



## **SELLER'S SUB-TIER SUPPLIER MANAGEMENT**

### **REQUIREMENTS**

1. Seller shall flow down all requirements of this Purchase Order to Seller's sub-tier suppliers and ensure conformance to the requirements. HFE International requirements may come from any one or more of the following as incorporated in the purchase order:
  - 1.1. Drawings/ Specifications
  - 1.2. Statement of Work
  - 1.3. Terms and Conditions
  - 1.4. Quality Notes
  - 1.5. Purchase Order Line Item and/or Header Text
  - 1.6. DD Form 254 Department of Defense Contract Security Classification Specification
  - 1.7. Material Line Item Defense Priorities and Allocations System (DPAS) Rating
2. Seller is responsible for all aspects of Seller's sub-tier supplier conformance including the Quality and Delivery performance of their sub-tier suppliers. Seller's procurement and quality system shall manage sub-tier procurements through:
  - 2.1. Verification of requirements
  - 2.2. Monitoring processes and performance to requirements
  - 2.3. Identification, management, elimination, and/or mitigation of Seller's sub-tier supplier risks
3. Seller shall flow the following requirements to its sub-tier suppliers and the Seller shall be responsible for notifying HFE International upon receipt of a notification from their sub-tier suppliers.
  - 3.1.1. Advanced notification and request for HFE International's approval in accordance with applicable Quality Notes prior to implementing engineering and process changes
  - 3.1.2. Notification to HFE International of discovery or suspicion of nonconformance(s) that may materially affect the Goods delivered (or to be delivered) under this Purchase Order
  - 3.1.3. Assurance of retention of all records needed to show conformance to this Purchase Order's requirements, per applicable Quality Notes. These records shall be available for HFE International to review upon request.
4. Seller shall notify HFE International if Seller or Seller's sub-tier suppliers receive a U.S. Government Corrective Action Request (GCAR) related to goods, services, or systemic



nonconformances provided or associated with this Purchase Order within five (5) working days of receipt. Upon HFE International request, Seller shall provide:

- 4.1.1.** 1. Copy of the GCAR and any related documentation
- 4.1.2.** Reasonable opportunity for HFE International to Subcontract Manager/Buyer to review Seller's and/or Seller's sub-tier Supplier proposed draft response, as relevant, to the GCAR prior to submission of the response to the U.S. Government.
- 4.1.3.** Copy of the final GCAR response submitted to the U.S. Government.

### **DATA SUBMISSION SUMMARY**

- Seller to deliver the following data to HFE International for information as required by this document:
  - Copy of the GCAR, final GCAR response and any related documentation related to goods, services, or systemic nonconformances provided or associated with this Purchase Order.
  - Records to ensure compliance to the requirements, verification, monitoring, and/or risk mitigation practices in managing Seller's sub-tier suppliers upon request.