



## Supplier Quality Requirements

REV	DATE	REASON FOR CHANGE
—	1/20/08	INITIAL RELEASE
A	04/04/08	<p>Requirements 102 and 103 have been prefixed with the words “At a minimum” for clarification purposes.</p> <p>Requirement 106 changed the calibration requirement from ISO 10012-1 to ANSI/NC SL Z540. This is a tougher requirement, but all reputable calibration labs in the US are accredited to ANSI/NC SL Z540.</p> <p>Requirement 303 removed the sampling authority for MIL-STD-105E. Management made a decision that authorized sampling must be appropriate to the supply and will be added to the purchase order individually.</p>
B	01/09/09	Requirement 101 has been changed to reflect the current title for ISO 9001.
	01/08/10	Document reviewed for adequacy and accuracy; found to be adequate. D. S. Hubbell
	01/06/11	Document reviewed for accuracy and adequacy; no changes required. D. S. Hubbell
	01/06/12	Document reviewed for accuracy and adequacy; no changes required. D. S. Hubbell
	01/06/13	Document reviewed for accuracy and adequacy; no changes required. M.P. Alldridge
C	01/06/14	Quality Requirements 113 was added to address tooling controls at vendors. S.Hubbell
D	08/04/14	Paragraph 310 has been added to address Counterfeit Parts mitigation of electronic devices.
	08/04/15	Document reviewed for accuracy; no changes required. E. Diaz
	08/05/16	Document reviewed for accuracy. E. Diaz
	08/07/17	Document reviewed for accuracy. E. Diaz

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**APPLICABILITY:** The following requirements for supplier Quality assurance are applicable to InnovativeTek Purchase Orders when incorporated by reference to the applicable Clause or clauses by code numbers. Acceptance of the articles Or material specified on the PO will be withheld pending receipt of all required data and documentation.

**SIGNIFICANCE:** The requirements and execution thereof shall be in addition to and not in derogation of other Purchase Order requirements. Purchase Order requirements always take precedence in case of conflict between the Purchase order and requirements referenced within this document.

**REFERENCED DOCUMENTS:** Unless specifically stated, all standards referenced herein shall be the issue in effect on the date of quotation of this Purchase Order, unless InnovativeTek has granted prior approval.

**100. QUALITY REQUIREMENTS**

- 101. The Seller shall comply with the requirements of the ISO 9001, "Quality Management System Requirements."
- 102. \*At a minimum, the Supplier shall maintain a Quality Inspection System meeting the requirements of MIL-45208A, except for references to the U.S. Government, which are to be disregarded. The system shall ensure adequate quality control is maintained throughout all phases of fabrication and test.
- 103. \*At a minimum, the supplier shall maintain an inspection and test system adequate to ensure conformity of materials or services being supplied to InnovativeTek, Inc. Inspection and testing records shall be maintained on file, subject to review by InnovativeTek, upon request, for a minimum of 7 years.
- 104. The Supplier agrees to allow access to their facility for the purpose of review/inspection by the Prime Contractor, InnovativeTek, or government representatives during the course of contract or Purchase Order performance.
- 105. InnovativeTek reserves the right to perform a Quality Assurance Survey to verify the supplier is capable of maintaining a Quality Program in accordance with the requirements of the Purchase Order. The Supplier's Quality Program is subject to audit and re-verification.
- 106. \*The supplier shall control all inspection and test equipment used for acceptance of items deliverable under this PO, in accordance with ANSI/NCSL Z540-1. The supplier's calibration system is subject to review and approval by InnovativeTeK at all times during the performance of this order.
- 107. The supplier shall have and maintain a calibration system, which effectively controls the accuracy of all measurement and test equipment used for acceptance of items deliverable under the PO. The supplier's

calibration system is subject to review and approval by the purchaser's Quality Assurance Department at all times during the performance of this order.

