



### **Supplemental Requirements for Calibration Services**

The following information shall be provided as a supplement to any purchase order issued to suppliers providing calibration services to Level 3 Associates (L3A) and must be satisfied by the supplier to fulfill the complete contract obligations of the Purchase Order.

Supplier's calibration system must meet ISO 17025, ANSI/NCSL Z540-1, ISO 10012 Or MIL-STD-45662A requirements. Additionally, the supplier shall provide a certificate of calibration with the return shipment which addresses the following minimum requirements:

1. A description and identification of the item calibrated.
2. Name and address of the calibration source, including certificate or report number.
3. The date of calibration.
4. Reporting of all as-received out of tolerance conditions.
5. Calibration assigned value(s) and a statement of calibration uncertainties (i.e., stated accuracy ratio).
6. Environmental or other relevant conditions under which the calibration results furnished were obtained.
7. Method/Standard used to perform the calibrations.
8. A statement attesting to the fact that the measurement standards used in obtaining the results are traceable to 'NIST', accepted fundamental or natural physical constants, ratio type of calibrations, or by comparison to consensus standards.
9. Name and title of the individual certifying the calibrations.
10. Items shall be calibrated and returned to L3A no later than 14 days after they have been received by the supplier. If items cannot be calibrated, L3A shall be notified via email within 48 hrs.

*\*Purchasing Note: Purchase orders for calibration services shall specifically state the accuracy required, either directly or by citation of a specification.*

- Suppliers shall retain all records for 10 years. Records shall remain legible, identifiable and retrievable. After 10 years records may be disposed of or returned to L3A.
- L3A, their customer and regulatory authorities have the right of access to supplier facilities for the purpose of auditing, any change in processes, or equipment specific to areas that involves calibration of L3A equipment.
- Supplier shall have means of product traceability to prevent the use of counterfeit parts.
- Suppliers shall have a quality management system
- Supplier shall notify L3A of any changes to processes, products or services that may affect calibration of product.
- Supplier is a vital part of service conformity and product safety and shall exhibit ethical behavior at all times.