

Standard Operating Procedure

Supplemental Purchase Order Conditions

Rev. J

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REVISION HISTORY

REVISION	DATE	REVISED BY	REVISION / CHANGE DESCRIPTION	SECTIONS AFFECTED
A	2021-05-12	Terrence Carr	Initial Release	N/A
B	2021-09-14	Terrence Carr	Added SPOC Code 002D	5
C	2022-06-30	Mitchell Fletcher	Updated Format, added SPOC-028	5
D	2022-09-07	Eric McCollum/ Daniel Wolf	Rewrite and re-format	All
E	2022-10-18	Tim Belvin/D. Wolf	Added SPOC-20A to list and SPOC-26 to Electrical Assemblies	5 and Appendix A
F	2023-09-25	Eric McCollum	Clarified wording on several SPOCS. Removed requirements listed in PUR-601. Added Appendix B. Updated format to match QA-4123	ALL
G	2024-04-17	William Agy	Changed Director of Quality title to read V.P. of Quality, Updated Supplier Quality Engineer to include "or designee", Updated Composites raw material items to be anything with a shelf life.	2 and Appendix A
H	2024-06-17	William Agy	Updated SPOC 20 in regards to Critical and Major Characteristics	4
J	2026-06-05	Erika Wall	Updated references of ArmorWorks to Ravelin Defense	All

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1 SCOPE

1.1 PURPOSE

This document establishes Ravelin Defense Quality flowdown requirements for suppliers to ensure that the supplies/services provided will meet the required quality levels. SPOC codes are not required for non-production parts and materials except as listed on the purchase orders.

The Supplier shall ensure flow down, and compliance with, all applicable Purchase Order requirements to all sub-tier suppliers including approved special process providers.

1.2 APPLICATION

SPOC Codes are Ravelin Defense Inc. requirements imposed at the specific part number level. The Ravelin Defense PO identifies the codes imposed on each part number, service, material, etc. The Supplier's responsibility is to ensure that the most recent version of this document is "in hand" upon acceptance of a purchase order. This is available online at the Ravelin Defense website: <https://www.Ravelin Defense.com>. The applicable revision of this document directly correlates to the purchase order acceptance date.

1 REFERENCE DOCUMENTS

Document Number	Document/Procedure Name
ASQ H1331	Zero Acceptance Number Sampling Plans

1.3 ORDER OF PRECEDENCE

The Ravelin Defense purchase order is the official binding contract. In the event of inconsistency between the provisions of an order, precedence shall be given in the following order:

- Ravelin Defense purchase order and any purchase descriptions and specifications therein;
- Ravelin Defense drawing;
- Specifications referenced in the Ravelin Defense drawing;
- Purchase order Terms and Conditions

In the event of a conflict between the text of this document and the references cited herein, the text of this document takes precedence. However, nothing in this document supersedes applicable laws and regulations, unless a specific exemption has been obtained.

The current revision Ravelin Defense Supplemental Purchase Order Conditions (SPOC) document supersedes and replaces all previous requirement flow-down documents.

If conflicts between the engineering drawing requirements or maintenance technical data and the Purchase Order are detected, the Supplier shall immediately notify the Ravelin Defense Buyer. This includes issues with legibility of any contractual documents. Handwritten, lined-out or initialed changes to purchase orders or engineering drawings/specification or technical data are not allowed.

2 RESPONSIBILITIES

V.P. Of Quality – is responsible for interpretation and maintenance of this procedure.

Purchasing Manager – is responsible for approval and implementation of this procedure.

Supplier Quality Engineer or designee – is responsible for execution of this procedure. Works directly with the supply base to ensure that the requirements of each SPOC code are understood and satisfied. Interprets new drawing releases to identify which specific SPOC codes should apply. Works with IT for the application of batch updates to the Epicor system.

3 PROCEDURE

3.1 QUALITY RECORD CORRECTIONS

Changes/corrections to records shall be made as follows: draw a single line through the old data, enter the correct data, apply stamp, initials, or signature and date by authorized personnel. No erasures or "white-out" allowed.

