Supply Chain Manual

Doc # SCM-001

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This Manual applies to all Suppliers of product that support SRCTec production and service contracts.

It acts in conjunction with Purchase Order terms and conditions and is intended to communicate and clarify specific SRCTec requirements to Suppliers, to ensure that suppliers understand SRCTec’s requirements regarding quality management, marking, shipping, and reporting processes.

The SRCTec purchase order is the official binding contract, and is in the order of precedence over this document.

When printed, this manual is uncontrolled. The latest manual can be located at: http://www.srcinc.com/suppliers/supplier-quality.html
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### 1.0 DEFINITIONS

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<tr>
<th><strong>Approved Supplier List (ASL)</strong></th>
<th>A register of all Suppliers who have been reviewed and are approved to do business with SRCTec</th>
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<tbody>
<tr>
<td><strong>Certificate of Conformance (CoC)</strong></td>
<td>A record from the Supplier certifying that all goods and services have been reviewed and meet contractual requirements</td>
</tr>
<tr>
<td><strong>Critical to Function (CTF)</strong></td>
<td>A feature of material, process or assembly whose variation within the specified tolerance has a significant influence on product fit or performance</td>
</tr>
<tr>
<td><strong>Depot Disposition Request (DDR)</strong></td>
<td>A record that identifies nonconformance that originate from the SRCTec Depot on Government or Customer-owned material</td>
</tr>
<tr>
<td><strong>Deviation</strong></td>
<td>Written authorization to depart from a particular requirement(s) of an item's current approved design for a specific number of units or a specified period of time</td>
</tr>
<tr>
<td><strong>Discrepancy Item (DI)</strong></td>
<td>A record that identifies the nature of a nonconformance that originates from Manufacturing or Incoming Inspection – typically on SRCTec-owned material</td>
</tr>
<tr>
<td><strong>First Article Inspection (FAI)</strong></td>
<td>Product verification activity that provides objective evidence that all engineering, design and specification requirements are correctly understood, accounted-for, verified and recorded</td>
</tr>
<tr>
<td><strong>Letter of Contract (LOC)</strong></td>
<td>Preliminary contractual document which authorizes a contractor to begin immediately with the job or project</td>
</tr>
<tr>
<td><strong>Material Review Board (MRB)</strong></td>
<td>Written authorization to authorize the use of a produced item that does not meet item's current approved design requirements - for a specific number of units or a specified period of time</td>
</tr>
<tr>
<td><strong>Material Requirements Planning (MRP)</strong></td>
<td>The production planning, scheduling, and inventory control system used to manage manufacturing processes</td>
</tr>
<tr>
<td><strong>Nonconforming Product (NCP)</strong></td>
<td>Product that does not conform to product requirements</td>
</tr>
<tr>
<td><strong>Perishable Tooling</strong></td>
<td>Tools used to produce a product which wear or are consumed in the process. Examples include drill bits, cutters and stencils</td>
</tr>
<tr>
<td><strong>Product Return Notice (PRN)</strong></td>
<td>A communication tool for non-GFE nonconformance that is used in the following situations: 1. Nonconforming item needing to be returned to the supplier 2. Documentation nonconformance at Incoming Inspection</td>
</tr>
<tr>
<td><strong>Repair</strong></td>
<td>NCP being restored to functional capability in a manner that does not assure compliance of the article with applicable design specification</td>
</tr>
<tr>
<td><strong>Request for Variance / Change (RFVC)</strong></td>
<td>A document that authorizes: 1. The use, release or acceptance of a deviation or nonconforming product under concession by a relevant authority – in this case SRCTec 2. Changes to inputs to processes used for production and service provision of SRCTec items</td>
</tr>
<tr>
<td><strong>Rework</strong></td>
<td>NCP that is reprocessed in a manner that assures full compliance to the applicable design specification</td>
</tr>
<tr>
<td><strong>Return Material Authorization (RMA)</strong></td>
<td>A tracking mechanism and record that identifies a customer return</td>
</tr>
<tr>
<td><strong>Use-As-Is</strong></td>
<td>NCP being used without being restored to conformance to design/contractual requirements</td>
</tr>
</tbody>
</table>
2.0 COMMUNICATION / CONTRACT DIRECTION

The SRCTec Buyer is the point of contact for all questions regarding a Purchase Order (PO).

