



East Coast Microwave Sales & Distribution Inc.
70 Tower Office Park
Woburn, MA 01801, USA
www.ECMstockroom.com
Phone: 781-279-0900 or 800-786-2576 **Fax:** 781-279-9034
Supplier Quality Requirements (ASQR)

QUALITY REQUIREMENTS

General Requirements applicable to all Purchase Orders

A. CERTIFICATE OF CONFORMANCE

A certificate of conformance shall accompany each shipment signed by its Quality Assurance Manager, or authorized designee, stating the product supplied is in full conformance with all physical configuration and functional test specifications; that all raw materials used conforms to applicable specifications. Inspection and test data, physical and chemical analysis, and in-process inspection data are on file subject to review by East Coast Microwave Distributors Inc. upon request. The certificate of conformance shall be legible and include

- East Coast Microwave Distributors LLC. purchase order number,
- part number, and revision letter (unless otherwise specified on the purchase order),
- Quantity and if applicable, serial numbers,
- East Coast Microwave Distributors LLC. job order number and the mill heat number when supplier supplied material, at a minimum. When multiple lots of material are used in completing a shipment, parts shall not be mixed and all material lot numbers or mill heat numbers shall be reported. When processing is performed against an RDS job order, parts shall not be mixed and traceability shall be maintained to the work order.
- Material or process specifications
- Manufacturer's name, address, Date

B. Certificate of Origin

- Certificate of Origin is required with all shipments.

C. REACH, ROHS, Conflict Minerals, and Anti-Slavery, Human Trafficking

- Seller warrants that it has policies and procedures in place to determine whether parts and products supplied to ECM are DRC conflict free (i.e., do not contain metals derived from —conflict minerals)). Conflict minerals include columbite-tantalite (tantalum), cassiterite (tin), gold, wolframite (tungsten), or their derivatives that directly or indirectly finance or benefit armed groups through mining or mineral trading in the Democratic Republic of the Congo or an adjoining country. Seller has established policies, due diligence frameworks and management systems consistent with the OECD Due Diligence Guidance for REACH, ROHS, and Conflict Minerals.
- Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas that are designed to accomplish this goal. Seller agrees to provide information to Buyer necessary for Buyer to comply with its conflict minerals reporting requirements. Components used on materials supplied as non-taxable items must be compliant to EC Directive 2002/95/EC Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment. Components used on materials supplied as non-taxable items must be compliant to REACH Regulation 1907/2006/EC. We require, a zero tolerance approach to modern slavery for all suppliers contractors and other business partners when entering into new or renewed contracts.

D. QUALITY SYSTEM

- Supplier shall provide and maintain a quality system that complies with the requirements of ISO9001 or AS9100, unless otherwise directed East Coast Microwave Distributors LLC. Immediate notification is required in case of non-compliance to quality system requirements, e.g. loss of third party certification.

E. IDENTIFICATION AND CONTROL BY LOT

- Traceability of items shall be by lot number rather than individual serial number. Seller shall assign a common lot number to all items in a specific manufactured lot.

F. SPECIALTY METALS DFARS 252.225-7014, DFAR 252-225-7008, and DFAR 252-225/7009

- Applies to this order if specialty metals are being furnished. Contact East Coast Microwave Distributors Inc. purchasing for clarification or applicability if necessary.



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G. SURVEILLANCE

- East Coast Microwave Distributors LLC. Customers and/or regulatory agencies Reserves the right at any level to conduct periodic audits of Seller's Quality Assurance inspection system, and to witness and/or conduct inspections/audits and tests to assure materials or supplies satisfactorily meet procurement document requirements; review corrective action activities and other records that reflect on hardware or service quality.

H. CHANGES

- Supplier shall not accept verbal changes to the specifications, drawings or Purchase Orders Requirements without supporting documents from East Coast Microwave Distributors LLC.

I. DISCREPANCIES

- Any deviations from established drawing or specifications intended for shipment must be reported to the East Coast Microwave Distributors LLC. buyer immediately. No deviations will be considered approved without written confirmation from the buyer. Repairs are not to be undertaken without prior written approval from the buyer. Unless otherwise specified in this Purchase Order, the Supplier and/or any of their Suppliers/Subcontractors do not have authority to process "USE-AS-IS", "REPAIR", "STANDARD REPAIR PROCEDURES (SRPS)" or "NON-SRPS" via their Material Review Board (MRB). These dispositions, as well as deviations and request for waivers, requiring MRB disposition shall be submitted to East Coast Microwave Distributors Inc. for approval. This does not include REWORK or SCRAP. The Supplier/Subcontractor shall utilize its appropriate nonconforming material disposition form and submit it to the Buyer for East Coast Microwave Distributors Inc. approval.

