PROCUREMENT DOCUMENT
QUALITY ASSURANCE REQUIREMENTS

In case of any conflict with this document and any other requirements, the order of precedence is as follows:

1. **RH Laboratories, Inc. Purchase Order**
2. **Drawings, Specifications, and or Electronic Files**
3. **This document**

Reference should be made on the RH Laboratories, Inc., purchase order or request for quote, which incorporated this attachment, to determine which of the codes listed below are applicable.

All suppliers shall be qualified according to the RH Laboratories, Inc. supplier qualification process defined in our AS9100 Quality Management System. Suppliers may be asked to complete a Supplier Quality Survey Questionnaire and/or successfully pass an on-site survey. The Supplier shall allow RH Laboratories, Inc. personnel access to perform an on-site survey for qualification with the understanding that sensitive and proprietary information is reserved by the Supplier.

A - CERTIFICATES OF CONFORMANCE – A Certificate of Conformance (compliance) is required from the supplier stating that the shipment of articles on this order conform to applicable material and/or process specifications. Supplier must retain on file, material test results and process records, as applicable, including his supplier and their supplier certifications. When applicable, the vendor C of C shall state the conformance of verification of critical intrinsic safety board level electronic components for all EC-type examination certificate/IECEX Scheme (EXTR) products.

B – ESD CONTROLS - The supplier system should have in place the requirements for an ESD control program in accordance with MIL-STD-1686 and/or ANSI/ESD-S-20.20 to minimize the effects of ESD on parts, assemblies, and equipment.

C – ESD PACKAGING - The requested method by RH Laboratories, Inc., of shipping/storing of raw piece parts is to use anti-static bags, metal in, type bags. The bag(s) shall meet or exceed the requirements of MIL-PRF-81705D Type III, EIA 625, MIL-HDBK-263, MIL-STD-1686, ANSI/ESD-S20.20, and EOS/ESD standards.

D - SHELF LIFE MATERIALS - Supplier shall provide shelf life materials with a life duration beginning on receipt date at RH Laboratories, Inc. Shelf life shall be noted on Certificate of Conformance by the supplier. MSDS required.

E - TEST/ INSPECTION DATA - Supplier shall provide a complete set of Test/Inspection Data as recorded during acceptance test for purpose of quality analysis with each shipment.

F - CONFIGURATION CONTROL - No changes to product drawings or processes are to be made without RH Laboratories, Inc. approval.

G – SOURCE INSPECTION is required prior to shipment from your plant. Notify the cognizant RH Laboratories, Inc. buyer four (4) days in advance of date material is ready for our inspection/test.

H - FIRST PIECE INSPECTION - Supplier first piece inspection is required on three (3) pieces of the first lot to be shipped on this order. Supplier is to submit a complete inspection report with the parts.

I - STATISTICAL PROCESS CONTROL - Supplier shall provide with each shipment, evidence of variable or attribute measurements, as applicable, for the purpose of quality analysis.

J - PREFERENCE FOR DOMESTIC SPECIALTY METALS

This purchase order imposes requirements with which must be complied with when filling this purchase order. Also, this purchase order incorporates the contract clause at DFARS 252.225-7014 Alt. I (applicable to prime contracts entered into prior to November 16, 2006), and/or DFARS 252.225-7014 Alt. I (Deviation) (applicable to prime contracts entered into after November 15, 2006), which you must flow down to all of your vendors that supply any articles delivered under this purchase order that include specialty metals. Both clauses provide the same definition of specialty metals and prohibit RH Laboratories, Inc. and all of its suppliers at every tier from incorporating specialty metals into military parts, components and/or end item deliverables unless the specialty metals have been melted (the Deviation clause adds “or produced”) in the United States, its outlying areas, or a qualifying country listed in DFARS 225.872-1.

Exemptions to requirements of the above clauses may exist, as outlined in the clauses themselves or by operation of applicable Department of Defense Domestic Non-Availability Determinations (DNADs) posted on its public web site for that purpose. If you believe an exemption(s) apply, please specify the specifics and provide RH Laboratories, Inc. with documents and information sufficient to demonstrate your entitlement thereto.

