

# SUPPLIER QUALITY REQUIREMENTS

**Revision D  
July 2020**

This document establishes general and special product assurance requirements clauses for use on the Purchase Order and is part of the Terms and Conditions when referenced on the Purchase Order. It is intended to clearly define all requirements for the Supplier to assure that all products delivered by Supplier on the Purchase Order conform to 4 Star specified requirements for quality, reliability, and integrity.

**SQR -1 UNAUTHORIZED PRODUCT CHANGES OR SUBSTITUTIONS**

Supplier shall not make any changes or substitutions to any product(s) or services required by the applicable drawing, specification, contract, or purchase order without prior written authorization by 4 Star. Authorization may be contingent on 4 Star's review of proposed changes.

**SQR-2 UNAUTHORIZED PRODUCT REPAIRS & SALVAGE**

The Supplier may not perform any repairs by any standard or other repair practice or method on products damaged or found to be discrepant during outgoing inspections, unless such repairs are specifically permitted by the applicable drawing, specification, contract, or purchase order, or are specifically authorized by 4 Star in writing for each occurrence.

**SQR-3 QUALITY SYSTEM**

The Supplier shall maintain a quality management system that complies with SAE AS9100 - *Quality Management Systems - Requirements for Aviation, Space, and Defense Organizations*, or AS9120 - *Quality Management Systems - Requirements for Aviation, Space and Defense Distributors*, or ISO 9001 - *Quality Management System Requirements*. Independent certification/registration of the quality management system is preferred.

Suppliers that obtain independent certification/registration and subsequently change Certification Bodies, lose registration status, or are put on notice of losing registration status, shall notify 4 Star within three (3) days of receiving such notice from its Certification Body.

**SQR-4 RIGHT OF ACCESS**

By acceptance of this purchase order, the Supplier grants to 4 Star, its customer, and/or their prime contractor, including FAA or other Government representatives; the right-of-entry for the purpose of examining work, materials, and records to insure conformance to contractual requirements. The supplier shall flow down this requirement to their sub-tiers.

**SQR-5 PROCESS APPROVAL REQUIRED**

The process specifications indicated on this Purchase Order require prior approval of supplier's facility by 4 Star's customer. Notify the 4 Star Purchasing Department immediately if you are not an approved supplier or if there has been a change in your approval status.

**SQR-6 INSPECTION AND ACCEPTANCE**

The product(s) pertaining to this Purchase Order are subject to inspection, testing, and approval at all reasonable times and places by 4 Star, 4 Star's customer, or government representative before, during and after performance and delivery. 4 Star may require the Supplier to rework, replace, or reimburse the purchase price of rejected material, or 4 Star may accept any materials and upon discovery of nonconformance, may reject or keep and rework any such material. Cost of repair, rework, replacement, inspection, transportation, repackaging, and/or re-inspection by 4 Star shall be at the Supplier's expense. 4 Star's failure to inspect does not relieve the Supplier of any responsibility to perform according to the terms of the Purchase Order.

**SQR-7 INSPECTION REPORT**

The Supplier shall furnish a copy of the completed final acceptance inspection report, along with actual measurement data and Quality Control acceptance stamps/buyoff evidence, for each shipment of each item listed on this Purchase Order.

**SQR-8 MANUFACTURER CERTIFICATION**

Original manufacturer certifications are required to be submitted with the items procured on this Purchase Order; please ensure the certifications are included with the shipment to aide in the receiving of material and the payment of invoices.

