

## **1.0 PURPOSE**

1.1 This procedure has been established to convey purchasing requirements for parts ordered for the production of Microwave Filters. This will be done through the use of the Quality Clause Codes in this document, which are listed on, and become a condition of the Purchase Order.

## **2.0 SCOPE**

2.1 This procedure applies, or Flows-down, quality requirements on applicable Purchase Orders.

## **3.0 PROCESS OWNER**

3.1 Quality Engineering is the Process Owner for this Document

## **4.0 Document References**

4.1 QP-840-001 Purchasing Procedure

4.2 Purchase Order QuickBooks [form]

## **5.0 Definitions**

5.1 QuickBooks Manufacturing and Wholesale software

5.2 RoHS Reduction on Hazardous Substances

## **6.0 Responsibilities**

6.1 Quality Engineering shall be responsible for ensuring the applicable Quality requirements are contained on the purchasing documents prior to their issuance. Quality Engineering shall base the specified Quality Clauses upon a thorough review of the part-specific requirements, as well as contractually imposed customer requirements. Designations are assigned to all drawing/specifications for all HiRel purchased and fabricated parts, subassemblies and assemblies. The Quality Clause Code (9101 through 9109) and any additional Q Clause as applicable shall be printed on the Purchase Order each time that part is ordered. Although Purchase Orders are subject to periodic audits, the above described system is intended to satisfy the requirement for reviewing all Purchase Orders.

6.2 The HiRel Buyer shall be responsible for ensuring that all Quotes and Purchase Orders provided to suppliers for HiRel products contain the assigned purchase Quality Clause Codes. Furthermore, the HiRel Buyer shall be responsible for ensuring suppliers have access to and understand the definitions of the current and applicable Quality Clause Codes.

6.3 Suppliers are responsible for compliance to all Quality Clauses contained on the purchasing document. It shall be the supplier's responsibility to request clarification of codes, clauses or any requirement that is not fully understood. A failure to comply with all Quality Clauses, even when the material conforms to the latest Engineering drawing requirements, shall be sufficient cause

for rejection. The Supplier is not granted MRB authority; all use-as-is and repair dispositions shall be submitted for review and approval prior to implementation.

## 7.0 Quality Clause Codes

Quality Clauses shall be specified on procurement documents using either the Quality Clause Code or a listing of the actual Quality Clauses defined herein. Table below provides a cross reference between the Quality Clause Codes, the Quality Clauses that apply to each code, and a general category or description of the types of parts, materials or services procured.

Quality Clause Codes	Quality Clauses	Types or Categories of Procured Parts, Materials, or Services
9101	Q04, Q10, Q11, Q12, Q15, Q16, Q33, Q36, Q50, Q58, Q62, Q64, Q65	Machined Parts (un-plated), Connectors, and Discrete components
9102	Q04, Q10, Q11, Q12, Q15, Q16, Q33, Q36, Q50, Q58, Q62, Q64, Q65	Machined Parts (plated), Circuit Boards
9103	Q04, Q10, Q11, Q15, Q16, Q58, Q62, Q64, Q66	Plating Only, and other Special processes
9104	Q04, Q10, Q11, Q15, Q16, Q58, Q62, Q64	Hardware, wire
9105	Q04, Q10, Q11, Q16, Q17, Q50, Q58, Q62, Q64	Space Qualified Discrete Components
9106	Q04, Q10, Q11, Q15, Q31, Q36, Q50, Q58, Q62, Q64	Paints, Epoxies, Adhesives, etc.
9107	Q04, Q10, Q11	Raw Materials
9108	Q04, Q10, Q11, Q50, Q56, Q58, Q62, Q64	Test Laboratories
9109	Q04, Q10, Q11, Q15, Q33, Q50, Q58, Q62, Q64	Calibration Services

**The Following Clauses are applicable only as noted on the Purchase Order, either by Quality Clause Code or Itemized Quality Clauses:**

### 7.1 Source Inspection Requirements

**Q01 NASA** - All work on this order is subject to inspection and test by the Government at any time and place. The Government Quality Representative who has been delegated NASA Quality Assurance functions on this procurement shall be notified immediately upon receipt of this order. The Government Representative shall also be notified forty-eight (48) hours in advance of the articles or materials being ready for inspection or test.

