SECTION A

All Suppliers

This section defines restrictions and quality system requirements applicable when goods and services are procured to Accu-sembly, Inc. part numbers or Military, Federal or Industry specifications or standards. All of the following quality requirements apply to all purchase orders from Accu-sembly, Inc., unless otherwise stated by the Purchase Order.

1. CERTIFICATE OF COMPLIANCE/CONFORMANCE

a. Unless otherwise specified, a Certificate of Conformance (C of C) is required with every shipment. The C of C shall certify that the material provided complies with all referenced documents and all Purchase Order requirements. The certificate must show the Date, Name of Manufacturer, Part Number, Part Number Revision, Lot and/or Date Code, applicable Serial Numbers, Purchase Order Number, Quantity, Compliance Standard(s), and the name and signature of the Authorized Representative.

b. EEE component part suppliers delivering directly to Accu-sembly, Inc. shall provide the OCM, OEM, AM or authorized/ franchised distributors' certification with each lot/ shipment. The certificate shall include as a minimum: manufacturer's name and address, manufacturer's and/or Buyer's part number and dash number, batch identification for the item(s) such as date codes, lot codes, heat lot, serializations, or other identifications, signature or stamp with title of seller's authorized personnel signing the certificate.

Note: Distributors shall, in addition to the requirements of 1.b., include their company's certification for each part number shipped in accordance with 1.a.

2. CHANGE CONTROL

No change shall be made to materials, parts, processes, process equipment, tooling, methods or design of items procured under this Purchase Order after the acceptance or approval of design and configuration by Accu-sembly, Inc., without prior written approval by the Accu-sembly, Inc. buyer. Change may be at seller's expense. Submit proposed changes in writing, detailing the change or waiver, the reasons, and evidence that the change, deviation or waiver shall not degrade performance, fit, form, function, reliability, safety and service life of the item. Listed below are examples (not all inclusive) of events which supplier shall perform a product impact evaluation and notify Accu-sembly, Inc. buyer:

a. Material Change
b. Design Change
c. Process Change
d. Sub-Tier Supplier Change
e. New Equipment
f. Equipment Relocation
g. Plant Relocation

3. CONFLICT MINERALS

a. Accu-sembly, Inc. supports the 2010 Dodd-Frank Act and the related U.S. Securities and Exchange Commission rule that promote transparency and consumer awareness regarding the use of "Conflict Minerals" and seeks to cut direct and indirect funding of armed groups engaged in conflict and human rights abuses in the Democratic Republic of Congo and nearby countries in the Conflict Region.
b. In an effort to promote corporate social responsibility, we encourage our suppliers to adopt a similar policy with respect to Conflict Minerals to ensure specified minerals are only being sourced from mines and smelters that are considered Conflict-Free.
c. This due diligence includes having our suppliers provide written evidence documenting raw materials used to produce gold, tin, tantalum and tungsten, used to manufacture components and products supplied to Accu-sembly, Inc., originate from outside the Conflict Region or certified as "Conflict-Free" by an independent third party.

i. Accu-sembly, Inc.'s Conflict Minerals Policy Statement can be found at: https://accu-sembly.com/downloads/. Select the "Documents for Downloads" tab.

4. LABELING FOR SHIPMENT

Containers shall be clearly labeled, tagged or marked with

a. Supplier name, Accu-sembly, Inc. purchase order number, tracking number and box number if multiple boxes.
b. Special handling or environmental requirements, such as moisture or electrostatic sensitivity, shelf-life, refrigeration, or hazardous material.

5. PACKAGING FOR SHIPMENT

Materials, equipment shall be packaged in accordance with best commercial practices in order to provide protection against damage or degradation in transit and storage. Seller shall package all products susceptible to damage from ESD as determined in accordance with the current revision of:

a. **JEDEC Standard JESD625** (Requirements for Handling Electrostatic-Discharge-Sensitive (ESDS) Devices)
b. **ANSI/ESD S541** (Static Shielding Conductive Containers).
c. **JEDEC Standard JESD471** (ESD warning label on outside packaging).

6. QUALITY MANAGEMENT SYSTEM REQUIREMENTS (ISO9001) / (AS9100)

Preferred Seller's Quality System shall be certified or substantially compliant with ISO9001 or AS9100, "Quality Management Systems – Requirements," as evidenced by current third-party certification or audit.

