

Manufacturing Specification

Type	For	Number 305.0.3
Quality System	Supplier Quality Flow Down Requirements	Issue 3
		Date 02/26/18

Issue Number	Issue Date	Reason for Issue
1	08/31/15	New procedure.
2	02/02/17	Updated procedure in accordance with CPA no. 20252.
3	02/26/18	Updated procedure in accordance with CPA no. 20313.

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Reason for Issue #3: Updated procedure in accordance with CPA no. 20313.

Prepared by: David Bonito Approved by: /s/ Anthony W. Calabrese Date: 02/26/18

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1.0 SCOPE:

1.1 This document shall define and uniquely identify the standard quality requirements that are to be communicated or otherwise flowed down to approved suppliers and all applicable sub-tier suppliers during the purchasing and procurement of a good or service for use in the product realization process.

2.0 PURPOSE:

2.1 This document shall define the standard quality requirements peripheral to the good or service being procured which are to be observed by approved suppliers and all applicable sub-tier suppliers during the execution or fulfillment of a purchase order to ensure necessary supplier conformance against customer requirements and industry specifications at all times.

3.0 DEFINITIONS:

3.1 None.

4.0 RESPONSIBILITIES:

4.1 Purchasing; and

4.1.1 Personnel authorized to purchase or procure goods and services from approved suppliers specifically for use in the product realization process shall be responsible for identifying and documenting all applicable quality requirements for each line item on a purchase order report during submission to the supplier.

4.1.2 Purchasing shall provide each supplier with a copy of this document upon completion of the supplier evaluation and qualification process where that supplier is given conditional approval on the Approved Supplier List or upon request; this document may also be published in an appropriate place on the company website for supplier access at all times.

4.1.3 Note that the latest revision of this document may be located on the company website at <http://www.techmfgcorp.com/quality.html>.

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4.2 Supplier.

4.2.1 The supplier shall communicate or otherwise flow down the quality requirements indicated on the purchase order form for each item directly to their sub-tier suppliers where applicable to ensure conformance against customer requirements and industry specifications at all times.

5.0 RELATED FORMS:

5.1 The following forms and documents are referenced in this document or are associated with this procedure in such a way that their mutual interaction is integral to the proper and successful operation of the Quality System:

5.1.1 Purchase Order Report (FM-305.0).

6.0 RELATED PROCEDURES:

6.1 The following procedures are referenced in this document or are associated with this procedure in such a way that their mutual interaction is considered integral to the proper and successful operation of the Quality System:

6.1.1 Purchasing and Procurement Procedures (QS-305.0);

6.1.2 Supplier Qualification Procedures (QS-209.0);

6.1.3 Supplier Evaluation Procedures (QS-209.1); and

6.1.4 Approved Supplier List (QS-209.1.1).

7.0 RISK REVIEW:

7.1 The review of risk inherent in this process that may result in the release of finished product that does not conform to customer specifications has been performed during the development and update of this procedure.

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7.2 The following effects may result from the failure of this procedure to perform as required or from the failure of responsible personnel to adhere to the requirements of this procedure can include (but are not limited to):

7.2.1 The inability of product to meet requirements and specifications.

8.0 SUPPLIER QUALITY FLOW DOWN REQUIREMENTS:

8.1 General Quality Requirements (all sections in this paragraph are applicable to all purchase orders issued to the supplier regardless of the item being purchased).

8.1.1 The supplier shall provide only the exact items as specified on the purchase order. All custom fabricated items are subject to receiving inspection and test against an AQL=0.65|c=0 random sampling plan; commercial off-the-shelf parts are subject to packing slip confirmation only of the manufacturer, part number and quantity.

8.1.2 When applicable for custom parts and components, the purchase order shall state the revision of the drawing or specification that applies to the order. If the revision is not stated, then it is assumed that the current revision of the drawing or specification applies. The applicable revision of the drawing document will be provided to the supplier with the purchase order. Please contact the buyer for a copy of the drawing document if it was not included.

8.1.3 Seller and their sub-contractor shall grant a reasonable right of access to Technical Manufacturing Corporation, its customers and any regulatory authorities to all applicable areas of all facilities, personnel and any level in the supply chain involved in the fulfillment of the purchase order and to all applicable records. TMC may elect to conduct surveillance of the seller's and sub-contractors systems, procedures, records, procurement documents, facilities and products throughout processing, inspection and test to verify that the requirements of the purchase order are satisfied.

