



Revision: 001	Page 1 of 9	<b>Quality Procedure QP-07-02-01 Procurement Quality Clauses</b>
Revision Date: 11/1/2011		
Owner: ISO Mgmt Rep		

## 1. Scope

This document provides the full text wording of the Quality Assurance Clauses selectively incorporated by reference in Purchased Orders issued by Career Technologies. The supplier shall be responsible for full compliance with each clause assigned within the Career Technologies Purchase Order. In case of conflict or lack of clarity in the Quality Clauses, the supplier shall be responsible for contacting Career Technologies for clarification of assigned Quality Clauses. These provisions supplement the presently existing terms and conditions of the Purchase Order. If no document revision has been listed on documents invoked herein, the latest revision shall apply.

## 2. General Quality Clauses

### 201 Quality Assurance Control Programs and Systems:

The supplier shall maintain a quality system which assures that only items that are compliant with the requirements of the purchase Order and its referenced drawings and specifications are submitted to Career Technologies. Unless otherwise specified, clauses **201a**, **201d**, **201e** and **201f** apply to all suppliers. Other clauses only apply if specifically noted on the Purchase Order. By virtue of submittal, the supplier certifies that such requirements have been met or that Career Technologies has accepted non-conformances in writing.

- a) The supplier shall implement and maintain a quality program in accordance with ISO 9001:2000, Quality Management System Requirements. Proof of certification by an accredited registrar is required. If the supplier is not certified to ISO 9001:2000, the supplier may be required to complete a Supplier Quality System-Assessment Checklist and provide a copy of their quality manual for review. The supplier may provide proof of certification to other acceptable quality system standards.
- b) The supplier shall maintain a documented and structured quality system that ensures product / process conformity to the customer requirements. As a minimum, the documented quality system shall include the following:
  - Contract Review
  - Document/Data Control
  - Product Identification and Traceability
  - Process Control
  - Inspection and Test
  - Control of Inspection, Measuring and Test Equipment
  - Control of Nonconforming Product
  - Corrective and Preventive Action
  - Handling, Storage, Packaging and Delivery
- c) **Requirements for Distributors:**

The distributor furnishing material not of its own manufacture, shall identify the manufacturer and location of the manufacturer of each item furnished under the Purchase Order. When items are identified by Career Technologies part number, the distributor shall provide complete information as to the original manufacturer and



Revision: 001	Page 2 of 9	<b>Quality Procedure QP-07-02-01 Procurement Quality Clauses</b>
Revision Date: 11/1/2011		
Owner: ISO Mgmt Rep		

original manufacturer's part number. Such identification shall be submitted with each shipment.

- d) Corrective Action and Disposition System:**  
The supplier shall establish and maintain a corrective action system to handle and disposition nonconforming material. Any specific exceptions will be specified on the Purchase Order.
  - e) Calibration System Requirements:**  
The supplier shall maintain a system of calibration which demonstrates traceability to the National Institute of Standards and Technology (NIST) for measurement and test equipment used to verify conformance to the Purchase Order.
  - f) Electrostatic Discharge (ESD):**  
The supplier shall establish and maintain a program for Electrostatic Discharge control per ANSI/ESD S20.20 or MIL-STD-1686 or an equivalent specification.
- 202 Material Review Authority:**  
Is not granted by this Purchase Order. Non-conforming material shall not be submitted unless supplier has made a written request and has received written approval from Career Technologies prior to shipment.
- 203 Unauthorized Repairs- Parts:**  
Damaged or found to be non-conforming during fabrication shall not be repaired by means of welding, brazing, plating, splicing, soldering or adhesive without written approval from Career Technologies.
- 204** Career Technologies customers and/or Government representatives have the right to conduct surveys, audits and surveillance of the supplier's facilities, or those of the supplier's subcontractors at any time with prior coordination, to determine the capability to comply, and to verify conformance, with the requirements of the Purchase Order. They also have the right to perform inspection at the supplier's facilities, or those of supplier's subcontractors with prior coordination, during the period of manufacture and inspection prior to shipment. The supplier shall provide all reasonable facilities, equipment and assistance to aid said personnel in the performance of their duties.
- 205** Unless otherwise specified, drawings, specification, standards and document listings shall be the issue currently in effect on the date of the Purchase Order.
- 206** The supplier shall flow down to the sub-tier suppliers the applicable requirements in the purchasing documents, including key characteristics and special processes i.e. plating, welding, etc. where required.