7. RECORDS RETENTION

a. The seller shall retain all traceability, processing, inspection, test and all Quality Records for a period of no less than **11 years** beyond fulfillment of the Purchase Order and shall be made available to Accu-sembly, Inc., Accu-sembly, Inc.-authorized representatives or authorized regulatory agencies for review, upon request and with reasonable notice. Accu-sembly, Inc. has the right to acquire or inspect data onsite at every tier. Upon acceptance of any Accu-sembly, Inc. purchase order, Seller agrees to notify the Accu-sembly, Inc. Buyer in writing 30 days prior to destruction of any records that directly impact Accu-sembly, Inc. purchases.
b. For record retention requirements other than the standard 11 years, Accu-sembly, Inc. will notify suppliers by adding a special note to the Purchase Order.

8. RIGHT OF ACCESS

Accu-sembly, Inc. Buyer, buyer-authorized representatives, regulatory authorities and our customers reserve the right to have access to Seller's plant(s) and those of Seller's suppliers at every tier, when reasonable, that may be engaged in work relating to the Purchase Order, for the purpose of surveillance/inspection of processes, controls, quality system and records, as well as supplies and services procured under this Purchase Order. Surveillance/inspection of the seller's processes and controls shall not constitute acceptance of the products, supplies or services being procured.

9. ACCU-SEMBLY, INC. AUTHORIZATION

The Accu-sembly, Inc. Buyer is the sole authority for all matters pertaining to the Purchase Order, change or release of funding and contractual commitments between Seller and Accu-sembly, Inc. communication must be written; verbal agreements shall not be valid.

10. SUPPLIER FLOW DOWN REQUIREMENTS

a. A NCMR may be issued for any nonconforming product received.
b. Notify Accu-sembly, Inc. of nonconforming products.
c. Obtain Accu-sembly, Inc. approval of for nonconforming product disposition.
d. Notify Accu-sembly, Inc. of changes in product and/or process, changes of suppliers, changes of manufacturing facility location and where required, obtain Accu-sembly, Inc. approval and
e. Flow Down to the supply chain (including sub tiers) the applicable requirements including customer requirements.

11. TRACEABILITY

Seller shall provide minimum ID, such as lot numbers and/or date codes and maintain traceability information needed to trace material, process and product back to raw stock. Exception – COTS Hardware – Lot/Date code is not required on the C of C provided.

12. CHANGE NOTIFICATION

Seller shall notify Accu-sembly, Inc. of significant changes, such as organizational, company ownership, manufacturing location or use of outside resources or processing.

13. ENSURING THAT PERSONS ARE AWARE OF:

a. Their contribution to product or service conformity.
b. Their contribution to product safety.
c. The importance of ethical behavior.

14. MSD PACKAGING, SHIPPING:

All moisture sensitive devices/items (MSD) must be packaged in accordance with IPC/JSTD-033C. External MSD caution labels shall warn users of MSD contents. Seller shall provide MSD level and floor life classification information. If the MSD package or bag is damaged and/or opened, it shall be rejected as a non-conforming item.

SECTION B

Distributors and OEM Suppliers

This section defines restrictions and quality system requirements applicable when goods and services are procured to Accu-sembly, Inc. part numbers or Military, Federal or Industry specifications or standards. This section of quality requirements apply to the purchase orders from Accu-sembly, Inc. when specified on the purchase order.

15. ELECTRONIC COMPONENTS

Date codes for supplied components and materials shall not exceed three (3) years, unless otherwise specified. Accu-sembly, Inc. may reject components with a date code older than three (3) years from the date of delivery as required by the purchase order. Where vendors provide components that are older than three (3) years, the components shall be solderable and be accompanied with original manufacturers certifications. Where the manufacturer's certifications are not available, contact Accu-sembly, Inc. for additional instructions.

