



7211 Patterson Dr.
 Garden Grove, CA 92841
 Phone: 714-698-0880
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PURCHASE ORDER QUALITY CLAUSES

GENERAL QUALITY REQUIREMENTS:

QUALITY CLAUSE NAME	QUALITY CLAUSE REQUIREMENT
Policy	It is the policy of T&T Quality Electronics to purchase only from those Suppliers who consistently meet requirements for quality, delivery and reliability. Failure to comply with any requirement invoked by the purchase order may be cause for rejection of the material and/or processing of material included in the Purchase Order. Corrective action measures for product and system issues may be requested of the Supplier. Failure to respond in a timely or effective manner may result in removal of the Supplier from T&T Quality Electronics's Approved Supplier List.
Quality Management System	Supplier compliance and/or certification to latest revision of AS9100, ISO9001, or equivalent accreditation is preferred but not mandatory. For suppliers not meeting these specifications, T&T Quality Electronics will review and determine if system implemented is sufficient based upon the nature and levels of control required by the parts, materials, or services.
Control of Non-Conforming Processes, Products or Services	Supplier shall notify and obtain written approval from T&T Quality Electronics prior to disposition of any 1) non-conforming processes, products, or services supplied that does not meet drawing(s) or document(s) per Purchase Order. 2) If nonconforming materials are present, and the materials are deemed acceptable or useable by the Supplier, it is still the responsibility of the Supplier to inform T&T Quality Electronics so that a determination can be made for the use of said materials. 3) Post shipping/delivering discovery of any deviations that affect testing, inspection and/or calibration results must be reported, in writing, to T&T Quality Electronics. 4) Suppliers shall notify T&T Quality Electronics for any changes in products, processes, supplies and location, including sub-tier suppliers, that may affect delivery schedule. 5) Suppliers shall notify T&T Quality Electronics within 30 days for any non-conforming products previously delivered to T&T Quality Electronics.
Resubmission of Material	Nonconforming items returned by T&T Quality Electronics which are subsequently resubmitted by the Supplier shall include indication of resubmission on the accompanying paperwork and shipping documents. Reference shall be made to the T&T Quality Electronics rejection documentation and evidence presented to demonstrate that the causes for rejection have been corrected.
Sub-tier Suppliers Flow Down	The supplier shall insure that requirements per purchase order to be flowed down to sub-tier supplier(s) and subcontractors, customer's designated or approved external providers including key characteristics, materials selection, first article inspection, process control and special processes where required. T&T Quality Electronics and its customers reserves the right to approve subcontractors based on requirements and resources.
Certificate of Conformance (CoC)	1) Supplier shall furnish with each shipment a Certificate of Conformance (or equivalent, such as "Certificate of Processing", or "Certified Test Results", or "Certified Calibration Report"). The CoC may either be a separate document or may be included within the packing list. 2) CoC shall state that the items were produced in conformance with requirements as specified in the T&T Quality Electronics' purchase order. 3) The CoC shall include the followings but not limited: a) the manufacturer or distributor's name and address; b) T&T Quality Electronics's purchase order number, c) the part number(s) and revision(s) or service(s) provided when applicable; d) traceability information including serial numbers, lot codes, or date codes when applicable; e) shelf-life expiration date(s) if applicable; and f) signature of the supplier's authorized representative. Failure to comply may result in returning the deliverables back to supplier at supplier's expense.
Surveillance & Right of Entry	Representatives of T&T Quality Electronics, its customers, Government, and/or regulatory agencies (if applicable) reserve the right to visit the supplier and its sub-tier suppliers with the intent of performing surveillance activities including inspections, surveys, audits, resolution of product quality.
Confidentiality	Supplier shall hold all information received from T&T Quality Electronics in confidence and no third-party request for information will be authorized unless approved, in writing, by T&T Quality Electronics.