**Q02** Source Inspection - All Work under this purchase order shall be subject to inspection and test at all times (during the period of performance) and places; and, at any event up to and including final acceptance. The Quality Department shall be notified forty-eight (48) hours in advance of the articles or processes being ready for inspection or test. Customer Source Inspection (CSI) acceptance is required prior to shipment of articles on this Purchase Order from the Supplier's facility.

**Q03** Government Source Inspection (GSI) is required prior to shipment from the Supplier's facility. Upon receipt of this order, promptly notify the Government Representative who normally services your company and provide a copy of this Purchase Order so that appropriate planning for Government inspection can be accomplished.

**Q04** During the performance of this order, the Supplier's Quality control or inspection system and manufacturing processes are subject to review, verification and analysis by authorized Government and or customer representatives. Government/customer inspection of product prior to shipment is not required unless the Supplier is notified by this Quality Code being a requirement of the P.O.

## **7.2 Subcontractor Certification Requirements**

**Q10 DFARS Statement – CRITICAL REQUIREMENT:** Material supplied on this order must ORIGINATE from a DFARS approved country. A signed statement must be included as part of the material certification package

**Q11 ITAR Compliance Alert- CRITICAL REQUIREMENT:** The information required for the performance of this P.O. or Quote may be subject to International Traffic in Arms Regulations (ITAR) or Export Administration Regulation (EAR) Controls, and may not be disclosed to any foreign person or firm, including foreign persons employed by or associated with your firm, without first complying with all requirements of the ITAR, 22 CFR 120-130 and the EAR, 15 CFR 730-774, including the requirement for obtaining and export license if applicable.

**Q12 Chemical/Physical Test Reports - CRITICAL REQUIREMENT:** Fabricated articles supplied on this order must be accompanied by actual chemical/physical test reports pertaining and identified to any materials used which are controlled by a reference specification. Melt, heat or batch number, or other identifying numbers necessary to relate the test reports to the material shall be included. Material received without the required test reports will not be accepted.

**Q13 Furnished Material - CRITICAL REQUIREMENT:** The Supplier shall furnish with each shipment a signed statement identifying the material and Purchase Order, certifying that in-house furnished material was used without substitution (or listing all authorized substitutions) in the production of the articles specified in the contract or Purchase Order. Material received without the required certification will not be accepted. The Supplier shall produce the articles specified in the contract or Purchase Order using the material supplied for the purpose of producing said articles. Any required substitution of material must be authorized formally by TechPlus. Articles produced from substitute materials shall be so identified, and handled as a separate manufacturing lot with associated certifications.

**Q14** Supplier shall furnish certification stating that the requirements of the Purchase Order were met. It is not necessary for the Supplier to maintain supportive data on this Purchase Order, unless otherwise stated.

**Q15** At the time of acceptance of a new order or prior to the delivery of existing orders, the Supplier is required to notify TechPlus of any design, material or process changes including the location of manufacture. TechPlus shall evaluate the change to determine if the form, fit, function, reliability or qualification status of the product or service being supplied has been affected.

**Q16** Homogeneous Lot Certification – CRITICAL REQUIREMENT - The supplier shall certify that the entire order quantity is the product of a single homogeneous manufacturing lot. A homogeneous manufacturing lot is defined as the number of parts of the same part number, produced from the same traceable raw material lots, under essentially identical conditions, during one manufacturing time span not to exceed six weeks and offered for inspection at one time. If the material cannot be manufactured from a single homogeneous lot, then multiple lots must be kept segregated throughout all processing and uniquely identified throughout processing and at the time of delivery. This requirement does not include the actual plating bath.

**Q17** Prohibited Materials - CRITICAL REQUIREMENT: Material received without the required certification will not be accepted. Articles supplied on this order must be certified not to contain any raw materials or plating/processing which uses any prohibited materials as listed herein.

- Pure Cadmium, Pure Tin or Pure Zinc
- Mercury: Greater than 0.1wt% (1000ppm)
- PBDE (Polybrominated Diphenyl Ethers): Greater than 0.1wt% (1000ppm)
- PBB (Polybrominated Biphenyls) Greater than 0.1wt% (1000ppm)

The above is not a complete or comprehensive list. It is the seller's responsibility to determine the local and federal regulatory requirements for other potentially prohibited elements or constituents.