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- 8.1.4 No Material Review Board (MRB) authority is granted to the supplier or any of their sub-tier suppliers who are responsible for providing goods and services against this purchase order. The supplier shall immediately notify the buyer of any nonconforming material situation and obtain approval for product disposition. The supplier shall not scrap, use as-is, rework or repair any part without prior approval from the buyer.

- 8.1.5 A packing slip is required with each delivery. The packing slip will include at a minimum the supplier's name and address, purchase order number as well as each item part number, revision, description, quantity and number of packages.

- 8.1.6 The supplier shall maintain a Quality Management System (QMS) that is satisfactory to Technical Manufacturing Corporation for control of the items being procured and shall be subject to audit by TMC representatives.

- 8.1.7 FOR HAZARDOUS MATERIAL SHIPMENTS ONLY: Seller shall provide the buyer with a current Material Safety Data Sheet (MSDS) with each delivery.

- 8.1.8 The general requirements of this document and all paragraphs that specifically apply to the purchase order shall be flowed down to the seller's sub-tier suppliers in their entirety. When there are conflicting requirements, they shall be resolved by following the requirements of the document with the highest precedence. The order of precedence, in descending order, is as follows:
 - 8.1.8.1 Purchase order requirements;
 - 8.1.8.2 Special quality clauses on the order;
 - 8.1.8.3 Supplier quality flow down requirements;
 - 8.1.8.4 Part requirements or specifications.

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- 8.1.9 The supplier shall not implement any changes in the design, materials, configuration, processes (including outside or subcontracted processes), suppliers, controls, manufacturing locations or ownership without prior written approval from Technical Manufacturing Corporation prior to delivery of goods or services against this purchase order. Such changes may negate all previous supplier qualifications, certifications or approval status and may require requalification of any affected parts through the First Article Inspection Reporting (FAIR) process. The supplier shall notify the buyer of any proposed changes and approval from the buyer is required prior to implementation of any proposed changes. The supplier is also responsible for compliance to this paragraph by all sub-contractors. Suppliers shall submit proposed changes for approval through the Supplier Self-Assessment Survey Form which can be obtained from your buyer.
- 8.1.10 The supplier shall package all items for shipment or transport to Technical Manufacturing corporation or other destinations as may be designated by the buyer in accordance with good commercial practices or as otherwise specified on the purchase order. All packaging shall assure that the items are sufficiently protected so as to prevent damage such as abrasion, scratching and denting due to contact between the items themselves and/or external damage in the course of normal commercial carrier transport. The supplier shall assume all responsibility for damaged items resulting from improper packaging.
- 8.1.11 A signed or authorized Certificate of Compliance is required to be provided by the supplier with each shipment against this purchase order certifying conformance of the good or service to all requirements and specifications. The certificate may be a separate document or provided as part of another document for the shipment but must be traceable back to the customer purchase order number at all times. Note that an electronic signature is acceptable.
- 8.1.12 The supplier shall maintain, protect and preserve all inspection records and testing reports as quality records generated during the fulfillment of this order for a minimum of ten (10) years after completion of the contract unless otherwise stated on the purchase order.

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- 8.1.13 The original equipment (OEM) or component (OCM) manufacturer lot and date codes must be provided for each item supplied against this order. Due to the adverse effects of temperature and humidity on the solderability of electronic components during long term storage, no electronic parts or components will be accepted that have a date code of three (3) years or more from the purchase order date.
- 8.1.14 All items listed on this purchase order shall be in full compliance with the Dodd-Frank Act and cannot contain any minerals including tantalum, tin, tungsten or gold that were obtained from conflict areas. Suppliers who provide items that contain any of these minerals are required to complete and submit the latest revision of the EICC and GeSI Conflict Minerals Reporting Template to Technical Manufacturing Corporation. Conflict Minerals Reporting Templates are valid for one (1) calendar year and can be found at <http://www.conflictreesourcing.org/conflict-minerals-reporting-template/>.
- 8.1.15 All fluxes (J-STD-004), solder pastes (J-STD-005) and solder alloys (J-STD-006) ordered and delivered against this purchase order shall be in strict accordance with and certified to all applicable IPC specifications.
- 8.1.16 Chemicals or consumables delivered against this purchase order shall contain the date of manufacture, shelf life or expiration date, and the batch or lot number directly from the manufacturer along with any special handling, safety or storage requirements. Shelf life limited material must have at least 75% of the shelf life remaining unless otherwise specified in writing on the order by the buyer.
- 8.1.17 Only new, unused and authentic parts traceable back to the original equipment component manufacturer (OCM) or original equipment manufacturer (OEM) are to be supplied or provided against this purchase order. No counterfeit or suspect counterfeit parts are to be provided in any way. Parts identified on this purchase order must be purchased directly from the original equipment manufacturer or their authorized and franchised distributors. Suppliers must retain traceability of parts and evidence of this compliance. Independent distributors or brokers shall not be used at any time without the express written consent of Technical Manufacturing Corporation or its customers.

