

## Narda-MITEQ Procurement Quality Clauses

---

### 1.0 PURPOSE

This procedure describes the procurement quality clauses and applicability of quality clauses. Changes to these Q notes must be communicated to the Narda-MITEQ Purchasing department immediately for update of the Narda-MITEQ External Supplier website.

### 2.0 APPLICATION AND SCOPE

- Procurement Quality Clauses Q1 through Q10 apply to ALL purchase orders issued for product manufactured to Narda-MITEQ specifications/drawings.
- Procurement Quality Clauses Q12 through Q25 apply when specified on purchase order.

### 3.0 PROCUREMENT QUALITY CLAUSE Q1: STANDARD QUALITY REQUIREMENTS

3.1 The supplier shall implement and maintain a quality management system that complies with ISO 9001: 2015, AS9100, or an equivalent system that provides adequate inspection to verify that the product supplied is in full compliance with the purchase order requirements and all applicable specifications. Compliance with these requirements is subject to audit by Narda-MITEQ. The supplier shall flow down to sub-tier suppliers the applicable requirements contained in the Narda-MITEQ purchasing document and specs, including key characteristics where required.

3.2 Narda-MITEQ and Narda-MITEQ's commercial customers, Federal Government Contractors and/or regulatory authority representatives shall have right of access to quality management system documentation, all applicable records and all facilities, including sub-tier suppliers, involved in the execution of the Purchase Order.

3.3 Seller shall establish and implement an ESD Control Program that is compliant with the latest revision of ANSI/ESD S20.20 and/or JESD625 for electrical and electronic parts, assemblies, and equipment, susceptible to damage from Electrostatic Discharge (ESD).

3.3.1 Seller shall take the necessary precautions to ensure that static susceptible devices are adequately protected from ESD damage during manufacturing, test, inspection, packaging, and shipping.

3.3.2 Seller shall mark packaging for electrical and electronic parts, assemblies, and equipment, susceptible to damage from Electrostatic Discharge with an ESD cautionary note or symbol.

3.4 The Supplier shall maintain a Counterfeit Part risk mitigation process internally, and with its suppliers, using SAE AS5553 as a guide. Supplier shall provide evidence of their risk mitigation process upon request.

The Supplier shall not provide electronic components, or assemblies containing electronic components, procured from Independent Brokers/Distributors without prior approval from Narda-MITEQ. Completion of counterfeit risk mitigation testing per AS6081 will be required prior to the use of all products from Independent Brokers/Distributors.

### 4.0 PROCUREMENT QUALITY CLAUSE Q2: RAW MATERIAL TRACEABILITY

All items manufactured under this purchase order shall be traceable to raw materials used. Traceability and inspection records shall be available upon request by Narda-MITEQ or customer representatives. Identification of raw materials used, shall include, as applicable, but not limited to, the following types of

information - lot number, material type, specification, heat number, etc. In any case, supplier shall record sufficient identification information to adequately identify all material in such a manner that full traceability of raw materials utilized is included.

#### **5.0 PROCUREMENT QUALITY CLAUSE Q3: MATERIAL REVIEW BOARD (MRB) AUTHORITY**

The supplier shall notify the buyer prior to any "use as is" or "repair" dispositions of non-conformances pertaining to this order. Narda-MITEQ approval requires a written response as to root cause and corrective action taken to prevent re occurrence. Attachment K Supplier Deviation Request must be completed per para. 6.0.

#### **6.0 PROCUREMENT QUALITY CLAUSE Q4: NON-CONFORMING PRODUCT**

Non-conforming product shall not be delivered to Narda-MITEQ without prior written approval of the Narda-MITEQ Buyer. A Supplier Deviation Request (SDR), Attachment K must be completed by the supplier, including root cause and corrective action and forwarded to the Narda-MITEQ buyer. The Narda-MITEQ buyer will return the approved SDR to the supplier indicating approval of the deviation. The Supplier shall promptly notify the Narda-MITEQ Buyer of any non-conforming product that may have been previously delivered. The Supplier shall reference the original Narda-MITEQ rejection documentation on the shipping document for any previously rejected items that have been reworked, replaced, or repaired.

#### **7.0 PROCUREMENT QUALITY CLAUSE Q4A: SUPPLIER CORRECTIVE ACTION**

Non-conforming material rejected by Narda-MITEQ and determined to be seller responsibility requires that the seller take corrective action to prevent recurrence. Corrective action measures shall include; a determination of the root cause of the discrepancy, determining and implementing corrective action measures, evaluation of the effectiveness of corrective action taken. A record of such corrective action measures shall be maintained. The seller is required to respond to the Narda-MITEQ Buyer's request for root cause and corrective action. Failure to respond within the specified time frame could affect future procurement and or supplier status/approval.

