



Supplier Quality Assurance Handbook (SQAHA) Revision A

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Preface

At DTC Communications Inc., hereafter DTC it is imperative that we assure our Customers and their requirements are fully satisfied by executing our contracts with them on-time and in compliance to whatever requirements we have agreed to meet. We do that by proactively managing all aspects of our value streams, leveraging the expertise, ideas and innovation of our workforce, and by building robust relationships with our Suppliers, regulatory agencies, Customers, and our 3rd Party Registrar.

At DTC we are continually growing and evolving as a business and in doing so, recognize the need for increased flexibility and agility; in terms of our business approaches, enterprise infrastructure, and throughout our supply chain. In support of that growth comes the need for enhanced communications to ensure that employees, Suppliers, and Customers alike have clear visibility into the DTC Quality Management System, its requirements and results. This handbook is one of the methods used to communicate with our supply chain.

This handbook contains the general requirements that apply to all our contracts as well and specific Quality Clauses that are applied by clause number on our purchase orders. The full intent is to ensure compliance to our contracts with our customers and to create a positive and consistent customer experience.

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DTC Supplier Quality Assurance Handbook

Table of Contents

Section 1: Introduction

- 1.0 General
- 1.1 Revision Control
- 1.2 Application
- 1.3 Implementation
- 1.4 Acronyms and Definitions

Section 2: Expectations

- 2.1 Basic Quality/Delivery Expectations and Requirements
- 2.2 E-Business Capabilities

Section 3: Supplier Qualification & Performance

- 3.1 Notification Responsibilities
- 3.2 Sub-Tier Supplier Management

Section 4: General Requirements

- 4.1 Purchase Order/Contract
- 4.2 Traceability Verification
- 4.3 Documentation
 - 4.3.1 Certificate of Conformance (C of C)
 - 4.3.2 Non-Metallics Documentation
- 4.4 First Article Inspection (FAI)
 - 4.4.1 Delta First Article Inspection
- 4.5 Inspection & Test Requirements
 - 4.5.1 Records of Compliance
 - 4.5.2 Sampling Plans
 - 4.5.3 Visual Inspections
 - 4.5.4 Dimensional Inspection
- 4.6 Qualification of Personnel
- 4.7 Right of Access
- 4.8 Source Inspection
- 4.9 Measuring and Test Equipment (M&TE)
- 4.10 Nonconforming Product
- 4.11 Corrective Action
- 4.12 Identification Marking
- 4.13 Foreign Object Debris and Foreign Object Damage (FOD)
- 4.14 Technical Documents
- 4.15 Packaging and Shipping Requirements
- 4.16 Packing Slip Requirements
- 4.17 Records Retention

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Section 5: Specific Product Requirements

- 5.1 Application of Product Specific Requirements
- 5.2 Shelf Life Material
- 5.3 Counterfeit Prevention
 - 5.3.1 Procurement of Product
 - 5.3.2 Certificates of Conformance
 - 5.3.3 Delivery of Suspect Counterfeit Product
 - 5.3.4 Securing Counterfeit Product
- 5.4 ESD Control
- 5.5 Solder Workmanship Standard

Section 6: DTC Quality Clauses

- 6.1 Application of DTC Quality Clauses
 - 6.1.1 General Quality Clauses

Section 7: Reference Documents and Forms

- 7.1 Reference Documents



SECTION 1: INTRODUCTION

1.0 General

This handbook outlines the expectations and requirements with which Suppliers and their sub-tiers must comply when providing material and services specified by the DTC Purchase Order. Suppliers are fully responsible for the quality and delivery of their products/services as well as the performance of their sub-tier Suppliers.

All communications relative to the requirements of the Purchase Order, the drawings, the specifications, must be directed to the appropriate DTC Procurement representative.

As used in this handbook, the term "Purchase Order" has the same as "Contract".

This handbook and DTC specifications and documents are for the sole use of fulfillment of the Purchase Order.

1.1 Revision Control

For the most current version of this handbook please contact DTC or www.domotactical.com/terms

1.2 Application

This handbook and its requirements apply to all Suppliers of production components, materials, assemblies and/or services, unless otherwise exempted in writing on the Purchase Order. Suppliers must meet all applicable requirements specified herein. Where one DTC company serves as a Supplier to another DTC company, the supplying company is bound by the requirements herein in the same way as an "unrelated" external Supplier.

