

**Form Number: F-01-022-1**  
**Form Title: Supplier Quality Requirements**

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**1.0 Purpose**

The following Quality Requirements define the suppliers’ responsibilities for ensuring conformance to Filconn purchase order requirements. These requirements have been implemented with the objective of receiving defect free products with the correct documentation on the scheduled delivery date. Failure to comply with these requirements may result in the supplier’s product being rejected and can adversely affect the supplier’s quality rating with Filconn.

**2.0 Ethics Statement**

Filconn suppliers are expected to conduct themselves in a manner consistent with the highest standards of professional business conduct and encourages all suppliers to implement an effective ethics program. Suppliers shall not offer, promise, authorize, or provide, directly or indirectly, anything of value, including business gifts or courtesies, with the intent or effect of inducing anyone to engage in unfair business practices and shall avoid involvement in activities that may be perceived as a conflict-of-interest. Suppliers shall respect the legitimate proprietary rights and intellectual property rights of customers and take appropriate actions to protect sensitive information, including confidential, proprietary and personal information.

**3.0 Product Safety & Conformance**

Suppliers shall support product safety and conformance by ensuring robust management of special requirements, critical items, and key characteristics. Suppliers shall communicate to Filconn, any concerns with product safety. If there is a concern at the supplier’s premises regarding product safety during the manufacture of the product, the supplier shall notify its own employees of the concern and whenever possible, mitigate the concern. The supplier shall ensure that employees working on its behalf are aware of their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior.

**4.0 Quality Management System**

Supplier shall maintain an effective quality system to ensure product and process integrity as well as the requirements stated on the purchase order, engineering drawings, and this document. Filconn encourages all suppliers to maintain an ISO9001/AS9100 quality system.

**5.0 On-time Delivery & Quality**

Filconn periodically reviews supplier performance with regards to their ability to provide quality products and on-time delivery of goods. Filconn’s expectation is zero quality defects and strict adherence to the delivery schedule specified within the purchase order contract. Supplier performance reports are available to the supplier upon request. The supplier shall promptly notify Filconn’s purchasing agent of any quality issues, anticipated or actual delays in delivery and what actions are being taken to correct deficiencies and prevent or minimize delivery delays. When requested the supplier shall, at their expense, ship goods via air or other expedited form to avoid or minimize further delay of shipment.

**6.0 Revision Control**

The supplier shall assure the drawing revision on file at their facility corresponds with the revision noted on Filconn purchase orders. The supplier is responsible to contact Filconn’s purchasing agent with any discrepancies in drawing revisions.

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J	Revise sections 2.0, 3.0 and 5.0 in response to PRI NCR 2018-07	RK	MBP	1/11/19

**7.0 Flow Down to Sub-Tier Suppliers**

The supplier shall flow down all relevant purchase order requirements including, when applicable, the use of customer approved special process sources to any sub-tier suppliers involved in the manufacture of Filconn product. Sub-tier suppliers are required to comply with all specified purchase order requirements. The supplier is responsible for ensuring that any work performed by a sub-tier supplier is in accordance with purchase order requirements.

**8.0 Certificate of Conformance**

Each shipment shall be accompanied by a Certificate of Conformance (C of C) certifying that product meets the requirements of the purchase order and specifications referenced on the drawing and/or purchase order. At minimum, the C of C shall contain the following information:

- Supplier’s name and address
- Purchase order number
- Product description
- Part number including revision
- Quantity
- Statement certifying product compliance
- Shelf life if applicable
- Serial numbers if applicable
- Date code(s) or lot number(s) if applicable
- Signature and date by authorized representative

**9.0 Raw Material and Special Processes**

Raw material (aluminum, steel, peak, etc.) and special processes (plating, chemical conversions, etc.) shall conform to specifications and standards specified on the drawing and/or purchase order. The supplier shall provide documented evidence of this conformity including a listing of each material element or test result in the test report. The applicable test report/material conformance certificate shall contain the following information:

- Supplier’s name and address
- Purchase order number
- Part number including revision
- Quantity
- Material type and specification including revision (type/grade/class/physical and chemical properties)
- Lot number (manufacture/heat/batch number)
- Country of origin
- Signature and date by authorized representative

**10.0 Test and Inspection Reports**

When specified on the purchase order the supplier shall provide acceptance test and/or inspection data with shipment of product, as further evidence of conformance to purchase order requirements.

**11.0 First Article Inspection**

A first article shall be provided on initial purchase of material unless waived in writing by Filconn’s purchasing agent. The FAI shall be performed in accordance with AS9102 requirements and drawing requirements, including parts list, notes, specifications and any lower level drawing invoked. The FAI shall include a ballooned drawing with the FAI report and all applicable certs and test records.

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**12.0 Right of Entry**

Upon request the supplier shall allow Filconn right of entry to perform inspections, surveys, or surveillance. These rights shall extend to Filconn customers and regulatory agencies, at no increase in price, cost, or fee to Filconn, Filconn customers, or regulatory agencies. A minimum of forty-eight (48) hour notification will be provided prior to request for Right of Entry.

**13.0 Source Inspection**

Filconn reserves the right to perform a source inspection at the supplier, or sub-tier supplier's facilities, at any point in the manufacturing process to determine conformance to purchase order requirements. When a source inspection is required it shall be flowed down on the purchase order. The supplier shall request source inspection forty-eight (48) hours prior to intended inspection date.