Suppliers are responsible for fulfilling all terms and conditions on the Purchase Order (PO) or Letter of Contract (LOC) once accepted, and proper communication is critical to successful execution. Suppliers shall:

- Only discuss changes to the purchase order with the Buyer, who is the only individual authorized to make changes
- Include the Buyer when communicating with other SRCTec functions (i.e. Operations or Engineering) on technical content
- Refer to PO Terms and Conditions (TCs) for guidance on contract direction
- Always work to the latest change order of the PO or LOC
- Complete an existing open PO line (or line delivery date) for a given part number prior to shipping against the next line or delivery date.
- Flow all applicable SRCTec purchase order and quality requirements to their sub-tier suppliers

3.0 QUALITY MANAGEMENT SYSTEM (QMS) REQUIREMENTS

It is preferred that suppliers maintain a QMS that is registered to, at a minimum, ISO9001.

Suppliers with a QMS that is not registered to ISO9001 may be acceptable following SRCTec review.

4.0 SUPPLIER EVALUATION AND STATUS

SRCTec reviews and approves suppliers using supplier profile documents administered by the Buyer. The approval process may involve an onsite evaluation.

Approved suppliers are maintained on the SRCTec approved supplier list (ASL) within the MRP system, and are eligible to win future business

- **Approved** – A supplier that meets SRCTec’s evaluation criteria and has demonstrated acceptable performance as determined by data analysis of past performance and ongoing evaluation of supplier performance.

- **Disapproved** - A supplier that does not meet SRCTec’s evaluation criteria, or has demonstrated performance that is unacceptable. Suppliers with a status of “Disapproved” pose a risk to SRCTec and our customers, and will be notified by the Buyer that they are not eligible to win future business until they are reapproved.
5.0 SUPPLIER MONITORING AND RE-EVALUATION

A Supplier’s status and ability to bid on future procurements may be impacted by performance trending. SRCTec measures Supplier performance in terms of delivery, quality, and customer service, and may periodically provide historical performance feedback to Suppliers based on their risk to SRCTec.

- **Quality** is defined as meeting SRCTec requirements for supplied goods and supporting documentation, and is an aggregated factor of:
  - Quality levels at Incoming Inspection
  - In-process defects that SRCTec determines are attributable back to the supplier and that are discovered during production activities

- **Delivery** is defined as supplying goods on-time to the required PO due date. Criteria established to standardize the OTD calculation have been established, and consist of:
  - Deliveries received in excess of (10) days prior to the PO due date are considered “early” in the performance calculation
  - Deliveries received in excess of (5) days past the PO due date are considered “late” in the performance calculation

  *Note that the criteria above have been established to create an interval in which to calculate and evaluate supplier delivery performance - and are not binding as PO delivery relief or direction. Delivery requirements and expectations can be found in the SRCTec PO Terms and Conditions documentation.*

- **Customer Service** is defined as providing service and support to SRCTec before, during and after the purchase. This includes, but is not limited to:
  - Timely communication and support with the Buyer and Engineering functions
  - Engagement and assistance in resolving concerns and troubleshooting of supplied product
  - Timely and effective root cause analysis, implementation and sustainment of corrective action activities
6.0 CONTROL OF RECORDS AND TEST DATA

Suppliers are required to retain complete and accurate records of traceability of procured raw components back to original seller/manufacturer (i.e. certificates of conformance).

When producing SRCTec products in batches or lots (i.e. circuit cards), material traceability shall be maintained as specified within the technical data package.

Records of Production and Service provision that are established to demonstrate conformity to requirements (i.e. assembly, test, and verification/inspection) shall be retained.

