



ALTA Electronics Inc.
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Supplier Quality Assurance Requirements

1.0 PURPOSE

This document establishes the Supplier Quality Assurance Requirements (Requirements) which are applicable to the extent specified in the purchasing document.

2.0 DEFINITIONS

Buyer: ALTA Electronics Inc. purchasing function.

Seller: The legal entity that is the contracting party with the Buyer with respect to the purchasing document.

Purchasing Document: The purchase order or subcontract between the Buyer and Seller.

Item: The product or service contracted for by the purchasing document.

3.0 PURCHASING QUALITY REQUIREMENTS

The following clauses are a requirement of the purchasing document when expressly specified by clause number:

SQ-1 GENERAL QUALITY ASSURANCE REQUIRMENTS

A. Right of Access

The Buyer, Buyers' Customer and Regulatory Authorities have right of access to the facilities and records of the Seller and the Seller's Sub-tier suppliers. Right of Access will be coordinated between the Buyer and Seller.

B. Prohibited Practices

Change in Approval, Drawing, Processes, Materials or Procedures:

Seller shall not change any drawing, process, material (including sub-tier parts) or procedure without prior Buyer written approval if such drawing, process, material or procedure was previously approved by the Buyer as provided for in the purchasing document. Seller shall not change any process, material or procedure from that used to qualify any item or which was used by the Seller to become a qualified source for Buyer specification/drawing with written approval from the Buyer.

Re-submittal of Rejected Items:

Any item rejected by the Buyer and subsequently resubmitted to the Buyer shall be clearly identified as a re-submitted item, indicating purchasing document number and Buyer reject document number in the Seller's certificate of conformance.

Notification of Facility Change:

Seller shall not use nor relocate any production, manufacturing and/or processing facilities to differ from previously approved by the Buyer without previously notifying the Buyer and providing the Buyer an opportunity to examine such changes for compliance with its Purchasing Quality Requirements.

Changing of Test Facility:

Seller shall not change a test facility nor use another test facility to meet specification/drawing requirements without prior Buyer written approval if a specific test facility was previously approved by the Buyer.

C. Responsibility for Conformance

Neither surveillance, inspection and/or test made by the Buyer or applicable Government Authority at either the Seller's or Buyer's facility, nor the Seller's compliance with all applicable purchasing quality requirements shall relieve the Seller of the responsibility to provide an item that conforms to the requirements of the purchasing document. Seller shall control sub-tier suppliers to the extent necessary to ensure quality requirements specified in the purchasing document are satisfied.



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D. Buyer Survey, Surveillance, Audits and Inspection

Buyer has the right to conduct surveys, audits and surveillance of the Seller's facilities (inclusive of Seller sub-tier suppliers), subject to prior coordination with the Seller, to determine capability to comply and verify continuing compliance with the requirements of the purchasing document. Buyer has the right to perform inspection at the Seller's facility (inclusive of Seller sub-tier suppliers), subject to prior coordination with the Seller, during the period of manufacture and inspection prior to shipment. Final inspection and acceptance shall be performed at the Buyer's facility unless otherwise specified in the purchasing document.

E. Documentation

Buyer may refuse to accept item if Seller fails to submit certifications, documentation, test data or reports specified by the purchasing document.

F. Corrective Action Request

When a quality problem exists with any Seller item, Buyer may forward a Corrective Action Request to the Seller. The Seller is required to respond to this request within the timeframe identified in the Corrective Action Request.

G. Measuring and Test Equipment

Seller shall be responsible for validating the accuracy of tools, gages and test equipment used in the manufacture or processing of items provided under the purchasing document. Documented schedules shall be maintained to provide for periodic calibration or maintenance to adequate standards. Calibration and maintenance records shall be maintained and made available to Buyer upon request.

H. Nonconforming Material

Any decision to accept any non-conformance (variance from Buyer drawings and/or specifications), detected at Seller facilities, must be made by the Buyer unless otherwise specified by the purchasing document. Shipment of any nonconforming item shall be accompanied by a Buyer-approved document. Seller shall provide for identification, control and segregation of nonconforming material detected at Seller facilities.

I. Inspection Records

Seller shall maintain records of all tests and inspections performed on any item delivered to the Buyer and shall be made available for review by the Buyer.

J. Sample Inspection

Seller may use sample inspection plans when tests are destructive or when records or inherent characteristics of the product indicate that a reduction in inspection/testing can be achieving without jeopardizing product quality. If not specified by Buyer specification, sample inspection may be conducted in accordance with military or recognized industry standard sampling plans.