**SQR-9 CERTIFICATE OF CONFORMANCE**

The Supplier shall furnish a Certificate of Conformance (C of C) with each shipment of each item listed on this purchase order. As a minimum, the C of C shall include the following information:

For component suppliers:

1. The 4 Star purchase order number
2. Part number and revision level
3. A reference to all applicable specifications as listed on PO or drawings
4. Quantity and unit of measure for items shipped
5. Name and address of manufacturer/processor
6. Date of certification
7. Signature of an authorized company representative

For suppliers that have processed or manufactured product from 4 Star supplied materials:

1. The 4 Star purchase order number
2. Part number and revision level
3. Quantity and unit of measure for items shipped
4. Name and address of manufacturer/processor
5. Date of certification
6. The following statement:

*WE HEREBY CERTIFY THAT ALL PRODUCTS FURNISHED UNDER THIS PURCHASE ORDER WERE MANUFACTURED/PROCESSED FROM 4 STAR SUPPLIED MATERIAL*

(Reasonable variations of this statement are acceptable as long as the material and batch/lot numbers appear.)

7. Material Number: \_\_\_\_\_
8. Batch / Lot Number: \_\_\_\_\_
9. Signature of an authorized company representative

**SQR-10 PART NUMBER & REVISION**

The Supplier shall include the 4 Star part number and revision on the certificate of conformance (C of C).

**SQR-11 APPROVAL OF CHANGES**

When specified on individual Purchase Orders, 4 Star requires the Supplier to notify 4 Star, in writing, of any changes to supplier's product, processes, or services. This includes any changes in source of supply or traceability when the Purchase Order was initiated based on parts being procured from the original manufacturer or other authorized source.

**SQR-12 SPECIAL PROCESS APPROVAL**

Special process suppliers are responsible for compliance to the applicable specifications, including customer special process approval, whether the operation is performed within their facility or flowed down per the Supplier's purchase order to the Supplier's subcontractor.

### **SQR-13 FLOW DOWN OF REQUIREMENTS**

When specified on individual Purchase Orders, 4 Star requires the Supplier to flow down to sub-tier suppliers the applicable requirements in the Purchase Order, including any key characteristics.

### **SQR-14 NON-CONFORMANCES**

Any deviation to 4 Star's requirements set forth in this Purchase Order shall be documented and submitted to 4 Star for disposition prior to product shipment from Supplier's facility.

### **SQR-15 SUBCONTRACTING**

The Supplier is prohibited from subcontracting any portion of the work to be performed in the performance of this contract, without written authorization.

### **SQR-16 RECORD RETENTION**

Unless otherwise specified on the Purchase Order, the Supplier shall retain all required records as objective evidence of conformance to Purchase Order requirements, including Supplier's records and certifications of the inspections and test performed in the course of procurement, manufacturing instructions, testing, processing, inspecting, preserving, packaging, and shipping product(s) or any other quality system control records associated with the Purchase Order, for a minimum of 10 years after completion of the order. Such records shall be made available to 4 Star for review upon request.

### **SQR-17 GOVERNMENT SOURCE INSPECTION**

Upon receipt of this purchase order, the Supplier must promptly furnish a copy to the Government Quality Representative that normally services your facility; or if there is none, to the nearest US Army, Air Force, or Defense Supply Agency Inspection Office. In the event that one of the above-mentioned agencies cannot be located in your area, contact the 4 Star Purchasing Department for instructions.

### **SQR-18 CUSTOMER SOURCE INSPECTION**

Upon completion of the order and prior to shipment, notify 4 Star's Purchasing Department so that arrangements can be made for a Customer Quality Source Inspector to visit your facility and perform a source inspection.

### **SQR-19 4 STAR SOURCE INSPECTION**

Upon completion of the order and prior to shipment, notify 4 Star's Purchasing Department so that arrangements can be made for a Quality Representative from 4 Star to visit your facility and perform a source inspection.

### **SQR-20 FIRST ARTICLE REQUIREMENTS**

When the Supplier is delivering the product of the first time or when there is a revision change, the Supplier shall perform a First Article Inspection (FAI) in accordance with the requirements of the current revision of SAE Aerospace Standard AS9102. The Supplier shall furnish a copy of the completed 1st Article Inspection results (including all material, process and other certifications required by the Purchase Order and/or drawing notes) with the initial delivery of products on the Purchase Order. The 1st Article shall be repeated and submitted any time there is a change to the revision of the drawing, significant changes in the manufacturing method or if the purchase order calls for a new first article to be submitted. The first article shall be submitted to 4 Star for review and acceptance prior to delivery of the product.