**Q18** Supplier shall furnish a certified report of chemical and/or physical analysis of the materials to be supplied. Reports shall include the actual measured values and indicate compliance or noncompliance with applicable specifications.

**Q19** Supplier shall furnish functional test data with each unit or item shipped. Data sheets shall reference or include applicable Purchase Order and packing slip numbers, part or model numbers, configuration or revision status, drawing, specification and/or catalog numbers and min/max limits to which tested for respective items, as applicable.

**Q20** Supplier shall furnish, with the first shipment of each item, sufficient drawing and specification data to facilitate inspection of the items, including as a minimum, all applicable mounting, interface, performance and environmental data with S/N or other identification as applicable.

**Q21** Supplier certification shall include nomenclature, identification number, calibration interval and source, and environmental conditions under which the measurement standards were applied. Certification shall include all necessary correction data, and indicate that all calibration standards used are traceable to the National Institute of Standards and Technology (NIST).

**Q22** Certified test data, attested to by the supplier and properly recorded on appropriate letterhead by the organization performing the tests, shall be supplied with each shipment related to this Purchase Order. The test report must contain all of the factual information necessary to demonstrate conformance to the specification made a part of the Purchase Order, and shall include *S/N* or other identification as applicable.

### **7.3 Special Sub-Tier Supplier Requirements**

**Q30** Statistical Process Control (SPC) data is required. The selection of key characteristics or critical parameters shall be proposed by the Supplier and shall be subject to TechPlus approval.

**Q31** The shelf life, expiration date, Material Safety Data Sheets (MSDS) and recommended storage conditions when applicable, must accompany each lot, batch and/or shipment of limited life material. Limited shelf life materials utilized including such commodities as paints, epoxies, various other chemicals and adhesives, and rubber material. The remaining shelf life must be no less than 75% of the manufacturer's recommended life at the time of shipment.

**Q32** Supplier shall establish and maintain an inspection system applicable to this order that meets the requirements of AS-9100 (latest revision).

**Q33** Supplier shall control and maintain all test and measurement equipment used for inspection and acceptance in accordance with ANSI Z540 (latest revision) Calibration System Requirements.

**Q34** NASA - supplier shall establish and maintain an inspection system applicable to this order that meets the requirements of NHB-5300.4(1.c).

**Q35** Supplier shall establish and maintain an inspection system applicable to this order that meets the requirements of MIL-I-45208A.

**Q36 CRITICAL REQUIREMENTS:** Supplier shall establish and maintain a system of traceability applicable to this order, which will allow the back-tracking of records to the specific Chemical/Physical/Electrical Test Report pertaining and identified to any material used which are controlled by a referenced specification. Records shall be retained by the supplier for a minimum of five (5) years, and shall be available for review upon request. Supplier's system shall assure that each manufactured lot remains separated and identified as such at all times, including shipment to TechPlus.

**Q37 CRITICAL REQUIREMENTS:** Supplier shall impose the necessary traceability requirements on his subcontractors to assure the availability of records referencing and

traceable to the reports pertaining to any materials used which are controlled by a referenced specification..

**Q38** Standard Certification - Raw materials supplied on this order must be accompanied by a signed certification reading substantially as follows: *"The materials supplied on this order were manufactured in accordance with all contractually applicable specifications. Seller has available for examination chemical and/or physical test reports indicating conformance of the material to applicable specifications"* Melt, heat or batch number, or other identifying numbers necessary to relate the test reports to the material shall be included.

**Q39** Company owned and/or purchased tooling, procured and/or used in the performance of this order, shall be marked with the proper tool number and shall be delivered upon completion of this purchase order. Invoices for tooling are payable upon delivery of parts made to applicable blueprint specification, which have been accepted or upon acceptance of the tooling.

**Q40** Company owned tooling shall be retained by the supplier, pending further instructions as to proper disposition, upon completion of this order. The supplier shall be responsible for the control and storage of the tooling, necessary to avoid loss or damage. Supplier's invoice for tooling shall be payable upon delivery of parts made to applicable blueprint specifications, which have been accepted or by acceptance of tooling by TechPlus, whichever occurs first.

