**SUPPLIER QUALITY REQUIREMENTS**

The following Supplier Quality Requirements will apply unless otherwise agreed:

**Certificate of Conformity**

When stated on the Purchase Order: A signed Certificate of Conformity shall accompany each

shipment and contain the following information: Supplier name, Purchase Order Number, Part

Number, Revision, Quantity, Special Processes, Date, Authorized Signature, Title and

Statement Certifying Product Compliance and Traceability as applicable.

**Quality System**

The Supplier shall maintain an effective Quality Management System in accordance with the

requirements of ISO 9001, AS9100 or equivalent that provides a means of ensuring that

products conform to specified requirements.

**Right of Access**

Right of access of Sierra Circuits authorized representatives, their Customer and Regulatory Authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.

**Control of Quality Records**

Where applicable, records related to the manufacture and/or process operations, including

Inspection and Test are to be retained by the Supplier and made available on request for

verification by Sierra Circuits, our Customer and Regulatory Authorities. Unless otherwise specified the period of retention shall be for a minimum of ten years.

**Non-Conforming Product**

The Supplier shall obtain written approval from Sierra Circuits prior to the supply of any Non-conforming material. The Supplier shall obtain Sierra Circuits approval for non-conforming product disposition. The Supplier shall notify Sierra Circuits of any Non-conforming material or products discovered after delivery so that appropriate corrective action can be taken.

**Counterfeit Component Prevention**

The Supplier shall have a process to ensure counterfeit components are not supplied to Sierra Circuits.

**Control of Special Processes**

The Supplier and any Sub-Tier Suppliers used shall be Sierra Circuits and/or Customer approved for any process considered to be a Special Process.

**Changes in Product/Process Definition/Circumstances**

The Supplier shall notify Sierra Circuits of changes in Product and/or Process, changes of suppliers, changes of manufacturing location and where required obtain Sierra Circuits approval.

The Supplier shall inform Sierra Circuits of changes to its Certification, Registration and Accreditation status and any other changes that may affect Quality such as change of ownership.

**Sub-tier Suppliers**

When the Supplier sub-contracts a process or requirement to a Sub-tier Supplier the applicable

requirements must be flowed down to that supplier. Approval of a Sub-tier Supplier by Sierra Circuits does not relieve the Supplier of the responsibility for assuring that work performed or products supplied by the Sub-tier Supplier are in accordance with specification requirements.

**First Article Inspection**

When agreed, the Supplier shall provide Sierra Circuits with a First Article Inspection Report (FAIR). This is required for the first batch produced from a new or modified drawing, after a change in the manufacturing process, or as directed by Sierra Circuits. A First Article Inspection is a representative sample from the batch and shall be 100% inspected for conformance to requirements.

**Performance Monitoring**

Sierra Circuits will monitor supplier performance based on On Time Delivery and product Quality

**Special Requirements, Critical Items or Key Characteristics**

Sierra Circuits will identify, either within the Purchase Order or accompanying documentation any special requirements, critical items or key characteristics that need to be controlled and agree

methods of doing so when applicable.

**Communication**

The main point of contact for queries regarding the order is the Buyer identified on the Purchase Order who will redirect queries as necessary.

**Supplier’s Employee Contribution to Product**

The supplier should communicate to their employees their contribution to:

-Product or Service Conformity

-Product Safety

-The importance of Ethical Behavior (Please refer to Supplier Code of Conduct – QAS-006-05).