K – LEAD FREE CONTENT

Suppliers of electrical or electronic products, subassemblies, components or material containing lead free solder, pb-free plating or pb-free terminations shall notify RH Laboratories, Inc. upon receipt of this Purchase Order. The notification shall identify the type of material and the application in which it is used. RH Laboratories, Inc. reserves the right to modify any or all terms and conditions of the Purchase Order deemed to be appropriate following notification. Approved Termination Finishes are as follows:

- Tin-Lead (Sn-Pb) hot solder-dipped (3% Pb minimum)
- Electroplated tin-lead (SnPb) solder (3% Pb minimum)
- Palladium plated
- Nickel palladium gold (gold flash)
- Electroless Nickel Immersion Gold (ENIG)
- Gold 0.4 µm [15.7 microinches] or less on a surface mount part
- Gold 2.5 µm [98.4 microinches] or less on a thru-hole part
- Pure tin with a matte finish over a nickel barrier, pure tin with a matte finish that has been annealed or hot dipped pure tin over nickel barrier. All other pure tin finishes are disallowed unless authorized by RH Laboratories, Inc.

L – GOVERNMENT SOURCE INSPECTION

Government Inspection is required prior to shipment from your plant. Upon receipt of this order, promptly notify the government representative who normally services your plant so that appropriate planning for Government Inspection can be accomplished. If none, to the nearest Army, Navy, Air Force, or Defense Supply agency inspection office. In the event the representative or office cannot be located, our purchasing agent should be notified immediately.

L1 – RIGHT TO AUDIT

The Buyer, Buyer's Customer and or End User reserve the right to audit the supplier, as required during the performance of this purchase order.

M – FIRST ARTICLE INSPECTION

The SELLER shall conduct a First Article Inspection on one part chosen from the first production lot prior to delivery of all materials listed on the purchase order. The first article shall be submitted to the BUYER and is to include recorded dimensions in accordance with the First Article (FA) drawing supplied with the purchase order.

N – DATA RETENTION (7 Years)

Records of inspection and test data must be maintained by the SELLER and available for audit for a minimum of seven (7) years. The term "data" in this note refers to all inspection and test data (electronic or paper) required by the drawing or purchase order. All data shall be maintained on file by the SELLER, and upon request, shall be available and provided for RH Laboratories, Inc. review, for a period of seven (7) years minimum, after final shipment of material against this purchase order. This data shall include:

- Original manufacturer's name
- Purchase order number
- Part number and revision
- Test/Inspection results
- Quantity of parts inspected/tested
- Serial numbers (where applicable)
- Date of inspection/test
- Approval authority name and position, and date

O – INSPECTION AND TEST DATA

Inspection and test data demonstrating conformance to requirements as specified in RH Laboratories, Inc drawing, specification or purchase order shall be generated by the SELLER. A copy of the data shall accompany each shipment of material. All inspection and test data shall be maintained on file by the SELLER in accordance with RH Laboratories, Inc. Quality Clause "N." This data shall include:

- Original manufacturer's name
- Purchase order number
- Part number and revision
- Test/Inspection results
- Quantity of parts inspected/tested
- Serial number(s), lot or batch number(s) or data code(s) as applicable
- Date of inspection/test
- Approval authority name and position, and date

P – COUNTERFEIT PARTS DETECTION PLAN

Distributor, Sub-Contractors, and Brokers must provide the following items: When providing parts not directly procured from the original equipment manufacturer (OEM), documentation detailing training and implementation of your company's action plan to detect parts that are counterfeit, reprocessed, used, or misrepresented must be submitted and approved by RH Laboratories, Inc. prior to delivery of any material meeting this criteria.

P1 – COUNTERFEIT PARTS – DISCLOSURE OF SOURCE

The supplier shall disclose the source of parts to the buyer, if the parts should become the subject of a legal or counterfeit issue.

Q._ ISO 9000:2015 OR AS9100:2016 QMS - Supplier compliance and/or certification to AS9100:2016, ISO9000:2015, or equivalent are preferred, but not mandatory. At a minimum there shall be adequate process controls to ensure the Supplier can meet the Purchase Order requirements.