3.2 PROHIBITED PRACTICES

The following acts or practices are prohibited:

- Unauthorized Repair - Repairs (by welding, brazing, the use of composites, adhesives, etc.) of parts damaged or found faulty in the fabrication process, repairing holes in castings, forgings, or other materials by plugging or bushing without authorization from Ravelin Defense Engineering.
- Unauthorized Processing - Addition, revision, or deletion of thermal, chemical, or electrochemical processes in manufacturing when processes are subject to specification control by Ravelin Defense (i.e., defined by the Engineering drawing, specification invoked on the drawing, or specific Purchase Order requirement).
- Improper Material Submittal - Submission of material having known defects/problems and/or incomplete or altered documentation to Ravelin Defense without notification.
- Improper Material Re-submittal - Resubmission of material to Ravelin Defense without material being clearly identified as resubmitted material.
- Unauthorized Material and Information Transfer – No supplier shall buy, sell, trade, or transfer Ravelin Defense owned/supplied drawings, data, material, parts, devices, assemblies, or end equipment for purposes other than the performance of Ravelin Defense business, without prior written approval.
- Reclaimed Material – No supplier shall use reclaimed material without prior written approval from Ravelin Defense Engineering.
- Ravelin Defense Supplied Material – Suppliers are prohibited from "replacing" Ravelin Defense supplied materials without Ravelin Defense Quality Assurance validation and written authorization (i.e., Purchase Order revision) before shipment.

4 SPOC CODES

SPOC-001	Quality System - The supplier shall have a Quality Management System 3rd party certification to the current revision requirements of any of the following internationally recognized Quality Management Standards: ISO 9001, AS9100, AS9120, TS16949, ISO 17025 or ISO13485.
SPOC-001A	Quality System - The supplier shall maintain the Quality Management System approved on the Supplier Profile and Qualification form (QA-4159).
SPOC-002	Certification of Conformance / Compliance (C of C) - Must accompany each shipment and detail each line item delivered to Ravelin Defense. This C of C is an indication that all requirements of the associated purchase order, drawing(s), and specification(s) have been met. The C of C must contain full traceability back to the Original Manufacturer. The C of C must contain, at a minimum: name and address of supplier, description of part, part number and revision, quantity of acceptable parts, Ravelin Defense purchase order number, date of manufacture (DOM), serial/lot number (if applicable), and conformance statement. Country of Origin (COO) information may be included on Certificate of Conformance to meet COO requirements defined by Purchase Order Terms & Conditions. If all provisions of this requirement cannot be satisfied, please contact the Ravelin Defense Buyer prior to taking any action towards completing this PO.
SPOC-002A	Distributor Requirements – Packing slip to include as a minimum: Name and address of distributor, description of part, quantity of acceptable parts, Ravelin Defense purchase order number and lot number, if applicable. Country of Origin (COO) information may be included on packing slip to meet COO requirements defined by Purchase Order Terms & Conditions.