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First Article Inspection	T&T Quality Electronics may perform First Article Inspection per SAE AS9102 for the conditions below, on a requested test specimen from supplier: 1) new supplier; 2) new designed product; 3) new revision change; 4) time lapse between production run; 5) verification of corrective and/or preventive actions; 6) new facility; or 7) change of owner ship.
Corrective Action	When requested by T&T Quality Electronics, the supplier shall investigate nonconformities to determine the root cause(s) of failures, and take effective action(s) as appropriate to correct the failures and prevent future failures. Unless otherwise requested by T&T Quality Electronics, such corrective action(s) may be documented in the supplier's format.
Quality Inspection System	Supplier shall maintain a quality/inspection system that will ensure all goods and services conform to purchase order requirements whether manufactured or processed by Supplier or procured from Sub-Tier Suppliers. Statistical sampling techniques may be used. T&T will verify materials received from Supplier by either testing, inspection and dimension verification to drawings.
Engineering Changes	Supplier shall notify and obtain written approval from T&T Quality Electronics for any of the followings: 1) For any changes in products and/or services, processes, supplies and location, including sub-tier suppliers, that may affect products and delivery schedule.
Preservation & Packaging	Supplier shall use appropriate methods of handling, packaging and preservation to prevent damage of product in process and during delivery. T&T Quality Electronics may specify packaging instructions for specific deliverables. All ESD items shall be handled, packaged and identified in accordance with MIL-STD-1686 and MIL-STD-129, or best commercial practices, as applicable.
Calibration	Supplier shall only utilize inspection and test equipment for acceptance that has been calibrated to the requirements of ANSI/NCSL Z540-1 or ISO/IEC-17025 or other recognized standards.
Traceability	Supplier shall maintain internal system of traceability on all raw materials, purchased components and manufactured parts used to supply items on this Purchase Order. Supplier shall ensure that the identification of material, components, parts, samples and/or T&T Quality Electronics owned equipment is in effect upon receipt. The Supplier shall provide continuous control throughout fabrication, testing or calibration. The material identification, traceability and current status shall be with the material at all times. Material identification shall provide easy traceability to receiving inspection reports, purchase orders, specifications, drawings and other documented data.
Record Retention	Suppliers and special processors, as well their subcontractors, shall maintain records to substantiate product compliance to T&T Quality Electronics's purchase order requirements and must be capable of furnishing copies of these records upon request from T&T Quality Electronics, its customers and its government / regulatory representatives as applicable. Such records including inspections, tests and process controls shall be maintained for a minimum of 11 years after date of delivery to T&T Quality Electronics.



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Counterfeit or Fraudulent Parts	<p>Supplier shall have a counterfeit parts avoidance, detection, mitigation, and disposition program to ensure that counterfeit or fraudulent goods and materials are not delivered to T&T Quality Electronics. Supplier shall only deliver authentic components, devices, pieces, material, modules, assemblies, subassemblies, goods, etc. that are manufactured by or obtained from original equipment manufacturers (OEMs), original component manufacturers (OCMs), or authorized distributors. Supplier shall make available to T&T Quality Electronics documentation that authenticates and provides traceability of the Parts to the applicable OEM or OCM.</p> <p>Supplier shall provide written notification to T&T Quality Electronics if supplier becomes aware or suspects of any furnished goods within 24 hours. Such notification shall include supply chain traceability to an original manufacturer or authorized distributor, name and location.</p> <p>Any counterfeit or suspect counterfeit goods and materials delivered to T&T Quality Electronics will be controlled by T&T Quality Electronics to prevent reentry into the supply chain. They will be replaced with non-counterfeit parts or credited at the expense of the supplier.</p>
Awareness	<p>Supplier shall ensure persons are aware of</p> <ol style="list-style-type: none"> 1) their contribution to product and/or service conformity; 2) their contribution to product safety; 3) their contribution to ethical behavior.
Order of Precedence	<p>Supplier shall ensure that drawings and specifications will take precedence over the requirements of this document unless otherwise stated on the Purchase Order.</p>

SPECIFIC QUALITY CLAUSES:

QUALITY CLAUSE #	QUALITY CLAUSE NAME	QUALITY CLAUSE REQUIREMENT
PO-C1	Foreign Object Debris/Damage	<p>All materials, parts, and assemblies must be protected from the intrusion of foreign object residue/debris that could potentially cause damage.</p> <p>As appropriate, the supplier shall develop and implement a Foreign Object Damage/Foreign Object Debris Prevention Program that employs appropriate housekeeping practices to assure detection and elimination of residue/debris generated during operation and normal daily tasks.</p>
PO-C2	Shelf-Life Materials & MSDS	<p>When product or service provided by supplier includes hazardous materials or materials with a limited shelf-life, the supplier shall label each individual container of limited-life materials with</p> <ol style="list-style-type: none"> 1) lot number; 2) date of manufacture; 3) date of expiration; and 4) identify storage conditions (if applicable). <p>MSDS sheets are required with shipped materials.</p>
PO-C3	RoHS	<p>When product or service provided by supplier requires RoHS per purchase order (drawings and specification), required materials and/or processes must comply with Directive 2011/65/EU and of the European Parliament and that they are Free from hexavalent chromium, Cd, Pb, Hg, PBB and PBDE contamination.</p>
PO-C4	ITAR	<p>Purchase order might contain and/or reference documents containing information subject to International Traffic in Arms Regulation (ITAR). Suppliers may not export, release or disclose such information to foreign nationals without first complying with export license requirements of ITAR.</p>
PO-C5	NADCAP Approved Processes	<p>Suppliers who perform special processes such as plating, printed circuit board assembly, painting, non-destructive testing may be required on purchase order.</p>
PO-C6	Country of Origin	<p>Country of origin of raw material delivered by supplier may be included.</p>
PO-C7	Special Instructions 9800013-001, 9800026-001	<p>For products built for Schneider Electric customer, special instruction from latest revision of documents 9800013-001 and 9800026-001 must be followed where applicable.</p>



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PO-C8	Special Instructions SIF-QA-104	For products built for Exant Aerospace customer, special instruction from latest revision of documents SIF-QA-104 must be followed where applicable.