

CORPORATE POLICY MANAGEMENT**Policy Number: QCP 3340****OWNER: Manager, Quality****Page 1 of 7****Narda-MITEQ Number: 229366****Effective Date: June 30, 2025****Rev: B****1.0 PURPOSE**


This procedure describes the procurement quality clauses and applicability of quality clauses. Changes to these quality clauses must be communicated to the Narda-MITEQ purchasing department immediately to update the Narda-MITEQ external supplier website.

2.0 APPLICATION AND SCOPE

- Procurement quality clauses Q1 through Q11 apply to ALL purchase orders issued for product manufactured to Narda-MITEQ specifications/drawings.
- All other procurement quality clauses only apply when specified on purchase order.

3.0 PROCUREMENT QUALITY CLAUSES**Q1: STANDARD QUALITY REQUIREMENTS**

- Q1.1 The supplier shall implement and maintain a quality management system that complies with ISO9001:2015, 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.
- Q1.2 Narda-MITEQ, its commercial customers, U.S. federal government contractors, and/or authorized regulatory representatives shall be granted the right of access to all facilities, including those of sub-tier suppliers, that are involved in the fulfillment of the purchase order. This access includes, but is not limited to, the review of the supplier's Quality Management System (QMS) documentation and all applicable records related to the purchase order.
- Q1.3 Seller shall establish and implement an Electrostatic Discharge (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 ESD.
- Q1.3.1 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.

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Q1.3.2 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.

Q1.4 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.

Q1.5 Information for External Providers - All suppliers must comply with the latest revision of AS9100 requirement 8.4.3, sections a through m.

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.

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 per quality clause Q4 to prevent recurrence. A Supplier Deviation Request (SDR) form must be completed per quality clause Q4.

Q4: NON-CONFORMING PRODUCT & SUPPLIER CORRECTIVE ACTION

Non-conforming product shall not be delivered to Narda-MITEQ without prior written approval of the Narda-MITEQ Buyer. A supplier deviation request, 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. The SDR can be located at <https://www.nardamiteq.com/suppliers/forms>.

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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, and 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.

Q5: CERTIFICATION OF COMPLIANCE

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

- The Narda-MITEQ purchase order number and item number
- Quantity
- Lot and or serial numbers 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


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.

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.
- Material ≤ 20 mils thickness must be shipped on or with backing material that prevents circuitry from flexing and / or incurring stress fractures during shipment. No Polyethylene (typically pink or blue) or static generating material can be used.
- Hazardous Materials as defined by the United States Environmental Protection Agency (EPA), shall be packaged and clearly identified to include all special instructions regarding the handling, packaging, storage, environmental, or other requirements statute or regulation.

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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 the latest revision of AS9102, Aerospace Standard First Article Inspection Requirements, with the following exceptions:


- Q8.1 Seller shall perform the FAI on one piece per cavity for product of a die or mold.
- Q8.2 Seller shall perform a partial FAI for revision changes of Narda-MITEQ technical data package.
- Q8.3 Seller shall perform a delta or full 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.
- Q8.4 Seller shall include all supporting FAI data (sub-assembly and detail reports, objective evidence, certifications, etc.) with the FAI submission.
- Q8.5 Seller shall identify the unit that was used for the FAI report, for Narda-MITEQ reference.
- Q8.6 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 Q8.2 and Q8.3 above.

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.

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. NAS-412 may also be used as a guide.

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Q11: 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 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 and shall be NADCAP approved for the specified special process. Suppliers that are not NADCAP approved must be submitted to Narda-MITEQ for approval.

A certificate of compliance 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 approved, government approved, or NADCAP certified source. The certificate shall contain the printed name, signature, and title of an authorized representative of the supplier.

Q12: SOURCE INSPECTION

Narda-MITEQ quality representative shall 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.

Q13: KEY CHARACTERISTICS


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

Q14: TEST REPORTS

Each shipment must be accompanied by one (1) legible and reproducible copy of numerical 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 printed name, signature, and title of the authorized representative of the agency performing the test.

Q15: RAW MATERIAL CERTIFICATION

Each shipment must be accompanied by one (1) legible and reproducible copy of the raw material certification of the material(s) used to manufacture the product. The Certification shall be from the Mill source and list the numerical test values.

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Q16: 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 facility, so that appropriate planning for GSI can be accomplished.

Q17: 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.

Q18: CERTIFICATE OF ANALYSIS

The supplier shall provide a certificate of analysis with each lot of raw material supplied on this purchase order.

Q19: 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.

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CHANGE LOG

Revision #	Description of Change	Date
01	Reformatted to Corporate Template.	April 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.	Jan 6, 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.	July 18, 2022
04	Clarify requirements for Supplier Deviation (SDR) Para. 5.0/6.0 and First Article (Para. 11.0)	June 14, 2023
A	INITIAL RELEASE. Update requirements and reformat so clauses align with paragraph numbers.	May 1, 2025
B	INCORPORATED PER ECN 56901	June 30, 2025