



Title:

**PROCUREMENT QUALITY REQUIREMENTS**

Requirement Numbers if mentioned in purchase order indicate Quality Clauses that shall be complied by the supplier at the acceptance of the purchase order.

**STANDARD REQUIREMENTS**

REQ ID	DESCRIPTION
VQN1	<p><b><u>Purchase Order Definition Errors or Inconsistencies:</u></b> The supplier shall review purchase order requirements prior to starting work. If errors or inconsistencies are noted with the purchase order or any other document referenced by the purchase order, the supplier must immediately notify the buyer. Supplier proceeding with work without written concurrence of buyer does so at his own risk. Product shall not be accepted until the purchase order and all documentation properly describes the product delivered.</p> <p><b><u>Nonconforming Material/Product Review:</u></b> A supplier request for Deviation / Waiver shall be submitted by supplier for reporting any departure from drawings, specifications or other purchase order requirements. Supplier shall not ship a discrepant item without buyer's concurrence.</p> <p><b><u>Changes in Process, Materials:</u></b> Supplier shall not change any process and/or material that will affect fit, form or function without prior approval from the buyer. The supplier shall not change any process, material used to qualify without the prior notification and approval by Vadatech.</p> <p><b><u>Corrective Action Request:</u></b> When a quality problem exists, a Supplier Corrective Action Request (SCAR) shall be submitted to the supplier. A SCAR shall be completed and submitted to Vadatech in 10 business days.</p> <p><b><u>Identification of Limited Shelf Life:</u></b> Materials with limited shelf life i.e. (epoxy, paint, adhesives, etc.) shall reflect the date of manufacture, Lot number, and applicable specification on the container. The time lapse between cure or manufacturing date and date of scheduled receipt by the buyer under the purchase order shall not exceed 1/4 of the material's shelf life without prior written waiver of the buyer as to each shipment.</p> <p><b><u>Prohibited Practices Unauthorized Repairs:</u></b> Without buyers approval suppliers may not repair by welding, brazing, soldering or use adhesives on parts damaged or found to be faulty during fabrication. Defects in product shall not be repaired by any method unless authorized by the buyer in writing.</p> <p><b><u>Notification of Facility Change:</u></b> Supplier shall not relocate any production, manufacturing and processing facilities during the performance of purchase order, without promptly notifying the buyer and affording buyer an opportunity to examine such facilities for compliance with quality system requirements.</p>



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**Improper Re-submittal:** Articles rejected by the buyer and resubmitted shall be clearly and properly identified as resubmitted items. Seller's shipping document shall contain a statement that articles are replacement or reworked and shall also refer to buyer's rejection document.

**Certification of Conformance:** Certification that state's material shipped meets all requirements of the purchase order shall be included with each shipment. Certification shall be signed by the duly authorized suppliers representative and be traceable to buyer's purchase order and material shipped.

**Regulatory Review of Quality or Inspection:** The supplier's quality system and manufacturing processes are subject to review by authorized customer or regulatory representative upon notification.

**Right to Verify:** VADATECH, Inc., its customers and/or regulatory representatives shall be afforded the right to verify at suppliers' premises; subcontracted material or product conforms to specified requirements.

**Right of Entry:** VADATECH, Inc., its Customers and/or regulatory agency's representatives shall be afforded right of entry to verify at suppliers' premises that material or products adhere to specified contractual requirements when required.

**Control of Quality Records:** Suppliers shall maintain quality records within their quality system. Parts records shall be retained for a minim of 7 years including traceable/serialized part records. Electronic media shall be backup to preventive document loss. After the retention period, these records may be disposed of in such a manner not affecting the confidentiality/non disclosure agreement. Records shall be maintained in such a manner so as to prevent loss or deterioration of records as well as being readily retrievable.

**Test Reports:** Each shipment of Printed Circuit Boards shall be accompanied with actual results of tests conducted as required by purchase order and/or specifications/drawings. Seller shall provide VADATECH, Inc. with a copy of such reports signed by an authorized representative of the seller and identifiable with material shipped.

**Controlled Procurement:** The supplier shall not subcontract the parts, materials, or services without buyer's approval of the source or buyer's approval of supplier's procurement system. When subcontracting is carried out with buyer's approval, all drawings, specifications, key characteristics and/or purchase order requirements shall be passed on and certified by each sub tier supplier.

**Requirement Flow Down:** The supplier shall provide complete flow down of all purchase order and customer requirements to their sub-tier suppliers, to ensure conformity of manufacturing, inspection, testing and documentation requirements including key characteristics supporting the processes where required.

**Preservation of Product: (FOD):** The supplier shall preserve the conformity of the product during internal processing and delivery and have provisions for the prevention, detection, and removal of foreign objects. Preservation shall also apply to the constituent parts of a product.