1.3 Implementation

Suppliers are responsible for the development, documentation, implementation, and maintenance of a quality system equal or compliant with ISO 9001. Exception to this must be approved by DTC Quality Management.

1.4 Acronyms and Definitions

C of C	Certificate of Conformity
Counterfeit Parts	A part or product that has material, performance and/or characteristics which have been knowingly misrepresented. This includes parts that have been marked to disguise unauthorized modifications or changes, defective parts scrapped by the original manufacturer, previously used parts provided as "new", or the unauthorized making of a copy or imitation of an article, product, or part.
FAI	First Article Inspection
First Piece	First piece of a production run
M&TE	Measuring and Test Equipment
PO	Purchase Order
SCAR	Supplier Corrective Action Request

SECTION 2: EXPECTATIONS

2.1 Basic Quality Delivery Expectations and Requirements

DTC Quality and Delivery targets are 100% Quality and 100% On-Time-Delivery. Any defect may result in rejection and the return of defective product to the Supplier or, in the case of a noncompliance identified during Source Inspection, there could be non-acceptance of the lots involved.

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It is the Supplier's responsibility to:

1. Flow down and meet all of the requirements identified in the Purchase Order, including Quality Clauses.
2. Ensure that all requirements have been met from a product and documentation perspective.
3. Ensure that items shipped to DTC or items readied for Source Inspection are 100% compliant, and will meet all requirements – documentation and otherwise.
4. Immediately institute effective Corrective Action when requirements are not met.
5. Develop processes and procedures to prevent the occurrence of defects and strive to continually improve upon those processes.
6. Ensure objective evidence is on file verifying that a quality system exists and is being maintained. Procedures and records must be available for examination by an authorized DTC Quality representative when requested.

DTC requires all Suppliers to provide the exact delivery date, product and/or services, quantity and pricing as stipulated in the Purchase Order/contract.

Communication is a critical aspect of effective partnerships and business arrangements. DTC expects and appreciates timely communication of questions, clarifications, concerns and issues to ensure transparency between our Suppliers and ourselves.

2.2 E-Business Capabilities

In order to execute business seamlessly and effectively with DTC, Suppliers must have, or have access to, e-mail, internet access, an internet browser, and document scanning capabilities at a minimum.

SECTION 3: SUPPLIER QUALIFICATION & PERFORMANCE

All Suppliers to DTC must be assessed and approved before supplying parts. At a minimum, unless otherwise directed, the Quality Management System must be compliant with or certified to ISO9001. In some instances, depending upon the product being supplied, the approval may be as simple as a desk top survey or it may be as intense as a full-up supplier evaluation that assesses capabilities, performance, and infrastructure readiness, resourcing plans, quality systems and technical acuity.

In addition to qualification assessments, DTC monitors supplier performance based on key factors such as on-time delivery, product quality, and responsiveness to Supplier Corrective Action Requests. These measures are folded into a scorecard that is assessed by DTC Supply Chain and Quality departments and, when necessary, top DTC leadership.

While we make every effort to ensure the data represented in the scorecards is correct, the fact remains it is a Supplier's responsibility to review their copy of the scorecard to ensure the data accurately reflects their performance. In the event the data does not mirror a Supplier's records, Suppliers need to raise the issue to either the DTC Supply Chain representative.

3.1 Notification Responsibilities

There are three instances in which DTC must be notified (other than unique requirements that may be cited in a Purchase Order).

- a) Changes in Supplier Processes, Facilities, etc.

If there is a change in the Supplier's facilities, transfer of work, or change in sub-tier Suppliers, DTC must be notified of such change in writing. Examples include, but are not limited to:

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1. Use of a process or material other than that used in the previously approved part.
2. Production from new or modified tools (except perishable tools), dies, molds, patterns. etc., including additional or replacement tooling.
3. Production following any refurbishment or rearrangement of existing tooling or equipment.
4. Production from tooling and equipment transferred to a different plant location or from an additional plant location.
5. Change of a Supplier for parts or services (e.g.: Circuit cards or components) that affect Customer fit, form, function, durability, or performance requirements.
6. Any change in material, including not only raw material but also chemical compounds or processes (i.e. paints, adhesives, sealers, lubricants, etc.) which become a part of the finished product; this includes changing to an engineering approved alternate material or any change in the sequence of operations.
7. Change in test/inspection method or new technique (no effect on acceptance criteria).
8. If the change affects fit, form or function of a part being purchased by DTC, or requires a First Article Inspection or Delta First Article Inspection, DTC must be notified prior to the order being processed (unless other requirements are present within the Purchase Order regarding these types of changes).

