

### **Q1 SOURCE INSPECTION BY GOVERNMENT REPRESENTATIVE**

Government Inspection is required prior to shipment of item(s) from Seller's facility.

Upon receipt of this procurement, Seller shall promptly:

- a) notify a Government Representative (or if none, the nearest Army, Navy, Air Force or Defence Supply Agency Inspection Office) so that arrangements can be made for Government Inspection; and,
- b) provide a copy of the procurement contract to the Representative or office. In the event the Representative or office cannot be contacted, Novatronics' procurement agent should be notified immediately.

### **Q2 QUANTITATIVE TEST REPORTS REQUIRED**

Seller shall provide, with each shipment of material:

- a) authenticated, quantitative test reports showing the degree of compliance with physical property specifications;
- b) certification of chemical composition.

### **Q3 C OF C REQUIRED FROM SELLER**

Seller shall provide a 'Certificate of Compliance' (or equivalent) with each shipment of parts under this procurement, signed by a legally authorized representative of the Seller's organization stating the following:

- Novatronics' part number and quantity;
  - part revision level;
  - Military/Government/Industry Specification Number (if applicable);
  - description of material/part(s);
  - serial number or lot/batch number (if applicable);
  - Novatronics' Purchase Order or Subcontract number;
  - "Materials supplied on this procurement meet applicable drawings and/or specifications"
- (Documentation must be on file to support this statement, and is subject to Novatronics' examination upon request).

### **Q4 CURED ITEMS WITH LIMITED-LIFE**

Cured items that have a limited life (i.e., "O" rings, gaskets, seals), on which the cure date has exceeded one (1) quarter (25%) at the time of receipt shall not be shipped to Novatronics if, at the time of receipt at Novatronics, more than three months will have passed since the date of cure. This requirement may be waived if authorized by Novatronics' Purchasing.

### **Q5 LIMITED LIFE ITEMS**

Seller shall not ship to Novatronics material on which more than ten percent (10%) of the shelf life has expired at the time of receipt by Novatronics. Seller must specify the name of the manufacturer and date of manufacture on product certification. This requirement may be waived if authorized by Novatronics' purchasing agent. Note: Magnet wire has a shelf life of five (5) years per Novatronics' requirements.

#### **Q6 CALIBRATION CERTIFICATE REQUIRED**

A Calibration Certificate shall be supplied under this procurement which:

- indicates readings taken before and after calibration, along with the extent of adjustments made;

Note 1: If the readings are outside of the instrument's measurement tolerance, Novatronics shall be notified immediately.

Note 2: If readings cannot be taken before calibration due to disrepair of the equipment, the certificate shall so state.

- states that the standards used to obtain readings are traceable to Canadian (NRC), American (NBS) or recognized international standards;
- is signed by an authorized representative of the facility.
- Shows calibration dates of calibration equipment used.

#### **Q7 SOURCE INSPECTION BY NOVATRONICS INC.**

Novatronics' Quality Assurance will perform source inspection at Seller's facility during the manufacture and/or test of items furnished on this procurement. Source inspection will be scheduled by Novatronics and coordinated with the Seller. The Seller shall notify Novatronics if equipment required to perform the inspection is not available at Seller's facility. Seller should notify Novatronics as least 1 week (7 days) in advance of the time that part(s) will be ready for source verification or acceptance.

#### **Q8 CHANGES IN DESIGN/MATERIAL PROCESSING**

The Seller shall not make any changes in product design, material (including 'off the shelf' purchased items), or processing, or in the methods of fabrication, without prior approval in writing by Novatronics.

#### **Q9 TEST SPECIMEN AND RESULTS REQUIRED WITH EACH BATCH**

The Seller shall process a test specimen with each production batch of parts and is required to forward the specimen with the test results, showing the degree of compliance to the specifications, to Novatronics.

#### **Q10 QA SYSTEM REQUIRED**

The Seller shall provide and maintain a Quality Assurance program that is in conformance with AS9100, or ISO 9001:2000.