



Quality Assurance Purchase Order Clauses

Quality Assurance Clauses Items 1 through 10 will be noted on all Purchase Orders/Contracts. Other clauses are applicable only as noted on the Purchase Orders/Contracts.

- 1) **Static Sensitive Devices:** Static sensitive device (e.g. CMOS Integrated circuits) shall be stored, handled and packaged according to appropriate procedures to insure against damage by static induced voltages. The packaging shall be marked to insure static awareness upon receipt at Power Designers Sibex.
- 2) **Material Identification:** Each item on this purchase order must be identified with: A. Manufacturer and date/lot code number. B. Apply part number and revision letter per applicable drawing note. C. Bag and tag parts. D. Tag parts. E. Identify per procurement instruction requirements.
- 3) **Manufacturing Lot, Batch /Kit Number Control:** All parts on this order will be traceable to/identified with a lot, batch / kit number. Where size and shape do not permit stamping, the smallest package shall be stamped. A lot or batch will be defined as material or parts produced by a single type, grade, class, size or composition under unchanged manufacturing conditions in accordance with the same drawing and/or specification revision unless otherwise defined in the purchase order.
- 4) **Identification of Shelf Life Materials:** Seller shall identify each item, package, or container with the cure date or manufacturing date, expiration date and special storage or handling conditions; in addition to the normal identification of name, part or code number, specification number, type, size, quantity, etc. This identification, including special handling and storage conditions, shall be recorded on the certification or product label and signed by an authorized representative of the seller.
- 5) **Packaging:** Unless otherwise specified, preservation, packaging, handling and shipping of items shall be in accordance with best commercial practices or as specified by Power Designers Sibex to prevent damage and insure that original quality is maintained.
- 6) **Certifications of Compliance:** Each shipment made against this purchase order must be accompanied, at time of receipt, by a minimum of one copy of the certification(s) satisfying all imposed Q.A. clauses. With the signature and title of an authorized quality assurance official. Certifications must include, where applicable: Drawing number with revisions designated and compliance with special process specification (i.e. IPC specification and/or Power Designers Sibex process specification), and compliance with material traceability such as assembly number, serial number or lot/kit number.
- 7) **Packaging and Labeling of Moisture Sensitive Devices:** Reference INTEL Moisture Sensitivity/Desiccant Packaging/Handling of PSMCs (Plastic Surface Mounted Components). Components must be packaged in MBBs (Moisture Barrier Bags). MBBs that are not intact are subject to rejection/RETURNED to the vendor. Each MBB must have a moisture sensitive caution label/bar code label that includes the date and time the MBB was sealed. There must desiccant pouches and humidity indicator cards inside each MBB.
- 8) **Certification of Authorized Distributor:** The supplier (distributor) is the manufacturer, or authorized manufacturer's distributor for the products ordered and shall provide evidence of such published and available for public access, or shall provide the manufacturer's name and the P.O. number under which the distributor acquired the material.
- 9) **Statutory or Regulatory Requirements:** Supplier is responsible for any statutory or regulatory requirements pertaining to materials or processes used for products or services provided.
- 10) **Change Notification:** The supplier is responsible to inform Power Designers Sibex of any changes to product or process which may affect the supplied product to meet specified purchasing requirements prior to the implementation of the change.
- 11) **Inspection by Sampling:** The supplier may substitute sampling inspection in lieu of 100% inspection if inspection is performed in accordance with Power Designers Sibex instructions. Other inspection plans may be used with POWER DESIGNERS SIBEX's approval.
- 12) **Control of Nonconforming Material (all suppliers):** Any nonconforming materials, components or parts shall be segregated and withheld from shipment to Power Designers Sibex unless negotiated in advance. When authorized to ship nonconforming material, components, or parts, the supplier shall insure that the nonconforming items are identified (i.e. tagged) and specifically referenced as being nonconforming on certification statements. Material or parts rejected by Power Designers Sibex shall not be reshipped to Power Designers Sibex without appropriate corrective action having been taken and then only with reference being made to the rejection report on the certification statement.