**Q41** This is a CPFF Contract with the U.S., and tooling must be handled in accordance with applicable regulations. Tooling must be marked "property of the U.S." and also part number, tooling number, Government Contract Number. Parts of tools should be marked with "1 of 4", "2 of 4", etc., where applicable. Supplier's invoice for tooling shall be payable upon delivery of parts made to applicable blueprint specifications, which have been accepted or by acceptance of the tooling, whichever occurs first. Upon completion of this purchase order, all tooling must be returned and marked "Attention CPFF Stores".

**Q50** The supplier shall maintain an Inspection System relative to its Product/Service that assures the Product/Service Inspection prior to shipment from the seller's facility.

**Q51** Supplier shall furnish a First Article Inspection (FAI) Report with this order. The FAI Report must contain documented evidence of electrical compliance, dimensional conformance, and/or the adequacy of the processes as determined by appropriate destructive tests. First Article Inspection samples shall be labeled and packaged separately to permit the correlation of test results by Quality Assurance. The First Article report may be in the supplier's format, however, must include all applicable inspections.

**Q52** Supplier shall furnish a 100% (all parts delivered, every parameter on drawing) Read and Record Data Report with this order. The R&RD Report must contain documented evidence of electrical compliance, dimensional conformance, and/or the adequacy of the processes as determined by appropriate destructive tests. R&RD samples shall be labeled and packaged separately to permit the correlation of test results by Quality Assurance. The R&RD may be in the Supplier's format, and must identify each parameter requirement and the actual findings for each parameter.

**Q53** The supplier shall provide the appropriate facilities, calibrated test apparatus and trained personnel necessary to accomplish tests as outlined in the purchase order.

**Q54** The supplier shall accommodate and assist TechPlus test personnel during pretest and post-test operations.

**Q55** The supplier shall notify Government/Customer representatives for test witness as applicable.

**Q56** The supplier shall provide Certified Test Reports and associated documentation, containing reference to the purchase order number, part numbers and serial numbers of units tested, the controlling test specifications, and the conditions - such as environmental - under which the testing was performed. The Certified Test Report shall be dated and signed by an authorized representative of the test facility.

**Q57** X-Ray requirements shall be as indicated on the applicable drawing or purchase order and shall meet the intent of MIL-STD-453, unless otherwise specified.

**Q58** The supplier shall assure that the supplies on this order are packaged with Best Commercial practice. Packaging shall provide adequate protection against damage and contamination.

**Q59** Suppliers of military or special packaging shall perform all functions necessary to comply with all purchase order and referenced specification requirements.

**Q60** Logmar Bar Codes shall be in accordance with all contractually applicable specifications.

**Q61** The supplier shall verify the performance or accuracy of the equipment at the time of receipt, and notify TechPlus of any out-of-tolerance conditions observed. Upon completion of calibration, the equipment shall have a new calibration label applied, containing the date of the next scheduled calibration.

**Q62** The supplier must comply with all requests for Failure Analysis/Corrective Action, and shall describe the equipment or process malfunction, the parameters and degree of out-of-tolerance, the suspected cause of the failure, necessary repairs/rework, cost, and corrective actions, as applicable. Test and verification data, as required, shall accompany each unit upon return to TechPlus.

**Q63** Supplier of purchased, rented or leased test equipment shall provide evidence of calibration, data sheets, operator's manual and catalogs, as necessary.

**Q64** Acceptance of verbal change to this purchase order from anyone except the Purchasing Department shall be at the supplier's own risk. Verbal instructions from the Purchasing Department shall be followed by a Purchase Order Change Notice within 24 hours. Furthermore, if a verbal change or agreement has been made, the supplier may not ship the product until the P.O. has been updated to reflect such changes or agreement.

**Q65** When a supplier uses a facility other than his own to perform a special process, the performing facility shall be specified on the purchase order Special Processes include, but are not limited to, the following: Plating, heat treating, chemical films, X-rays, magnetic particle and die penetrant inspection, soldering, encapsulation, welding; printed circuit boards, foundries, brazing, etc. The special processes shall meet the applicable specifications indicated on the drawing, purchase order and/or statement of work. Material received that has been processed by a process source other than that specified by the purchase order shall be subject to rejection.

**Q66** Critical Plating Requirements: Supplier shall not deviate from provided engineering documents unless pre authorized by TechPlus, in writing on the P.O. Supplier must notify TechPlus previous to performing any strip and re-plate action caused by supplier's process.

REVISION	ECO NUMBER	DATE	D.C. APPROVAL
N/C	0267	1 JUL 2017	MS
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