SPOC-002B	Material Certification of Conformance, Lineage- Material certifications must include traceability information that ties back to the raw material supplier. Traceability markings (e.g., heat number, lot number, serial number) shall be maintained throughout the value stream documentation package from raw material supplier (e.g. mill, chemical plant), to foundry, sub-assembler, distributor, retailer, sub-tier supplier, to Ravelin Defense. A sub-tier supplier's certification of a material test serves as supporting documentation but may not provide exception to this quality code. Any exceptions to this requirement must be made in writing and in advance (60 days prior to scheduled delivery) through the Ravelin Defense Quality Engineering department. A copy of all relevant material certifications must accompany each item delivered.
SPOC-002C	Special Process Certifications - Any special processing performed on the material/parts associated with this purchase order must be individually certified. A copy of this data must accompany each line item delivered.
SPOC-002D	Special Processing applicable to this order must be performed by a NADCAP certified vendor.
SPOC-003	Record Retention - Suppliers must retain all quality records associated with this purchase order for a minimum of 7 years unless specified otherwise in this purchase order.
SPOC-004	Government Source Inspection (GSI) - Government Inspection is required prior to shipment from your facility. Upon receipt of this PO, please contact the Government Representative who services your facility. In the event the government office cannot be located, you must notify the Ravelin Defense buyer for instructions.
SPOC-005	Ravelin Defense Source Inspection - Is required prior to shipment of any parts/material on this purchase order. Supplier shall notify the Ravelin Defense buyer of the requested date for source inspection. Notification shall be 10 business days in advance of the requested source inspection date. Electronic copies of all inspection/test data and certifications shall be submitted to Ravelin Defense with the request for source inspection for review and approval. If SPOC- 004 (GSI) is required on this PO, Ravelin Defense Source Inspection is required prior to GSI and Ravelin Defense must be scheduled prior to scheduling GSI.
SPOC-006	First Article Inspection Report (FAIR) - The first production piece(s) must have a complete FAIR per the AS9102 requirement. A full First Article per AS9102 will require submission of the AS9102 forms (or equivalent format) for the each part number per the PO. Contact the Ravelin Defense Buyer, if AS9102 Forms or training are needed. If the supplier proceeds in production prior to FAIR approval, it will be at their cost and risk (Ravelin Defense is not liable). If a current revision FAIR has been provided within the last two (2) years, do not perform a FAI; include the date of the last FAIR submitted on the C of C.
SPOC-007	Material Safety Data Sheet - A MSDS and/or SDS is required with each shipment on this purchase order.
SPOC-008	Serialization - Individual part or parts in the lot shall carry specific assigned serial numbers. Material and documentation shall be identified in accordance with drawing, specification or purchase order requirement.
SPOC-009	Supplier Sub-Tier Control - The supplier is responsible for insuring all items produced from its subcontractor conform to all requirements of the purchase order, including special processors.
SPOC-010	Ravelin Defense Furnished Material - Ravelin Defense furnished material must be maintained throughout the manufacturing process. Certificates of Conformance must clearly identify each lot of Ravelin Defense furnished material utilized for production of each line item delivered. Ravelin Defense furnished material cannot be reworked, repaired, scrapped or used for any other unintended PO or usage.
SPOC-011	Shelf Life/Expiration Date - The material delivered on this purchase order must be identified with Ravelin Defense purchase order number, date of manufacturing, and shelf life/expiration date. At a minimum, 75% of the original shelf life must be remaining on the product upon receipt at Ravelin Defense. The supplier /distributor is responsible for obtaining and affixing the expiration information.
SPOC-012	Proper Revision Level - All items produced for this purchase order must be of the same revision level. In the event there is conflict between the revision levels stated on the purchase order and drawing, notify Ravelin Defense's buyer for resolution.
SPOC-013	Process Change Control - Any process changes involving procedure, equipment, material, tooling, and handling must be submitted to Ravelin Defense for approval.
SPOC-014	Non-Conforming Material - Authority to ship discrepant material must be obtained via a Request For Variance form (QA-4040) by the seller prior to shipment. This form can be obtained from the Ravelin Defense buyer or Supplier Quality Engineer. Discrepant material shipped without prior approval will be rejected and returned at the seller's expense.

