1 Scope and Purpose
These quality clauses, when referenced on a Secure’s Purchase Order, are considered contractual requirements, in addition to any Purchase Order Notes or Engineering Documents. If there is a conflict between these documents, the order of precedence is: 1st. Purchase Order, 2nd. Engineering Documents, and 3rd. Quality Clauses. A conflict is defined as a specific requirement that is addressed differently in two or more of the above documents. A specific requirement that is addressed in one document, but absent in another does not constitute a conflict.

2 Responsibility
Copies of Secure’s documentation are available through the Purchasing Department. The supplier through other sources shall obtain all other non-Secure document, standards and specifications. The latest revision in effect on the date of order shall apply in all cases.

3 Definitions

4 Associated Documents

5 Requirements

5.1 Standard Requirements

1A Supplier Evaluation - Approved suppliers are listed on an Approved Supplier List (ASL) maintained by the Purchasing Department. Purchase Orders will only be placed with approved suppliers. Suppliers with a quality rating below 80% for three consecutive months will be put on probation for evaluation and corrective action as required.

1B Quality System - The supplier shall have and maintain, throughout the life of the Purchase Order, a Quality System adequate to ensure compliance with Secure’s Purchase Order requirements, including all referenced documents. The supplier has the ultimate responsibility to furnish acceptable products and/or services to Secure, regardless of their approved Quality System.

1C Supplier Audits and Inspection - Secure and Secure’s Customer and/or representative of a prime contract agency have the right of access to enter subcontractors/suppliers facility in order to Audit Quality System Process and determine /verify the quality of work and materials, during the procurement of items for Secure. This right extends to the facility of any sub-tier supplier for material intended for incorporation into the product(s) being processed. Such audits /inspections at sub-tier supplier facilities will be performed jointly by
Secure, the applicable, Secure customer and the subcontractor /supplier (as applicable).

1D Configuration Control - The supplier shall maintain a suitable method for tracking product configurations and date of manufacture for all products shipped to Secure (examples: supplier ID, serial numbers, revisions, date codes, etc.) to facilitate rapid identification, traceability, and containment (when necessary).

1E Major Product Changes - Upon receipt of a Purchase Order, the supplier shall notify Secure of any major changes to the product, since Secures last procurement, that have been implemented, or will be implemented, prior to delivery. Major changes include any change in the materials, processes or configuration that may affect form, fit, function, interchangeability or reliability of the product.

1F Facility Changes - The supplier shall not build or sub-contract any Secure or Secure customer designed products to a different facility (with similar capabilities) without first notifying the Secure Buyer for written approval.

1G Regulatory Body Status - The supplier will maintain all regulatory body approvals (UL, CSA, VDE, etc.) for products and/or services certified to these requirements. The supplier shall notify Secure immediately of any change (or pending change) in approval status.

1H Communications - All verbal communications between Secure and the supplier that will affect the configuration or delivery of a product currently on order shall be followed-up in writing within 24 hours by the party initiating the original request and coordinated with the Secure Buyer.

1I Mercury Exclusion - The supplier’s product must be free of mercury contamination when possible. The supplier shall take every precaution to ensure that products sold to Secure are "Mercury Free". If the products do contain mercury, it shall be noted on the certification. This requirement shall be flowed down to the supplier’s sub-contractors.

1J Product Certification: Compliance with Purchase Order Requirements - The supplier shall certify that the product shipped to Secure complies with all requirements of the Purchase Order (including all referenced documents). The certificate shall reference Secure’s Purchase Order number, quantity, product description, part number, and revision, including all serial numbers (when applicable). The certification shall be signed and dated by an authorized representative. For age sensitive materials, the certificate shall also reference the manufacturer, expiration date, and special storage and handling requirements.
1K Quality Records/Retention - Quality Records such as Material/Process Certifications, Inspection Reports, Test Reports, and Microsection Reports from PCB’s, First Article Reports, Product Configuration Data, Defect and Corrective Actions, Work Order Travelers etc. shall be maintained by supplier a minimum of six years and be available for review by Secure upon request. Deliverable data to be submitted with the product shall be as specified on the P.O. or Drawing/Specification.

1L Initial Product Acceptance - Secure’s initial acceptance of product may be determined through source inspection, certification, sample or 100% inspection and/or test. Secure reserves the right to return, at supplier's expense, any or all of a batch containing non-conformances determined to be the supplier’s responsibility. Secure’s initial acceptance does not relieve the supplier of responsibility for non-conformances detected subsequently.