Records shall be:
- Legible, readily identifiable and retrievable upon SRCTec request
- Electronic test data stored and backed-up on a regular basis
- When required, uploaded to a file sharing location (i.e. SharePoint) without undue delay
- Retained for a minimum of (3) years unless otherwise stated (ref. FAR Subpart #4.7)

Critical to Function (CTF) Attributes – Mechanical and Electrical

When characteristics or features are identified as CTF (annotated with a black diamond call-out) on the drawing or specification, or specifically called-out in the test documentation), the supplier shall:

- 100% test all CTF test parameters
- 100% inspect all CTF characteristics and dimensions
- Retain variable data for these parameters, when applicable

When CTF attributes are present on subcomponent parts or assemblies, Suppliers shall ensure that the requirements above are flowed-to and understood by their sub-tier suppliers.

7.0 USE OF DOCUMENTS OF EXTERNAL ORIGIN / STANDARDS

When documents of external origin or industry standards (i.e. IPC, J-STD) are specified on the design documentation or the PO, suppliers shall:
- Build, test and verify the product per the criteria provided within industry standard
- Perform the work to the latest revision of these standards, unless the revision is specifically stated on the design documentation
- Train or certify personnel completing the work to the Industry Standard, when applicable
8.0 CONTROL OF PROCESS CHANGES

To ensure that changes to internal production processes do not inadvertently add risk to SRCTec end items, Suppliers shall communicate the details of changes to internal production processes and controls by submitting Form #QA-F-300 SRCTec Request for Variance and Change (“RFVC”) to the Buyer (form available at http://www.srcinc.com/suppliers/supplier-quality.html).

The supplier shall:
- Submit an RFVC form to the Buyer either at the time of quote, or as soon as possible prior to implementation to allow for SRCTec review and approval of the RFVC changes
- Support any verification or validation activities required to mitigate SRCTec’s risk from the proposed change
- Ask, when in doubt on whether or not a change constitutes the need for an RFVC

Examples of when the RFVC should be used include, but are not limited to:

- **Change in Machinery / Facility / Sub-Tier Suppliers**
  - Production moves to new equipment at a different facility
  - Existing production line physically moves to a different facility
  - Production line moves to a different location within the same facility
  - Changes in sub-tier suppliers or subcontracting

- **Change in Material**
  - The use of a new material or material lot, where it may inadvertently affect SRCTec final product performance characteristics
  - Part obsolescence, and the use of “equivalent” materials (for items where the Supplier controls the bill of material)

- **Change in Method (Tooling/Processes/SW)**
  - New or modified tooling (except perishable tooling), dies, molds, patterns
  - Upgrade or rearrangement of existing tooling or equipment
  - Supplier-generated software used in or to verify SRCTec products
  - Manufacturing process changes to assembly or verification methods

- **Change in Measurement (Test/Inspection)**

- **Continuous Improvement**
  - Supplier-initiated ideas for product improvements for manufacturability
9.0 CONTROL OF NONCONFORMING PRODUCT (NCP) AND VARIANCES

The Supplier shall comply with all requirements of ISO 9001 to ensure that all product which does not conform to product requirements is identified and controlled to prevent its unintended use or delivery to SRCTec.

Suppliers shall immediately notify the SRCTec Buyer if nonconforming product (or product measured by equipment found to be out of calibration) has been shipped, and provide the following:

- Part number(s) and revision, quantity
- Date code or serial numbers
- Ship date
- Description of nonconformance

Material Review Board (MRB) Authority:

The Supplier shall not exercise MRB authority for nonconforming material dispositions of “use-as-is” or “repair” without written approval from SRCTec’s Quality organization. This applies to all SRC or SRCTec specification-controlled designs (e.g. SRCxxxx, SCPxxxx or other custom non-COTS part number designations) on an SRCTec PO where the Supplier is not considered the design authority.

Rework is permissible.

“Rework” is defined as NCP that is reprocessed in a manner that assures full compliance to the applicable design specification.

“Repair” is defined as NCP that is restored to functional capability in a manner that does not assure full compliance of the article with applicable design specification.

“Use-As-Is” is defined as NCP being used in its nonconforming state.