Revision: 001	Page 3 of 9	<b>Quality Procedure QP-07-02-01 Procurement Quality Clauses</b>
Revision Date: 11/1/2011		
Owner: ISO Mgmt Rep		

- 207 Career Technologies shall refuse to accept items delivered under the Purchase Order if the supplier fails to submit certifications, documentation, test data and reports specified on the Purchase Order. Submitted documentation, including signatures and stamps, must be legible. Documents requiring corrections shall comply with the following requirements:
- Each error must be lined through once.
  - The correct information must be entered near the error.
  - Each entry must be initialed/stamped and dated.
  - The use of correction tape/fluid is prohibited.
- 208 The supplier shall note the Career Technologies Purchase Order number and part number/revision on submitted documentation.
- 209 **Records Retention:**  
Unless otherwise specified, records related to the manufacture of delivered products shall be maintained for a minimum of ten (10) years after final payment of subject Purchase Order. Copies of subject records shall be submitted to Career Technologies upon request. The supplier shall notify Career Technologies 90 days prior to records disposal. Career Technologies reserves the right to have said records delivered in lieu of disposal.
- 210 Test and measurement tools/equipment used to determine the acceptability of delivered items shall be maintained in accordance with ANSI/NCL Z540-1-1997, “Calibration System Requirements” or an equivalent specification.
- 211 **Non-conforming Materials:**  
Any departure from drawings, specifications or other Purchase Order requirements must be presented to Career Technologies for disposition. Career Technologies customers must approve deviations from drawings or specifications prior to shipment of materials / products from supplier’s facility.
- 212 **Re-submission of Rejected Materials:**  
Materials rejected by Career Technologies and subsequently re-submitted by the supplier to Career Technologies shall bear adequate identification of such re-submission either with the material or on the supplier’s shipping document. Reference shall be made to Career Technologies rejection document Non-conforming Material Report (NCRM#), Career Technologies lot number and satisfactory evidence given that the causes for rejection have been corrected.
- 213 **Corrective Action:**  
When applicable, corrective action may be required for any non-conforming/failure mechanisms. A corrective action plan detailing the proposed permanent corrective actions shall be submitted and implemented within the specified time given in Career Technologies Supplier Opportunity for Improvement (SOFI). Severe consequences



Revision: 001	Page 4 of 9	<b>Quality Procedure QP-07-02-01 Procurement Quality Clauses</b>
Revision Date: 11/1/2011		
Owner: ISO Mgmt Rep		

may be imposed due to the supplier's repeated lack of timely response which may include downgrading the Approved Supplier Listing (ASL) status and/pr removal from the ASL.

**214 Electrostatic Discharge (ESD):**

Electronic parts and assemblies that are ESD shall be suitably identified and protected from static field and discharge during the supplier's manufacturing process, including material packaging and shipment. ESD parts or assemblies not suitably protected when inspected by Career Technologies shall be subject to rejection and replacement. Subject materials shall be compliant with ANSI / ESD S20.20 or MIL-STD-1686 or an equivalent specification.

**215 Change of Product or Process:**

The supplier shall not change any drawing, process, material or procedure without prior written approval from Career Technologies, if such drawing process, or material or procedure was originally approved by Career Technologies. The supplier shall not change any process, material or procedure from that used to qualify items or which was used by the supplier to become a qualified source, without written approval by Career Technologies. The supplier's inspection system shall provide procedures which assure that the latest applicable drawings and specifications are used.