**14.0 Workmanship**

Workmanship shall be of a level of quality to assure that the purchased material meets the performance requirements of the purchase order, engineering drawing, and referenced specifications. The material shall not be cracked, chipped, broken, or otherwise damaged beyond the limits of the original part specification. The material as received shall be free of scratches, sharp edges, loose, blistered, or foreign matter, and other evidence of poor workmanship that may render the material unsuitable for the purpose intended.

**15.0 Foreign Object Debris (FOD)**

The supplier shall maintain a Foreign Object Debris (FOD) prevention program in accordance with NAS 412, or its equivalent, to identify and eliminate foreign object entrapment areas and paths through which foreign objects may migrate into deliverable material. Delivered material must be clean and free from any material/debris, such as machined chips, burrs, grinding dust, forming materials, corrosion, oil and other foreign material on surfaces to prevent FOD entrapment.

**16.0 Nonconforming Material**

The supplier shall maintain a fully documented nonconforming material control system. Nonconforming or suspect material shall be identified and segregated to prevent unintended use or delivery. The supplier shall not ship any product which deviates from drawings, specifications, or other procurement requirements without the express written approval of Filconn's purchasing agent. In instances where nonconforming material may have been shipped the supplier shall promptly notify Filconn.

**17.0 Corrective Action**

The Supplier shall have a fully documented corrective action system. All requests for corrective action shall be answered by the due date identified. If this date cannot be met, a formal request for extension shall be requested through Filconn's purchasing agent. Late responses may affect the supplier's rating and result in potential loss of business. Corrective action responses shall be documented and include containment, identification, and segregation of material. The response shall describe the root cause of the problem, corrective action taken to prevent reoccurrence, and include objective evidence of actions taken. When a sub-tier is responsible for the nonconformance the prime supplier shall flow down a request for corrective action to the sub-tier supplier.

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**18.0 Preference for Specialty Metals**

This purchase order incorporates the Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.225-7009. The supplier agrees to only supply materials in accordance with DFARS clause 252.225-7009. The supplier shall flowdown this requirement to all sub-tier suppliers used to fulfill Filconn purchase orders. Specialty Metals are typically defined as metals containing Titanium, Zirconium, Cobalt, Corrosion Resistant/Stainless Steel, or High Performing Magnets. The supplier shall provide a certificate of conformance that certifies the origin of material melt of specialty metals by a qualifying country.

**19.0 Packaging & Handling**

Suppliers shall ensure that required documentation is included with shipments and that the correct material is provided and properly marked, identified, and packaged. Packaging shall be in accordance with best commercial practices. Packaging must be done in a manner that protects against potential damage from shipping, FOD, corrosion, moisture, deterioration, contamination or damage by processing, handling, and storage at suppliers facility or in transit to Filconn or any sub-tier supplier.

**20.0 Record Retention**

The supplier shall maintain records pertaining to the manufacture, inspection and/or testing of all Filconn products. Records shall be adequate to ascertain the quality level of production processes and shall include any chemical and physical test results of raw materials used in the manufacture of product. Records shall be retained for a minimum period of ten (10) years made available for review upon request.

**21.0 Counterfeit Parts Prevention**

No supplier or distributor shall deliver any counterfeit parts or components to Filconn. If suspect/counterfeit material is furnished to Filconn, the seller shall replace material at no additional cost to Filconn. Seller shall be liable for all costs relating to impoundment, removal, and replacement. Reference AS5553 Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition for additional information and definitions.

**22.0 Soldered Electrical and Electronic Components and Assemblies**

Unless otherwise specified on the purchase order soldering and solder processes shall be in accordance with J-STD-001 Class 3. Workmanship for soldered electrical and electronic assemblies shall be in accordance with the latest revision of IPC-A-610, Class 3.

**23.0 Change in Location, Name, Ownership, or Quality Management System**

The supplier shall provide advance notice to Filconn of any changes at the suppliers or sub-tier supplier facilities. A change is identified as any change in manufacturing location, name, ownership, or quality management system. Advanced notice is defined as a minimum of ninety (90) calendar days prior to the change. The change notice must be submitted in writing to Filconn’s Purchasing Representative.

**24.0 Control of Monitoring & Measurement Equipment**

The Supplier shall have a calibration system in accordance with ANSI/NCSL Z540-1-1994 standards or equivalent ISO Standards (Examples: ISO 17025:2005, 10012:2003, or other Accredited Recognition Arrangements).

**25.0 Shelf Life Materials**

Items with limited shelf life (i.e. epoxy, adhesives, rtv, etc.) shall be marked on the item, package, or container with the manufactured date, storage temperature, special handling requirements,

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and expiration date of the items. Filconn expects to have 95% of useful shelf life remaining and will not accept materials with less than 80% of shelf life, without written authorization from Filconn’s Purchasing Representative.

**26.0 Electrostatic Discharge (ESD) Protection**

Components and assemblies that are susceptible to electrostatic discharge damage shall be handled and packaged to prevent ESD damage. All units which contain ESD-sensitive devices shall be wrapped in a static shielding barrier in direct contact with and fully surrounding the unit. Containers shall be marked as containing ESD devices.

**27.0 Overages Policy**

Overage on shipments applies strictly to bulk packaged items (contacts/screws/hardware) only. Filconn will accept a maximum overage of 5% on any individual PO. Overages that amount to \$1000 or greater must be approved by Filconn prior to shipment. Unapproved overages (over 5% or \$1000) will be returned to the supplier at the supplier’s expense.

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