



Supplier Quality Note Codes (SQN's) **November 15, 2015**

SIL, hereinafter shall mean Space Information Laboratories. Notwithstanding any other provisions, all articles furnished hereunder are subject to the general provisions of the procurement document and the following special provisions supplier quality note codes.

Articles defined in the procurement document will not be accepted by Space Information Laboratories if the vendor/contractor fails to submit certification, documentation, test data, and reports specified herein.

Work shall be performed in accordance with ISO 17025 requirements and calibration certificates shall be traceable to the National Institute of Standards Technology (NIST).

SQN1 SIL Acceptance at destination

Articles ordered under this contract are subject to final acceptance at the SIL facility as set forth on the face of the contract.

SQN2 Quality System

When Specifying Compliance to AS 9100C "The organization shall have a quality program that complies with International Organization for Standardization document SAE, AS 9100C – Model for Quality Assurance in Design/Development, Production, Installation, and Servicing." Third party registration is not required. "If customer has accepted Organization's AS 9100C registration and Organization subsequently changes registrars, loses its registration status, or is put on notice of losing its registration status, it shall notify Customer's procuring Component(s) within three days of receiving such notice from its registrar."

When specifying Compliance to ISO 9000:2008 "The organization shall have a quality program that complies with International Organization for Standardization document ISO 9001: 2008 – Model for Quality Assurance in Design/Development, Production, Installation, and Servicing." Third party registration is not required. If Customer has accepted Organizations third party quality registration and Organization subsequently changes registrars, loses its registration status, or is put on notice of losing its registration status, it shall notify Customer's procurement Component(s) within three days of receiving such notice from its registrar.

SQN3 RIGHT OF ACCESS: (REQUIRED FLOWDOWN)

Work under this purchase order/contract is subject to government or customer surveillance/inspection at organization's plant or sub-tier supplier's facility. The organization will be notified if a surveillance/inspection is to be conducted.

SQN04 ESD PROTECTION PROGRAM AND PACKAGING

The organization shall document and implement an ESD Control Program in accordance with ANSI/ESD S20.20, ESD Association Standard for the Development of an Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices). Parts must be properly packaged and identified as required in ANSI/ESD-S20.20. All goods will be placed in conductive or static-dissipative packages, tubes, carriers, conductive bags, etc., for shipment. The packaging must be clearly labeled to indicate that it contains



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electrostatic sensitive goods. Electrical parts that may be used or shipped in conjunction with ESD sensitive parts shall be treated as ESD sensitive.

SQN5 CERTIFICATE OF COMPLIANCE

Organization shall provide a certification with each shipment to attest that the parts, assemblies, subassemblies, or detail parts conform to the Order requirements. When applicable, the true manufacturers, lot, heat, batch, date code, and/or serial number must appear on the certification. Certification must contain the following:

- * Customer's Order number
- * Part number
- * Name and address of manufacturing or processing location
- * Manufacturer's lot, heat, batch, date code, and/or serial number (if applicable)
- * Quantity and unit of measurement (each, box, case, gallons, etc.)
- * Be signed and dated by an official of the company.

The applicable material test results, process certifications and inspection records shall be presented upon Customer's request. Organization shall perform inspection, as necessary, to determine the acceptability of all articles under this Order. All articles submitted by Organization under this Order are subject to final inspection at Customer's plant.

SQN6 Foreign object damage (FOD) prevention and control

Supplier shall maintain a foreign object control program with a documented and current plan assuring work is accomplished in a manner preventing foreign objects or materials from entering and remaining in deliverable items. The supplier shall identify a FO Control person responsible for implementing the foreign object control program. Supplier shall provide foreign object control program training to employees performing operations on SIL FOD sensitive products. Maintenance of the work area and control of tools, parts and materials shall preclude the risk of foreign object incidents. Prior to closing inaccessible or obstructed areas and compartments during assembly, the Supplier shall inspect for foreign object/materials. Tooling, jigs, fixtures and test or handling equipment shall be maintained in a state of cleanliness and repair to prevent Foreign Object Damage. The Supplier shall document and investigate all foreign object incidents assuring elimination of the root cause. SIL shall have the right to perform inspections, verification and foreign object control program audits at Supplier's facility to assure program documentation and effectiveness. Supplier shall flow down requirements as required to their Suppliers to ensure compliance to this requirement.

Supplier shall provide a statement a certification of deliverable products are free of any foreign materials that could result in foreign object damage to the installed product or companion components/systems.

SQN7 Special Process Approval

Processor (Contractor and/or Sub tier) shall have current required approval(s) in place at the time of hardware processing. Contractor shall verify approval prior to performing processing.

Approval:



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When SILs Purchase Agreement requires special processing, the Contractor and/or Sub tier Contractor shall accomplish such processing only after:

1. Special Processor Approval by an on-site survey by SIL or SIL acceptance of third party accreditation.
2. SIL approval of the Contractor's system to control his own Sub tiers
 - a. This approval is contingent upon the Contractors procedural requirement for an on-site survey to an adequate process specific questionnaire and
 - b. A vendor rating system that identifies unacceptable sub tier performance with criteria for corrective action and criteria and frequency for re-survey and
 - c. A list of sub tier processor approval(s) that contains approval and expiration dates.The subcontractor performing special process work shall have a Quality Management System current and approved by SIL.

SIL approval of sub tier special processing does not relieve the Contractor of the responsibility to ensure that work performed by Sub tier Contractors is in accordance with specification requirements.