J. CORRECTIVE ACTION

- Acceptance of this Purchase Order obligates the supplier to perform, upon request, a corrective action investigation when discrepant material is received at East Coast Microwave Distributors LLC. A written report shall be furnished, within a stipulated time period, which is specific and conclusive to prevent a recurrence of the discrepancy.

K. DOCUMENTATION

- East Coast Microwave Distributors LLC. shall not accept items delivered under the purchase order if the supplier fails to submit certifications or other documentation specified in the purchase order.
- Supplier shall retain all records pertaining to material, manufacturing processes, special processes, testing, and inspection for a minimum of ten (10) years as applicable. Supplier shall notify East Coast Microwave Distributors LLC. prior to destruction. Supplier shall provide East Coast Microwave Distributors Inc., our customers, and regulatory authority access to all applicable records.

L. PRESERVATION AND PACKAGING

- Unless special packaging requirements are referenced in the purchase order, the supplier shall use best commercial practices for preservation and packaging of articles supplied to East Coast Microwave Distributors LLC., and shall identify each package with the purchase order number, date shipped and packing sheet number.

M. COUNTERFEIT PARTS

- ECM understands that counterfeit parts are a serious issue worldwide. Acceptance of this Purchase Order obligates the supplier to only send authentic parts. Any product that cannot be verified as authentic with Manufacturer will not be returned to the seller but will be treated as counterfeit and governmental oversight will be final determination.



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N.Awareness

- East Coast Microwave Sales and Distribution LLC. reserves the right to require and request evidence that Suppliers ensure their personnel are aware of: (a) Their contribution to product or service conformity; (b) Their contribution to product safety; (c) The importance of ethical behavior.

O. FOREIGN OBJECT DEBRIS (FOD)

- Supplier shall comply with NAS412 to prevent Foreign Object Damage (FOD) to manufactured products. Supplier shall establish and maintain an effective FOD prevention program through a continual improvement approach that proactively addresses and controls the events (conditions and actions) leading to FOD.

AEROSPACE SUPPLIER QUALITY REQUIREMENTS / CLAUSES

The following requirement / clauses become a part of the purchase order when specified by number or letter code on the Purchase Order.

SQR-1 GOVERNMENT SOURCE INSPECTION

Government Inspection is required prior to shipment from your facility. Upon receipt of this order, promptly notify the Government Representative normally servicing your facility so that the appropriate planning can be accomplished. If a government representative does not service the suppliers' facility, notify the nearest Defense Contract Administrative Office for direction, or East Coast Microwave Distributors LLC.

SQR-2 SOURCE INSPECTION

Source Inspection shall be conducted by East Coast Microwave Distributors LLC. at the Supplier's facility or where designated in the Purchase Order prior to shipment. Inspection/test of the items shall be performed by the Seller, and shall be subjected to witness by East Coast Microwave Distributors Inc. East Coast Microwave Distributors LLC. shall elect to do 100% or sample of the units. If sample is elected, the sample will be selected by East Coast Microwave Distributors Inc. Seller shall have available and present upon request, documented evidence of in-process and/or final inspection/test data. Required documentation for shipment must be completed and signed by signed by its Quality Assurance Manager, or authorized designee, and available for East Coast Microwave Distributors Inc. review.

SQR-3 CHEMICAL AND PHYSICAL TEST REPORTS

For raw material shipments, or where material was supplied by the supplier, physical and chemical test report certifications shall be supplied with each shipment. Test reports shall be legible and include the material designation, specification and revision letter (material must be certified to the latest revision in effect at the time of shipment), results of all specified testing requirements, the mill heat number, and any other requirements specified on the purchase order and must be traceable to the material.

SQR-4 INSPECTION SHEETS AND TEST REPORTS

With each shipment the supplier shall submit inspection reports, data sheets, test reports, etc... as applicable. Reports shall be identified with the applicable drawing / specification number, revision, East Coast Microwave Distributors LLC. purchase order number, and the suppliers' lot identification number.

