

Legacy Technologies
Supplier's General Requirements
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Revision B

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1.0 SCOPE

This document defines Legacy Technologies (LTI) supplier's requirements to plan and control parts, materials, and services in order to assure that all specifications and contractual requirements are met.

2.0 SUPPLIER QUALITY ASSURANCE REQUIREMENTS

Suppliers shall maintain at a minimum, a documented Quality Management System that meets the requirements herein.

Suppliers shall maintain a quality system certified to ISO 9001. Registration with or certification by an independent third party certification or registrar is required, evidence of such registration or certification to this quality standard shall be provided to LTI upon request.

In addition to the below quality system requirements, any Supplier performing calibration services shall maintain a quality system certified to ISO 17025. Registration with or certification by an independent third party certification or registrar is required, evidence of such registration or certification to this quality standard shall be provided to LTI upon request. However, if providing calibration services as the manufacture, the Supplier shall only meet the quality requirements listed below.

2.1 Contract Review

Supplier shall review all requirements related to the product which includes all flow down requirements prior to accepting any LTI purchase order to ensure the Supplier has the ability to meet the requirements.

Records of contract reviews shall be maintained.

2.2 Supplier Management

Supplier's purchasing process shall provide for the flow down of LTI's technical and quality requirements to their suppliers.

Supplier shall verify that purchased product meets specified drawing and purchase order requirements.

Supplier shall have a system to select, evaluate and re-evaluate their suppliers.

Supplier shall maintain an approved supplier list.

2.3 Control of Documents & Records

Supplier shall ensure applicable drawings, specifications, procedures, and instructions to support LTI's purchase orders are used and controlled for procurement, fabrication, inspection, and acceptance. Supplier shall ensure obsolete documents are promptly withdrawn from use.

Supplier shall establish and maintain records to provide evidence of conformity to purchase order requirements. Records shall remain legible, readily identifiable, and retrievable. LTI shall be provided records upon request. These records shall be retained for a minimum of 7 years or as required by the purchase order. Prior to any destruction of LTI records, LTI shall be notified for the disposition of those records to be destroyed.

2.4 Control of Non-Conforming Product

Supplier shall identify, segregate, and disposition articles that do not conform to purchase order requirements. Supplier shall provide prompt notification to LTI if nonconforming product is identified after shipment to LTI and take immediate containment and

corrective actions. When non-conforming material is corrected, it shall be subject to re-verification to demonstrate conformity to the requirements.

The Supplier does not have MRB Authority and cannot use dispositions of “use as is” or “repair” without written authorization of LTI.

Returned product back to the Supplier shall be reworked or replaced using the same standard manufacturing processes utilized initially when qualified. Any rework that requires non-standard work to correct returned product must first be approved by LTI along with a proposed rework procedure. All returned product reworked or replaced shall be identified as such on the Certificate of Compliance.

2.5 Control of Monitoring & Measuring Equipment

Supplier shall have in place a system to control, calibrate, and maintain all inspection, measuring and test equipment that has the potential to affect LTI product quality.

All calibration must be traceable to the National Institute of Standards and Technology (NIST).

All items calibrated shall be identified in such a way that indicates the calibration date and the due date.

The Supplier shall maintain a list of inspection equipment which shows the calibration due date and the location of each piece of equipment.

If any gauge or equipment is found to be out of tolerance during a normal scheduled calibration, the Supplier shall determine if any product built and delivered to LTI has been negatively impacted. If so, the Supplier shall notify LTI immediately of the potential for a dimensionally nonconforming tool, fixture, or gauge.

2.6 Corrective Actions

Supplier shall have a process to review non-conformances, determine the cause of non-conformances, and provide corrective action to prevent recurrence.

When non-conforming materials are found at LTI, the Supplier may be issued a corrective action request. The Supplier shall take prompt action to ensure the nonconforming product is contained, root cause of the problem is identified, and proper actions are put in place to prevent recurrence in the process. An adequate corrective action plan shall be submitted to LTI within 10 business days, including responsibilities and planned completion dates. LTI will track completion of the action plan with the supplier.

2.7 Manufacturing Control & Inspection

Supplier shall implement, document, and maintain procedures and work instructions, as necessary, for all employees having responsibilities for the operation of the processes that impact product quality.

Supplier shall establish a training program to train any personnel whose job function affects product quality.

When special processes are used by the Supplier, the Supplier will assure specification requirements, adequate facilities, appropriate procedures, and certified / qualified personnel and equipment are in place to support those special processes.