Equivalency:

If the SIL Purchase Agreement requires processing in accordance with a SIL internal specification, the Special Process Approval may be for an equivalent Industry or Government specification. If the SIL Purchase Agreement requires processing in accordance with a cancelled Military Specification or Standard, the SIL determined Special Processor Approval may be for the replacement Industry or Government specification. This special process approval does not authorize deviation to, or take priority over, the contractually imposed requirement. The Contractor and/or the Sub tier Contractor must conform to the requirements of the contractually imposed requirement. The Contractor shall insert the substance of this clause, and clause SQN20, including this sentence, in all lower-tier purchase agreements for work performed under this contract.

SQN8 Special Process Certification

Processor (Contractor and/or Sub tier) shall have current required approval(s) in place at the time of hardware processing. Contractor shall verify approval prior to performing processing.

Definition:

Special Process – A method controlled by a contractually required specification where:

1. A product undergoes a physical, chemical or metallurgical transformation or inspection. Conformance to the specification cannot be readily verified by normal inspection methods and,
2. The quality of the product depends on use of specific equipment operated in a specific manner, under controlled conditions, by trained personnel with instructions, procedures or standards.

Contractually required specifications include SIL, Industry or Government specifications identified in the SIL Purchase Agreement, subordinate drawings, statements of work, or other contractual documents.

Certain special processes are required to comply with this contract. Special processes shall be performed only by sources that have been surveyed and approved by SIL to perform those processes.



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A special process certification shall be provided with each shipment of item(s) delivered on this contract. Special Process Certifications may be in supplier format and shall include the following:

- Customer's Order number
- Part number(s)
- Serial and/or lot numbers, of the hardware processed (if applicable,)
- Material process specification & revision
- A certification stating the special process was performed per the applicable drawing/specification requirements.
- Processing Organization's name and address
- Each certification must be signed and dated by a company official of the Organization and/or Processor attesting to the acceptance of the processes performed to the required specification(s).

The Organization shall insert the substance of this clause, including this sentence, in all lower-tier subcontracts for work performed under this contract.

SQN9 Notification of Supplier Changes

The organization shall provide in writing advance notification to their SIL contract administrator of any changes to, name, quality management systems, ownership, facilities, or processes that the organization or the organization sub tier that could affect the customer's contracted product.

SQN10 Statement of Work

Articles defined in this Purchase Agreement are subject to additional requirements per a Statement of Work, which must be met to achieve compliance to contract requirements. Articles will not be accepted by SIL if contractor fails to comply with the requirements of the statement of work.

SQN11 Radiographic Inspection

Include all photos of x-ray / n-ray / CAT scan inspection from all applicable angles in digital format with clear indication of SN on each photo.

SQN12 COUNTERFEIT PART, MATERIAL, AND WORK AVOIDANCE AND CERTIFICATION (REQUIRED FLOWDOWN)

The supplier's Certification of Conformance represents that the shipment does not contain any 'suspect' or 'known' Counterfeit Part, Material, or Work and ensures that parts, material or work are procured only through Original Equipment Manufacturers (OEMs) / Original Component Manufacturers (OCMs) or their Franchised Distributors or Authorized Supplier. Any use of other than an Authorized Supplier requires SIL written approval prior to procurement and use, which shall be contained within the deliverable data package. The supplier shall verify the procurement source and associated certifying documentation. Supplier's receiving inspection process shall utilize incoming inspection or test methods, or both, to detect potential counterfeit parts, material or work. The supplier shall flow this clause in its entirety or equivalent down to all lower tier subcontracts to prevent the inadvertent use of Counterfeit Parts, Material or Work. When an Authorized Supplier is not utilized by the supplier's lower tier, the



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supplier shall provide a copy of the risk assessment and their written approval within the deliverable data package.

SQN13 COUPONS/CROSS SECTIONS

As applicable to the item ordered the supplier shall provide and forward all coupons/cross sections associated with this purchase order to SIL. They may keep the coupons and then we won't be able to get 3rd opinion.

SQN14 First Article Inspection

First article inspection is to be performed by SIL inspection team. Notify responsible Buyer five working days prior to start of the first Article inspection.

SQN15 Record Retention

Organization and organization subcontractor shall maintain verifiable objective evidence of all inspections and tests performed, results obtained and dispositions of nonconforming articles. These records shall be identified to associated articles, including the lot serialization and made available to SIL upon request and shall be retained in a safe, accessible location for a period of ten (10) years after date of delivery as defined in the contract.

Organizations records associated with the manufacturer serialized articles will provide for continued traceability of serial numbers or lot number identification through all phases of manufacturer, commencing with the raw material and continuing to final acceptance of the end item.

Records held for the required retention (10 years) shall not be destroyed without SIL's written concurrence.

SQN16 Single LOT/Date Code

The full quantity of date code controlled Electrical, Electronic, and Electromechanical (EEE) parts, each part number, provided under this Purchase Order / Contract must have a single lot-date code. The organization will obtain the written approval of the customer's authorized purchasing representative prior to shipping goods that do not meet this single lot / date code requirement.

In the event that the customer's purchasing representative provides said authorization to ship mixed lot / date codes, the organization shall provide a copy of the written authorization with the shipping document.

When mixed lot / date codes are authorized, the shipping document shall list individual lot / date codes and quantity. Multiple lot / date codes shall not be co-mingled. In addition, the individual part containers shall be marked with the quantity and lot / date code.

SQN17 Conflict Minerals Reporting

In 2010, the U.S. Dodd-Frank Wall Street Reform and Consumer Protection Act was passed concerning "conflict minerals" originating from the Democratic Republic of the Congo (DRC) or adjoining countries. Supplier certifies that Tantalum, Tin, Tungsten and



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Gold are sourced from Conflict-Free Smelters & Refiners. See <http://www.conflictreesourcing.org/conflict-free-smelter-refiner-lists/>.