A. Inspection reports shall cover all physical and dimensional characteristics for the item as called out on the drawing, or in the applicable specification. The supplier shall report the actual dimensions of each part inspected. The inspection results shall be traceable by serial number or other identification method to the actual part inspected.

A1 Inspection reports shall cover all physical and dimensional characteristics for the item as called out on the drawing, or in the applicable specification. The supplier shall report the dimensional range and average of parts inspected. The inspection results shall be traceable to the lot of parts inspected.

B. Inspection reports shall list the physical and dimensional characteristics of the items.

Sample inspection shall be performed to verify critical dimensional characteristics of the lot of parts are within drawing specification limits. Actual dimensions do not have to be reported except where specific dimensions are requested.

C. Test reports for special tests such as vibration, shock, rain, sand and dust, pressure, environmental, EMI, ATP and others shall be supplied by the seller.



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D. Destructive Testing Analysis (DTA) report is required. The supplier is to permanently identify the parts that have gone through DTA and are no longer suitable for intended use. The tested parts shall be delivered to East Coast Microwave Distributors LLC. NOTE: Out of tolerance dimensions shall be identified on an inspection report. The supplier shall not deliver parts that are out of tolerance East Coast Microwave Distributors LLC. without approval from East Coast Microwave Distributors LLC.



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SQR-7 FIRST ARTICLE INSPECTION

Supplier shall perform and document a comprehensive inspection and test of the article to assure the items conform to all specification requirements. First article inspections shall be performed in accordance with aerospace standard AS9102. First Article Inspection is required on a part representative of the production process to be used in the manufacture of these parts. A copy of the First Article document must accompany the first shipment of parts. If two years have elapsed since the last shipment of this part number, a new First Article Inspection is required. If an AS9102-compliant FAIR is not required, an equivalent supplier form may be used and shall include the following:

East Coast Microwave Distributors LLC. part number, revision level,
All print requirements including, Notes, Feature, Tolerance,
Actual measured value, Method of Gauging, Accept/Reject indication

Where physical testing is required, the results of the test must be recorded. Where special processes are required, verification of each special process must be recorded, applicable certifications retained, and available for review (or submitted with the FAIR if requested by East Coast Microwave Distributors LLC.). The signature and title of the person performing the inspection and date of inspection must also be included.

SQR-8 SURVEY/AUDIT RIGHTS

East Coast Microwave Distributors LLC. customers and/or regulatory agencies shall have the right to conduct surveys and perform surveillance and have access of supplier facilities at any level of the supply chain to evaluate their capability to comply with contractual requirements.

SQR-9 SPECIAL PROCESS APPROVAL

Heat treating, welding, electroplating, laser cutting, EDM, ECM, non-destructive testing, etc. are considered special process and require approval by PPG-RDs Facility prior to use. The Certificate of Conformance shall include the specification number and revision of all special processing performed. Special processes, once approved, may not be changed without East Coast Microwave Distributors LLC. approval of the changes.

SQR-10 APPROVED INSPECTION PLAN

When requested; suppliers shall submit a detailed inspection plan to East Coast Microwave Distributors LLC. Facility for approval before manufacturing begins. Supplier inspection shall

be in accordance with the East Coast Microwave Distributors LLC. approved inspection plan for the part number ordered.

SQR-11 APPROVED SOURCE OF MATERIALS

All material used in fulfilling this order must be supplied by a supplier approved by East Coast Microwave Distributors LLC. unless specifically authorized in writing to the contrary.

SQR-12 SHELF LIFE DATA

The supplier shall furnish the date of manufacturer, useable shelf life, expiration date of useable shelf life, any special storage conditions, and any safety warnings for each item shipped. Material safety data sheet must be included with each shipment. Items will not be accepted by East Coast Microwave Distributors LLC. where shelf life remaining is less than 75% of total shelf life.

SQR-13 IDENTIFICATION AND CONTROL BY SERIAL NUMBER

Seller shall identify individual serial numbers, to all items shipped to East Coast Microwave Distributors Inc. and shall appear on the certification. Serial numbers shall be assigned by East Coast Microwave Distributors LLC. The method of marking will be specified in the Purchase Order or on a furnished manufacturing drawing. The Seller shall maintain traceability of each serialized item to raw materials used in its manufacturing processes.

SQR-14 TEST AND INSPECTION REPORTS

Test and inspection reports, with measured data as required by the applicable procurement specification, must accompany each shipment.