b) Loss or Suspension of Third Party Registration

In addition, if a Supplier loses an accrediting agency certification or is put on suspension by a registrar, the Supplier must notify the DTC Supply Chain and/or Quality representative of the occurrence in writing within 5 working days. When a Supplier's certificate expires, a copy of the new certificate must be forwarded to DTC Quality representative. In the instance of loss or suspension of certification, DTC may elect to suspend or remove a Supplier from the Approved Supplier Listing until such time as the certification is reinstated and a Supplier Assessment has been performed.

c) Notification of Escape

Suppliers are also required to notify DTC within 5 days of identifying a nonconformity which has been or may have been delivered to DTC. The notification must include sales order number, part number, quantity affected, detailed description of the nonconformance, initial or complete description of risks to product performance, and containment, interim and long term Corrective Actions and a plan to check for effectiveness of the Corrective Actions.

In the event the failure analysis requires time exceeding 5 days, an initial assessment and disposition is acceptable as long as the full assessment is received in its entirety within 30 days from the date of initial notification.

Failure to comply with the requirements stipulated in Notification Requirements may result in removal from the Approved Supplier Listing and/or additional remedies.

3.2 Sub-Tier Supplier Management

It is a Supplier's responsibility to manage its sub-tier Suppliers, flow down Purchase Order requirements, and provide requirements and guidance to their supply base consistent with Purchase Order provisions. To this end, the Supplier must have a process in place to ensure that all sub-tier Suppliers have and maintain the ability to provide defect-free material and services in a manner that meets DTC requirements. If a situation arises where DTC must take an active role with a sub-tier Supplier to address a specific concern, DTC will do so only after Supplier notification. The Supplier must then ensure that all sub-tier Suppliers provide timely response to quality concerns.



SECTION 4: GENERAL REQUIREMENTS

4.1 Purchase Order/Contract

The Purchase Order is a legal contract between DTC and the Supplier. As such, it is the responsibility of the Supplier to thoroughly read and understand the Purchase Order and all of the requirements there-in before acknowledging acceptance and beginning work. ***These general requirements apply to all Purchase Orders.*** Any questions regarding the Purchase Order and the work defined there-in should be directed to DTC Supply Chain representative for review and resolution. Only written authorization from authorized DTC/representatives as noted below may be used to deviate from the Purchase Order requirements.

- Procurement representative must authorize all cost, quantity and schedule changes.
- Quality representative must authorize all technical and quality related changes.

4.2 Traceability Verification

The Supplier must maintain traceability throughout all steps of the manufacturing process including any outside processing. All Suppliers to DTC must have a lot identification system that distinguishes one lot from another when shipping finished or raw product. All component/product lots must be traceable to raw material lots. The Supplier must ensure that the supplied products are legibly marked per Purchase Order and blueprint requirements.

4.3 Documentation

It is the responsibility of the Supplier to meet whatever documentation requirements are specified by the Purchase Order, whether through verbiage or through Quality Clauses.

Because of the seriousness of documentation issues in terms of product traceability requirements and time associated with resolving documentation issues, DTC takes a firm stance regarding accepting orders where documentation does not comply with requirements. Additionally, noncompliant documentation is viewed the same as receiving a nonconforming part and affects a Supplier's Quality Rating as well as their ability to be considered for future work with DTC.

Finally, continued issues with noncompliant paperwork can and may result in permanent removal from the DTC Approved Supplier Listing.