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8.1.18 Suppliers shall maintain a counterfeit risk mitigation process in accordance with SAE AS5553 latest revision. Suppliers will at their own expense certify any part known or suspected to be counterfeit at the request of the buyer. When suspect or confirmed counterfeit parts associated with this purchase order are discovered, the supplier shall notify the buyer for the completion and submission of a Government Industry Data Exchange Program (GIDEP) report. The supplier shall promptly replace all suspect or counterfeit parts and will be held liable for all costs relating to the removal and replacement of such parts at any level.

8.1.19 Suppliers are hereby notified of their responsibility to be aware of their contribution to product or service conformity and by extension the adverse effects that can occur to product safety resulting from any defect condition identified during the execution of this contract. Suppliers are expected to understand the importance of ethical behavior with respect to product or service conformity at all times and shall not knowingly allow errors or omissions to escape past them and into the supply chain.

8.2 Parts must be provided in strict accordance with the requirements and specifications as documented in the Printed Circuit Board Fabrication Standards (QS-301.1.5) procedure. Please contact the buyer responsible for this order for a copy of the latest revision of this document if you do not have it on file.

8.3 The requirements of the current revision of the Acceptability of Printed Boards (IPC-A-600) for CLASS 3 are applicable to this purchase order. The supplier's Quality Management System shall contain documented evidence of compliance to CLASS 3 of this specification. All personnel performing inspection activities against this purchase order shall be trained and certified in accordance with IPC-A-600 CLASS 3 build requirements.

8.4 The supplier shall ensure that all design construction, components, fabrication, material, processing methods, facility relocation, management or ownership changes, change in sub-tier suppliers, test software changes or any other changes that may impact the form, fit, function, performance and durability of the good or service have not changed since the last successful qualification, first article inspection or on-site survey without the written approval of Technical Manufacturing Corporation. The supplier shall notify the buyer of any such changes who will determine what action if any is appropriate.

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- 8.5 A First Article Inspection Report (FAIR) in accordance with AS9102 (latest revision) is required. Report forms and instructions for completing them can be found at <http://www.sae.org/aaqg/publications>. First article requirements shall meet the AS9100 standard of two (2) years but may be superseded by customer requirements as provided by the quality flow downs attached to the purchase order or additional language in the body of the purchase order. A first article inspection and acceptance is defined as 100% inspection of all part characteristics (including drawing notes) on an AQL=1.5|c=0 random sample of parts from the production lot. The supplier shall document the first article inspection results using the AS9102 First Article Inspection Report (FAIR) template and submit the report along with the actual sample parts to the buyer for approval prior to delivery. If the supplier has not manufactured or processed this part for a period of two (2) years or more, changes the process in any way that can affect the form, fit or function of the part or is a new supplier for this part, then a FAIR is required to be performed at the supplier’s facility. When assemblies and sub-assemblies are subject to FAIR requirements (detail FAIR), each part and process within the assembly or sub-assembly shall have a separate FAI report performed. No part shall be delivered without a signed FAI report by the buyer or authorized representative of the customer.
- 8.6 Inclusion of this quality requirement requires that suppliers and sub-tier suppliers requiring subcontract services shall be only those subcontractors as approved by Technical Manufacturing Corporation or its customers for the performance of such services. Contact your buyer for the contact information of these suppliers.
- 8.7 Source Inspection.
- 8.7.1 This purchase order item is subject to a source inspection. The supplier shall notify the buyer a minimum of fourteen (14) days in advance of item completion and have the entire lot available for a source inspection by a quality representative. The supplier shall provide the representative with reasonable accessibility to the facilities and equipment along with unhindered access to all areas, personnel and records (including but not limited to purchasing, manufacturing, inspection and test) that are essential for properly conducting a source inspection of the item. The supplier shall not ship or deliver any item until authorized to do so by the representative. TMC reserves the right to waive source inspection in which case the buyer shall provide the supplier with written authorization to process the shipment for delivery without a source inspection. The supplier shall include a copy of the waiver authorization in the shipping container.