SQR-15 BUYER FURNISHED MATERIAL

When East Coast Microwave Distributors LLC. furnishes material, the Seller's System shall provide for the following:

1. Examination upon receipt for transit damage
2. Verification of quantity
3. Storage against damage, improper use or disposition

The seller must furnish certification that the parts used were those furnished by the Buyer and no un-authorized substitution was made.



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SQR-16 APPROVED SUPPLIERS

All East Coast Microwave Distributors Inc. approved suppliers are responsible for maintaining a list of their approved suppliers, and shall have it available upon request for review by East Coast Microwave Distributors LLC. Information shall include name, address, nomenclature of parts or services provided, part numbers and other pertinent information requested by East Coast Microwave Distributors LLC. Suppliers shall only purchase aircraft related parts from suppliers which are controlled by East Coast Microwave Distributors Inc. by approval or inspection.

SQR-17 CHANGES TO WORK

The Supplier shall make no changes to Work under this Purchase Order or Contract including any change in design, manufacturing process, materials, or otherwise which may affect form, fit, or function of the Work without prior notification to and approval by East Coast Microwave Distributors LLC. Such notification shall consist of detailed drawings clearly defining such changes and the date such changes are proposed to be effective. Such notification shall not constitute approval of the proposed change nor relieve the Supplier of the obligation to comply with requirements contained in the Purchase Order or Contract. If the proposed change is approved, the change approval shall be documented.

SQR-18 MOVEMENT OF WORK

The Supplier agrees that the manufacturing and/or fabrication of Work being delivered under this Purchase Order will not be moved to another production facility without the express written approval of East Coast Microwave Distributors LLC.

SQR-19 CALIBRATION SYSTEM COMPLIANCE OF INSPECTION, MEASURING AND TEST EQUIPMENT

A system for the maintenance and calibration of inspection, measuring, and test equipment shall be maintained. ANSI/NCSS Z540-1 applicable to calibration activities. Acceptable alternative: MIL-STD-45662A "Calibration System Requirements" All calibration standards must be traceable back to NIST (National Institute of Standards and Technology) and the NIST test number shall be included on the certificate of conformance. If any measuring equipment is found to be out of tolerance, "As Found, As Left" data shall be included.

SQR-20 EXPORT/IMPORT CONTROLS

Supplier shall control the disclosure of, and access to, technical data, information, and other items including hardware received under this purchase order in accordance with U.S. export

control laws and regulations, including but not limited to the International Traffic in Arms (ITAR) and the U.S. Department of Commerce, Bureau of Industry and Security (BIS), and Export Administration Regulations. Contact East Coast Microwave Distributors LLC. purchasing for clarification or applicability if necessary.

SQR-20A 15 CFR §758.6 of the EAR:

"These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to US Law prohibited"

SQR-20B 22 CFR §123.9(b) of the ITAR:

"These commodities are authorized by the US Government for export only to (country of ultimate destination) for use by (end user). They may not be transferred, trans-shipped on a non-continuous voyage, or otherwise be disposed of in any other country, either in their original form or after being incorporated into other end-items, without the prior written approval of the US Department of State."

SQR-21 DELIVERY; NOTICE OF DELAY; OBSOLESCENCE

- (a) Time is of the essence and failure to deliver in accordance with the delivery schedule under this Purchase Order, if unexcused, shall be considered a material breach of this Purchase Order. No acts of Buyer, including without limitation of modifications of this Purchase Order or acceptance of late deliveries, shall constitute waiver of this provision. Buyer also reserves the right to refuse or return at Seller's risk and expense shipments made in excess of this Purchase Order or in advance of required schedules, or to defer payment on advance deliveries until scheduled delivery dates.
- (b) Seller shall notify Buyer in writing immediately of any actual or potential delay to the performance of this Purchase Order. Such notice shall include a proposed revised schedule but such notice and proposal or Buyer's receipt of acceptance thereof shall not constitute a waiver to Buyer's rights and remedies hereunder.
- (c) During performance of this Purchase Order, Seller shall notify Buyer of any planned obsolescence of the good(s) set out in this Purchase Order.

SQR-25 CERTIFICATE OF AIRWORTHINESS

A copy of a certificate issued by the cognizant civil aviation authority (e.g., EASA Form1, FAA Form 8130-3) that certifies that the part conforms to the applicable regulatory requirements should be supplied to East Coast Microwave Sales & Distribution LLC.



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