- 108. InnovativeTek reserves the right to perform source inspection at the supplier's facilities or where designated in the PO, prior to shipment. Inspection and test of the articles defined in the contract/purchase order shall be performed by the supplier, and shall be subject to witness by InnovativeTek. Suppler shall notify InnovativeTek buyer 48 hours prior to the time of source inspection.
- 109. InnovativeTek reserves the right to perform in-process inspection at the supplier's facilities. Supplier shall submit to InnovativeTek his inspection plan or traveler designating in-process source inspection points. InnovativeTek will approve required in-process source inspection points and so inform the supplier. Supplier shall notify the InnovativeTek buyer 48 hours prior to the time in-process inspection coverage is required.
- 110. Inspection and acceptance by InnovativeTek of the first article manufactured against the PO is required prior to start of fabrication. The supplier shall submit a First Article Test Report to InnovativeTek demonstrating compliance with the requirements of the PO and referenced documents. This report shall be submitted with the first article to InnovativeTek for inspection and acceptance.
- 111. Government source inspection is required prior to shipment from supplier's plant. Upon receipt of this PO, promptly furnish a copy to the Government Representative who normally services the Supplier's plant or, if none, to the nearest Army, Navy, Air Force or Defense Supply Agent inspection office. In the event the representative or office cannot be located, InnovativeTek purchasing agent should be notified.
- 112. During Supplier performance, any deviations or proposed changes in design, from the InnovativeTek supplied drawings, or specifications, must be reported to the Buyer immediately. No deviation will be considered approved without written confirmation of that fact from the Buyer. Under no circumstances are repairs to be undertaken without prior written approval from the Buyer.
- 113. 1) InnovativeTek purchased/owned tooling (dies, patterns, molds, special tooling) and gaging shall be permanently marked with a unique serial number and company name so ownership of each item can be easily identified.  
2) InnovativeTek tooling shall not be sold or consigned to another entity without proper notification and written consent from InnovativeTek. In such cases, or in case of tooling relocation to an alternate supplier location or facility
- 200. **TEST AND WORKMANSHIP**
- 201. Prior to shipment to InnovativeTek all materials shall be cleaned so as to be free of all foreign substances or residue from processing or handling.



- 202. The supplier shall notify the Buyer of any proposed change in part number or nomenclature that differs from PO information prior to shipment.
- 203. The supplier shall notify the Buyer of any proposed design changes to purchased items for review and approval through the InnovativeTek Purchasing Department prior to redesign releases and manufacture.
- 204. Drawing Requirements – Drawings and specifications sufficient to inspect and/or test the articles being delivered shall accompany first shipment under this PO.
- 205. Functional Test Data - Functional test data referencing PO numbers, supplier’s name and address, part number, part name, serial numbers, data and run time of units if applicable, including actual test data must accompany each shipment. An authorized representative of the supplier’s quality department shall validate these reports.
- 206. Components shall be solder ability tested per the requirement of ANSI/J-STD-002.
- 207. The Supplier shall comply with the requirements of ANSI/IPC-A-610, “Acceptability of Electronic Assemblies”.
- 208. The Supplier shall comply with the requirements of ANSI/J-STD-001, “Requirements for Soldered Electrical and Electronic Assemblies”.
- 209. The Supplier shall follow the guidelines of MIL-HDBK-454A, “General Guidelines for Electronic Equipment”.
- 300. CERTIFICATION, INSPECTION DATA AND TRACEABILITY**
- 301. The Seller shall submit a Certificate of Conformance (C of C) signed by an authorized representative with each shipment, which states that the product supplied is in full conformance with the PO and/or applicable specification(s). Physical and chemical test reports of raw materials used must be on file and available for review by InnovativeTek either at the supplier’s facility or at those of his supplier’s.
- 302. The Supplier shall submit a manufacturer or mill inspection/test report that states the material type and show the physical and chemical properties by reference to melt, cast, heat, etc., and signed by it’s authorized representative (or agency performing the tests) with each shipment. Non-metallic material shall only require a chemical properties inspection/test report.
- 303. \*Inspect Test Data – Inspection data referencing purchase order numbers supplier’s name and address, part number part name, serial numbers and quantity characteristic data must accompany each shipment. These reports shall be validated by an authorized representative of the Supplier’s quality department and must relate to each shipment.
- 304. The Buyer shall assign permanent, individual serial numbers to all items shipped under the purchase order or subcontract. If the Buyer elects to delegate this responsibility to the Seller, it will be so stated in the purchase order. The manner of affixing the serial numbers may also be specified in the notes of a Buyer furnished drawing. The Seller shall maintain traceability of each serialized item to the raw materials employed in its fabrication. Material certifications, analyses, test bars, samples, etc. and all pertinent inspection data, and inspector identity shall be maintained to provide traceability for each serialized part assembly and subassembly.
- 305. The Buyer shall assign a common lot control number to all items in a particular manufactured lot (defined for this purpose as a quantity that has been manufactured during an uninterrupted period of time, following a standard process, and using the same equipment/facility). If the Buyer elects to delegate this responsibility to the Seller, it will be so stated in the purchase order. Traceability shall be the same as the specified in NOTE 304 but on a lot number rather than individual serial number basis.
- 306. The Supplier shall inform the Buyer, in writing, of all proposed changes in design, materials, processes or fabrication methods involving parts furnished to this specification and shall obtain Buyer’s written approval before effecting such changes on deliverables against this Purchase Order. Notification to the Buyer is required if the location of the manufacturing facility is to change (current work) or has been changed.
- 307. Material Data Safety Sheet(s) required with shipment of any hazardous materials.
- 308. A Casting Inspection Report, listing all dimensional results, must be supplied with the first lot of the initial order to substantiate conformance to requirements. On repeat orders, where there are no revisions that affect the raw casting, the starting dimensions, all cored holes, cores and any dimension listed in the body of the Purchase Order, shall be laid out by the Foundry and a report of the findings submitted on a minimum of one casting. All castings produced shall not exceed blueprint limitations of porosity, distortion, shifts, and corrosion and must meet all dimensional requirements. Certification of the material’s chemical composition shall be submitted for each casting.
- 309. When a supplier uses a facility other than his own, the performing facility is subject to approval by InnovativeTek Quality. The supplier shall have, on file, at their facility, certification that the facility used had been surveyed and approved by the supplier. The file must be available for review by InnovativeTek Quality.
- 310. Military or Aerospace Application parts and assemblies shall be purchased from an OEM or distributor or supplier with