4.3.1 Certificate of Conformance (C of C)

A copy of the Supplier's Certificate of Conformance (C of C) must be submitted with each shipment of material, product, and/or service. The C of C, signed by an authorized individual, certifies that all product and/or services have met the requirements of the Purchase Order, including drawings and specifications at the prescribed revision level of the product and must include:

- Company's name and address
- Date of Certification
- DTC Purchase Order number
- DTC part number and revision (as it appears on the contract)
- Part Description
- Part Quantity
- Serial number listing of parts as applicable
- Statement of Conformance
- Signature/Name of Supplier Point of Contact

Check the Quality Clauses listed on the Purchase Order to understand any documentation or Purchase Order



specific requirements for the order being shipped. Please remember that traceability is critical; ensure that all the documents can be traced back to the:

- Purchase Order
- Quality Clauses
- Applicable Technical Requirements

Piece quantity is also important. Ensure the quantity of parts on the Purchase Order reconciles with the quantity indicated on the C of C.

It is the Supplier's responsibility to review test reports and C of Cs of Supplier-purchased material or services. All sub-tier Supplier C of Cs for material finish and processes must be retained by the Supplier and available for review. DTC only assumes responsibility for conformance of material it has provided.

DTC Quality Clauses are listed in **Section 6** of this handbook.

4.3.2 Non-Metallics Documentation

Non-metallics documentation must include at a minimum:

- Lot or batch number
- Cure date as applicable
- Date of shelf-life items as applicable

4.4 First Article Inspection (FAI)

The Supplier is required to prepare and maintain a FAI for each part number supplied to DTC. The FAI is used to determine whether all engineering designs and specifications are properly understood by the Supplier and that the Supplier's processes have the capability to produce products meeting these requirements during an actual production run. Suppliers must ensure all drawing clarifications are resolved during the request for quote phase and/or Purchase Order review. It is the Supplier's responsibility to ensure that the FAI form is similar to AS9102 in keeping with sheets 1-3 of the AS9102 form format, exceptions to this format must be approved by DTC Quality.

The report shall reflect 100 percent inspection verification of all drawing characteristics. It delineates each drawing characteristic and specifies the corresponding actual measurement results and it shall provide evidence of acceptance by the Supplier's authorized Quality Assurance representative.

If a FAI is to be submitted with the product it will be called out on the PO with a Quality Clause, (Ref, **Section 6**).

4.4.1 Delta First Article Inspection

Process or product changes require Delta FAIs. Notification to DTC prior to changes is essential as additional audits or Supplier identification may be required prior to resubmission (reference **Section 3.1**, "Notifications"). Process or product changes are defined as changes in the process or product that could affect its capability to meet design requirements or the durability and reliability of the product, including:

- Changes in design affecting form, fit or function of the part.
- Use of a process or material other than that used in the previously approved part.
- Production following any refurbishment or rearrangement of existing tooling or equipment.
- Production from tooling and equipment transferred to a different plant location or from an additional plant location.
- Change of a Supplier for parts or services that affect customer fit, form, function, durability, or performance requirements.
- Break in production or product produced after tooling has been inactive for volume production for

12 months or more.

- Any change in material, including not only raw material but also chemical compounds or processes (i.e., paints, adhesives, sealers, lubricants, plating, heat treat processes, etc., which become a part of the finished product) this includes changing to an engineering approved alternate material or any change in the sequence of operations.
- Change in test/inspection method or new technique (no effect on acceptance criteria).
- Upon request of DTC Supply Chain or Quality representative.

4.5 Inspection & Test Requirements

All inspection and testing must be conducted:

- In accordance with the Purchase Order/print requirements.
- With equipment that is appropriate for the required characteristics and tolerances.
- Under conditions consistent with the nature of the part and manufacturing processes.
- In accordance with documented inspection instructions.
- With measuring test equipment that is calibrated and documented per the Quality Management Systems requirements.

The Supplier will maintain a positive system for identifying the inspection and testing status of supplied product. Identification may be accomplished by means of stamps, tags, routing cards, move tickets, tote box cards or other control devices.

4.5.1 Records of Compliance

Records of compliance must be formally documented, and maintained to ensure the Suppliers' products/services comply with the identified purchase specifications, engineering and/or material specifications, and contract requirements.

a) Records must provide traceability to specific product/process information, including:

1. Part/drawing number revision level and quantity
2. Applicable specifications with revisions
3. Testing or Manufacturing Facility
4. Heat/lot number (if applicable)
5. Procedure with revision traceability (if applicable)
6. Contract/Purchase Order identifier
7. Government Contract number (if applicable)
8. All actual data compared to requirements to indicate acceptability of the product
9. The inspector's name, signature and level of certification (if applicable)
10. Date of inspection(s)

b) Product Work Instructions and process control procedures/plans (including machining, assembling, inspection, and testing instructions) must be an integral part of the Supplier's process and be maintained under revision control.

c) Inspection variable and/or attribute data must be documented on dimensional inspection report or equivalent and retained on file. All data must be made available to DTC personnel upon request. At DTC discretion inspection reports will be requested to be submitted with the product shipment per called out on the PO with a Quality Clause, (Ref, **Section 6**).

