



1257 S. State College Blvd.  
Fullerton, CA 92831

## **SUPPLIER QUALITY PROCUREMENT REQUIREMENTS**

**THIS DOCUMENT ESTABLISHES THE QUALITY ASSURANCE REQUIREMENTS, WHICH ARE A REQUIREMENT OF PROCUREMENT FROM OUR SUPPLIERS.**

### **1. QUALITY PROGRAM REQUIREMENTS**

Supplier shall provide and maintain a quality program which is in conformance with ISO 9000 Standards or has been determined by the Bench 2 Bench Quality Department to be acceptable.

### **2. INSPECTION SYSTEM REQUIREMENT**

Supplier shall provide and maintain an inspection system which will assure compliance with the Procurement Document.

### **3. PROHIBITED PRACTICES**

- **Unauthorized Repairs:** Supplier may not repair items without first obtaining Bench 2 Bench approval for the repair. Repairs include, but are not limited to: welding, brazing, plating, splicing, soldering or applying adhesives.
- **Changes in approved drawings, processes, material or procedures:** Supplier shall not change any drawing, process, material or procedure without prior Bench 2 Bench written approval, if such drawing, process, material or procedure was originally approved by Bench 2 Bench.
- **Resubmittal of rejected items:** Items rejected by Bench 2 Bench and subsequently resubmitted to Bench 2 Bench shall be clearly identified on Supplier's shipping document as resubmitted items.
- **Notify of Facility Change:** Supplier shall not use or relocate any production, manufacturing and/or processing facilities during performance of the work specified on the Procurement Document from those production, manufacturing or process facilities approved by Bench 2 Bench, without notifying Bench 2 Bench and affording Bench 2 Bench an opportunity to examine such facilities for compliance with Quality Assurance requirements.

### **4. RESPONSIBILITY FOR CONFORMANCE**

Neither surveillance, inspection and/or test made by Bench 2 Bench or its representatives or representatives of the Regulatory Authority of Bench 2 Bench customers, at either the Supplier's or Bench 2 Bench's facility, nor Supplier's compliance with all applicable Quality Assurance requirements, shall relieve the Supplier of the responsibility to furnish items which conform to the requirements of the Procurement Document.

### **5. CONFIGURATION STATUS**

Supplier shall promptly notify Bench 2 Bench of any impending change to the supplier's quality system, data sheets, specifications, etc. that would result in a change in the form, fit, function, or end use suitability of the item being offered for sale.

### **6. DOCUMENTATION**

Bench 2 Bench may refuse to accept items if Supplier fails to submit certifications, documentation, test data or reports specified by the Procurement Document.



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### **7. BENCH 2 BENCH SURVEYS, SURVEILLANCE, AUDITS, AND INSPECTION**

- Bench 2 Bench has the right to conduct surveys, audits, and surveillance of Supplier's facilities, or those of Supplier's subcontractors or supplier with prior coordination with Supplier, to determine the capability to comply, and to verify continuing compliance, with the requirement of the Procurement Document.
- Bench 2 Bench has the right to perform inspection at Supplier's facilities, or those of Supplier's subcontractors or suppliers with prior coordination with Supplier, during the period of manufacture, inspection, and acceptance at Bench 2 Bench facility, unless otherwise specified on the Procurement Document.
- Bench 2 Bench reserves the right to use MIL-STD-105, or equivalent sampling plans for the acceptance or rejection of items which in no way relieves the supplier of the responsibility for compliance to requirements.

### **8. MEASUREMENT AND TEST EQUIPMENT**

Supplier shall be responsible for validating the accuracy and stability of tools, gauges and test equipment to MIL-STD-45662, ANSI/NCSL Z540-1, or equivalent, which are used to demonstrate that items conform. Documented schedules shall be maintained to provide for periodic calibration traceable to the National Institute of Standards & Technology (NIST). Objective evidence of calibrations shall be recorded and made available for Bench 2 Bench review upon request. Items accepted using equipment found to be out of calibration shall be analyzed for fitness of use.