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K. Seller's Certificate of Conformance (C of C)

Seller shall provide a C of C providing a statement that the items furnished under the purchasing document have been manufactured, tested and inspected in accordance with the requirements of the applicable specifications/drawings and the results of such tests and inspections meet the requirements. The C of C, as a minimum, shall include:

Seller's name

Seller's Address - location where item was manufactured/tested/supplied from

Item Identification - Description, Seller and Buyer Part Number, Lot/Batch Number, Serial Number, etc. as applicable, and Specification/Drawing number (including revision level).

C of C shall be signed by Seller's authorized representative and dated.

SQ-2 BUYER SOURCE INSPECTION

Seller conformance to Buyer requirements shall be verified by Buyer at Seller's facilities prior to shipment of items being procured. Seller shall provide reasonable facilities for Buyer to conduct such inspection. Buyer reserves the right verify conformance at any Seller sub-tier facilities for any item not manufactured/processed within the Seller's facilities. Buyer Source Inspection may include, but not be limited to the following:

- Validation of Seller automated test programs and procedures to Buyer specification/drawing requirements (when applicable).
- Witnessing Seller performance of acceptance/qualification testing and inspections to Buyer specification/drawing requirements.
- Review of Seller acceptance test/inspection data and reports to verify conformance with Buyer specification/drawing requirements.
- Review of lot qualification test data to Buyer specification/drawing requirements, if applicable.
- Verification of Seller packaging and packing of items
- Verification of item traceability and Seller certification to ensure conformance with Buyer purchasing document requirement.

Seller shall provide inspection/test data and reports to Buyer indicating which characteristics, parameters, dimensions, etc. were tested/inspected for validation to Buyer specification/drawing requirements. Seller shall notify Buyer not less than 3 working days prior to the time the items will be ready for Source Inspection. Any items found to be deficient during Source Inspection will be subject to a subsequent Source Inspection after the deficiencies have been corrected.

SQ-3 BUYER AUDIT/PROCESS VERIFICATION

Buyer audit of Seller process operations shall include, but not limited to the following:

- Verification that Seller is maintaining a Quality Assurance System previously approved by the Buyer.
- Verification that Seller flow down of requirements to sub-tier suppliers meets Buyer requirements.
- Verification that Seller work instructions are adequate to ensure compliance with Buyer requirements.
- Verification that Seller's manufacturing processes are under control to meet product quality, configuration control and traceability to meet Buyer requirements.
- Verification that Seller is maintaining proper control of non-conforming materials and taking corrective action, as required.



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SQ-4 TEST DATA

For each item, Seller to provide a copy of recorded test data performed during acceptance, as defined by the Buyer specification/drawing, showing evidence of conformance. Seller to provide sample formatted test report for approval by Buyer.

SQ-5 REQUIREMENTS FOR DISTRIBUTORS

Supplier shall identify on the C of C the name and location of the manufacturer of each item covered under the purchasing document. When items are identified by Buyer's specification/drawing number, the Supplier shall provide complete information as to the original manufacturer and original manufacturer's part number, lot number, serial number and/or date code of items shipped. Such information is to be submitted with each shipment; original manufacturer's C of C is required in addition to the Distributor's C of C.

SQ-6 QUALITY SYSTEM

Seller shall maintain a quality system that is compliant with or registered to SAE AS9100 and/or ISO9000 latest revisions. The Seller's capability to perform satisfactory to these requirements shall be demonstrated by having either:

- A) Certification from an accredited registrar
- B) Approval as QML/QPL
- C) Evidence of Seller's customer or third party approval

SQ-7 FIRST ARTICLE INSPECTION (FAI/PPAP)

Seller is required to provide FAI reports using the SAE AS9102 (latest revision) standard method and formats. Alternate methods and formats are to be approved by the Buyer.

SQ-8 ELECTROSTATIC DISCHARGE (ESD) CONTROL

Seller shall maintain a program for ESD control of items to be provided under this purchasing document. Seller ESD program is subject to review and approval by Buyer.

SQ-9 SHELF LIFE

Seller shall provide time sensitive items with more than 85% of remaining shelf life at time of receipt by Buyer. The Seller shall identify the date of manufacture and duration of shelf life on the C of C.

SQ-10 CONTROL OF RECORDS

The Seller shall maintain records that provide evidence of product conformity to requirements covered in the purchasing document. These records shall be made available to Buyer for review, upon Buyer's request and shall be stored for at least 7 years unless otherwise specified by the purchasing document or by Government Regulation.