Control of Variances:

All requests for variances (waiver, deviation or change) shall be submitted to the SRCTec Buyer using the SRCTec Request for Variance and Change (“RFVC”) form for review and approval by the SRCTec Quality Department (form available at http://www.srcinc.com/suppliers/supplier-quality.html).

SRCTec will make every effort to review RFVC requests without undue delay and will notify the supplier of the approval status, if accepted. Submission of an RFVC does not absolve the Supplier from meeting the agreed-upon delivery date.

The Supplier shall include a copy of the approved RFVC with all affected shipments. The RFVC shall either be attached to the certificate of compliance (CoC) or the RFVC number indicated on the CoC - to ensure record of traceability of the variance back to the received product. If product under an RFVC is shipped with fully conforming product, the product under RFVC shall be packaged separately.
10.0  **CONTROL OF LIMITED SHELF LIFE MATERIALS**

When using items with a shelf life, the supplier shall:
- Maintain controls for materials with a shelf life or expiration date to prevent the use of expired material
- Treat all products built using expired material as nonconforming
- Notify SRCTec of any affected material that may have shipped

11.0  **CONTROL AND HANDLING OF SCRAP MATERIAL**

For product dispositioned as scrap, suppliers shall:
- Conspicuously and permanently mark the material as scrap
- Positively control the scrap up to the point where it is rendered unusable
- Destroy (typically at Supplier’s facility) the material to the point where it is no longer identifiable back to an SRC/SRCTec design or purchase order

SRCTec reserves the right to audit the supplier’s scrap process

12.0  **COUNTERFEIT PARTS PREVENTION**

Refer to applicable Purchase Order terms and conditions for the applicability of a counterfeit parts prevention program

13.0  **OBSOLESCENCE MANAGEMENT**

Refer to applicable Purchase Order terms and conditions for the applicability of an obsolescence management program

14.0  **CONTROL OF NON-SRCTEC GENERATED SOFTWARE / FIRMWARE**

When the supplier is the design authority for software or firmware, the supplier shall:
- Maintain configuration control over the configuration items
- Notify the Buyer when revision changes are made to these items using the RFVC form (ref. Sec. 8 – “Control of Process Changes”)
15.0 **QUALIFICATION TESTING AND FIRST ARTICLE INSPECTION (FAI)**

**Qualification Testing**
If you have not manufactured the product identified in this solicitation, for SRCTec, and/or are not listed as an approved source within the engineering documentation, you are required to include all qualification costs in your quote. Please identify those costs separately. If you are unsure what testing is required for qualification, please contact your buyer. First Article Inspection is also required.

**First Article Inspection**
The FAI approval from SRCTec applies to the product and associated processes. If you have not manufactured the product identified in this solicitation, for SRCTec, you are required to perform a complete/full FAI in. If there are costs associated with this effort, please quote separately. Also, if there is an addition cost associated with an on-site FAI (SRCTec visit) please cost that separately as well.

To ensure manufacturability and that process controls remain stable and in-place any subsequent changes to the manufacturing process following FAI approval shall be controlled and communicated to SRCTec – as described in this manual.

SRCTec will designate the FAI level on the PO using the **supplier quality clause 09A**.

| Level 1: Delta First Article Inspection – FASA, sample(s), and limited supporting data submitted to SRCTec. |
| Level 2: Complete First Article Inspection – FASA, sample(s), and complete supporting data submitted to SRCTec. |
| Level 3: -- Not Used / Obsolete -- |
| Level 4: Complete First Article Inspection – FASA, sample(s), and supporting data reviewed with supplier at supplier location. |

Once the FAI is requested, the supplier shall:
- Recognize this requirement
- Produce FAI samples using the manufacturing equipment, tooling and processes that will be used in production, to the fullest extent possible
- Submit the FAI documentation using the AS9102 format or use the SRCTec QA-F-110 forms #1, 2, and 3 (see below) provided at [http://www.srcinc.com/suppliers/supplier-quality.html](http://www.srcinc.com/suppliers/supplier-quality.html).
  - Hard copies shall be submitted with the FAI shipment

*Note: Electronic submission to the Buyer or Quality Engineering may be acceptable with prior approval or if prior arrangements have been made between the SRCTec representative and the Supplier.*

When FAI is requested on products that contain custom-designed subassemblies (i.e. circuit boards, microwave filters, custom RF components), SRCTec may require FAI verification on specified subassemblies or components as part of the top-level FAI package.
- The Buyer shall indicate all required subcomponent-level FAI requirements on the RFQ/PO
- For the applicable subcomponents the Supplier shall provide Level 2 FAI documentation
Additional quantities of product produced prior to FAI approval are at the Supplier’s risk unless they have prior written authorization from their Buyer.