1M Electrostatic Sensitive Devices (ESD) - For electrical and electronic parts, assemblies, and equipment, susceptible to damage from Electrostatic Discharge (ESD), the seller is responsible to establish and implement an ESD Control Program compliant with the latest revision of MIL-STD-1686 and / or JESD625. The 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. Packaging shall be marked with an ESD cautionary note or symbol.

1N Packaging for Shipment - Wrapping, cushioning or other means to prevent damage through shock or vibration during handling and shipment shall provide adequate protection for the product.

1O Non-Conforming Products/Disposition - Secure requires review/disposition of all "Use-As-Is" and “Repair” dispositions of non-conforming products. Non-Conforming products shall be presented to Secure for disposition on suppliers non-conformance request and must be completed and returned prior to shipment. If approved, the supplier is responsible for referencing the non-conformance request number on the applicable paperwork. In some cases, it any is necessary for Secure to request one or more products for evaluation prior to disposition.

1P Repaired Products - Repaired products approved by Secure MRB process submitted to Secure must be identified and segregated from the balance of the shipment. The supplier's shipping documents and certifications (when required) must reference the quantity of these items and Secures Non-Conforming Material Report (NCMR) number when they are part of a previous shipment originally rejected by Secure.
1Q Corrective Action - Prompt action shall be taken by the supplier to detect and correct unacceptable conditions, which have resulted or could result in the production of non-conforming products. The supplier’s corrective action system shall cover all phases of manufacturing activities from material procurement through delivery of products to Secure, including corrective action with sub-contractors (when required). The supplier shall respond promptly to Secure’s request for corrective action by describing action taken to eliminate the cause of the non-conformance and how to prevent recurrence on subsequent shipments.

1R Moisture Sensitive Parts - Moisture Sensitive Parts shall be handled, packaged and properly labeled to protect against moisture absorption in accordance with the requirements of IPC/JEDEC J-STD-033 and IPC/JEDEC J-STD-020. Supplier is required to designate parts are;


2. Part package has tag that states parts are Moisture Sensitive; Package is vacuumed sealed, contains desiccant with humidity indicator.

1S Fabricated Items Using Specialty Metals - Fabricated metal items shall meet the requirement of DFARS Clause 252.225-7014AZ71 preference for domestic specialty metals, AS71. Supplier shall provide Certificate of Compliance for all delivered fabricated metal items.

1T Control of Conflict Minerals - Supplier shall provide list of any items being provided to Secure Communication Systems that contain any of the following conflict minerals (Tin, Tantalum, Tungsten or Gold) in the products they manufacture or subcontract to manufacture. The supplier shall also provide disclosures about the origin of the conflict minerals and provide copy when requested by SCS.

1U Control of Material Provided by Secure Communication Systems - Supplier shall provide a system that contains the location of material located in their facility that is provided by SCS and is property of SCS customer and/or is Government property. Supplier shall keep a detail inventory record of this material and provide copy when requested by SCS.
5.2 Product Quality Workmanship Requirements

2A Printed Circuit Board (PCB’s) Class 3 - Printed circuit boards shall be fabricated in accordance with IPC-6012, Class 3, qualification and performance specification; and acceptance shall conform to requirements of IPC-A-600, Class 3. A producibility analysis shall be performed on new board designs including First Article Inspection verification. Each PCB shall be 100% net list tested at 250 volts minimum unless otherwise specified. Solderability samples, Microsection reports and inspection data shall be required for submittal to buyer of the PCB’s with test coupons and microsections. Microsections must represent PCB complexity including blind vias etc.

2B Printed Circuit Board (PCB’s) Class 2 - Printed circuit boards shall be fabricated in accordance with IPC-6012, Class 2, qualifications and performance specification and acceptance shall conform to requirements of IPC-A-600, Class 2. A producibility analysis shall be performed on new board designs including First Article Inspection verification. Each PCB shall be 100% net list tested at 250 volts minimum unless otherwise specified. Solderability samples shall be required for submittal to buyer of the PCB’s with test coupons.

2C Printed Circuit Boards (PCB’s) Third Party Product Analysis - When required by Purchase Order, an outside test lab (third party) shall be used to (1) Perform analysis of micro sections and coupons and (2) Perform Destructive Physical Analysis (DPA) to verify plating integrity and metalgraphic analysis on one PCB from each production lot. Data analysis and reports shall be submitted to the buyer for each PCB lot furnished.

2D Printed Circuit Board Assemblies (PWA/CCA) Class 3 - When specified on the Purchase Order all (PWA/CCA) items shall meet the requirements of IPC-A-610 Class 3.

2E Printed Circuit Board Assemblies (PWA/CCA) Class 2 - When specified on the Purchase Order all (PWA/CCA) items shall meet the requirements of IPC-A-610 Class 2.