- e) Where applicable a Control Plan or equivalent must be on file. A revised control plan must be submitted for any changes in the Supplier's process.
- f) Except as the parties may otherwise agree, all Supplier records must be written in the English language and specified in the unit of measure designated within the drawing or standard.

4.5.2 Sampling Plans

Sampling plans must meet all requirements imposed in applicable standards, such as ANSI/ASQ Z1.4. Sampling plans must reject the whole lot if one defect is found, i.e. "C" equals zero. The subsequent lot may be 100% inspected in order to determine compliant product.

In addition to the sampling plan, any drawing note categorized as a quality assurance provision which identifies a major or critical safety item characteristic must be inspected as indicated.

4.5.3 Visual Inspections

Where possible, acceptance criteria for visual inspections may be defined and quantified by enlarged color photographs and/or actual part samples. DTC reserves the right to reject any product that exhibits an unusual visual condition.

If a Supplier requires clarification of visual requirements for part acceptance, it is their responsibility to contact DTC Quality for assistance.

4.5.4 Dimensional Inspection

In the event that the Supplier does not have the necessary equipment to conduct the required inspections and tests, a third-party inspection source (with calibrated equipment traceable to NIST) may be utilized at the Supplier's expense. Whenever possible, the Supplier should provide variable inspection data rather than attribute data. Inspection records or objective evidence of the inspection results need to be retained by the Supplier.

4.6 Qualification of Personnel

The Supplier is responsible for maintaining all special process certifications (i.e. Soldering, ESD, Welding, Non-Destructive Inspection (NDI)...). Records must be current and available.

4.7 Right of Access

DTC reserves the right of access to all applicable areas of a Supplier's facility and applicable sub-tier Suppliers for DTC and/or Customer and regulatory agency representatives to verify the products/ services during the assessment for, or execution of, a DTC contract. Additionally, the Supplier's quality control, inspection system, and manufacturing processes are subject to audit review, verification and analysis.

4.8 Source Inspection Required

When identified as a Quality Clause, the items and supporting quality documentation covered by the Purchase Order are subject to DTC or customer source inspection and/or witnessing of tests prior to shipment. DTC reserves the right to invoke source inspection any time throughout the performance of a contract.

4.9 Measuring and Test Equipment (M&TE)

The Supplier must maintain calibration for all M&TE such as gages, tools, jigs, fixtures and dies used to verify conformity to requirements of the Purchase Order. The calibration must be in accordance with a recognized standard, such as ISO10012 or ANSI/NCSL Z540-1, and must address the criteria described in the selected standard. Measuring and test equipment must also meet all requirements imposed in applicable specifications, such as those addressing special processes. Calibration records must be traceable to NIST or other national standards for companies outside the United States.



If the M&TE is DTC owned the Supplier is responsible for keeping the M&TE within calibration cycles and ensuring that out of calibration DTC owned M&TE is not used for the validation of products. The Supplier should coordinate with DTC on the calibration cycles of the M&TE. DTC is responsible for the cost of the calibration of DTC M&TE.

4.10 Nonconforming Product

The Supplier is responsible for establishing controls to ensure that products/services not conforming to the Purchase Order are identified, segregated, dispositioned, and controlled to prevent inadvertent use. Supplier authorization to return nonconforming product is required within 24 hours of notification. Without this authorization, product may be returned at the discretion of DTC.

In the event that the Supplier identifies a nonconformance with products or material, DTC must be notified (reference 3.1, "Notifications"). The Supplier must quarantine and contain the suspect lot(s) and withhold shipment of these lots until authorization from DTC's Quality representative has been received regarding disposition of the parts in question.

The Supplier is responsible to address containment of the nonconforming product at their facility, in transit, and at DTC.

