

PROCUREMENT QUALITY REQUIREMENTS

**S-TEC Corporation
One S-TEC Way
Mineral Wells, TX 76067
940-325-9406**

The supplier shall follow S-TEC Procurement Quality Requirements (PQRs) during the fabrication of all parts, sub-assemblies, assemblies, and tooling involved in the manufacturing, distribution, and shipping of S-TEC products. The supplier must retain on file evidence of conformance. By shipping the product to S-TEC, suppliers confirm that the product meets or exceeds all applicable S-TEC engineering and/or purchase agreements, purchase orders, functional test requirements, and/or supplier design control documents. The supplier is also responsible for ensuring sub-tier supplier-produced parts, components, or services conform to S-TEC approved design data. Certification with ISO9001 or AS9100 standards is preferred for all suppliers, but as a minimum, suppliers must meet S-TEC's requirements listed on the Supplier Evaluation form.

For questions concerning PQR's, please contact an S-TEC Quality representative at Extension 115.

1. General Requirements

Certificate of Conformance: The Supplier is to provide a certification of conformance document which shall include the following information:

- a) Supplier Name;
- b) Supplier Address;
- c) S-TEC Name;
- d) S-TEC Purchase Order Number;
- e) Part Number Listed On The Purchase Order;
- f) Revision Number/Letter Listed On The Purchase Order;
- g) Serial Number(s)/Lot Number As Applicable; and
- h) Quantity of Parts Certified On This Shipment.
- i) Fasteners included under the Fastener Quality Act shall provide appropriate certification

Protection of Material-Preservation, Packaging, and Shipping:

The Supplier shall ensure adequate control of packaging, preservation, shipping and handling of products to prevent damage, deterioration, and/or loss. Shipments consisting of multiple containers shall have each container identified 1 of 4, 2 of 4, etc. All documentation will be placed in container #1 and marked "Documentation Enclosed".

All items subject to Electrostatic Discharge damage shall be packaged in a manner consistent with industry standards for ESD.

Nonconforming Product:

Supplier must notify S-TEC of any material that does not conform to specifications/drawings approved by S-TEC. Material Review Board (MRB) authority is not delegated to the supplier. If S-TEC agrees to let supplier ship nonconforming material, it will be annotated on the Purchase Order but does not necessarily constitute acceptance of the material by S-TEC.

Inspection by Buyer:

All work performed shall be subject to inspection, surveillance, and test by S-TEC, the FAA and/or a customer/government representative at any time, including all points of manufacture, parts, materials, inspection records and inspection/testing equipment normally used in production and inspection of the S-TEC parts/materials. This report does not relieve the Supplier of the obligation to furnish items meeting the applicable drawings, specifications, work instructions, and contract requirements. Inspection by the S-TEC quality representative or other parties does not constitute final acceptance of parts and/or material.

At S-TEC's option, S-TEC Source Inspection may be waived at any time during the life of the order.

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**Notification of Changes to Supplier Organization, Location, or Certification Status:**

The supplier shall notify S-TEC of organizational changes affecting quality management, supply chain management, or ownership within 10 business days of the change. A change in location or certification status, as well as significant organizational changes, may constitute an on-site visit from S-TEC.

Mercury Contamination (As applicable):

The supplier shall certify that all parts, pieces, items, etc., supplied to S-TEC on this Purchase Order do not contain functional mercury or its compounds in any form, and no mercury-bearing instruments and/or equipment that might have caused mercury contamination have been used in the manufacture, fabrication, assembly, or testing of the delivered products.

2. Traceability

The supplier shall maintain at their facility complete traceability from raw material to delivery of item. The traceability shall be documented and available upon request. Supplier shall serialize items as required by drawings, specifications, and/or the purchase order. Serial numbers shall not be duplicated. Supplier's quality system shall ensure traceability of all serialized items and materials to the original materials.

With board assemblies, supplier shall tag the board assembly with the following information:

- a) Purchase order number;
- b) Part number and revision level;
- c) PL number and revision level;
- d) Unique serial number; and
- e) Date of manufacture.

3. First Article Inspection (FAI):

Supplier is to complete an FAI report on any manufactured part which it has not built previously for S-TEC, even if the Supplier has built the part to a previous revision level. The report will be on a minimum of one part and will be tagged in such a manner to indicate the FAI was completed against the specific part. Additional FAI reports may be requested by S-TEC for special purposes.