### **9. DISCREPANT MATERIAL**

Decisions to accepted discrepancies (variances from Bench 2 Bench drawings and specifications), detected at Supplier's facilities, must be made by Bench 2 Bench unless otherwise specified by the Procurement Document. Shipment of discrepant items must be authorized by Bench 2 Bench in writing. Supplier shall provide for control, segregation and identification of discrepant material detected at Supplier's facilities. Upon receipt of discrepant materials, Bench 2 Bench shall notify Supplier of acceptance or rejection of these materials, in the event that Bench 2 Bench rejects discrepant material, Bench 2 Bench may require Supplier to replace or rework and discrepant materials in accordance with the contract requirements on an expedited basis. In the event that the scheduled requirements do not permit the return of the material to the Supplier's facility, Supplier agrees to perform rework at the Bench 2 Bench facility or reimburse Bench 2 Bench for all costs incurred by Bench 2 Bench in performing this rework. Bench 2 Bench will provide to Supplier, documentation supporting the cost incurred by Bench 2 Bench.

### **10. SUPPLIER DISCREPANCY REPORTS**

When a quality problem exists with Supplier's items, Bench 2 Bench may forward a Supplier Corrective Action Request to Supplier. This requires mandatory response and must include the following information: Analysis of the cause of the problem, statement of the action taken to prevent recurrence, and the effectivity of the action. When corrective action is required for Source inspected items, Supplier shall coordinate such action with the Regulatory Authority Representative assigned to the Supplier's facility.



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### **11. INSPECTION RECORDS**

Supplier shall maintain records of all inspections and test performed on items delivered to Bench 2 Bench. These records shall identify discrepancies and shall be made available for Bench 2 Bench review.

### **12. WORKMANSHIP STANDARDS**

Unless otherwise specified, quality workmanship will be in accordance with applicable drawings and/or if not identified, with J-STD-001 or American National Standards Institute (ANSI) criteria. Soldering workmanship shall conform to IPC-A-610 (Class 3).

### **13. ELECTROSTATIC DISCHARGE PROTECTION**

Supplier shall provide safeguards for all electrostatic discharge sensitive (ESDS) components and assemblies in conformance with ANSI/ESD S20.20, MIL-STD-1686 and Military Handbook DOD-HDBK-263. ESDS components and assemblies shall be packaged and transported in electrostatic shielding containers. All ESDS containers or cushioning materials must have the mechanical characteristic to properly protect the part against damage. All ESDS packaging containers must have an ESDS caution label affixed to the outer surface. Bench 2 Bench may refuse to accept items received which are improperly package or protected. Bench 2 Bench reserves the right to verify continuing compliance with the requirements for ESD protection.

### **14. RIGHT OF ENTRY**

Seller shall allow Bench 2 Bench, customers, or regulatory agencies right of entry to any place necessary to determined and verify the quality of contracted work, records, and material.

### **15. BENCH 2 BENCH/CUSTOMER SOURCE INSPECTION**

Items will be inspected by Bench 2 Bench during manufacture and/or prior to shipments as specified by the Procurement Document. Supplier shall notify Bench 2 Bench/Customer not less than three (3) days in advance that the items are ready for Bench 2 Bench/Customer inspection. After Bench 2 Bench/Customer inspection, any rework or retest of the items, including any unscheduled entry, such as removal of a panel, cover or enclosure will void the inspection. In case of any nonscheduled entry, rework, or retest, Bench 2 Bench shall be notified for a decision as to the need for a repeat inspection.

### **16. GOVERNMENT/REGULATORY AUTHORITY SOURCE INSPECTION**

If Source Inspection is required at the Supplier's facility, the supplier should promptly notify the regulatory authority representative who normally services their plant on receipt of an order so that appropriate planning for Source Inspection can be accomplished. When the order is received promptly furnish a copy to the regulatory authority representative who normally services your plant, or if none, to the nearest Army, Navy, Air Force or Defense Supply Agency inspection office. In the event the representative of office cannot be located Bench 2 Bench purchasing should be notified immediately.

### **17. TEST DATA**

When Bench 2 Bench requires test data to be recorded during the performance of acceptance testing, a copy of the recorded data, showing evidence of Supplier's inspection and verification of conformance, shall accompany shipment of items to Bench 2 Bench. As a minimum, data shall be identified with:



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- Purchase Order Number
- Part Number
- Type of test performed
- Lot numbers, serial numbers, or date codes of items listed
- Total quantity tested, quantity accepted and quantity rejected
- Any codes, keys or other information necessary to interpret Supplier's data

### **18. CERTIFICATE OF CONFORMANCE**

Shipment of raw material, or finished or semi-finished items manufactured from raw materials must be accompanied by a Certificate of Compliance form. Items delivered from a distributor must be accompanied by a statement, executed by an authorized representative, that the items furnished are part of the shipment covered by the manufacturer's documentation. Applicable test and inspection records will be maintained and made available to Bench 2 Bench or regulatory authority/customer representative upon request.

