly manner. Any loss, damage or unsatisfactory conditions to Hydraflow tooling must be promptly communicated to Hydraflow.
- h. **Legal Compliance.** The Supplier shall guarantee compliance with applicable laws, statutes, rules, regulations or orders of the jurisdiction where Supplier performs work under this order, as well as all laws of the United States of America that may be applicable, which includes, but is not limited to, laws relating to basic working conditions, human rights, slavery and human trafficking.
- i. **Obsolescence.** The Supplier shall maintain regular communication with sub-tier suppliers regarding possible raw material or component obsolescence. Hydraflow requires its Suppliers notify a Hydraflow representative regarding obsolescence with sufficient lead time so as to not disrupt delivery schedules. The notification shall be done in writing with a comprehensive list and details for all affected items. In the event of material or component obsolescence, Hydraflow requests the Supplier offer Hydraflow a “last time buy” notification to ensure adequate materials are made available during the transition to an alternative source.
- j. **Stewardship.** The Supplier shall promote health and safety, environmental stewardship, and pollution prevention.
- k. **Employee Contribution.** The Supplier shall ensure that its employees are aware of their contribution to the product or service conformity and product safety, as well as the importance of ethical behavior
- l. **Vision Exam.** The Supplier’s inspection personnel and calibration technicians are required to have a documented vision exam annually to ensure workers have the necessary visual skills to perform job-relevant tasks in an efficient manner.
- m. **Handling and Storage of Products.** The Supplier shall have a system in place for the handling and storage of products that will protect the products and prevent loss, substitution or damage such as nicks, scratches and deformation, exposure to foreign object debris (FOD), contamination, corrosion and/or exposure to environments that cause deterioration of the product. Special attention shall be given to sensitive products requiring special handling, like shelf life and temperature control, and hazardous materials requiring safety labels in accordance with applicable Safety Data Sheets (SDS).
- n. **Drawings.** The Supplier shall control all copies of Hydraflow drawings that are in its possession. Hydraflow drawings may be retained by the Supplier as a controlled record of work performed. If the drawing is retained as evidence of conformity to Hydraflow requirements, the Supplier must prevent unintended use of the drawing. Control can be relinquished by destroying the drawing where it is rendered completely unreadable or by returning all copies of the drawing to Hydraflow.

**Note:** Any exceptions to HQ 9 requirements must be specifically authorized in writing by the Hydraflow Quality Manager.



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### HQ 10 Nadcap Accreditation

Nadcap accreditation is required for the processes as documented on the Hydraflow purchase order. If the Supplier loses accreditation status, the Supplier shall notify Hydraflow within three (3) days of receiving such notice.

### HQ 11 Testing/Calibration Certification

- a. **Calibration Laboratories.** Testing and calibration laboratories shall be accredited to International Standards ISO/IEC 17025. Their standards shall be traceable to the National Institute of Standards and Technology (NIST). If the Supplier loses accreditation status, the Supplier shall notify Hydraflow within three (3) days of receiving such notice from its Certification/Registration Body.
- b. **Certificate of Calibration.** Calibration laboratories shall provide a Certificate of Calibration containing the information specified in ISO 10012, ANSI/NCSL Z540-1 or equivalent. The certificate shall state the Hydraflow instrument/equipment number, the certificate report number, actual variable readings or attribute result as applicable, the Supplier's standards utilized for calibration, environmental conditions, the Hydraflow purchase order number, that the instrument/equipment referenced on the certification has been calibrated and meets all specification requirements, any deviation from, adjustments to, or exclusions from calibration method and any failure found. Statements such as "To the best of my knowledge" and the title "Authorized Signature" are not acceptable. The certificate must include the name or signature and title of the Supplier representative certifying it. All certificates shall be written in English.
- c. **Records and Retention.** The Supplier shall maintain adequate records of inspection, tests, and other calibration/test activities. Such records shall be made available to Hydraflow upon request. Records shall be maintained for at least ten (10) years from the date of shipment to Hydraflow (exclusions from this requirement may be made if all pertinent Supplier records are submitted to and maintained by Hydraflow). The Supplier shall comply with the AS/EN/JISQ 9100 requirements and 14 CFR Part 21.2 regarding the application of the Acceptance Authority Media (AAM) requirements. The Supplier shall, within its organization and its supply chain, ensure that the use of AAM is clearly defined within its Quality Management System. The Supplier shall, upon Hydraflow's request, be able to demonstrate evidence of communication to its employees and to its supply chain that the use of AAM shall be considered a personal warranty of compliance and conformity. The Supplier shall maintain compliance with AAM requirements by assessing its process and supply chain as part of its internal audit activities. The areas of focus of this assessment shall include, but not be limited to:
  1. Authority Media Application (AMA) Errors (e.g., omission, typos, legibility, etc.);
  2. AMA Untimely Use (e.g., documentation is not completed as planned, "stamp/sign as you go", etc.);
  3. AMA Misrepresentation (e.g., uncertified personnel, falsification of documentation, work not performed as planned, etc.); and
  4. AMA Training Deficiencies (e.g., ethics, culture awareness, proper use of authority media, etc.).
- d. **Testing or Calibration Method.** The Supplier shall notify Hydraflow of the appropriate method selected when Hydraflow does not specify the testing or calibration method to be used and, when required, shall notify Hydraflow when the method proposed by Hydraflow is considered inappropriate.
- e. **Change in Location.** The Supplier shall notify Hydraflow of any change in location.

- f. **Hydraflow Property.** Products and measuring and test equipment shall be protected/packaged adequately to prevent loss, damage and/or deterioration during processing, handling and delivery. Any loss, damage or unsatisfactory conditions of Hydraflow property must be promptly communicated to the Hydraflow Buyer.
- g. **Right of Access.** Hydraflow, its customers, the U.S. Government and any regulatory agencies shall be granted right of access to the Supplier's facility at any level of the supply chain involved in the purchase order and to all applicable records and shall be granted the right to conduct audits, inspections or evaluations at any time in order to verify compliance with Supplier's internal procedures and Hydraflow's purchase order requirements.
- h. **Legal Compliance.** The Supplier shall guarantee compliance with applicable laws, statutes, rules, regulations or orders of the jurisdiction where Supplier performs work under this order, as well as all laws of the United States of America that may be applicable, which includes, but is not limited to, laws relating to basic working conditions, human rights, slavery and human trafficking.
- i. **Vision Exam.** The Supplier's inspection personnel and calibration technicians are required to have a documented vision exam annually to ensure workers have the necessary visual skills to perform job-relevant tasks in an efficient manner.

**Note:** Any exceptions to HQ 11 requirements must be specifically authorized in writing by the Hydraflow Quality Manager.