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8.8 Government Source Inspection.

8.8.1 A government source inspection is required prior to shipment or delivery of this purchase order item from your plant. Please notify and furnish a copy of this purchase order to your local government representative within forty-eight (48) hours to plan for the source inspection. Verification by the government or Technical Manufacturing Corporation's customer does not constitute evidence of effective control of quality by the supplier and does not constitute product acceptance by TMC. Please contact your buyer immediately if a government representative or office cannot be located.

8.9 Inspection & Testing Report.

8.9.1 The supplier shall perform inspection and tests where applicable to the buyer to ensure acceptance for the items on the purchase order against applicable requirements and specifications prior to delivery. The results shall be documented on an inspection or testing report and must include the supplier or independent laboratory contact information, purchase order number, lot number, lot quantity, inspection or test date and part number at a minimum for each lot. The supplier shall certify the report with a printed name, signature and title of supplier's inspection or test representative (note that an electronic signature is acceptable) and include it with each shipment or submit it directly to the buyer.

8.9.2 Inspection and testing reports shall record the data with actual values reported for all critical, major and minor characteristics against the specification limits (note that data measurements shall be recorded to the same number of decimal places as shown on the drawing) and the instrument or equipment used (the equipment or instrument shall be uniquely identified) for the measurement. Indicate the number of items inspected or tested and the quantity accepted and rejected if a sampling plan is used or applicable.

8.10 Raw Material Certificate of Analysis.

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8.10.1 The supplier shall provide a certification of analysis for the raw material used in the fulfillment of the purchase order as supplied by the mill, plant or raw material supplier. The certification of analysis shall be traceable to the purchase order and list, depending on the data available, actual values or a range of values determined by chemical analysis and/or physical testing as required by the specification or standard for the material.

8.10.2 The supplier shall provide a certification of analysis in accordance with IPC J-STD-001 latest revision that includes all applicable contaminants, allowable limits and actual contaminant results for each solder sample provided during the performance of a solder assay or purity analysis.

8.11 Special Process Certification of Compliance.

8.11.1 The supplier shall provide a certification of compliance stating that all special processes used in the fulfillment of the purchase order were performed in accordance with the drawing requirements. Special processes shall include anodizing, the application of adhesives, corrosion protection compounds, potting compounds & sealants, brazing, cleaning, conformal coating, painting, passivation, plating, powder coating, soldering, thermal treatment, welding, x-ray inspection and non-destructive testing (NDT). The certification of compliance shall be traceable to the purchase order.

8.12 This is a rated order which is certified for national defense, emergency preparedness and energy program use in accordance with the Defense Production Act (DPA). The supplier shall follow all of the requirements of the Defense Priorities and Allocations Systems (DPAS) regulations (15 CFR 700). Suppliers must accept or reject priority rated contracts within fifteen (15) days, provide preferential performance over unrated orders to the extent necessary to meet contracted delivery dates, and extend the priority rating to sub-tier suppliers.

8.13 This is a DO rated order which is certified for national defense use in accordance with the Defense Production Act (DPA) and as such takes precedence over all other unrated purchase orders. Note that all DO rated orders have equal priority with each other and take preference over unrated orders. All DX rated orders have equal priority with each other and take precedence over DO rated orders and unrated orders when necessary to meet rated-order delivery dates.

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- 8.14 This is a DX rated order which is certified for national defense use in accordance with the Defense Production Act (DPA) and as such takes precedence over all DO and other unrated purchase orders. Note that all DO rated orders have equal priority with each other and take preference over unrated orders. All DX rated orders have equal priority with each other and take precedence over DO rated orders and unrated orders when necessary to meet rated-order delivery dates.

- 8.15 This order is subject to the requirements of the International Traffic in Arms Regulations (ITAR) and as such all information or material related to this purchase order must be protected and secured at all times and may only be shared with United States citizens or corporations, businesses, organizations or groups that are incorporated in the United States. The Canadian Exemption that allows defense related information transfer between these two countries is the only exception to this requirement.