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**Counterfeit Parts:** Supplier represents and warrants that only new and authentic materials are used in products required to be delivered to Vadatech Inc. and that the Work delivered contains no Counterfeit Parts. No other material, part, or component other than a new and authentic part shall be used unless approved in advance in writing by the Vadatech Management and Procurement Representatives. To further mitigate the possibility of the inadvertent use of Counterfeit Parts, Supplier shall only purchase authentic parts/components directly from the Original Equipment Manufacturers (“OEMs”)/OCMs or through the OEM’s/OCM’s authorized distribution chain. Supplier must make available to Vadatech, upon request, OEM/OCM documentation that authenticates traceability of the components to that applicable OEM/OCM.

Refer to Counterfeit Parts Supplier Notification:  
[https://www.vadatech.com/media/pdf\\_POL814-01-02\\_Counterfeit\\_Parts\\_Supplier\\_Notification.pdf](https://www.vadatech.com/media/pdf_POL814-01-02_Counterfeit_Parts_Supplier_Notification.pdf)

**Conflict Minerals Policy:** Comply with supplier code of conduct as noted in Vadatech Conflict Mineral Policy.

**Product Safety:** Supplier shall take safety precautions in design and manufacturing of products to ensure they do not represent harm or hazards to customers.

**Ethical Behavior:** Supplier shall demonstrate ethical behavior which tends to be good for business and demonstrate respect to principles that include fairness, dignity and honesty.

**Quality Program Plan:** (Manufactured and fabricated items) Supplier shall provide a quality plan and/or control plan to serve as basic documentation of the supplier’s quality program tailored to the deliverable items.

**Calibration Services:** Calibration suppliers used for calibration services shall meet the requirements of ANSI-Z540-I-1994, ISO 10012 or ISO\IEC\EN 17025.

**Quality Management System:** The supplier shall maintain a Quality Management System (QMS) in accordance to regulatory requirements.

**Comply with the Quality Requirements:** of IPC-A-610, IPC620 and IPC-J-STD-001 as applicable

**SPECIAL REQUIREMENTS**

REQ ID	DESCRIPTION
VQN2	<b>First Article Submissions Manufactured and Fabricated:</b> Supplier shall provide buyer with a first article report on any new part prior to production. Subsequent lots shall require a new first article inspection in the event of a change to design, supplier’s tooling or material. This includes changes to sub tier suppliers. First articles shall be inspected and approved by buyer's quality. Supplier shall not submit parts from a production run prior to buyer's acceptance of first article. The first article may include the ballooned print’s, detailed inspection report, calibration information of measuring instruments used, C of C, Special Process Certs, Applicable test data and raw material certifications.
VQN3	<b>Material Procurement:</b> The origin of the materials used to manufacture the part shall be procured domestically in the United States. Supplier must include certification of material origin with shipment.



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<p><b>VQN4</b></p>	<p><b>Special Processes:</b> A detail Process Control Plan shall be implemented and supplied by the supplier, who is directly responsible for monitoring, measuring, and maintaining special processes that cannot be measured or verified during visual inspection. The supplier shall submit certifications for all special processes and test results performed with each shipment. The certificate shall identify the processor, process used, controlling specification &amp; revision, and the results of test or measurement performed.</p> <p>Refer to Control of Special Processes:  <a href="http://svn.intranet.vadatech.com/viewvc/Quality/QMS/Procedures/release/08.%20Operation/P840-03%20Control%20of%20Special%20Process.pdf?view=co">http://svn.intranet.vadatech.com/viewvc/Quality/QMS/Procedures/release/08.%20Operation/P840-03%20Control%20of%20Special%20Process.pdf?view=co</a></p>
<p><b>VQN5</b></p>	<p><b>Certified Test Data:</b> The certified test data shall be supplied with each shipment. This report must contain information necessary to demonstrate conformance to the product requirements. The test data shall show quantitative requirements and permissible tolerances for all values measured.</p>
<p><b>VQN6</b></p>	<p><b>Source Inspection:</b> Source inspection by buyer may be required at supplier's facility during and upon completion of manufacture/testing. Supplier shall provide all necessary inspection data, facilities and equipment. Supplier shall notify buyer at least 48 hours in advance of performing acceptance test or intent to ship, and shall withhold shipment pending the necessary actions by the buyer's quality representative.</p>
<p><b>VQN7</b></p>	<p><b>Drop Shipments:</b> Material ordered here under is to be shipped to other than the buyer's facilities. Copies of the product assurance data required by this order shall accompany the shipment; in addition, one copy of such data shall be mailed or e-mailed to the buyer on the same day that shipment is made</p>
<p><b>VQN8</b></p>	<p><b>Dock to Stock:</b> Items with this requirement will be able to enter the stock room without any receiving inspection after piece part quantity verification has been performed. Product will have a defect free history of at least 5 previous lots prior to receiving this clause.</p>
<p><b>VQN9</b></p>	<p><b>Require Oven Certification Record:</b> Prior to run of Product (Record of daily calibration record) and Record of Run temperature.</p>
<p><b>VQN10</b></p>	<p><b>Material Certification and Test Reports:</b> Each shipment shall be accompanied by chemical and/or physical reports with "actual" results of the tests conducted on materials shipped verifying conformance to all specifications called out or referenced on drawings and/or purchase orders. The supplier shall provide VADATECH, Inc. with one copy of such reports signed by an authorized representative of the supplier and identifiable with material shipped</p>