### **19. SOLDERABILITY REQUIREMENTS**

Testing: All printed wiring boards shall pass a Solderability test per J-STD-003 or MIL-PRF-55110. All components shall pass a Solderability test per J-STD-002 or equivalent.

Packaging: All solderable components shall be packaged and sealed to eliminate air flow and moisture. Packaging material containing paper with sulfur is strictly forbidden as in any material which could leave a residue or degrade the Solderability of the components.

### **20. FIRST PIECE APPROVAL**

When specified on the Procurement Document, First Piece approval is required. Following final inspection and test at Bench 2 Bench, written approval or rejection of the first piece will be furnished by Bench 2 Bench. When approval is received, Supplier is authorized to proceed with the production of the balance of the order.

### **21. PACKAGING AND MARKING**

Unless otherwise specified on the drawing, packaging will be in accordance with the best commercial practices available. The package must be capable of protecting the quality of the product and prevent deterioration and damage, including Moisture Barrier packaging, where applicable.

### **22. SHELF LIFE**

Unless otherwise specified, all product with a shelf life must be marked with expiration date, as applicable. Material must be within 75% of the material shelf life when supplied to Bench 2 Bench.

Pre-preg shelf life is 90 days from the Date of Manufacture (DOM). The Supplier of the prepreg shall ensure that on the date of delivery to Bench 2 Bench the pre-preg shall have a minimum of 60 days of shelf life remaining (prepreg will be delivered within 30 days of the DOM).

### **23. HAZARDOUS MATERIAL**

When applicable, supplier shall package and label material in accordance with OSHA guidelines for Hazardous Material, and supply current MSDS sheets.



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### **24. ITAR**

#### **All Bench 2 Bench product is to be handled as being ITAR controlled.**

The supplier will be responsible for developing procedures to comply with ITAR/AECA. These procedures include directions as to how to obtain written State Department approval prior to the transfer of ITAR-designated product to a foreign national employed by the supplier, a foreign person within the US, or to a foreign person outside the US.

Additionally, the supplier shall ensure that procedures are in place to ensure the proper screening of any sub-tier suppliers and carriers to prevent unauthorized release of ITAR-designated product. Furthermore, the supplier shall ensure that procedures are in place to ensure the proper recordkeeping of ITAR records.

Finally, the supplier shall ensure that procedures are in place to ensure the continued monitoring of the ITAR compliance program.

### **25. OTHER**

The Supplier will be responsible for meeting other Quality requirements delineated on the Purchase Order and not included within this document.

### **26. COUNTERFEIT MATERIAL AVOIDANCE**

To mitigate risk of counterfeit parts, suppliers shall purchase all materials thru either the original material manufacturer or a factory authorized seller only - certificates of conformance must be available for review upon request. In the case where materials cannot be sourced by an authorized seller, the supplier shall notify us in writing for resolution.

### **27. MERCURY**

Material furnished under this order shall be free of the presence of mercury or mercury related contaminants. Compliance with this requirement shall be certified by the supplier and sub-tier supplier(s). NOTE: The supplier is required to flow-down this mercury free certification text requirement to all sub-tier suppliers.

### **28. SPECIALTY METALS**

The Supplier shall ensure and certify that any specialty metals incorporated in articles furnished under this contract meet the requirements of Defense Federal Acquisition Regulation Supplement (DFARS) 252.225-7008, Restriction on acquisition of specialty metals, and 252.225-7009 Restriction on acquisition of certain articles containing specialty metals. FARs can be reviewed at the following location. <http://www.acq.osd.mil/dpap/dars/dfars/html/current/252225.htm>

### **29. PERFORMANCE**

Suppliers are evaluated on On-Time Delivery and defective product. Bench 2 Bench expects a minimum of 96% on-time delivery. Supplier will be notified if they fall below that threshold.

### **30. PRODUCT SAFETY**

As a contributor to overall product safety, suppliers are expected to ensure all inspections and testing required by the governing specifications are performed and documented.