16. EUROPEAN UNION'S REACH DIRECTIVE (EC 1907/2006)

Supplier using chemicals in their process which are listed in the European Union's REACH Directive (EC 1907/2006) "Candidate List" shall add to the C of C one of the following statements:

a. REACH Compliance: Certify that **none** of the articles provided to Accu-sembly, Inc. contains more than 0.1% weight, of substances on the Candidate List.

b. REACH Compliance: Declare the articles provided to Accu-sembly, Inc. contains more than 0.1% weight, of substances on the Candidate List (provide list of substances as shown below):

CAS No.	EC Number	Substance Name	Substance Family	% Weight Excess

17. PROCESS DOCUMENTATION

Seller shall record and document all process rework for historical record and traceability. Documentation shall include identification of the process step(s), component(s) affected, equipment used and process conditions.

18. COUNTERFEIT RISK MITIGATION

The supplier shall have documented processes, appropriate to the organization and the product, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to Accu-sembly, Inc. Counterfeit part prevention processes shall include:

- training of appropriate persons in the awareness and prevention of counterfeit parts;
- application of a parts obsolescence monitoring program;
- controls for procuring product from original or authorized manufacturers, authorized distributors, or other approved sources;
- requirements for assuring traceability of parts and components to their original or authorized manufacturers;
- verification and test methodologies to detect counterfeit parts;
- monitoring of counterfeit parts reporting from external sources;
- quarantine and reporting of suspect or detected counterfeit parts.

When procuring electrical/electronic/electro-mechanical (EEE) parts, the supplier shall have a counterfeit detection process that meets SAE standard AS5553, Counterfeit Electronic Parts, Avoidance, Detection, Mitigation, and Disposition.

All component parts delivered and/or used in the manufacture of deliverable products shall be traceable to the Original Component Manufacturer (OCM), Original Equipment Manufacturer (OEM), or authorized/franchised distributors or authorized Aftermarket Manufacturer (AM), or suppliers that obtain such parts exclusively from the original manufacturers of the parts or their authorized suppliers (one-tier removed supplier).

Raw Material may be purchased through independent distribution as long as evidence of supply chain traceability (chain of custody) back to the mill is available. The supplier shall maintain the original mill certification and any secondary independent test laboratory certification(s) if any additional process was done after original mill certification.

Authorized/ Franchised distributors must be contractually franchised at the time of quote, PO acceptance, and delivery.

Parts shall not be used or reclaimed and misrepresented as new.

19. LIMITED SHELF-LIFE MATERIAL(S) CERTIFICATION

On each container of, and on the certification for, material(s) having a limited or specified shelf life, Seller shall show procure or manufacture date, expiration date of shelf life, lot or batch number and, when applicable, any special storage or handling conditions. The information shall be in addition to the normal identification requirements of the drawing, specification and/or Purchase Order. Where applicable the shelf-life materials shall have a minimum shelf life of 6 months to 12 months or 80% of manufacturer specified shelf life at the time of delivery (6 months = 5 months acceptable; 12 months = 10 months acceptable). Any shelf-life issues shall be resolved with the Buyer who may issue a waiver prior to shipment. This requirement may not apply to samples or Engineering use materials. One certification copy shall accompany the shipment and shall bear the signature and title of an authorized representative of the supplier.

20. ELASTOMERIC COMPOUNDS

When applicable the shelf life of elastomeric compounds materials including but not limited to adhesives, bonding materials, conformal coating shall have a minimum shelf life of 6 months to 12 months or 80% of manufacturer specified shelf life at the time of delivery (6 months = 5 months acceptable; 12 months = 10 months acceptable). Any shelf life issues shall be resolved with the Buyer who may issue a waiver prior to shipment. This requirement may not apply to samples or Engineering use materials. The supplier must identify manufacturers name, the compound trade name, batch number, expiration date, and specific gravity range for each lot. The ID shall be available on the product, Packing List and/or C of C.

21. REMARKING OF PARTS

Seller shall not supply Accu-sembly, Inc. with remarked electronic parts even if it is a seller documented and qualified process. Remarked parts are defined as parts that original marking have been changed due to aged inventory, new test date code, internally re-graded through testing to tighter parametric limits and/or any other potential or possible reason without written authorization from Accu-sembly, Inc. Buyer.

22. HAZARDOUS MATERIALS

All containers, as received, must be clearly identified/labeled. A SDS must be provided with each shipment if not on-file at Accu-sembly, Inc.

