



## Procurement Quality Clauses

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<b>Document Number</b>	QW0604
<b>Purpose</b>	The purpose of this document is to describe the process for identifying specific requirements included on purchase orders, supplier agreements, or procurement documents to ensure that products or services comply with SDL and customer requirements.
<b>Scope</b>	This document applies to all SDL employees.

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# SDL PROCUREMENT QUALITY CLAUSES

## SDL Internal Notes

### **QA1 Receiving Inspection** (Select one)

- a. Required – Send to QA
- b. Required – Send to Machine Shop
- c. Inspection Not Required – Send to Originator
- d. Inspection Not Required – Send to Stockroom

### **QA2 Additional SDL Screening Required**

Internal note for additional testing upon receipt at SDL (i.e. fastener screening)

## External (Supplier) Notes

### **QA3 Certificate of Conformance** (Select one)

- a. **Basic:** Seller shall deliver a Certificate of Conformance (or equivalent) reflecting compliance to all purchase order requirements.
- b. **Supplier:** Seller shall deliver a Certificate of Conformance (or equivalent) reflecting compliance to all purchase order requirements. Certificate of Conformance shall include the manufacturer's name, part number, and unique identifier (serial number, lot number, date code, heat codes or date of manufacture) for traceability of delivered items.
- c. **Extended – Full Chain of Custody:** Seller shall deliver Certificate(s) of Conformance from the manufacturer, including full chain of custody documentation back to the manufacture. Certificate of Conformance shall include the manufacturer's name, part number, and unique identifier (serial number, lot number, date code, heat codes, or date of manufacture) for traceability of delivered items.
- d. **Manufacturer:** Seller shall deliver a Certificate of Conformance from the manufacturer reflecting compliance to all PO/contract requirements. Certificate of Conformance shall include the manufacturer's name, part number, and unique identifier (serial number, lot number, date code, heat codes or date of manufacture) for traceability of delivered items.

### **QA4 Certificate of Chemical/Physical Analysis**

Seller shall deliver a Certificate of Chemical/Physical Analysis listing ASTM conformance characteristics, actual test results, and indication that the material properties fall within acceptable ranges. This certificate shall identify manufacturer heat/lot/date codes of materials tested and include an authorized stamp or signature of testing or quality assurance personnel.

### **QA5 Single Date/Lot Code**

Materials procured on this order shall be filled with single manufacturer date and/or lot code for each line item part number.

### **QA6 Shelf-Life Expiration Date**

Material delivered for this procurement must have at least 75% of manufacturer certified useful life remaining, unless otherwise stated on the Purchase Order. Seller shall ensure material and/or container are identified with the applicable expiration date or shelf life, special storage conditions ( i.e. temperature for storage ), etc.

### **QA7 ESD Handling**

Supplier shall ensure that components sensitive to Electrostatic Discharge (ESD) are handled, labeled, and shipped in ESD protective packaging that will provide protection to the voltage levels prescribed by the OEM, and per requirements equivalent to ANSI/ESD S20.20.

### **QA8 Stop Work and Notification of Anomalies or Test Failure**

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In the event of anomalies or test failure, the seller shall stop work immediately and notify SDL technical monitor within 24 hours. Work shall not proceed without authorization from SDL.

**QA9 Supplier Shall Not Subcontract Effort**

The seller shall not subcontract effort related to this procurement without written approval from SDL.

**QA10 Vendor Processing Record**

The seller shall complete, sign, and return the SDL Vendor Processing Record (QF0904) to document work performed.

**QA11 Workmanship Requirements**

Manufacturing and assembly work shall be conducted by IPC or NASA certified operators and inspectors to the following standards (as applicable according to the SDL Statement of Work, drawing, or other documentation):

- IPC J-STD-001: Requirements for Soldered Electrical and Electronic Assemblies, Class 3 workmanship
- IPC J-STD-001-S: Space and Military Applications Electronic Hardware Addendum to J-STD-001, Class 3 workmanship
- NASA-STD 8739.1: Workmanship Standard for Polymeric Application on Electronic Assemblies
- NASA-STD-8739.4: Workmanship Standard for Crimping, Interconnecting Cables, Harnesses, and Wiring

**QA12 Pre-Enclosure Inspection**

Pre-enclosure inspection is required for items on this order. The seller shall stop and provide access for SDL and/or government customers to inspect work before closure, sealing, foaming, or encapsulation occurs preventing visual inspection at specified levels of assembly.

**QA13 Calibration**

Seller shall deliver a certificate of calibration. Calibration and procedures shall comply with ANSI Z540, ISO 17025, or ISO 10012 and be traceable to NIST. Calibrations are to be performed in accordance with manufacturers' specifications.

**QA14 Obsolete**

**QA15 Coupons Required**

Seller shall provide a minimum of two coupons per Printed Wiring Board (PWB) panel for coupon testing. Seller shall not ship PWBs to SDL until coupons have passed testing conducted by third party service provider. Coupons shall be shipped to company as specified in the PO/Contract.

**QA16 Quality System Certification (Select all that apply)**

Seller shall maintain a quality management system that is certified to the current version requirements of:

- a. ISO 9001
- b. AS9100
- c. Other as Specified in PO/Contract

**QA17 Records Retention (Select one)**

All manufacturing records shall be maintained by the supplier, be readily retrievable, and be provided to SDL upon request for the number of years specified. These records include inspection data, test reports, evidence of compliance to requirements, and manufacturer traceability.

- a. 10 years
- b. 15 years
- c. Other as Specified in PO/Contract

**QA18 Manufacturing and Test Reports Required (EIDP – End Item Data Package)**

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(Select all that apply)

The supplier shall provide copies of required manufacturing and test reports with delivered product.

- a. Dimensional Inspection
- b. As-Built Drawing Package
- c. Chemical/Physical Analysis as Specified
- d. Others as Specified in PO/Contract

**QA19 Material Review Board Authority (MRB)**

Seller is not authorized to deliver material not conforming to requirements. Supplier shall not approve repairs or use-as-is dispositions without written approval from SDL.

**QA20 Obsolete**

**QA21 Government or SDL Source Inspection Required**

Government or SDL source inspection is required prior to authorization for shipment on this procurement.

**QA22 Obsolete**

**QA23 Prohibited Materials** (Select all that apply)

The following materials shall not be present in any delivered materials for this procurement:

- a) Zinc
- b) Cadmium
- c) Electrodeposited Tin
- d) Any form of Pure Tin (> 97%)
- e) Silicone, or adhesives containing silicone
- f) Mercury or compounds of mercury
- g) Corrosive sealants, adhesives, fluxes, or coatings
- h) PVC
- i) Beryllium or selenium except internal to hermetically sealed devices
- j) Corrosive solder fluxes unless detailed cleaning procedures are specified that include verification methods to ensure removal of residual contaminants.
- k) Fluorocarbon polyimide wire insulation 'Kapton®' is to be controlled for arc tracking
- l) Materials which exhibit or are known to exhibit natural radioactivity such as uranium, potassium, radium, thorium, or any alloys thereof
- m) Magnesium

**QA24 Date/Lot Code** (Select one)

Seller shall not deliver parts or materials having a date/lot code older than:

- a) 2 years
- b) 3 years
- c) 5 years
- d) Other as Specified in PO/Contract

**QA25 Multiple lot/date codes**

Seller shall not mix date codes/lot numbers of the same part number within the same individual package. In addition, the individual part containers shall be marked with the lot/date code and quantity.

**QA26 Obsolete**