



## Quality Flow-Down Requirements to Suppliers - Mechanical

### **1.0 QuinStar Expectations:**

The mechanical parts provide to QuinStar need to be handled with special care when dealing with burrs and rounded corners. Per most of our drawings the waveguide areas must be sharp and we can't have any burrs. Tumbling can't be used as a deburring tool; it must be done by hand. Before sending in a quote please refer to our requirements and techniques needed to deburr without damaging the parts. It can be found at: <https://www.youtube.com/watch?v=Lmc2Az2HCG4>

### **2.0 Calibration System:**

Seller's (herein referred to as Supplier) calibration system shall meet the requirements or standards of; ISO 9001, ISO 10012-1, or AS9100, and ANSI-Z540-1, or MIL-STD-45662.

### **3.0 Quality / Inspection System:**

The Supplier shall maintain a quality / inspection system that is in conformance with the requirements of ISO or AS9100 to include:

Qualification of personnel; Receiving, First Article, In-Process and Final Inspection including Inspection and Test Records supplied to QuinStar Technology, Inc., at the point of First Article Inspection (if requested per QuinStar Technology Inc.'s Purchase Order) and upon completion and shipment of said order, as required.

### **4.0 Certification of Conformance (C of C):**

C of C attesting to the conformance of material, (which shall include chemical and/or physical reports with "actual" or "typical" as contractually required results of tests conducted on all materials shipped, verifying conformance to any specifications referenced on drawings and/or purchase orders) outside services performed, hardware, machining/manufacturing, etc.

The C of C shall be signed by an authorized representative of the Supplier and shall accompany an order upon receipt of said items to QuinStar Technology, Inc.

### **5.0 Control of Special Processes:**

In addition to the requirements of Clause 3.0, both the Supplier and any subcontractor(s) used shall be a QuinStar Technology, Inc. and/or Customer approved source for said Processes. These include operations subject to process controls such as: Coating, joining, heat treating, cleaning, non-destructive test, etc. The Supplier shall be approved as per above to perform specific required Special Processes or use Special Process suppliers/subcontractors acceptable to QuinStar Technology, Inc.'s Customer. A list of such suppliers will be provided upon request.

Unless otherwise specified on the purchase order, the Seller shall supply product conforming to the latest industry revision or the latest revision of the on file print or specification.

### **6.0 Right to Verify:**

QuinStar Technology, Inc.'s Customer shall be afforded the right to verify at the Supplier's premises that the subcontracted product conforms to specified requirements.

### **7.0 Right of Entry:**

The Supplier shall include provisions in the subcontracts to allow the Supplier, Customer, and Regulatory Agencies right-of-entry to any area necessary to determine and verify the quality of contracted work, records and material.

Note: Delegation of supplier verification to subcontractor is not practiced at QuinStar Technology, Inc.

### **8.0 Test Data:**

Certification test data shall be traceable to the organization performing the testing, special processing and/or inspection(s) requested via QuinStar Technology's Purchase Order. All factual information shall be included to demonstrate conformance of specification and/or Purchase Order requirements.

### **9.0 Report of Non-Conformities or Inconsistencies with Product and/or Purchase Orders:**

The Supplier shall review the Purchase Order and product manufacturing, processing, and/or testing requirements prior to its initiation. If errors or inconsistencies are noted with the P.O., Part and or other document referenced by the Purchase Order the Supplier must immediately notify QuinStar Technology or its acting delegation. Supplier proceeding with work without written concurrence does so at his own risk. Product will not be accepted by QuinStar Technology's Quality Assurance Department until the Purchase Order and all documentation referenced thereon properly describe the product delivered.



## QuinStar Technology, Inc.

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#### **10.0 Corrective Action Request:**

When a Quality problem exists, QuinStar Technology, Inc. shall request Corrective Action from the Supplier requiring timely responses and should include the following information: Description of the Non-Conformance, Root Cause (analysis of the cause of the discrepancy) and the Corrective Action taken to prevent recurrence including the effective date.

#### **11.0 Prohibited Practices:**

The supplier shall not make any unauthorized repairs by any means without QuinStar Technology, Inc.'s approval.

#### **12.0 Prohibited Material Uses:**

Parts supplied on this Purchase Order shall not be exposed to functional mercury or mercury compounds.

#### **13.0 Preference for Domestic Specialty Metals:**

All purchase orders that include a prime contract number require compliance to DFAR 252.225-7014. Suppliers shall provide evidence of compliance, including flow-down to all sub-tier suppliers, with all shipments.

Material Certification of traceability and composition must be provided.

#### **14.0 Employment:**

All suppliers are required to comply with the Equal Employment Opportunity requirements of FAR 52.222-22.

#### **15.0 Process Change Notification:**

All suppliers are required to notify QuinStar Technology, Inc. of changes in product and/or process definition and, where required, obtain the organization's approval.

#### **16.0 Supplier Flow Requirements:**

All suppliers are required to flow-down to sub-tier suppliers the applicable requirements in the purchasing documents, including key characteristics where required.

#### **17.0 Documentation Retention:**

The Supplier/sub-contractor will ensure that documents they have created and/or retained to substantiate, as applicable; procurement, production, calibration, certifications, chemical and physical properties, inspection, acceptance and other traceable information pertaining to the product fabricated and/or delivered must be retained for the period check below or that stipulated by the customer/regulating authority requirements. Documents shall be retained for a minimum of 3 years unless otherwise specified by the purchase order.

#### **18.0 ITAR Notification**

Seller shall send notification of all parts, material, or any article controlled under ITAR regulations with the quote. A written notification will also be shipped with the item/s for every shipment. Any documentation controlled by ITAR regulations must be clearly marked on the document itself.

#### **19.0 Obsolescence**

When Supplier has knowledge that any material or hardware item to be provided in performance of this purchase order is obsolete, is marked for impending obsolescence, or has an established end of production date, Supplier shall immediately give initial notice thereof, including all relevant information with respect thereto, to Buyer. Such notice shall include, but not be limited to (1) complete details of which parts are affected; (2) date of obsolescence; (3) end of production date; (4) reason for obsolescence; (5) pricing and availability of last-time buy; and (6) Supplier's recommendation for replacement parts inclusive of known impacts to performance, pricing, availability, and lead time.

#### **20.0 Conflict Minerals**

If seller is providing goods to buyer under this purchase order, seller agrees to comply with the conflict mineral policy outlined in section 1502 of the Dodd-Frank Act and to use commercially reasonable efforts to:

- a) Identify whether such goods contain Tantalum, Tin, Tungsten or Gold
- b) Conduct a reasonable country of origin inquiry regarding the origin of such minerals in such goods to determine whether the minerals originated in the covered countries, as defined in section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act: and
- c) In such minerals originated in covered countries, conduct due diligence on the chain of custody of the source of such mineral for the purpose of identifying the smelter of the minerals and
- d) Assist buyer in conducting reasonable due diligence concerning the smelters of such minerals. Seller shall include the substance of this section in any agreement between seller and its lower tier suppliers. Seller shall provide buyer with reasonable documentation of seller's and its lower tier suppliers' due diligence efforts.