**216 Certification of Conformance (C of C):**

Unless otherwise specified on the Purchase Order, the supplier shall provide a C of C conforming to paragraph **216a** for all materials and **216b** or **216c** for the specific materials noted in those paragraphs. Requirements for other sub-paragraphs of **216** shall be specified on the Purchase Order.

**a) Certification of Conformance (General):**

The supplier shall submit with each shipment a Certification of Conformance stating that parts, materials, processes and testing furnished to Career Technologies are in accordance with applicable requirements of the Purchase Order. The certification shall state that the supplier has on file all available data for examination and evidence of conformance to applicable specifications. The certification shall include as a minimum, the following information:

- Suppliers Name
- Career Technologies Purchase Order Number
- Part Number and Revision
- Device Type or Part Name
- Lot No. and/or Date Code, If applicable
- Quantity
- Statement Certifying Product / Process Conformance
- Date and Signature of Authorized Company Agent



Revision: 001	Page 5 of 9	<b>Quality Procedure QP-07-02-01 Procurement Quality Clauses</b>
Revision Date: 11/1/2011		
Owner: ISO Mgmt Rep		

- b) Certification of Conformance (PWB):**  
The certification is to meet QC # **216a** and also to include:
  - Certification to PWB drawing and fabrication specification
  - Lot Identification Number (Internal Tracking Number)
  - Existing or assigned lot serialization series or individual serial numbers (as applicable).
- c) Certification of Conformance (Age Dated Material):**  
The certification is to meet QC# **216a** and also to include:
  - Lot/Batch number
  - Storage temperature and any other storage requirement
  - Expiration Date
  - Manufacture Date
- d) Material Certification:**  
The supplier shall submit raw material certifications obtained from the manufacturer with each shipment certifying conformance to specification requirements.
- e) Material Declaration:**  
The supplier shall submit a Material Declaration consistent with IPC-1065 (or equivalent), obtained from the manufacture, with each shipment certifying conformance to RoHS requirements.
- f) Process Certification:**  
The supplier shall submit with each shipment a Certification of Conformance for all processes performed per specified requirements. If a process was subcontracted, a copy of the subcontractors Certification of Conformance shall also be supplied.
- g) Material Safety Data Sheet:**  
The supplier shall submit a Material Safety Data Sheet (MSDS) with each shipment.

**217 Identification:**  
Parts or subassemblies shall be identified by Career Technologies specification or drawing number including the revision level as referenced on Career Technologies Purchase Order. Career Technologies part number shall be clearly identified as part of the unit marking and/or stick –on labels for bags, intermediate and shipping boxes/containers.

**218 Product Date Codes:**  
The supplier shall provide product with only one date code per part number whenever possible; however, if product with multiple date codes are submitted, then they shall all be packaged separately in reels, tubes, bags, etc. and the container (individual or batch) shall be identified with a date code in addition to other required markings.

**219 Statement of Work (SOW):**  
When specified on Career Technologies Purchase Order, items/materials shall be subjected to additional requirements per SOW. Items that do not comply with stated SOW requirements shall be rejected by Career Technologies.



Revision: 001	Page 6 of 9	<b>Quality Procedure QP-07-02-01 Procurement Quality Clauses</b>
Revision Date: 11/1/2011		
Owner: ISO Mgmt Rep		

**220 Facility Change:**

The supplier shall not use or relocate any production, manufacturing and/or processing facilities during performance of the work specified on the purchase Order from those production, manufacturing or process facilities approved by Career Technologies without promptly notifying Career Technologies and affording Career Technologies an opportunity to examine such facilities for conformance with Quality Assurance requirements.

**221 Prohibited Materials:**

The use of pure unalloyed tin is prohibited in the construction and surface finish of space hardware. Only alloys containing 97% tin or less are acceptable. The use of cadmium or zinc is prohibited in the construction and surface finish of space hardware. Cadmium alloys or zinc alloys (e.g. brass) must be completely over plated with an approved metal. Any exceptions to these prohibitions must be approved in advance by Career Technologies.