When disposition nonconforming material the Supplier has no Material Review Board (MRB) authority and may not sell DTC product that has been dispositioned at any time "Use As Is", "Repair" or "Scrap" without prior written permission from DTC.

4.11 Corrective Action

Suppliers are responsible for implementing quality systems capable of resolving problems adversely affecting quality and correcting those conditions. Suppliers must take prompt corrective action to correct assignable conditions which have resulted or could result in the submission of nonconforming products/services to DTC.

When a Supplier Corrective Action Request (SCAR) is issued, response to DTC is due on or before the due date identified on the SCAR. A Supplier's corrective action format will be acceptable as long as all of the information requested by DTC is included in the response.

Corrective actions must be documented and include as a minimum:

1. Containment Actions for items at sub tier suppliers, stores, work-in-progress, product in transit. Containment actions are to be performed promptly upon a SCAR issuance, and notify Buyer of immediate actions taken within four (4) days.
2. Identification of Root Cause, including descriptions of the Root Cause Corrective Action Analysis tools used.
3. Final Root Cause Corrective Action that will ensure the problem does not resurface and directly addresses the identified root cause.
5. Description of how effectiveness of the Root Cause Corrective Action will be determined (verification of effectiveness).

All steps in the Root Cause Corrective Action process need to have a timeline included with discrete steps and status, as well as objective evidence of actions taken such as training records, metrics, etc. The objective evidence must be retained and available for DTC review.

The SCAR will stay open until a DTC Quality representative has verified evidence that the actions were effective. Failure to respond to a request for corrective action in a timely manner may place the Supplier at risk of being removed from DTC's Approved Supplier Listing.

4.12 Identification Marking

The Supplier must assure that supplied products are legibly marked per the specified drawing method, or Purchase Order requirement. The identification marking must be as permanent as the normal life expectancy of the item and be capable of withstanding the intended operating environment and cleaning procedures. Legibility is required for readability and is applicable after the specified protective coatings are applied. Quality Clauses may be flowed down on the PO for product specific identification requirements.

4.13 Foreign Object Debris and Foreign Object Damage (FOD)

The Supplier must furnish parts/components free of Foreign Object Debris and Foreign Object Damage (FOD); i.e., any contaminant that will be detrimental to the item's form, fit or function. Any part not meeting these criteria is subject to return to Supplier for correction and will be cause for a Supplier Corrective Action Request to be issued.

4.14 Technical Documents

The Supplier will have all design records available (drawings, specifications, etc.) for the products manufactured, including components or details of assemblies and technical standards noted on the drawings available for Supplier employees, sub-tier suppliers, Source Inspection (CSI) and DTC representatives. For parts identified as catalog parts, this may consist of functional specification or a reference to a recognized industry standard. Documents must include the date of the design record and the change level and must include any authorized engineering change documents used in conjunction with the part drawings.

4.15 Packaging and Shipping Requirements

Any agreed upon shipping specifications must be adhered to in all instances. Unless otherwise agreed upon in writing, the method of packaging and shipment of product may be at the Supplier's discretion. Product must be protected against in transit and storage damage, deterioration and contamination, and anything else that would render the product unfit for its intended use. The product must be packaged so that the product weight and/or size do not adversely impact the type of transportation chosen.

4.16 Supplier Packing Slip Requirements

A Supplier Packing Slip must be attached to each shipped container referencing DTC PO, Line Item Number, Part Numbers and Quantities provided and the C of C. A container may be a skid, carton, package, etc.

4.17 Records Retention

Suppliers must have a system for maintaining control of records of compliance to applicable procurement documents, drawings, specifications, and standards as previously defined.

Unless otherwise indicated on the Purchase Order, records must be maintained for a minimum of seven (7) years after final shipment. Before disposal, Supplier must contact DTC Quality Assurance for authorization of disposal or instructions for forwarded records to DTC for retention.

The Supplier must provide records to DTC upon request. All requests for records must be fulfilled by Supplier with five (5) working days.

SECTION 5: PRODUCT SPECIFIC REQUIREMENTS

5.1 Application of Product Specific Requirements

In addition to the general requirements specified in **Section 4** which apply to all purchase orders; this sections details product specific requirements. These apply based on the type of product being provided. It is up to the supplier to understand if a requirement applies to the product being provided. If there are any questions about



the application of a requirement the Supplier is responsible to requesting clarity through the DTC Supply chain or Quality representative.