documentation directly traceable to OEM(s). Counterfeit parts, as identified in AS5553, are not acceptable. Supplier must maintain a "Counterfeit Item Mitigation" control program, using AS5553 as a guideline.

The Seller shall participate in the Government Industry Data Exchange Program (GIDEP). When suspect or confirmed counterfeit item(s) associated with this purchase order are discovered the Seller shall issue a GIDEP report and shall ensure suspect counterfeit items are not delivered to InnovativeTek.

Seller shall immediately notify InnovativeTek with pertinent facts if Seller becomes aware or may suspect items delivered, in accordance with InnovativeTek purchase orders are found to be counterfeit.

400. **MATEIRAL IDENTIFICATION AND PACKAGING**

401. All parts, material shall be protected from damage during shipment to InnovativeTek. Packaging material shall be of such design as to protect supplies from shipping and handling damage, regardless of the type of carrier used. All parts, components or materials manufactured to a military specification shall be packaged in accordance with specification's requirements. All other parts, components, materials, subassemblies, and assemblies shall be unit packaged unless otherwise specified on the purchase order. Material damaged due to inadequate packaging will be rejected and returned to the supplier. Packaging requirements are superseded by any special instruction accompanying the procurement package.

402. The Supplier shall identify materials and articles having definite characteristics of quality degradation or drift with age and/or environment. This identification shall indicate the date and/or cycle that the critical life was initiated and the date

and/or cycle at which the useful life will be expended. If environment is a factor in determining useful life, identification shall also include the storage temperature, humidity, etc., required to achieve the stated useful life. In no case shall material or articles be supplied to InnovativeTek with less than 70% of the useful life cycles.

403. All materials which are volatile, toxic or emit fumes harmful to human health shall be properly contained in accordance with applicable health and safety requirements. Containers will be plainly marked as to contents with appropriate warnings, precautions, instructions, and storage conditions.

404. A permanent and legible part number affixed directly to the surface of each article shall identify all

materials. In the event this is not possible due to physical size or nature of the material, an identification tag will be securely affixed to each article, or if articles are supplied in individual or multi-unit containers the container must reveal the appropriate identification.

405. All materials, considered ESD sensitive per MIL-STD-1686, shall be packaged and shipped in accordance with Buyer requirements. In the absence of this requirement, packing shall meet or exceed MIL-B-81705C and EIA 541-1988. Labeling per MIL-STD 129, for intermediate and external packages are required. Alternate labeling symbol JEDEC RS-471 may be used on packages/cartons.

406. N2 or desiccator storage required, maintaining a dry (0-humidity) environment.

407. N2 packaging required. Parts to be packaged in glove box using N2 (0% humidity required within sealed package).

408. The Supplier shall ensure all printed wiring boards are preservation packaged per MIL-P-55110 D Level B, sub-method IC-I of MIL-P-116 or specified on the Purchase Order, drawing or specification.