### SQR-21 SHELF LIFE CONTROL

For age sensitive material – the material expiration, as applicable, shall be noted on the certification. A minimum 90% shelf life shall remain upon shipment unless waived by 4 Star in writing.

### SQR-22 CHEMICAL AND PHYSICAL TEST REPORTS

If required, the Supplier shall furnish a copy of a certified test report with each shipment for each item listed on this purchase order. As a minimum, one of the following test reports shall accompany the shipment:

- The Original Manufacturer's test report
- An accredited laboratory's test report
- An Authorized Distributor's test report

### SQR-23 4 STAR FURNISHED MATERIALS

Items manufactured under this Purchase Order agreement shall be fabricated from 4 Star furnished material intended for the completion of this order only. The Supplier shall not substitute, rework, or dispose of 4 Star furnished material in any way, except as allowed for or instructed to do so in writing. Unused material must remain properly identified and returned with the last shipment of fabricated parts, unless instructed otherwise (see also, SQR-9).

### SQR-24 CALIBRATION

The Supplier shall provide and maintain a calibration system that meets at least one of the following requirements, as currently amended, in the performance of this contract:

- MIL-STD-45662A *Calibration System Requirements*
- ISO 10012-1 *Quality Assurance Requirements for Measuring Equipment*
- ANSI/NCSL Z540-1 *American National standard for Calibration*

The Supplier shall notify 4 Star immediately of out-of-tolerance conditions that may have impacted performance of contracts or purchase orders.

### SQR-25 ITAR RESTRICTED USE

The Supplier shall adhere to ITAR requirements for performing work or service involving ITAR compliance. In accordance with ITAR 22 C.F.R. 120-130 *International Traffic in Arms Regulation*, all documents identified as ITAR controlled shall be identified, maintained in Document Control, and segregated from non-ITAR documents. Documents identified as ITAR controlled shall be viewed only by a US Person. A US Person means an entity that is: a US Citizen or a Legal Resident, or a US organization incorporated to do business in the United States.

### SQR-26 COUNTERFEIT PARTS PREVENTION

The Supplier shall have a program in place to prevent the delivery of counterfeit parts and materials to 4 Star Electronics which meets the requirements of DFARS 252.246-7007; *Contractor Counterfeit Electronic Part Detection and Avoidance System*. The Counterfeit Parts Prevention and Control Plan shall be established using industry standards AS5553 (Electronics) and/or AS6174 (Materiel) as a guideline.

**SQR-27 AS6081**

4 Star Electronics has established a counterfeit avoidance policy in accordance with SAE Standards AS5553, AS6174, and AS6081. Supplier agrees to adhere to the terms of this policy to protect 4 Star from the purchase of suspect counterfeit, counterfeit, suspect unapproved, unapproved, or fraudulent products.

Per AS6081 requirements, 4 Star's source of supply may be revealed to the customer and/or end user of the material.

When counterfeit material is identified, 4 Star quarantines and removes it from the supply chain, and reports findings, as appropriate, to internal organizations, customers, government reporting organizations, industry supported reporting programs, and/or authorities having jurisdiction. 4 Star may also file a GIDEP and/or ERAI report against the external provider and/or the material. The primary goal of reporting is to alert members of industry about potential risks in the marketplace concerning counterfeit material and will be done in a timely manner to ensure the most effective exposure.

If products furnished by the external provider are determined to be suspect counterfeit, counterfeit, suspect unapproved, unapproved, or fraudulent the external provider agrees to reimburse 4 Star the full purchase price as well as any additional costs incurred such as shipping or 3rd party testing charges.

