

## **GENERAL**

This document defines quality systems requirements for those suppliers, vendors, and subcontractors (hereinafter referred to as the “Seller”) providing materials, products, or service to Comtech PST (hereinafter referred to as the “Buyer”).

### **1. QUALITY SYSTEM REQUIREMENTS**

Seller shall be in compliance with the current version of ISO 9001 Quality Management System Requirements. Compliance to AS9100 is preferred. Compliance to the Quality System requirements shall be validated by submittal of a current 3<sup>rd</sup> party certification to any one of the following: AS9100, AS9110, AS9120, ISO 9001, ISO 13485, or ISO 16949.

Any other self-defined and documented quality systems are subject to review, audit, and acceptance by Comtech PST Corp.

### **2. WORKMANSHIP**

Seller shall establish workmanship plans and acceptance standards in accordance with IPC J-STD-001, IPC-A-610, and/or IPC/WHMA-A-620 (as applicable) to ensure the compliance of the performance and reliability requirements to the Buyers specifications.

### **3. CERTIFICATE OF CONFORMANCE**

Where applicable, the Seller shall ensure they have the Buyers documents that matches the revision noted on the Purchase Order. Seller shall affirmatively certify Seller and Sellers sub-tier supplier performed and completed all of the requirements of the Purchase Order by submitting a Certificate of Conformance (C of C) with each shipment to include a signature of an authorized representative. Note: Electronic signature is acceptable (i.e. PDF E-Sign or equivalent).

The exact format of the Certificate of Conformance may vary. Requirements can be identified within the Certificate of Conformance, Packing Slip, and/or material packing but shall contain the following minimum information:

- Sellers name.
- Manufacturers name (when different from the Seller).
- Buyers part number and Revision as specified on the purchase order.
- Change notices shall be included if they are not part of the revision level.
- Serial Number (as applicable).
- Date code (as applicable).
- Lot/batch number (as applicable).
- Signature of authorized representative and date.

**3a.** Seller shall maintain Manufacturers Certificate of Compliance traceable to product supplied and made available upon request to buyer. (Note: QA Provision 12 is also invoked in conjunction with this provision)

### **4. MATERIAL REVIEW AUTHORITY**

Material review authority shall not extend to “repair”, “as is”, “modification” or “alteration” for Seller published or customer specified requirements unless otherwise so authorized by the Buyer. If the Seller determines that a UAI or Repair disposition is needed, the Seller shall contact the Buyer for an Authorization to Ship or a Buyer Material Review Board disposition.

## **5. ELECTROSTATIC DEVICE PROTECTION**

Electrostatic discharge sensitive (ESDS) devices shall be stored, handled, packaged, and shipped in such a manner as to preclude any damage from electrostatic discharge, and shall be in accordance with ANSI/ESD S20.20 and EIA JESD-625.

## **6. RIGHT OF ENTRY**

Buyer, Buyers customer, and cognizant government agencies shall have the right to visit the Sellers facilities to perform source inspection of the products, witness manufacturing processes, inspections, tests, and any related activities. This right shall also extend to the Sellers subcontractors. The Seller shall be notified typically seventy-two (72) hours prior for such activities by the Buyer.

## **7. BUYERS SOURCE INSPECTION AND PROCESS VERIFICATION**

Buyers source inspection or process verification shall not in any way absolve the Sellers responsibilities to provide acceptable product nor shall it preclude subsequent rejection.

## **8. EQUIPMENT CALIBRATION**

Test equipment and measuring devices shall be calibrated in accordance with ANSI/NCSL Z540 or ISO 10012.

## **9. OZONE DEPLETING SUBSTANCES**

Seller shall ensure that all products that are not contained, be processed with, and exposed to Class 1 ozone depleting substances.

## **10. SHELF LIFE CONTROLLED MATERIALS**

Seller shall provide Original Manufacturer Certificate of Conformance with date code and recommended shelf life and storage environment as a minimum for all shelf life controlled materials.

## **11. RoHS COMPLIANT MATERIALS**

Seller shall identify every component, part, sub-assembly, and finished product that is in compliance with RoHS requirements. One of the following shall be stated on the certificate of compliance (C of C).

- JEDEC JESD201 Class 2 tin whisker tested – Tin plated part
- Tin whisker not tested – Tin plated part
- RoHS compliant – Any relevant part
- Lead free and surface finish other than tin

## **12. RECORDS**

Seller shall establish a documented process and procedure to control and maintain all records for minimum of ten (10) years after the order completion. Records shall provide evidence of conformity to requirements and to the effective operation within the quality management system and shall be available for review by the Buyer and regulatory authorities in accordance with contract and regulatory requirements unless otherwise indicated.

#### **14. PACKAGING/HANDLING**

The Seller shall handle and package material in a manner that will assure protection against corrosion, oxidation, deterioration, Electrostatic Discharge (ESD) damage, Foreign Object Debris (FOD), and physical damage during shipment. Bulk packaging may only be used when the component lead integrity is maintained and material is protected against damage. ESD protective packaging shall be used for all electronic components.

#### **15. SUPPLIER FLOW DOWN**

The Seller shall flow down all applicable requirements of the purchase order to their suppliers and sub-tiers to ensure compliance with all specifications, drawings, quality systems requirements (i.e. ISO 9001, AS9100 or other), regulations, public laws and other requirements that may be specified in the purchase order.

#### **16. CHANGES (Follow-on Procurements)**

In the event the Seller anticipates changes to processes, products, or services from prior procurements the Seller shall notify Buyer of such changes, including changes of their external providers or location of manufacture. Seller shall obtain Buyer approval prior to change. Buyer approval, at its discretion, may include requalification or first article inspection.

#### **17. ETHICS**

Seller shall ensure persons are aware of their contribution to product or service conformity and safety and the importance of ethical behavior.

***Note: In the event of any conflict, the requirements specified on the component or part specification/drawing or elsewhere on the purchase order take precedence over this document.***