

## 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 Q11 through Q25 apply when specified on purchase order.

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

The supplier shall implement and maintain a quality management system that complies with ISO 9001: 2008, MIL-Q-9858, or MIL-1-45208, 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 C3 purchasing document I specs, including key characteristics where required.

### 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.

### 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. 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.

**Narda-MITEQ Procurement Quality Clauses**

---

**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: FIRST ARTICLE INSPECTION**

A First Article Inspection shall be performed by the supplier when the first production units are manufactured. The First article Report shall include all drawing characteristics notes, tolerance range, actual measurement results, and test results (if applicable).

**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 (8) 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 (FOO)**

The supplier shall employ appropriate housekeeping practices to assure timely removal of, if any, residue or debris generated, during manufacturing operations and/or normal daily tasks. Sellers shall identify sensitive areas that may have a high probability for introduction of Foreign Objects and should have special emphasis controls in place appropriate for the manufacturing environment. The supplier shall determine the need for, and implement, FOD prevention awareness training programs. The supplier FOD program shall be based on NAS 412.

**14.0 PROCUREMENT QUALITY CLAUSE Q11 – ESD**

- Where applicable, supplier shall establish a documented ESD control program if ESD-sensitive electronic items are handled in the facility or if Narda-MITEQ product is identified as ESD sensitive.
- Documented system should meet the requirements of ANSI S20.20 or MIL-STD-1660.

**Narda-MITEQ Procurement Quality Clauses**

---

**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.

**Narda-MITEQ Procurement Quality Clauses**

---

**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 PROCUREMENT QUALITY CLAUSE Q21: FIRST ARTICLE INSPECTION (FAI)**

First Article Inspection per AS 9102 is required on the first lot of material delivered on this Purchase Order. Material & Processing certifications shall be supplied with the First Article Report.

**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 PROCUREMENT QUALITY CLAUSE Q23: ESD PROGRAM**

The Supplier shall maintain an Electrostatic Discharge Control program that meets the requirements of ANSI S 20.20.

**27.0 PROCUREMENT QUALITY CLAUSE Q24: ESD PACKAGING**

Products susceptible to damage from static electricity shall be packaged in electrostatic protective, material with no talc, or residues that would inhibit solder ability or contaminate leads or finish of product. Connectorized products shall be fitted with static shielding dust caps. When static shielding caps are not available for the product, selection of alternate electro static protective material shall be incorporated by the supplier.

**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**

Revision #	Description of Change	Date
01	Reformatted to Corporate Template.	04/12/2018
02	Added Revision History Summary table.	08/25/2018