#### **8.0 PROCUREMENT QUALITY CLAUSE Q5: CERTIFICATION OF COMPLIANCE**

Certification documents are required from the seller and any sub-tier supplier. The certification department shall include the following:

- The Narda-MITEQ purchase order number and item number.
- Quantity
- Lot and or S/Ns as applicable
- Date of Manufacture
- Part Number and Revision as specified on purchase order.
- Signature, Title, and Date by an authorized representative of the issuing organization

#### **9.0 PROCUREMENT QUALITY CLAUSE Q6: CHANGE AUTHORITY**

Supplier shall notify the buyer immediately of any changes to the characteristics or configuration of the product and/or processes used to manufacture the product. When required, supplier shall obtain written approval of changes from Narda-MITEQ.

#### **10.0 PROCUREMENT QUALITY CLAUSE Q7: PACKAGING/HANDLING**

Product intended for delivery to Narda-MITEQ shall be handled and packaged in manner as necessary to:

- Prevent damage during handling and transit.
- Packaging of etched < 10 mils materials shall be in accordance with Narda-MITEQ specification 510447.

- Hazardous Materials as defined by the EPA, shall be packaged and clearly identified to include any and all special instructions regarding the handling, packaging, storage, environmental, or other requirements statute or regulation.

#### **11.0 PROCUREMENT QUALITY CLAUSE Q8: AS9102 FIRST ARTICLE INSPECTION**

For all Narda-MITEQ Technical Data Package design characteristics, the Seller shall perform a First Article Inspection (FAI) that conforms to the requirements of AS9102 Revision B, Aerospace First Article Inspection Requirement with the following exceptions:

11.1 Seller shall perform the FAI on one piece per cavity for product of a die or mold.

11.2 Seller shall perform a partial FAI for revision changes of Narda-MITEQ Technical Data Package.

11.3 The Seller shall perform a delta or full First Article Inspection (FAI) for a lapse in production of two years or more for any characteristics that may be impacted by the inactivity. The lapse is from the completion of the last production operation to actual restart of production.

11.4 Seller shall include all supporting FAI data (sub-assembly and detail reports, objective evidence, certifications, etc.) with the FAI submission.

11.5 If a FAI has already been completed and provided to Narda-MITEQ for the current specification/drawing and revision, a new FAI does not have to be provided. A new FAI would only be required per 11.2 and 11.3 above.

#### **12.0 PROCUREMENT QUALITY CLAUSE Q9: QUALITY RECORDS**

All Quality Records must be legible, reproducible, and identifiable to the purchase order. Quality Records shall be stored and maintained in such a way that they are readily retrievable and maintained in a suitable environment to minimize deterioration, damage or loss. This requirement must be flowed down to sub tier suppliers. Retention period for Quality Records is (10) years unless otherwise specified. Narda-MITEQ, our customers, the Government, or applicable Regulatory Agency Representative shall have access to review quality records.

#### **13.0 PROCUREMENT QUALITY CLAUSE Q10: FOREIGN OBJECT DEBRIS (FOD)**

To preclude introduction of foreign objects into any deliverable item, the Supplier shall maintain a documented FOD prevention program appropriate to the commodity provided to Narda-MITEQ. This program shall be compliant to AS9146 Foreign Object Damage (FOD) Prevention Program - Requirements for Aviation, Space and Defense Organizations during design, manufacture, assembly and shipment of an item as well as use NAS 412 as a guide.

#### **14.0 [DELETED]**

#### **15.0 PROCUREMENT QUALITY CLAUSE Q12: CONTROL OF SPECIAL PROCESSES**

A special manufacturing process is one whose integrity cannot be assured by typical inspection I verification methods. Integrity is assured by controlling process parameters. Examples of special processes include, but are not limited to; painting, anodizing, chemical films, plating, soldering, non-destructive test, welding, brazing, and heat treating. The Supplier shall demonstrate control over these processes to provide assurance that specifications are complied with. Copies of special process procedures and certifications shall be supplied to Narda-MITEQ upon request. If the Supplier uses facilities other than their own, that facility is subject to the same conditions stated herein.