FAI approval does not relieve the Supplier of the responsibility and/or liability for full compliance with all contract requirements on all future deliveries.

**FAI Documentation Requirements:**

The Supplier shall provide items #1-6 below for all FAI submissions, with #7-8 as applicable.

**Item #1: QA-F-110, First Article Inspection (FAI) Checklist**
- This form is used to identify and account-for all requirements that comprise a complete FAI submittal

**Item #2: QA-F-110, Form 1: First Article Submission/Authorization (FASA)**
- AS9102, Form 1 Equivalent
- This form is used to identify the part that is being evaluated, and is the method by which SRCTec provides approval to the Supplier

**Item #3: QA-F-110, Form 2: Engineering Test Results (ETR)**
- AS9102, Form 2 Equivalent
- Used if any material, special processes or functional testing are defined
- Supplier may include copies of all applicable electronic test reports
- Qualification-type (i.e. environmental, MIL-STD) testing may be required as specified on the design documentation, unless otherwise waived by SRCTec
  - “Qualifying by Similarity” must be approved by SRCTec prior to submission, with the approval included as part of the Form 2 section

**Item #4: QA-F-110, Form 3: Characteristic Accountability and Verification (CAV)**
- AS9102, Form 3 Equivalent
- Accounts for all characteristics (e.g. notes, dimensions and specifications)
- Accompanied by drawings and specifications that reference and itemize each characteristic with a numbered balloon
- Actual data and measurement results must be provided

**Item #5: Certificate of Compliance (CoC)**
- A CoC for the part or assembly number from the PO is required in all FAI submissions
- CoC from subcomponents are not required to be submitted as part of the FAI documentation package, but shall be retained at the Supplier location

**Item #6: Copy of Purchase Order**
- Include the most recent version/modification
Item #7: Request for Variance/Change (if applicable)
   • Include copies of all approved RFVC forms

Item #8: Other Supporting Documentation (if applicable, per PO)
   • Include reference to requirement on PO
16.0 **SOURCE INSPECTION**

When source inspection is necessary for the PO, SRCTec will designate the source inspection level on the PO using the **supplier quality clause 01**.

The supplier shall:

- Recognize this requirement when reviewing the PO
- Plan the activities to ensure source inspections are scheduled and executed on-time
- Notify the Customer or Government source inspector of inspection readiness
- Resolve any issues identified during source inspection
- Communicate the source inspection status to the SRCTec Buyer

<table>
<thead>
<tr>
<th>Level A1: Government Source Inspection (Product Inspection/Acceptance)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product</strong> inspection by Government personnel is required prior to shipment from your facility. Upon receipt of this purchase order, notify the government representative who services your facility.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level A2: Government Source Inspection (Process Monitoring)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Process</strong> monitoring by Government personnel is required, and evidence of GSI (e.g. WAWF) is <strong>not</strong> required prior to shipment of this product. Upon receipt of this purchase order, notify the government representative who services your facility.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level B: Customer Source Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source Inspection by a non-government customer (non-SRCTec) is required prior to shipment from your facility. Notify SRCTec Procurement Department a minimum of 15 days prior to shipment for scheduling purposes.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Level C: SRCTec Source Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source Inspection by a SRCTec representative (or designee) is required prior to shipment from your facility. Notify SRCTec Procurement Department a minimum of 15 days prior to shipment for scheduling purposes.</td>
</tr>
</tbody>
</table>
17.0 PRODUCT RETURN REQUIREMENTS