**3. Surveillance and Inspection**

**301 Career Technologies Source Inspection (CSI):**

Unless otherwise specified, source inspection by Career Technologies is required for this Purchase. This may include surveillance of the product, supplier's quality system, processes, procedures and facilities. The supplier/ seller shall notify Career Technologies Quality Representative at least three (3) working days prior to required date for CSI.

**302 Government Source Inspection (GSI):**

Government inspection is required prior to shipment of material or item from supplier's facility. Upon receipt of this Purchase Order, promptly furnish a copy to the designated government representative who services your plant. In the event the government office cannot be located, notify Career Technologies purchasing representative immediately.

**303 First Article Inspection (FAI):**

Suppliers providing material against a part numbered component or assembly drawings, must perform a First Article Inspection consisting of dimensional / workmanship inspection, configuration verification, and testing of equipment. The supplier is to submit a detailed First Article Inspection Report with delivery. Verification / update of the FAI is required following implementation of engineering and manufacturing method changes or delivery / inactivity of one year. The First Article Inspection Report shall include, as a minimum, the following information:

- Suppliers Name
- Career Technologies Purchase Order Number
- Part Number and Revision
- Verification of all drawing notes
  
- Verification of QAP's, program directives, or SOW requirements



Revision: 001	Page 7 of 9	<b>Quality Procedure QP-07-02-01 Procurement Quality Clauses</b>
Revision Date: 11/1/2011		
Owner: ISO Mgmt Rep		

- Record all dimensional requirements with tolerances
- Record all actual measurements
- Lot Identification No. (Internal Tracking No.)
- Signature of a responsible representative and date

#### 4.0. Specific Commodity Quality Clause

401 TBD

#### 5.0. Packaging, Marking and Labeling

**501** The supplier shall have a system for controlling and monitoring proper handling, preservation, storage, packaging and shipping processes to protect the quality of deliverable materials and to prevent their damage, deterioration and degradation. Protection shall be provided to prevent physical damage, to prevent twisted and entangled leads and to maintain leads and terminals in the manufactured conditioned under handling and transportation environments. The packaging material shall not in any way affect the solderability of the components.

- a) **ESD:**  
All materials, components or assemblies susceptible to being degraded, damaged or destroyed by electrostatic discharge ESD shall be packaged in sealed ESD protective containers that will protect contents from turboelectric charging, direct contact with charged objects and electrostatic fields. Bulk packaging is not acceptable. Intermediate packaging shall be clearly labeled to include that the contents are subject to damage or degradation by electrostatic discharge.
- b) **Tape and Reel:**  
Shall be appropriate for the component size and/or defined in Career Technologies procurement document.
- c) **Bulk Pack:**  
When required, appropriate material shall be inserted into the intermediate container to prevent damage during shipping/handling/storage.
- d) **Rail:**  
Conductive non-conductive rail with non conductive or antistatic foam plugs at both ends of the rail to prevent movement.
- e) **Moisture Sensitive Devices:**  
All moisture sensitive devices as defined by J-STD-020 must be packaged in compliance with the requirements of J-STD-033.
- f) **Special Packaging Requirements:**



Revision: 001	Page 8 of 9	<b>Quality Procedure QP-07-02-01 Procurement Quality Clauses</b>
Revision Date: 11/1/2011		
Owner: ISO Mgmt Rep		

A separate attachment, referenced on the Purchase Order, delineates the special packaging requirements.

**502 Marking and Labeling:**

All components, sub-assemblies and assemblies shall be marked in accordance with the requirements of MIL-STD-130 unless otherwise specified on the Purchase Order or in the applicable drawing or specifications.

**a) Lot Identification:**

Items furnished under this Purchase Order shall be identified by the supplier identification code (e.g. Cage Code, Logo etc.) and manufacturing lot or batch number. Where impractical to stamp individual components due to size or shape, the lot or batch number shall be stamped or marked on an identifying tag or the smallest unit package and shall be referenced on the packing list, certifications and other applicable documents.