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- 13) Process Certification:** Each shipment must be accompanied by a legible copy of a certification signed by a responsible representative of the seller performing the process. When applicable, supplier is to maintain and have available for examination records reflecting certification of personnel, equipment and process.
- 14) Chemical/Physical Test:** Each shipment must be accompanied by two legible
- Copies of test reports, identifiable with purchase order number, the specification including revision, material heat, and/or lot number. Report must contain:
 - Original mill certification
 - Chemical/Physical Analysis
 - Typical Test Results
 - Reports must contain the signature and title of a responsible representative of the organization performing the test.
- 15) Statistical Process Control:** The supplier shall submit a statistical process control plan detailing how dimensions and processes will be controlled for items under this purchase order. Power Designers Sibex approval of this plan is required. Objective evidence of statistical process control is to be maintained on file and available for review by Power Designers Sibex.
- 16) Certification of Calibration:** Each item shall be accompanied by a certification signed by a responsible representative stating that the calibration of equipment on the purchase order complies with the requirements of ANSI/NCSL 2540-1. The certification must reference the NIST test number and accuracy of the calibration standard utilized and a copy of the NIST test report for the calibration standard, and the calibration data.
- 17) Material Review Board Authority is:**
- Withheld
 - Granted
 - Permission must be obtained for repairs and use as is.
- 18) First Article Inspection:** The supplier assumes full responsibility for production prior to receipt of approval of first article, piece/assembly from Power Designers Sibex. The supplier is required to submit the first article and inspection results to Power Designers Sibex for approval. At a minimum, inspection results shall include the verification of actual value or dimensions for each specified characteristic. Submit the first article to Power Designers Sibex for review and approval.
- 19) Control of Inspection Equipment:** Inspection/calibration measuring equipment utilized in the manufacture/calibration of this item must be calibrated and traceable to the NIST per ANSI/NCSL 2540 – 1.
- 20) Traceability:** When parts are joined in an assembly, the seller shall prepare an "Assembly History Log" or the equivalent identifying each part in the assembly. Fabricated parts shall be identified with serial number, material type, heat number, B/P and specification with applicable revision letter or number. Components in the assembly shall be traceable to records of acceptance by part number, serial number and lot/kit number of material from which the components were fabricated by the supplier, and shall accompany the parts they represent to Power Designers Sibex. No two parts, which have the same part number, shall be identified with the same serial number unless otherwise specified.
- 21) Inspection and Test Data Retention:** Test and inspection data for the item shall be retained on file at the supplier's facility for a period of 3 years after shipment unless otherwise specified.
- 22) Inspection and Test Submittal (Objective Evidence) :** The supplier is required to ship one copy of the following indicated data with each item shipped:
- AS9102 FAI Inspection and test data
 - Objective evidence of 100% inspection/sampling inspection
 - Objective evidence of statistical process control
 - Test report



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- 23) Product Failure Feedback:** The supplier shall have a system for rapid feedback to Power Designers Sibex of information concerning product failure of items covered by this Purchase Order, which occur during any phase of qualification and/or acceptance testing. This feedback system shall include as a minimum,
- Fax notification to QA within 24 hours after occurrence of the failure
 - An outline of the failure investigation to be conducted within 5 working days of the failure
 - Failure analysis report which will completely describe the specific cause
 - The analysis method and the action taken to eliminate the cause within 30 days of the failure.
- Power Designers Sibex, with its customer, reserves the right to participate in any or all of the failure analysis investigation.
- 24) Hazardous Material Identification and Material Safety Data:** The supplier is to comply with Hazardous Material Identification and Material Safety Data sheet.
- 25) Source Inspection by Power Designers Sibex/Customer:** Source inspection by Power Designers Sibex/customer may include quality audits of any process or product at any time or anyplace to verify product conformance. The product is not to be released until Power Designers Sibex/customer inspection and audits are completed and accepted.
- 26) 100% Inspection Requirement:** The supplier must perform 100% inspection of all items on this purchase order to ensure compliance to drawing and specification requirements. Objective evidence of such inspection must be maintained to file and available for review by Power Designers Sibex.
- 27) Quality System:** The supplier shall provide and maintain a Quality Systems or Quality Management Systems that complies with one of the below as indicated by the check mark: :
- i. ISO 13485:2016 Medical devices -- Quality management systems
 - ii. ISO 9001:2015 Quality management systems – requirements
 - iii. AS9100 Quality management system for the aerospace industry

NOTE:

Compliance with these standards in no way relieves the seller of the responsibility to furnish acceptable supplies or services as specified on the purchase document.