When it is necessary to return product for rework or replacement, the SRCTec Buyer shall:

- Provide the details of the nonconformance or request using a Product Return Notice (PRN) or Depot Disposition Request (DDR) form, and will request an RMA number from the supplier
- Establish a schedule for the return of the items with the supplier

When product is ready to be returned to SRCTec, Suppliers shall:

- Record any actions taken to correct the product that was returned by providing the rework action taken on the Form #QA-F-310 Rework Action Information Log (“RAIL”) (form available at [http://www.srcinc.com/suppliers/supplier-quality.html](http://www.srcinc.com/suppliers/supplier-quality.html))
  - Note: The RAIL takes the place of the former failure analysis inquiry log (FAIL)
- Email Form #QA-F-310 to supplierqa@srctecinc.com prior to returning product
- Package returns separately from new material
- Provide required information on the certificate of conformance (Ref. Sec. 19):
  - Designate returns as rework or replacement material
  - Include the PRN or DDR #

Rework Action (RA) Requests

Rework action information is required for all products being returned to SRCTec as noted above.

SRCTec will not release payment for the rework/replacement until all required documentation is provided by the Supplier.

Examples of rework actions include:

- Reference designators (“Replaced L35”)
- Component part number (“Replaced control arm”)
- “Could not verify customer complaint”

Failure Analysis (FA) Requests

When failure trends or product concerns occur SRCTec may request the Supplier to perform or support failure analysis activities to identify root cause.

FA requests and reporting requirements will be initiated on a case-by-case basis
18.0  PACKAGING AND MARKING REQUIREMENTS

Shipping Label

Supplier shall legibly and permanently mark all packages on the outer shipping container, and shall include, at a minimum:

- Supplier’s name/address or cage code
- Other marking as indicated on Purchase Order

Standard Packaging

Suppliers shall package all material in accordance with good commercial practice that ensures protection against physical damage during shipment, unless additional requirements are specified on the PO

Electrostatic Discharge Packaging

Suppliers that provide product that is susceptible to electrostatic discharge damage shall develop and maintain a documented process for packaging and marking ESD devices compliant with ANSI/ESD S20-20
19.0 SHIPPING DOCUMENTATION REQUIREMENTS

Packing List Required Information:

- Supplier Name and Address
- PO Number and Line
- Part Number and Revision
- Quantity Shipped
- MSDS form (i.e. raw materials or chemicals)
- Export * Designations Including:
  - Designation of Country of Origin
  - Classification (USML Category or ECCN if not an SRC design)
  - Harmonized Tariff Schedule (HTS)
  - Schedule B Number

* Note: Resources for questions regarding export designation information include:
  - Email: Exports@srcinc.com
  - www.export.gov

Certificate of Conformance (CoC)

The requirement for a supplied CoC will be specified on the PO. The Supplier shall provide declaration that all products in the shipment meet the requirements and specifications defined on the Purchase Order by providing a supplier authorized representative signature. Electronic signatures are acceptable.

The CoC can be provided by either:

- Including the declaration and signature on the packing list
- Including a separate Certificate of Conformance (CoC) with the shipment with reference to the purchase order number and line

CoC Required Information:

- Supplier Name and Address
- PO Number and Line
- Part Number and Revision
- Quantity Shipped
- When Applicable:
  - PRN/RMA/DDR number (returned material only)
  - Designation of “Rework” or “Replacement” (returned material only)
  - Approved RFVC form (applies to variances and changes only)
20.0 TRANSFER OF GOVERNMENT-OWNED MATERIAL (DD1149 FORM)

Government-owned material shipped from SRCTec to a Supplier will be accompanied by a Form #DD1149, which is used to transfer possession of the equipment from SRCTec to the Supplier.