R _ NON-CONFORMING MATERIAL

RH Laboratories retains all Material Review Board (MRB) authority for any non-conforming material shipped to RH Laboratories. If the material is found to be non-conforming prior to shipment, do not ship non-conforming material without prior written approval of RH Laboratories.

The Supplier shall report any nonconformance that may affect already delivered product.

- Notification shall include a clear description of the discrepancy, identification of suspect parts (mfg. dates, serial numbers, qty, etc.), and dates delivered.
- A containment plan and interim corrective action shall be provided to assure no further defective product will be received at RH Laboratories.

S _ HAZARDOUS MATERIALS - For any hazardous material, a material safety data sheet (MSDS) will be required to be delivered with product.

T _ FOREIGN OBJECT CONTROL (e.g. items not intended to be part of the product such as solder splashes, wire stripping shavings, screwdriver, paperclip, etc.):

The Supplier shall have sufficient Foreign Object controls within their facilities/operations to prevent Foreign Objects from entering into the product.

U _ WORKMANSHIP

Unless otherwise specified, material shipped against this Purchase Order shall be free of pits, cracks, dents, scratches, burrs, sharp edges, foreign matter, or any other evidence of poor workmanship that shall render the unit unsuitable for its intended use. Additional requirements are defined in the PO.

V _ PURCHASE ORDER CHANGES -- Once the PO is accepted, any supplier initiated change requests shall be initiated via e-mail to the buyer. RH Laboratories initiated changes should be communicated to the Supplier via a purchase order revision.

W_CALIBRATION SYSTEM REQUIREMENTS – The Seller shall provide for maintenance and calibration of all inspection, measuring, and test equipment used to determine the acceptability of items to be delivered. The calibration system shall comply with ANSI/NCSL Z540.3, ISO 10012, ISO/IEC 17025, or as a minimum MIL-STD-45662.

X_QUALITY REQUIREMENTS FOR SOLDERED ELECTRICAL CONNECTIONS – The seller shall provide and maintain a system that meets the requirements of PC J-STD-001, Class 3, "Requirements for Soldered Electrical or Electronic Assemblies."

Y_DESIGN AND DEVELOPMENT CONTROLS - The following controls shall be applied to the design and development process to ensure that:

a. the results to be achieved are defined (RH Labs Specification or Statement of Work (SOW));
b. reviews are conducted to evaluate the ability of the results of design and development to meet requirements;
c. verification activities are conducted to ensure that the design and development outputs meet the input requirements;
d. validation activities are conducted to ensure that the resulting products and services meet the requirements for the specified application or intended use;
e. any necessary actions are taken on problems determined during the reviews, or verification and validation activities;
f. documented information of these activities is retained;
g. progression to the next stage is authorized.

Participants in design and development reviews shall include representatives of functions concerned with the design and development stage(s) being reviewed.

NOTE: When tests are necessary for verification and validation, these tests shall be planned, controlled, reviewed, and documented to ensure and prove the following:

a. test plans or specifications identify the test item being tested and the resources being used, define test objectives and conditions, parameters to be recorded and relevant acceptance criteria;
b. test procedures describe the test methods to be used, how to perform the test, and how to record the results;
c. the correct configuration of the test item is submitted for the test;
d. the requirements of the test plan and the test procedures are observed;
e. the acceptance criteria are met.

At the completion of design and development, the organization shall ensure that reports, calculations, test results, etc., are able to demonstrate that the design for the product or service meets the specification requirements for all identified operational conditions.

NOTE: As an alternate to the above, the supplier performing the design activity may submit their design methodology to RH Laboratories for approval.

Z_SAMPLING INSPECTION – When 100% inspection is not performed, sample inspection shall be in accordance with ANSI/ASQC Z1.4, or MIL-STD-105 as a minimum. The plan shall be to Level II, Normal, Single lot sampling plan to an AQL level of 2.5 minimum. Alternate sampling plans can be used but must be submitted to RH Laboratories for approval prior to use.