2F BGA X-Ray for Printed Circuit Board Assemblies - All BGA’s shall be X-Rayed perpendicular to and at a 45-degree angle to the PWA/CCA unless an alternate method has been previously approved by Secure. The Supplier shall submit the appropriate X-Ray photos for each PWA/CCA with written evaluation of BGA X-Ray results.
2G  Cable/Harness Assy - When specified on the Purchase Order all items shall be manufactured in accordance with and meet the requirements of IPC/WHMA-A-620. Requirements and Acceptance for Cable and Wire Harness Assembles, Class 3 unless otherwise specified on P.O. or Drawing/Specification.

2H  General Workmanship Requirements - All commodities shall comply with best commercial practices or as specified on the Purchase Order, drawing/specification.

5.3 Identification and Traceability

3A  Date Code - The supplier shall identify each lot of the provided product with a manufacturing date code (LDC). Note: A lot shall be defined as a batch of product produced by one manufacturer, in one unchanged process at one time, and in accordance with the same drawing and/or specifications. Electronic parts must be from a single lot date code for each Purchase Order and the LDC shall not be older than 2 years from date of shipment.

3B  Lead Free Components - Lead Free components shall be appropriately marked as Lead Free to assist assembly, rework, maintenance and disposal. The Certificate of Conformance for the components furnished shall also designate that the components are Lead Free.

3C  Counterfeit Item Risk Control System - Seller shall maintain a Counterfeit Item Risk Control System in accordance with SAE AS5553. Seller is not authorized to deliver any item procured from source other than OEM’s or OCM’s, or their authorized distributors without prior written authorization from the Secure Communication Systems Buyer.

3D  Items Procured from an Independent Distributor - The supplier (distributor) shall assure in accordance with SAE AS5553 that electronic parts or electronic equipment being furnished to this Purchase Order are manufactured by the Original Component Manufacturer (OCM) or the Original Equipment Manufacturer (OEM) and supplier shall provide Material Traceability Data with each delivered material lot: (date code, lot code, manufacturing name/location, part number and serial number(s) as applicable).
5.4 First Article

4A First Article Inspection - One unit (unless quantity noted on P.O.) must pass Secure’s First Article Inspection before the supplier is authorized to proceed with production. This inspection may include design verification, which can result in design changes. Unless otherwise stated on the Purchase Order, the supplier assumes all responsibility for any additional products built in advance of Secure’s authorization, regardless of the product's conformance to specified requirements. The supplier shall provide the following as part of a first article submission:

- A copy of Secure’s or suppliers First Article Inspection Report (FAIR) containing the supplier’s findings for each of the characteristics, notes, etc., specified in Secure’s drawing or other documentation.
- The First Article part identified with a tag.

5.5 Source Verification

5A Source Inspection - Inspection by Secure and/or a Secure Customer Representative is required at the supplier’s facility. The supplier shall notify Secure’s Purchasing Department at least two (2) days prior to scheduled shipment. The supplier shall provide, at no charge to Secure, the facilities calibrated equipment and aid necessary for efficient source inspection. Evidence of source inspection must be indicated on the packing slip with each shipment.

5B Test Witness - Witnessing test by Secure and/or a Secure Customer Representative is required at the supplier’s facility. The supplier shall notify Secure’s Purchasing Department at least two (2) days prior to scheduled shipment. The supplier shall provide, at no charge to Secure, the facilities calibrated equipment and aid necessary for efficient source test verification. Evidence of test verification must be indicated on the packing slip with each shipment.

5C Inspection by Government – Quality Assurance Representative (QAR) - When Government inspection is required, the following statement shall appear on Secure’s purchase order:

- “Government inspection is required prior to shipment from your plant. Upon receipt of this order, promptly notify the Government Representative who normally services your plant so that appropriate planning for Government inspection can be accomplished.”
5D  Supplier Self Source Inspection - A supplier self-source inspection procedure (Q7.4.3.4) defines the process for a supplier to become certified by Secure Communication Systems to perform a self-source inspection function in lieu of Secure Communication Systems detail receiving inspection. Secure Quality Assurance shall determine when a supplier meets the requirement to be certified to perform Self Source Inspection for a specific product part number being procured from the supplier. Secure quality assurance shall oversee the training and certification process and issue a certification for supplier personnel approved for processing prior to issuance of a required product purchase order. Certification for supplier self-source inspection may be canceled based on supplier performance.

5.6 Dock to Stock

6A  Material received at Secure to be routed directly to 000 Warehouse, with the packaging slip/certs filed with the P.O. in RI.

6  Records
# 7 Document Approval

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## Revision History

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