5.2 Shelf Life Material

Shelf Life Material includes, but may not be limited to elastomeric products, batteries, potting compounds, shrinkable tubing, epoxies, shelf life adhesives, sealants, compounds, and paints. Certificate of Conformance for shelf life materials must contain the following as a minimum:

1. Lot traceability by run, batch, lot or date of manufacture
2. Shelf life expiration date (as required by specification)
3. Storage conditions to achieve shelf life, if not stated on material package.

Product must be permanently marked as required by Purchase Order and include as appropriate:

1. Date of expiration or "best if used by" designation
2. Traceability to run, batch, lot or date of manufacture

The method of product marking must not be detrimental to form, fit, or function. As dictated by size or configuration.

If environment is a factor in determining useful life, identification shall also include the storage temperature, humidity, etc. required to achieve the stated useful life.

In no case shall materials be provided with less than 75% of its useful life remaining.

5.3 Counterfeit Prevention

The Supplier, unless provided exemption by DTC, must have a "Counterfeit Prevention Plan" and process that provides "Acquisition Traceability". "Acquisition Traceability" consists of the name and location of all Supply Chain intermediaries from the component/part original manufacturer to the direct source of the product. The Supplier must ensure counterfeit prevention requirements are flowed to the Supplier's sub-tiers, and requirements are clearly stated as deliverable data within procurement documents, regardless of the level within the Supply Chain the products are procured. For guidance on developing a Counterfeit Prevention plan, reference AS5553. See **Section 1.4** for definition of counterfeit products.

5.3.1 Procurement of Product

The Supplier must only purchase products to be delivered or incorporated into their product from the Original Component Manufacturer (OCM) or the Original Equipment Manufacturer (OEM) or through an OCM/OEM authorized distributor chain. Components/parts must not be acquired through an independent distributor or broker unless written authorization in the form of a formal approval to do so has been obtained by an authorized DTC representative.

5.3.2 Certificates of Conformance and Acquisition Traceability

The Supplier is solely responsible for ensuring that a Certificate of Conformance and Acquisition Traceability is obtained for each product that is procured from the Supplier's Supply Chain for the purpose of fulfilling a DTC Purchase Order. Additionally, Suppliers are responsible for performing inspections of components and paperwork to ensure conformity to the specifications. Likewise, the Supplier must provide a Certificate of Conformance that is the express representation of the parts/components being provided that meets all drawing, specification, Purchase Order and Terms and Conditions of the contract requirements.

5.3.3 Delivery of Suspect Counterfeit Product

In the event that components/parts/product are delivered to DTC that the Supplier suspects may be counterfeit, the Supplier must notify DTC Procurement and Quality within 24 hours with all of the pertinent facts associated



with shipped product.

Once the notification has occurred, the Supplier has full responsibility for replacing all suspect material promptly, ensuring that replacement product is genuine and has all of the necessary documentation and inspections performed provided as objective evidence to prove Contract requirements have been met.

Delivery of suspect counterfeit parts/product whether knowingly or unknowingly is classified as a "non-delivery" and a nonconformance to the Purchase Order.

5.3.4 Securing Counterfeit Product

DTC reserves the rights to secure and hold any suspect counterfeit product/parts/components and provide them to any investigative agency of the US Government.

5.4 ESD Control

For electrostatic sensitive items, ESD handling requirements apply; reference ANSI/ESD-S-20-20. ESD sensitive items must be provided in ESD packaging. The ESD plan is subject to review by DTC and/or their customers.

5.5 Solder Workmanship Standard

Soldering and processing of electronic assemblies shall be in accordance or equivalent with IPC-A-610, Acceptability of Electronic Assemblies or J-STD-001, Requirements for soldered Electrical and Electronic Assemblies.

SECTION 6: DTC Quality Clauses

6.1 Application

As appropriate, DTC Quality Clauses will be identified on the Purchase Order. It is the Supplier's responsibility to know, comprehend, flow down to sub-tiers and act in accordance with these requirements for the products to which they have been applied.

The DTC Quality Clauses can be obtained through the DTC Supply Chain or Quality representative. Whenever possible, DTC will notify DTC Suppliers of changes to the handbook or Quality Clauses, however it is the responsibility of the Supplier to ensure the current clauses are understood and compliance to the requirements assured.