**SQR-28 ETHICAL BEHAVIOR**

4 Star Electronics is committed to ethical behavior and expects all its suppliers to conduct themselves in an ethical manner. 4 Star supports and is committed to complying with the principles outlined in the Responsible Business Alliance (RBA) Code of Conduct. The RBA Code of Conduct is a set of standards on social, environmental and ethical issues in the electronics industry supply chain. The standards set out in the RBA Code of Conduct reference international standards including the UN Universal Declaration of Human Rights, ILO Declaration on Fundamental Principles and Rights at Work, OECD Guidelines for Multinational Enterprises, ISO and SA standards, and others.

The RBA Code of Conduct can be found here: <http://www.responsiblebusiness.org/code-of-conduct/>

4 Star suppliers are required to acknowledge and implement the RBA Code of Conduct or another acceptable system that includes standards for Labor, Health and Safety, and the Environment, meeting or exceeding the principles outlined in the RBA Code of Conduct.

**SQR-29 EMPLOYEE AWARENESS**

The Supplier must ensure that employees performing work for 4 Star Electronics are aware of their role as it pertains to the following:

1. The Employee's contribution to product or service conformity.
2. The Employees contribution to product safety.
3. The importance of ethical behavior and the impact that behavior has on ensuring conforming products.

Awareness can come in the form of training, bulletins, team meetings, purchase order text, etc. The Supplier should be prepared to provide 4 Star Electronics with evidence that this awareness communication has occurred.

**SQR-30 FOREIGN OBJECT DEBRIS PREVENTION AND CONTROL**

The Supplier shall maintain a Foreign Object Debris (FOD) control program with a documented and current plan assuring work is accomplished in a manner preventing foreign objects, debris or materials from entering and remaining in deliverable items. The Supplier shall provide foreign object control training to employees performing debris generating operations on FOD sensitive products. Maintenance of the work area and control of tools, parts and materials shall preclude the risk of introducing foreign object debris. The Supplier shall flow down requirements as required to their sub-tier suppliers to ensure compliance to this requirement.

**SQR-31 CYBER/INFORMATION SECURITY**

Both Parties agree to implement and maintain effective information security policies and procedures that include administrative, technical, and physical safeguards designed to (i) ensure the security and confidentiality of confidential information provided to the other parties hereunder, (ii) protect against anticipated threats or hazards to the security or integrity of such confidential information, (iii) protect against unauthorized access or use of such confidential information, and (iv) ensure the proper disposal of confidential information. In the event of unauthorized access to confidential information or non-public personal information of individual consumers, each party shall cooperate with the other party, provide any notices and information regarding such unauthorized access to appropriate law enforcement agencies and government regulatory authorities, and affected customers which the other party in its sole discretion deems necessary.

**SQR-32 CONTROLLED UNCLASSIFIED INFORMATION (CUI)**

If any items, including but not limited to, finished products, drawings, contracts, email correspondence, etc., contain CUI (Controlled Unclassified Information) that will be flowed-down to the Supplier/Seller, it will be the responsibility of the Buyer, Prime, and/or Customer to properly identify the CUI in accordance to NIST SP.800-171 and DFAR 252.204.7012 and FAR 52.204-21

**SQR-33 ELECTRO-STATIC DISCHARGE (ESD) CONTROL**

Suppliers that handle ESD sensitive items shall have an Electrostatic Discharge (ESD) control program in effect to protect parts during manufacturing, inspection/test, packaging, shipping, rework, and/or failure analysis. The ESD control program shall conform to MIL-STD-1686 and/or ANSI/ESD 20:20. Packaging shall conform to the requirements of MIL-PRF-81705 and must be marked with the MIL-STD-129N ESD caution label, "CAUTION - OBSERVE PRECAUTIONS FOR HANDLING ELECTROSTATIC SENSITIVE ITEMS" The packaging shall be marked to assure static awareness upon receipt at CSW.