23. COTS Hardware –

Lot/Date Code do not need to be present of the C of C provided.

SECTION C

Build-To-Print Manufacturers

This section defines restrictions and quality system requirements applicable when goods and services are procured to Accu-sembly, Inc. part numbers or Military, Federal or Industry specifications or standards. This section of quality requirements apply to the purchase orders from Accu-sembly, Inc. when specified on the purchase order.

24. INTERNATIONAL TRAFFIC IN ARMS REGULATIONS (ITAR)

When requested on Purchase Orders, the Supplier and its sub-contractors shall adhere to the ITAR requirements in accordance with ITAR 22 C.F.R. 120-130. All documents identified as "ITAR Controlled" shall be identified, maintained and segregated from non-ITAR documents in a Document Control environment. Supplier shall flow down to its sub-contractors all ITAR requirements.

25. REMARKING OF PARTS

Seller shall not supply Accu-sembly, Inc. with remarked electronic parts even if it is a seller documented and qualified process. Remarked parts are defined as parts that original marking have been changed due to aged inventory, new test date code, internally re-graded through testing to tighter parametric limits and/or any other potential or possible reason without written authorization from Accu-sembly, Inc. Buyer.

26. WORKMANSHIP REQUIREMENTS

a. All items under the Purchase Order shall be manufactured in accordance with and meet the requirements of current IPC-A-610 "Acceptability of Electronic Assemblies" for Class 2 or 3, based on the assembly/fabrication drawing or other specifications.
b. All items under the Purchase Order shall be manufactured in accordance with and meet the requirements of J-STD-001 "Requirements for Soldered Electrical and Electronic Assemblies" for Class 2 or 3, based on the assembly/fabrication drawing or other specifications.
c. All cables, wire and harness under the purchase order shall be manufactured in accordance with and meet the requirements of current IPC-WHMA-A-620 "Requirements and Acceptance for Cable and Wire Harness Assemblies" for Class 2 or 3, based on the assembly/fabrication drawing or other specifications.
d. Other Manufacturing / Assembly Services - All items under the Purchase Order shall be manufactured in accordance with and meet workmanship and quality standards for all specifications applicable on the documents provided. If documents provided don't list standards to follow, follow industry best practices for ASME and MIL standards as they apply.

27. PROCESS DOCUMENTATION

Seller shall record and document all process rework for historical record and traceability. Documentation shall include identification of the process step(s), component(s) affected, equipment used and process conditions.

28. REPAIR RESTRICTED

Seller shall not perform any repair on product without written pre-authorization from an Accu-sembly, Inc. Buyer.

29. REWORK/ TOUCH-UP

Rework and touchup during the assembly/fabrication process is permitted and does not require pre-authorization from Accu-sembly, Inc. buyer, but must be recorded (documented) on detail and retained by the seller as a Quality Record of processing history for traceability purpose (See record retention requirement).

30. TESTING, PACKAGING, SHIPMENT OF PRINTED WIRING BOARDS (PWB)

PWBs shall be packaged in accordance with best commercial practices in order to provide protection against damage or degradation in transit or storage. In addition, unless otherwise specified, the following requirements shall apply:

a. All boards shall be packaged in lots of up to 25 boards/panels. The package shall be vacuum sealed with one desiccant and humidity indicator card inside.
b. Mixing production lots within intermediate level or final level packaging is allowed, as long as the lot number is clearly identified on each package.
c. Packaged PWBs shall be properly boxed in containers with adequate cushioning and packing material for shipment. The container weight shall not exceed 30 pounds.
d. Overrun production PWBs to be stored by supplier shall be properly packaged in order to provide protection against moisture. Overrun production PWBs shall not be accepted if the package has not been vacuum sealed with one desiccant and humidity indicator card inside regardless of the storage time.
e. All PWBs shall meet all the requirements specified in the Purchase Order or drawing of a specified type and performance class and shall be fabricated in accordance with:
    i. IPC-6011 “Generic Performance Specification for Printed Boards”
    ii. IPC-6012 “Qualification and Performance Specification for Rigid Printed Boards”
    iii. IPC-6013 “Specification for Printed Wiring, Flexible and Rigid Flex”
f. Boards must meet all the requirements of IPC-A-600 “Acceptance of Printed Wring Boards” Class 2 or 3, based on the assembly/fabrication drawing or other specifications.
g. Electrical test and inspection reports shall accompany each lot.
h. There shall be no solder mask in any board holes unless specified on PWB fabrication drawings.
i. Accu-sembly, Inc. requires that individual PWBs are electrically tested per IPCET-652 “Guidelines and Requirements for Electrical Testing of Unpopulated Printed Boards” and meet the testing specifications per MIL-P-31032, MIL-P-50884 and IPC6010 series.
j. Accu-sembly, Inc. requires an “Electrical Test Certification of Compliance” for all items in the Purchase Order.