SPOC-015	Preservation/Packaging - Parts and/or material furnished on this purchase order shall be preserved and packed in the best commercial packaging or special packaging as specified.
SPOC-016	Design FMEA - The supplier must submit a Design FMEA before First Article pieces are produced.
SPOC-017	Process FMEA - The supplier must submit a Process FMEA before First Article pieces are produced.
SPOC-018	Process Flow Diagram - The supplier must submit a Process Flow Diagram before First Article pieces are produced.
SPOC-019	Process Control Plan - The supplier must submit a process control plan before First Article pieces are produced.
SPOC-020	C=0 Inspections and Sampling Requirement - Unless otherwise specified in the purchase order or product specifications, the following C=0 Inspection and Sampling plan is required: 1. Critical Characteristics – 100% verification. No sampling. 2. Major Characteristics - 100% verification. No sampling. 3. Listed and unlisted Minor Characteristics - For each part number, a sample of minor characteristics (AQL 4.0) will be evaluated using a lot sample (AQL 4.0) The data compiled from these inspections must be included with each shipment. The supplier is responsible for contacting the Buyer/SQE to request the Ravelin Defense drawing, if not provided with the PO. If Critical and/or Major Characteristics are not identified by Ravelin Defense on the drawing or PO, default to sampling described in Item 3 above (4.0 AQL).
SPOC-020A	SPOC-020 plus Ravelin Defense Detailed Inspection Plans(DIP) - This part has a Ravelin Defense DIP. Inspection and sampling per SPOC-020 shall be limited to the characteristics listed on the DIP. DIP is obtainable from Buyer.
SPOC-021	Counterfeit Parts - shall not be delivered to or used in product intended for delivery to Ravelin Defense. A “counterfeit” part is defined as: “A part falsely represented in some manner, e.g., manufacturer, date code, lot code, reliability level, markings, etc.” The supplier shall be the Original Equipment Manufacturer (OEM) or Original Component Manufacturer (OCM) or purchase material directly from the OEM, OCM, or authorized supplier. The supplier is not authorized to deliver any material to Ravelin Defense not procured from or manufactured by an OEM, OCM, or authorized supplier. Any departure from a specified OCM/OEM or an authorized supplier in the part documentation shall require the supplier to obtain written approval from a Ravelin Defense buyer prior to delivery. The written approval must accompany the shipment along with other specified certifications. Any discovery of a delivery, usage or inclusion of counterfeit material by either the supplier or its sub tiers shall make the supplier fully and financially responsible and accountable for any rework or corrective actions that may be required to remedy the use or inclusion of such parts including long term warranty and replacement cost.
SPOC-022	Supplier must utilize Ravelin Defense Approved Suppliers. These suppliers include, but not limited to, those categorized as Manufacturers, Processors, and Special Processors. A list of approved process suppliers can be obtained from the Ravelin Defense buyer that issued the PO or Supplier Quality Engineer.
SPOC-023	Supplier has No Acceptance MRB Authority. Supplier must obtain pre-shipment approval for any non-conforming material or parts and may not disposition non-conformances as either Use As Is or Repair without Ravelin Defense approval (RFV). Supplier may disposition non-conforming parts as SCRAP or Rework to print.
SPOC-024	Inspection measuring and test equipment shall be calibrated using a system that is compliant ANSI/NCSL Z540 or ISO/IEC Guide 17025. Inspection measuring and test equipment used for this product shall be National Institute of Standards and Technology (NIST) traceable. If an out-of-tolerance condition is found, notify Ravelin Defense within 24 hours.
SPOC-025	During manufacturing, inspection or test, when a Critical nonconformance is found, the supplier shall notify Ravelin Defense within 24 hours. The supplier’s cause and corrective action response to the failure must be approved by Ravelin Defense prior to the acceptance of subsequent lots.
SPOC-026	Soldering Certification - Joint Industrial Standard J- STD-001 Class 3 process and personnel certification requirements apply to this product.

SPOC-027	Welding Certification - All welding required for this purchase order shall be in compliance with the process requirements and personnel certification identified on this purchase order and any applicable AWS and/or DOD welding codes as defined on the drawings or referenced specifications. • All welds to be inspected to code visual weld acceptance criteria; • All welders and/or welding operators must be qualified to the applicable code with a qualified WPS; • WPS may be prequalified or qualified by testing and PQR; • Welding of high strength steel requires inspection 48 hours after weld. Prior to performing welding for Ravelin Defense, WPS's, PQR's, and Welder Qualification records, along with required testing reports, must be submitted to and approved by Ravelin Defense' Quality CWI. Where not defined, applicable Commercial Welding Codes apply.
SPOC-028	Form QA-4175 - CARC Process Certification is required for this order and must accompany each shipment to Ravelin Defense. The CARC process is to be in compliance with MIL-DTL-53072, and all pertinent Detail and Performance Specifications listed on this form. Testing per MIL-DTL-53072. Actual Dry Film Thickness to be recorded. The absence of a correctly completed form may cause delays in receipt and invoice processing. The form is available from Ravelin Defense Buyer or may be downloaded from Ravelin Defense Website.
SPOC-029	Product delivered to this order is required to comply with current RoHS requirements.
SPOC-030	Product delivered to this order is required to comply with DFARS Clause 252.223-7008, Prohibition of Hexavalent Chromium.