Supplier shall provide for in-process and final inspection and testing to assure that manufactured product complies with LTI purchase order requirements.

When the Supplier elects to use statistical methods for the acceptance of products or processes, such methods shall be in accordance with the latest revision of ANSI/ASQ Z1.4 with the criteria of lot acceptance at zero ($C = 0$).

Supplier shall have a lot identification system that distinguishes one lot from another when shipping finished product. All lots shall be traceable back to the raw or component materials lots used in the manufacturing of the finished product.

3.0 SUPPLIER QUALITY ASSURANCE PROCUREMENT PROVISIONS

3.1 First Article Inspection (FAI)

A First Article Inspection (FAI) is required to initially qualify a first time build of a part.

A new FAI is required whenever any of the following events occur:

- A change in design affecting fit, form, or function of the part.
- A change in manufacturing source(s), process(es), inspection method(s), location of manufacture, tooling or materials, that can potentially affect fit, form, or function.
- A change in numerical control program or translation to another media that can potentially affect fit, form, or function.
- A natural or man-made event, which may adversely affect the manufacturing process.
- A lapse in production for two years or as specified by the Purchase Order.

FAI reports require that all features and characteristics on the design specification are to be inspected and verified prior to production. Actual measured values shall be recorded as opposed to general statements of conformance or other notations simply indicating acceptance. FAI shall be performed in accordance with AS9102.

3.2 Certificate Of Compliance

Supplier shall include a Certificate of Compliance (C of C) with each shipment to LTI.

The C of C shall include at a minimum:

- Statement of conformance to purchase order, applicable specifications, and drawing requirements with signature of authorized representative.
- Supplier's name, address, and contact information.
- Purchase order number.
- LTI part number & drawing revision.
- Statement that test results or documents verifying the conformity of product is available for review by the purchaser

Copies of all Materials Certifications shall be submitted with the C of C

Supplier shall include a Certificate of Analysis (C of A) for any raw material manufactured for LTI.

3.3 Raw Material Certification

A physical / chemical test report for each raw material used shall be submitted with each shipment identifying the conforming specification, actual chemical composition and physical properties, melt, heat, batch, or lot number.

3.4 Special Processes

Suppliers performing special processes shall have their special process approved by either LTI, our Customer, or maintain NADCAP approval.

Supplier shall only use NADCAP approved sub-tiers for any subcontracted special process unless directed otherwise by LTI Purchase Order. Examples of special processes include, but are not limited to; passivation, anodizing, chemical films, plating, soldering, non-destructive testing, welding, brazing, and heat treating.

3.5 Special Process Certification

Where special processes are required per LTI drawing requirements, a special process certificate shall be issued with each shipment which includes at a minimum:

- Special process specification of the special process(es) performed.
- A certification stating the special process was performed per the applicable drawing / specification requirements.
- The processing organization's name and address.
- The certificate shall contain the signature of an authorized representative.

3.6 Change Control

Supplier shall not make any changes to their processes, manufacturing location, equipment, material, product design (or any change which may affect product design or function), sub-tier suppliers, or any purchase order requirements without specific written approval from LTI.

If changes are deemed necessary from the Supplier the supply shall be submit a written request to the LTI Buyer for proper distribution and approvals. If approval is granted, LTI shall submit written approval to the supplier. Suppliers Certificate of Compliance (C of C) shall reference this approval with each shipment that the request applies to.

3.7 Shelf Life Control

For any item that is considered age sensitive by the product's manufacture, the shipping documents shall state: a) cure or manufacturing date, (b) expiration date or shelf life, (c) lot or batch number, and d) when applicable, any special handling or storage requirements. The supplier shall assure that a minimum of 75% of the shelf life is remaining at time of receipt at LTI.

3.8 DFAR Specialty Metal Clause

If your organization is issued a purchase order from LTI compliance is as follows:

- Applicable Specialty Metals must be acquired from the United States or from a qualifying country per DFARS Specialty Metal Clause 252.225.7009.
- If a distributor or other supplier is the source of your material, the DFARS Specialty Metal Clause 252.225.7009 shall be flowed down.
- Supplier's Quality Assurance personnel, or personnel responsible for inspecting incoming material where in-coming material and certifications are verified, shall be trained to the DFARS Specialty Metal Clause 252.225.7009 requirements. These personnel should ensure that no foreign melted specialty metals are utilized for LTI product unless they are melted in a qualifying country.
- Material certification with Country of Origin for specialty metals shall accompany the Certificate of Compliance with each shipment as objective evidence of compliance to the DFARS Specialty Metal Clause.