- 8.16 Calibration services required by this purchase order shall comply with the requirements of ANSI/NCSL-Z540-1 and ISO 10012 traceable to the National Institute of Standards and Technology (NIST). Supplier shall provide certification and data showing before and after results of calibrations performed including any adjustments made. List the manufacturer’s specification acceptance limits or Technical Manufacturing Corporation’s acceptance limits if provided. Notify the Facilities Manager within 24 hours if any item is found to be out of calibration.

- 8.17 Parts ordered against this purchase order are for use in manned space flight. Materials, manufacturing and workmanship of the highest quality standards are required and are considered to be essential to astronaut safety. Suppliers are required to flow this statement down to the lowest tier possible during execution and fulfillment of this purchase order.

- 8.18 Additional contract flow down requirements are attached or indicated directly onto the purchase order report.

- 8.19 Electrostatic Discharge (ESD) Prevention.
 - 8.19.1 Parts listed on this purchase order are considered to be static sensitive devices. Any handling or work shall be performed at ESD protected workstations in accordance with ANSI/ESD S20.20 latest revision and must be packaged in marked static protective containers in accordance with MIL-STD-1686 prior to delivery.

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8.20 Moisture Sensitivity Damage (MSD) Prevention.

8.20.1 Parts listed on this purchase order are be hygroscopic in nature and are considered to be susceptible to damage or degradation due to exposure to moisture, especially during repackaging or processing. The supplier shall establish and maintain an effective Moisture Sensitivity Damage program to reduce risk of exposure to moisture at a level appropriate to the part being supplied in accordance with IPC J-STD-020 and J-STD-033 guides. The supplier shall ensure that such parts are properly dry-packed including bake-out and vacuum packaging with a humidity identification card and desiccant in moisture barrier bag (MBB) and labeled in accordance with the moisture sensitivity level (MSL) of the part prior to delivery.

8.21 Foreign Object Damage (FOD) Prevention.

8.21.1 The supplier shall establish and maintain an effective Foreign Object Damage (FOD) prevention program to reduce FOD at a level appropriate to the part being supplied in accordance with NAS-412 as a guide. The program shall be proportional to the sensitivity of the part as well as to the foreign object debris generating potential of the manufacturing methods. The written policies and procedures developed by the supplier shall be subject to review and audit by the buyer and/or government representative which can result in a revocation of approved supplier status if the program is ineffective in meeting the objective of this flow down requirement.

8.22 Single Material Lot Requirement.

8.22.1 All materials or parts supplied against this purchase order shall be produced using individual components originating from one single homogeneous and identical lot. There shall be no change in the material constituents, manufacturing location or process during manufacture of the lot by the supplier. For example, solder mask used in the production of a printed circuit board fabrication must originate from a single lot only in an amount sufficient to satisfy the required order quantity without exception. Multiple lots of solder mask required to produce a specific quantity of the part is not permitted under any circumstances.

8.23 Single Manufacturing Lot Requirement.

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- 8.23.1 In addition to the requirements of paragraph 8.23 for Single Material Lot Requirements, parts shall be produced in one single contiguous production lot, without any interruptions or changes to the process or location. Once the process is set up and verified through a first piece inspection process or equivalent, the process shall not be reset, broken down or otherwise altered until production of the entire lot in accordance with the required order quantity is complete.
- 8.24 Provide a separate statement traceable back to the purchase order number indicating that “Seller certifies that no manufacturing process changes were made since the last order” in accordance with paragraph 8.1.9 of this document.
- 8.25 Domestic Specialty Metals.
- 8.25.1 Any specialty metals incorporated in parts or components produced and delivered under this contract shall be melted in the United States or qualified country in accordance with DFAR 252.225-7014 (“Preference for Domestic Specialty Metals”).
- 8.26 The supplier’s Quality Management System shall be certified to ISO9001 (latest revision) at a minimum by a registrar accredited by the ANSI-ASQ National Accreditation Board (ANAB).
- 8.27 The supplier’s Quality Management System shall be certified to AS9100 (latest revision) at a minimum by a registrar accredited by the ANSI-ASQ National Accreditation Board (ANAB).
- 8.28 The supplier’s Quality Management System must meet or exceed MIL-Q-9858A at a minimum.
- 8.29 The supplier’s Quality Management System must meet or exceed MIL-I-45208A (amendment 2) at a minimum.
- 8.30 No additional Quality Management System requirements beyond the Supplier Quality Flow Down Requirements (QS-305.0.3) latest revision.

- END OF SPECIFICATION -

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