5 ACRONYMS LIST

Acronym	Definition
AQL	Acceptance Quality Level
CofC	Certification of Conformance / Compliance
COO	Country of Origin
CWI	Certified Weld Inspector
DIP	Detailed Inspection Plan
DOM	Date of manufacture
FAIR	First Article Inspection Report
FMEA	Failure Mode and Effects Analysis
GSI	Government Source Inspection
MSDS	Material Safety Data Sheet
OCM	Original Component Manufacturer
OEM	Original Equipment Manufacturer
PO	Purchase Order
PQR	Process Qualification Record
RFV	Request for Variance
RoHS	Restriction on Hazardous Substances
SDS	Safety Data Sheet
SPOC	Supplemental Purchase Order Conditions
WPS	Weld Process Specification

APPENDIX A SPOC SELECTION GUIDANCE

COTS - Those products that are available to the general public for general/ commercial applications. Includes P-Card purchases. Examples: Amazon, Walmart, Home Depot, Lowes, etc.	SPOC-002A, SPOC-012, SPOC-014, SPOC-021, SPOC-023
COTS (Limited Life Material) - Any item with a shelf life or is classified as perishable	SPOC-002A, SPOC-011, SPOC-012, SPOC-014, SPOC-021, SPOC- 023
Hardware (OTS) – Distributed Products and Fasteners--bolts, nuts washers, etc.-- that require traceability and a minimum level of document compliance and objective evidence of product conformity. Product is not modified from standard part number specifications.	SPOC-001A, SPOC-002A, SPOC-012, SPOC-014, SPOC- 021, SPOC- 023, SPOC-024
Hardware (Mil-Spec) - Hardware that does have ASTM, ASME, Mil-Spec, etc. regulatory specifications	SPOC-001A, SPOC-002, SPOC-003, SPOC-009, SPOC-012, SPOC- 014, SPOC-021, SPOC-023, SPOC-024
Raw Material - Also known as a feedstock, unprocessed material, or primary commodity. A basic material that is used to produce finished goods (sheet metal, billets, bar/tube stock, etc.)	SPOC-001A, SPOC-002, SPOC-002B, SPOC-003, SPOC-009, SPOC- 012, SPOC-014, SPOC-021, SPOC-023, SPOC-024
Shelf-Life Raw Material - Any raw material related items with a shelf life or is classified as perishable (Resins, Cyanoacrylates, Glasses, Pre-Preg materials, fibers, etc.)	SPOC-001A, SPOC-002, SPOC-002B, SPOC-003, SPOC-009, SPOC- 011, SPOC-012, SPOC-014, SPOC-021, SPOC-023, SPOC-024
Paint and Finish Services - Product that requires finishing (Paint, CARC, Plate, passivation, Polish, etc.)	SPOC-001A, SPOC-002, SPOC-002B, SPOC-002C, SPOC- 003, SPOC-009, SPOC-010, SPOC-012, SPOC-014, SPOC-015, SPOC- 021, SPOC-023, SPOC-024, SPOC-028
Outsourced Machining - Broad category for all operations that build a part to a Ravelin Defense print, but does not include paint and finish services	SPOC-001A, SPOC-002, SPOC-002B, SPOC-003, SPOC- 009, SPOC- 010, SPOC-012, SPOC-014, SPOC-020 (20A), SPOC-021, SPOC-023, SPOC-024
Configured Products - COTS product with ordered changes to base part (e.g. Duct with added holes/lack of bends in certain areas etc.)	SPOC-001A, SPOC-002, SPOC-002B, SPOC-003, SPOC- 012, SPOC- 014, SPOC-015, SPOC-020 & 20A, SPOC-021, SPOC-023, SPOC-024
Hardware (Customized) - Otherwise standard hardware with customized features (e.g. Socket head bolt with lock-wire holes, nut with keyed thread, etc.)	SPOC-001A, SPOC-002, SPOC-002B, SPOC-002C, SPOC- 003, SPOC-009, SPOC-010, SPOC-012, SPOC-014, SPOC-020 & 20A SPOC-021, SPOC-023, SPOC-024
Modified Stock Material - Ravelin Defense owned material that is being altered (key difference from customized hardware: non-hardware products that are Ravelin Defense furnished to supplier that are being altered/worked to print)	SPOC-001A, SPOC-002, SPOC-002B, SPOC-003, SPOC- 006, SPOC- 009, SPOC-010, SPOC-012, SPOC-014, SPOC-020 & 20A, SPOC-021, SPOC-023, SPOC-024
Electrical Assemblies – Including wire harnesses and cables.	SPOC-001A, SPOC-002, SPOC-003, SPOC-012, SPOC-014, SPOC- 015, SPOC-021, SPOC-026
Non-Product Ravelin Defense Parts – Including inspection aids and fixtures, and facility parts.	SPOC-001A, SPOC-002, SPOC-002B,