3.9 Counterfeit Parts

- Counterfeit item is defined to include, but not limited to (i) an item that is an illegal or unauthorized copy or substitute of an Original Equipment Manufacturer (OEM) or Original Component Manufacturer (OCM) item; (ii) an item that does not contain the proper external or internal materials or components required by the OEM or OCM or that is not constructed in accordance with OEM or OCM design, but is represented as such; (iii) an item or component thereof that is used, refurbished or reclaimed but the Seller represents as being a new item; (iv) an item that has not successfully passed all OEM or OCM required testing, verification, screening and quality control but the Seller represents as having met or passed such requirements; or (v) an item with a label or other marking intended, or reasonably likely, to mislead a reasonable person into believing a non-OEM or OCM item is a genuine OEM or OCM item when it is not.

- Authorized Distributor is defined as a distributor with which the OM has a contractual agreement to stock, repackage, sell and distribute its product lines. Authorized distributors normally offer the product for sale with full manufacturer flow-through warranty.
- Seller shall not deliver Counterfeit Items to LTI.
- Seller shall purchase product directly from the Original Component Manufacturer (OCM)/Original Equipment Manufacturer (OEM), or through an OCM/OEM authorized distributor chain.
- Seller shall immediately notify LTI with the pertinent facts if seller becomes aware or suspects that it has furnished Counterfeit Items. When requested by LTI, seller shall provide OCM/OEM documentation that authenticates traceability of the affected items to the applicable OCM/OEM.

3.10 Foreign Object Damage / Debris (FOD)

The Supplier shall ensure that Foreign Objects and subsequent Foreign Object Damage (FOD) are eliminated from all parts prior to shipment. Suppliers are to maintain a FOD free environment during machining, manufacturing, assembly, maintenance, inspection, storage, packaging and shipping.

Suppliers are responsible for flow down of these requirements to their sub-tier suppliers to ensure FOD free products.

3.11 Right Of Entry

The Supplier shall provide access to LTI representatives, their customer and regulatory authorities (accompanied by LTI), if required, to all facilities involved in the order including Suppliers' sub-tier suppliers. Supplier shall provide all applicable procedures,

records or other objective evidence as requested for review by LTI. This right of access shall be flowed down to sub-tier suppliers.

3.12 Packaging & Shipping Requirements

Packaging shall conform to all the requirements specified on the drawing, specifications, and purchase order. Packaging designed to prevent product contamination, deterioration or loss, and to preclude any shipping damage.

Certificate of Compliance (C of C) and/or Certificate of Analysis (C of A) is required with each shipment to LTI and shall be packaged and sent with the product.

Copies of all Materials Certifications used shall be submitted with the C of C.

3.13 Supplied Property Control

Government Furnished Property

When the Government, in support of LTI purchase orders, furnishes property the Supplier shall maintain a system for the inspection, protection, and control of this property. Supplier will report to the applicable Government representative any Government furnished property (GFP) found damaged, malfunctioning, or otherwise unsuitable for use. Supplier will protect deficient GFP to prevent further damage or additional repair costs.

LTI Furnished Material & Tooling

When the Supplier uses materials or tooling furnished by LTI, the Supplier shall:

- Verify identity, quantity, and completeness.

- Examine to detect damage from transit.
- Identify for inspection status.
- Protect from improper use or disposition.
- Promptly notify LTI when material or tooling is found damaged, malfunctioning, or otherwise unsuitable for use.
- Assure modification or repair of material or tooling is not performed without LTI written approval.

3.14 Parts Obsolescence

When the Supplier determines that one or more parts or materials involved in the production of any of the requirements contained in LTI purchase orders becomes obsolete or is in danger of being discontinued, the Supplier shall provide written notification to LTI as soon as possible. This notification shall include a “Last Time Buy Notice” prior to any action to discontinue any item on LTI purchase orders.

3.15 Solder Applications

Solder applications shall be in accordance with drawing or specification per the latest revision in effect of IPC J-STD-001. The applicable requirements of the IPC standard (including product class – see 1.3) (D1 D2 D3) shall be imposed (See 1.9) on all applicable subcontracts, assembly drawing(s), documentation, and purchase orders. Unless otherwise specified, the requirements of this standard are not imposed on the procurement of commercial-off-the-shelf (COTS) or catalogue assemblies or sub-assemblies.

3.16 Responses to Industry Alerts

Supplier shall promptly respond to all of LTI’s requests for information regarding LTI investigation into Industry Alerts.