**b) Item Serialization:**

Each item furnished under this Purchase Order shall be permanently marked with a unique / sequential serial number (regardless of date code or lot number). Locate serial number per the requirements of the drawing or Purchase Order. The individual serial numbers for the delivered material shall be referenced on the Certificate of Conformance from the manufacturer or supplier.

**c) Date Code:**

Each item furnished under this Purchase Order shall be permanently marked with a date code representing the year and week of manufacture.

**d) Unique Date Code:**

The supplier shall provide all items identified on this Purchase Order with only one (1) manufacturer's date code per Purchase Order line item for the listed quantity.

**e) Traceability: Raw Material:**

Materials used shall be identified by lot number, material type, specification and applicable revision, and be traceable to records of acceptance. Parts fabricated by the supplier shall be traceable to the lot number(s) of materials used. Traceability records shall be available for review by Career Technologies and supplied upon request.

**f) Marking Permanency:**

Item marking for Electrical / Electrical Components and Assemblies shall be resistant to solvents per MIL-STD-202 Method 215.

**6.0. Notices and Rating**

**601 Notices: International Traffic in Arms Regulations (ITAR) -** Buyer Document(s) supplied to Seller under this Purchase Order contain(s) technical data as defined in the U.S International Traffic in Arms Regulations section 22 C.F.R section 120.10. The technical data may not be exported, disclosed or association, as defined in the ITAR section 22 C.F.R section 120.16 whether in the United States or aboard, without the prior written approval of the U.S Department of State.

**602 Ratings: Defense Priorities and Allocations System (DPAS) -** As a rated order certified for national defense use, Seller is required to follow provisions of the DPAS

UNCONTROLLED IF PRINTED



Revision: 001	Page 9 of 9	<b>Quality Procedure QP-07-02-01 Procurement Quality Clauses</b>
Revision Date: 11/1/2011		
Owner: ISO Mgmt Rep		

regulations (15 CFR Part 700) in obtaining controlled materials and other products, service and materials needed to satisfy this order.

- a. If this is a DX rated order, Seller must promptly provide Buyer with written acceptance or rejection of this order within fifteen (15) working days after receipt.
- b. If this order is a DO rated order, Seller must promptly provide Buyer with written acceptance or rejection of this order within fifteen (15) working days after receipt.

Seller must include in a written rejection of a rated order the reasons for the rejection. Seller's written acknowledgment of this rated order shall constitute written acceptance of the DPAS rating.

NOTE: The applicable DX or DO rating will appear on Stellar's Purchase Order.

**603 Notices: Preference for Domestic Specialty Metals (DFARS 252.225-7014 Alternate 1) -**

- a. Definitions. As used in this clause:
  1. "Qualifying County" means any county listed in subsection DFARS 225.872-1
  2. "Specialty metals" means (i) Steel with a maximum alloy content exceeding one or more of the following limits: manganese (1.65%), silicon (0.60%) or copper (0.60%); or containing more than titanium, tungsten, or vanadium; (ii) Metal alloys constrains of nickel, iron-nickel , and cobalt base alloys containing a total of other alloying metals (except iron) in excess of 10%; (iii) Titanium and titanium alloys; or (iv) Zirconium and zirconium base alloys.
- b. Any specially metals incorporated in articles delivered under this contract shall be melted in the United States or its outlying areas.
- c. This clause does not apply to specially metals melted in as qualifying county or incorporated in an article manufactured in a qualifying county.
- d. The Contractor shall insert the substance of this clause including this paragraph (d), in all subcontractors for items containing specialty metals.

**7.0. Items Not Requiring Quality Assurance Clauses**

- Original equipment manufacturing replacement or maintenance parts
- Facility maintenance materials: paint, floor wax, etc.
- Computers, computer parts, all types of electronic items for internal use only.