SECTION D

Special Requirements as Requested

This section defines optional quality system requirements applicable when goods and services are procured to Accu-sembly, Inc. part numbers and/or Military, Federal or Industry specifications or standards. This section of quality requirements apply to the purchase orders from Accu-sembly, Inc. when specified on the purchase order.

31. ELECTRICAL TEST OF PRINTED WIRING BOARDS (PWB) - ADDITIONAL

a. Accu-sembly, Inc. requires Electrical Test printout or electronic format text file of individual PWBs tags by serial number, containing the following information:
    i. Tester model.
    ii. Date and time
    iii. Serial number
    iv. PASS/FAIL status
    v. Operators Name, initials or Test Stamp Number

b. When individual electrical test tags by serial number are not available due to supplier limitations, Accu-sembly, Inc. requires serial numbers to be listed in the "Electrical Test Certification of Compliance" document.
c. Electrical test failure printouts by serial number with specific defects, internal or external, opens or shorts shall accompany each lot.

32. FULL AS9102 FIRST ARTICLE INSPECTION REPORT

a. AS9102 is the preferred format for First Article Inspection Report.
b. The following conditions will require AS9102 FAIR from suppliers:
    i. First time the item is ordered by Accu-sembly, Inc.
    ii. Two years have passed since the last internal AS9102 FAIR was generated.
c. AS9102 FAIR shall be submitted at the time of delivery in full compliance with AS9102 FAIR format for all items manufactured, assembled and tested to applicable drawings and specifications. Objective evidences including but not limited to raw material certificate/s, special processes certification such as NADCAP and bubbled drawing shall be part of AS9102 Part 2 form.

33. DELTA AS9102 FIRST ARTICLE INSPECTION REPORT

a. The following conditions will require DELTA AS9102 FAIR from suppliers:
b. Item have change revision since last Purchase Order.
c. Any supplier process changes since last submitted full AS9102.

34. SUPPLIER FULL INTERNAL FIRST ARTICLE INSPECTION REPORT

a. In some cases, supplier internal FAIR are acceptable to Accu-sembly, Inc. instead of AS9102 FAIR, however written authorization from buyer to the seller is required.
b. FAIR shall be in accordance with supplier internal process/policy for all items manufactured, assembled and tested to applicable drawings and specifications.
c. FAIR shall be submitted at the time of delivery.
d. The following conditions will require FAIR from suppliers:
    i. First time the item is ordered by Accu-sembly, Inc.
    ii. Two years have passed since the last internal FAIR was generated.

35. SUPPLIER INTERNAL DELTA FIRST ARTICLE INSPECTION REPORT

a. In some cases, supplier internal DELTA FAIR are acceptable to Accu-sembly, Inc. instead of AS9102 FAIR, however writing authorization from buyer to the seller is required.
b. The following conditions will require DELTA AS9102 FAIR from suppliers:
    i. Item have change revision since last Purchase Order.
    ii. Any changes in supplier process since last submitted full internal FAIR.

36. CERTIFICATE OF TRACEABILITY

When requested on Purchase Orders, the seller shall provide a Certificate of Traceability (C of T) with each shipment. The packing list, shipper or a separate page may be used to provide a written statement that all parts/product is traceable to a specific manufacturing control identifier by means of a lot, batch or date code reference. If the seller did not manufacture the product, the actual producer must be identified. The product for which a C of T is issued must be positively identified. The certificate must show the date, name of manufacturer (producer), P/N, P/N revision, lot and/or date code, applicable serial numbers, PO#, quantity, and the name or signature of the authorized certifying representative.