The supplier shall prepare and submit for review by S-TEC, an Inspection Plan detailing the inspection of items to be delivered to S-TEC.

4. FAA Documentation

FAA Form 8130-3 (or JAA Form One) is required for all articles in this order.

5. Shelf Life

Submit with each shipment a certification or statement, specifying maximum shelf life and expiration/cure date. A minimum of 75% of the applicable material shelf life shall remain upon receipt by S-TEC. Rubber cure dated items shall be marked with a cure date, e.g., "1Q92", per SAE-AS-1933 and referenced Military Specification therein as applicable.

6. Inspection/Acceptance/Test Data

The supplier shall provide documented measurement data and/or test data with each shipment submitted to S-TEC. The actual measurements obtained shall be outlined in the detail specification/drawing and reflect the proper revision level. S-TEC reserves the right to specify the applicable data collection to be used. Test data shall include actual readings taken including actual characteristics/parameters tested. Test data sheets will be validated by an authorized contractor representative by signature or stamp.

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7. Special Processes (As applicable)

Any of the following special processes applicable to your product/service shall be performed by qualified personnel or sources:

Material Certification, Physical and/or Chemical Test Reports:

Each shipment is to include material certifications, with physical and/or chemical test reports in conformance with the latest specification revision or as defined by the drawing or purchase order. Certifications shall include the mill name and heat number. Certification must be complete, legible, reproducible, and authentic. The name and title of the authorized representative and date shall appear in type on the certification and bear the signature of that person along with the date.

Process Certifications:

Each shipment is to include process certifications with required equipment and personnel identification number with the latest revision as required by the purchase order, process sheet and/or drawing. Certification must be complete, legible, reproducible, and authentic. The name and title of the authorized representative and date shall appear in type on the certification and bear the signature of that person along with the date.

Certification Welding:

Certifications reflecting title and authorized signatures for the items are required with each receipt.

- a) Welding is accomplished in accordance with the applicable engineering specifications.
- b) Certification and identification of welding personnel.
- c) Certify welding procedure specifications and qualification records conform to MIL-STD-1595.
- d) Conformance and traceability of weld filler material.

8. Nondestructive Test (NDT)

Personnel Certification:

Personnel performing nondestructive acceptance testing operations shall be certified to Level II, or III. All personnel certifications shall be in accordance with (a) or (b).

- a) NAS 410
- b) ASNT SNT-TC 1A

Radiographic Inspection:

A report that reflects the supplier's interpretation of the acceptance of the articles to the standards shall be submitted with each shipment.

9. Calibration Services

Contractors performing calibration services for S-TEC shall use equipment which has been calibrated and maintained using standards which are traceable to the National Institute of Standards and Technology (NIST), in accordance with the latest revisions of ANSI/NCSI, 2540-1, Calibration System Requirements.

10. Government Source Inspection

Government inspection is required prior to shipment from your plant. Upon receipt of this order, promptly notify and furnish a copy to the Government representative normally servicing your plant. So that government inspection can be appropriately planned. If a Government representative does not service your plant, contact the nearest Air Force, or Navy Inspection office. If you locate the Government office, our purchasing agent should be notified immediately. Notice to the Government shall be given 24 hours prior to shipment and S-TEC shall be advised immediately following the supplier's notification to the Government.

11. Qualified Product List (QPL)/Government Requirements/JAN Semiconductors

Items to be furnished on this Purchase Order are applicable to a Government or customer Qualified Product List. Manufacturers listed must be selected as sources of supply. All JAN devices shall meet the requirements of MIL-S-19500. A Certificate of Traceability shall accompany each device shipment. The document shall include the information specified in MIL-S-19500 Paragraph 3.3.1 (a) or 3.3.1 (b), as applicable.

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12. Dock-to-Stock

Parts/materials shall be packaged and marked according to Dock-to-Stock agreement.

13. No Change Policy

Previous S-TEC approved processes and materials identified in manufacturing procedures submitted shall remain at the level of configuration in effect at the time of written approval by S-TEC. The supplier shall not change processes, materials, manufacturing procedures, and/or sub-tier suppliers unless written approval from S-TEC is received.

*The supplier acknowledges S-TEC Corporation's
commitment to the environment and acknowledges
S-TEC Corporation's environmental policy located at
www.s-tec.com.*