6.1.1 General Quality Clauses

QC 1. Pure Tin Compliance Required

A certificate of compliance is required for all products on this Purchase Order that require solder, platings, coatings, and claddings. The certificate must state that all products that have been soldered, plated, coated, and/or cladded comply with the following:

- a) Material composition less than 97% tin by weight
- b) Tin alloy with composition of greater than 3% lead by weight

The Supplier must contact DTC Supply Chain or Quality immediately if a conflict is identified between the need for tin/lead and the manufacturer's part number stated on a DTC drawing, or the manufacturer's part number is not available (do not substitute without prior approval).



QC 2. FAI Documentation Required

A copy of the FAI report as defined in **Section 4.4** of this document is required with the first shipment of the product per the specific PO.

QC 3. Source Inspection Required

The items and supporting quality documentation covered by the Purchase Order are subject to DTC or customer source inspection (CSI) and/or witnessing of tests prior to shipment.

In order to accommodate source inspection representatives, the Supplier must make facilities, equipment, M&TE, inspection records, and assistance readily available, ensuring that records, technical data, etc. are available at the start of the Source Inspection.

Unless otherwise agreed upon, a minimum of three (3) days' notice is required by the Supplier to schedule CSI. CSI may be scheduled through DTC Quality or through a third party inspection source as directed by DTC. A minimum of 48 hours prior notice is required for cancellation. In the event cancellation requests are received within the 48 hour window, the Supplier will be responsible for costs incurred for the canceled inspection.

Additionally, the costs incurred for DTC Source Inspectors to return to a Supplier's facility to re-inspect documentation or products that previously failed Source Inspection as a result of a Supplier mistake may be charged back to the Supplier.

It is the Supplier's responsibility to ensure that the product to be Source Inspected is complete, that all of the documentation required (reference **Section 4.3.1** Certificate of Conformance Requirements) is presented, and any tools or documentation required to validate the product being inspected is available for the Source Inspectors use.

During a Source Inspection DTC representatives will make every possible effort to accommodate paperwork corrections, etc. to ensure that the inspection progresses smoothly. However, when corrections cannot be made or the required information acquired, the documentation will be treated as a nonconformance and annotated on the inspection report. It is possible that paperwork nonconformances can cause lot rejection and, if repeated despite Corrective Actions, removal from the DTC Approved Supplier Listing.

Source inspection does not relieve the Supplier from internal inspection or relieve the Supplier of their responsibility for furnishing an acceptable end item on time.

QC 4. Supply Chain Traceability Required for Commercial Electronic Components

Acquisition traceability from original manufacturer required. Specify supply chain traceability that identifies the name and location of all the supply chain intermediaries from the part manufacturer to the direct source of the product for the seller. Documentation should identify the manufacturer, distributor to whom the parts were supplied, purchase order number, part number and quantity. The chain of packing lists and/or procurement documents may be used to establish the supply chain intermediaries. Date Code information may be provided whenever possible but is not required. Reference SAE AS5553 Aerospace Standard for Counterfeit Electronics Parts; Avoidance, Detection, Mitigation and Disposition, Appendix C - C.3.1

QC 5. Functional Test Report Submission

The functional test reports are required to be submitted for those products that have functional or safety performance test requirements specified on the Purchase Order. The test report must contain, at a minimum, product number, serial number, product revision level, the test requirements, actual test results, corresponding test procedure and revision level, test date and signature of test technician.



QC 6. Product Identification

All products shall be identified by a part number, permanently and legibly affixed directly to the surface of each article.

In the event this is not possible due to physical size or nature of material, an identification tag shall be securely affixed to each article, or

If articles are supplied in individual or multi-unit containers the container shall reveal the appropriate identification.

SECTION 7: REFERENCE DOCUMENTS AND FORMS

7.1 Reference Documents

ISO 9001:2008- Quality Management Systems

ANSI/ASQ Z1.4 Sampling Procedures and Tables for Inspection by Attributes

ANSI/NCSL Z540-1 Calibration Requirements

SAE AS5553 Aerospace Standard for Counterfeit Electronics Parts; Avoidance, Detection, Mitigation and Disposition, Appendix C - C.3.1