Specifications are complied with. Copies of special process procedures and certifications shall be supplied to Narda-MITEQ upon request. If the Supplier uses facilities other than their own, that facility is subject to the same conditions stated herein.

**16.0 PROCUREMENT QUALITY CLAUSE Q13: NADCAP SUPPLIERS**

Supplier shall use NADCAP approved suppliers for special processes. A special manufacturing process is a process whose integrity can't assure by typical inspection I verification methods. Integrity is assured by process controls. Examples of special processes include, but are not limited to; painting, anodizing, chemical films, plating, soldering, non- destructive test, welding, brazing, and heat treating. Suppliers that are not NADCAP approved must be submitted to Narda-MITEQ for approval.

**17.0 PROCUREMENT QUALITY CLAUSE Q14: SOURCE INSPECTION**

Narda-MITEQ Quality Assurance personal will inspect the material identified on this purchase order at the supplier's facility prior to shipment. Source inspection approval or acceptance by the Narda-MITEQ Quality representative shall not constitute final approval or acceptance by Narda-MITEQ of the items covered by this purchase order, nor shall it relieve the seller of their responsibility to furnish acceptable product.

**18.0 PROCUREMENT QUALITY CLAUSE Q15: KEY CHARACTERISTICS**

Key Characteristic features "KCs", identified on drawings, P.O.s, or acceptance documentation shall be validated by the supplier. Variable data (actual measurements) shall be provided to Narda-MITEQ with each shipment.

**19.0 PROCUREMENT QUALITY CLAUSE Q16: TEST REPORTS**

Each shipment must be accompanied by one (1) legible and reproducible copy of actual test results identifiable with test parameters and product submitted. These reports must contain the Test/Inspection Stamp of the individual performing the task, or the signature and title of the authorized representative of the agency performing the test.

**20.0 PROCUREMENT QUALITY CLAUSE Q17: RAW MATERIAL CERTIFICATION**

Each shipment must be accompanied by one (1) legible and reproducible copy of the Raw Material Certification. The Certification shall be from the Mill source and list the actual test values.

**21.0 PROCUREMENT QUALITY CLAUSE Q18: SPECIAL PROCESS CERTIFICATION**

A certificate shall be issued with each shipment and must state that special processes demonstrate compliance with the drawing requirements, specifications or purchase order, and is performed by a Narda-MITEQ Design Authority and/or government approved source. The certificate shall contain the signature of an authorized representative of the supplier.

**22.0 PROCUREMENT QUALITY CLAUSE Q19: GOVERNMENT SOURCE INSPECTION**

Government Source Inspection (GSI) is required for item(s) on this Order. Upon receipt of this Order, the Supplier shall promptly notify the Government Representative who normally services its plant so that appropriate planning for Government Inspection can be accomplished.

**23.0 PROCUREMENT QUALITY CLAUSE Q20: CATALOG INFORMATION**

The Supplier shall furnish a copy of the catalog specification sheets, with shipment of material that describes as applicable, the material requirements, envelope and interface dimensions and any operating characteristics necessary to inspect the item(s) at Narda-MITEQ Receiving Inspection Department.

**24.0 [DELETED]**

**25.0 PROCUREMENT QUALITY CLAUSE Q22: CERTIFICATE OF ANALYSIS**

The Supplier shall provide a Certificate of Analysis with each lot of Raw material supplied on this Purchase Order.

26.0 [DELETED]

27.0 [DELETED]

**28.0 PROCUREMENT QUALITY CLAUSE Q25: LOT TRACEABILITY**

The Supplier shall maintain lot traceability for FETs, epoxies, solder, gold and aluminum wire, etc. Records of such traceability shall be made available to Narda-MITEQ upon request.

**END OF DOCUMENT**

---

**Revision History Summary**

<b>Revision #</b>	<b>Description of Change</b>	<b>Date</b>
01	Reformatted to Corporate Template.	04/12/2018
02	Added Revision History Summary table. Change title to reflect Narda-MITEQ. Updated footer to remove L3 reference. Change Clause Q21 title to include AS9102.	01/06/2022
03	Updated Clause Q1 to add Right of Access, ESD Control Program, and Counterfeit Part prevention and remove obsolete MIL Standards. Updated Q8 to call out AS9102 for FAI. Updated Q9 to change record retention to 10 yrs. Updated Q10 to call out AS standard. Deleted clauses Q11, Q21, Q23, and Q24.	7/18/2022
04	Clarify requirements for Supplier Deviation (SDR) Para. 5.0/6.0 and First Article (Para. 11.0)	6/14/2023