Upon receipt of Government-owned material from SRCTec, the Supplier shall:
- Sign and date the pre-completed Form #DD1149 supplied by SRCTec
- Email the signed Form #DD1149 to: srctec-products-services@srcinc.com
- If returning by Fax, contact the Buyer to obtain a Fax #
  - Attn: Government Property Administrator

When Government-owned material is ready to be returned to SRCTec, the Supplier shall:
- Verify the information on pre-completed Form #DD1149
- Sign block 10 of the Form #DD1149
- Return Form #DD1149 with the product

21.0 CONTROL AND HANDLING OF CUSTOMER FURNISHED EQUIPMENT

When in possession of Government or SRCTec-supplied equipment, suppliers shall:
- Identify and inventory the equipment
- Exercise care when using the equipment
- Maintain the equipment, as required
- Calibrate the equipment, as required
  - Calibration records should be retained, and any issues communicated to the Buyer

22.0 CONTROL OF SRCTEC CONSIGNED MATERIAL

When SRCTec consigns material for use by the supplier, the supplier shall:
- Ensure that material supplied by SRCTec was used in the manufacture of the product when provided or consigned for the Purchase Order
- Account-for and maintain all SRCTec-owned materials to prevent loss or damage
- Obtain authorization from the SRCTec buyer prior to returning any unused consigned material
23.0 SUPPLIER CORRECTIVE ACTION REQUEST (SCAR)

When SRCTec identifies an opportunity to take action to eliminate the causes of supplier-responsible nonconformities, a SCAR may be assigned.

Suppliers may use their own corrective action process to complete the investigation and provide the response to SRCTec. The response shall contain the following minimum requirements:

- Containment activities
- Root cause analysis
- Corrective action plan
- Implementation schedule

When additional time is needed to complete the investigation, Suppliers may request an extension from the SRCTec Quality Department. The request shall include details on why the extension is necessary.

The extension request is subject to review and approval by the SRCTec Quality Department.

24.0 SOURCING BARE PRINTED CIRCUIT BOARD (PCB) MATERIALS

When SRCTec requires the source of the bare-PCB to be controlled, it will indicate the required source on the design documentation (e.g. drawing or BOM).

When SRCTec provides bare-PCB sourcing guidance to the Supplier to mitigate risk (e.g. board complexity, SRCTec Engineering involvement in design or process development activity with a particular PCB provider) it will indicate the suggested source on the ‘Assembly Instructions’ document, provided by the Buyer during the quoting process. Suppliers may request the use of an alternate PCB provider as way to reduce risk to the procurement process. This would be considered a change to a sub-tier supplier or contractor, and would be handled using the RFVC form (ref. Sec. 8 – “Control of Process Changes”).

When no sourcing requirements or guidance are provided by SRCTec, Suppliers may leverage their own supply chain to procure bare boards.

If there are any questions about the contents of this Manual, contact your SRCTec Buyer.

This manual and other related documents can be found at:

http://www.srcinc.com/suppliers/supplier-quality.html
## DOCUMENT REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>10/10/08</td>
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<tr>
<td>10/11/13</td>
<td>Entire Doc</td>
<td>- Updated to reflect current supplier standards</td>
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<tr>
<td>12/06/16</td>
<td>Entire Doc</td>
<td>- Revised and reorganized manual for clarity</td>
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<tr>
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<td>- Waiver Deviation Request (WDR) and Request for Change (RCA) have been combined into the Request for Variance/Change (RFVC)</td>
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<tr>
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<td>- Supplier forms restructured and renumbered</td>
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<td>01/18/17</td>
<td>Sec. 8, 9</td>
<td>Added internet address reference for form retrieval</td>
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<td></td>
<td>Sec. 15</td>
<td>Updated preferred FAI submission method from electronic to hard copy. Added clause for prior arrangements. Added internet address reference for form retrieval</td>
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<tr>
<td></td>
<td>Sec. 17</td>
<td>Corrected email address</td>
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<td>Sec. 20</td>
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<td></td>
<td>Sec. 24</td>
<td>Added section – to provide guidance on sourcing PCB material used in circuit card assemblies</td>
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<tr>
<td>04/12/17</td>
<td>Sec. 15</td>
<td>Added qualification testing guidance.</td>
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<tr>
<td></td>
<td>Sec. 19</td>
<td>Added export control information requirements to Packing List / CoC and resources to contact for more information</td>
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