

2.0 PROCEDURE

Buyers are responsible for communicating the flow down requirements to all suppliers. These requirements are listed below, and a matrix has been created to show which requirements are applicable based on the category of material that is purchased.

a) MANDATORY REQUIREMENTS

All documents sent to PlaneWave must include the PlaneWave purchase order number, item number, quantity in the shipment (list lot numbers and serial numbers as required), the part number and revision, and the signature and date from the authorized representatives of the issuing organization. PlaneWave's suppliers are responsible for ensuring that all subcontractors involved comply with PlaneWave purchasing requirements.

b) SELLER'S QUALITY CONTROL SYSTEM

The seller shall maintain a Quality Control System acceptable to PlaneWave. The seller is required to inspect the product sufficiently to assure conformance to requirements and acceptance at PlaneWave. The seller shall ensure employees are aware of their contribution to product or service conformity and product safety. PlaneWave inspects the product to a sample plan with an acceptance number equal to zero, that is designed to meet ISO 2859-1, unless otherwise specified. The Supplier Quality System is subject to audit by PlaneWave representatives. These audits will be scheduled as required by the Quality Assurance Manager. All PlaneWave suppliers are required to submit to visits from PlaneWave or our suppliers as required by the original purchase orders to PlaneWaveInc.

c) ESD HANDLING AND PACKAGING CLASS 1 DEVICES

All items purchased under this order must be handled, packaged and controlled in accordance with ANSI/ESD S20.20/1997. All part containers, tubes, canisters, boxes or bags shall be conductive in accordance with this standard. The end item next higher-level packing shall also be ESD rated: ie; parts in gel pak or tube must be wrapped in outer protection that is ESD rated. Any exceptions must be requested in writing to the buyer of record and PlaneWave Quality.

d) REPORT OF DISCREPANCY

For consideration by PlaneWave, any departures from drawings, specifications, or other Purchase Order requirements must be recorded and forwarded on the 172-0239 Notice of Concern-Variation Form.

e) PACKAGING

All parts must be packaged and handled in a manner to prevent damage in handling and transit.

f) EXCESS MATERIAL

All PlaneWave-furnished excess material (scrap or otherwise) is to be identified and held until completion of order, then returned to PlaneWave properly identified.

g) RESUBMISSION OF REJECTED MATERIAL

All items rejected by PlaneWave and subsequently resubmitted by the supplier shall adequately indicate resubmission on the shipping document and make reference to PlaneWave's rejection document with evidence that the cause for rejection has been corrected.

h) SOURCE INSPECTION

PlaneWave reserves the right to inspect the material submitted in the performance of the Purchase Order or subcontract at the Supplier's facility in conformance with the general specifications for source inspection instructions. Source inspection approval shall not constitute final approval or acceptance by PlaneWave of the items covered by this Purchase Order nor shall it relieve the Supplier of responsibility to furnish an acceptable item.

i) RIGHT OF ACCESS

PlaneWave Instruments and their customers, regulatory agencies, and Government Inspectors have the right to enter Supplier facilities for the purpose of verifying processes and to conduct source inspections as required by contract.

j) GOVERNMENT INSPECTION

During performance on this order, the Supplier quality control, inspection system and manufacturing processes are subject to review, verification and analysis by authorized Government representatives. Government inspection for release of product prior to shipment is not required unless the Supplier is otherwise notified. The Supplier shall provide a copy of this order to the Government representative upon request.

k) GOVERNMENT SOURCE INSPECTION (DoD)

Government Inspection is required prior to shipment from the Supplier's facility. Upon receipt of this order, promptly notify the Government representative who normally services your plant so that appropriate planning for Government inspection can be accomplished. On receipt of this order, promptly furnish a copy to the nearest Army, Navy, Air Force, or Defense Supply Agency Inspection office. In the event the representative or office cannot be located the PlaneWave Purchasing Agent should be notified immediately.

l) CERTIFICATE OF CONFORMANCE (COC)

Each shipment must be accompanied by one (1) legible and reproducible copy of a Certificate of Conformance. The COC should contain a signature and title of an authorized representative of the Supplier stating that the material meets applicable specifications cited in the Purchase Order. "The Supplier certifies that they have inspected the material furnished to PQR, drawing, and/or specification requirements and has found them in compliance. If the supplier does not offer a COC, the packing slip can be used as a proof of compliance to the PlaneWave PO.

m) RAW MATERIAL CERTIFICATION (bar stock/steel/metals)

Each shipment must be accompanied by one (1) legible and reproducible copy of the Raw Material Certification traceable to the mill source. The certification shall include chemical composition and quantitative values specified in the applicable material specification.

n) MATERIAL TRACEABILITY, IDENTIFICATION AND CONTROL

Positive traceability of parts by cross referencing all manufacturing and shipping documents to test reports and certification for the specific raw material lot from which the parts were manufactured is required.

o) RoHS COMPLIANCE

Certification is required that materials supplied by the Supplier compliant with RoHS directives.

p) PROCESS CERTIFICATION

Each shipment must be accompanied by one (1) legible and reproducible copy of a certificate containing the signature and title of an authorized representative for all processes used, such as heat treating, welding, surface preparation and treatment, etc. When parts are serialized, serial numbers must appear on the certification.

All orders requiring nondestructive tests shall be accompanied by one (1) legible and reproducible copy of a certified report of compliance. These reports must contain the signature and title of the authorized representative performing the inspection and must assure conformance to specification requirements.

q) FIRST ARTICLE INSPECTION

First Articles are considered to be the first part from each new production run. A First Article Inspection Report is a complete record for all drawing characteristics and notes with the actual measurements and method of notes compliance documented. When Source Inspection is a P.O. requirement, the First Article part and the First Article Report shall be presented together with the parts at the time of Source Inspection. If Source Inspection is not a P.O. requirement the First Article part and First Article Report shall be packaged separately and shipped with the balance of the parts to PlaneWave.

r) FUNCTIONAL TEST REPORTS

Each shipment must be accompanied by one (1) legible and reproducible copy of actual test results identifiable with test parameters and products submitted. These reports must contain the TEST STAMP and INSPECTION STAMP of the individual performing the task, or the signature and title of the authorized representative of the agency performing the test and must assure conformance to specified requirements.

s) LIMITED LIFE MATERIAL

Age Control Materials shall meet the industry standard for age requirements. Material or articles having definite age degradation characteristics shall be marked with manufacturing data and/or cure date, and date of expended useful life. Material or articles affected by UV or sunlight shall be packaged for protection from such sources. Each package of component(s) shall be marked with Date of Manufacture (DOM) or Cure Date, part number, Purchase Order number, quantity, compound number, and manufacturer's identification (if different than part number). Date of cure shipped to PlaneWave Instruments shall be defined on the supplier's certification and shall not exceed Two (2) Quarters of the shelf life from the date of manufacture to ship date and acceptance at PlaneWave Instruments. Special Handling requirements, such as cold storage, shall be identified. If the supplier is not the manufacturer of the age control materials, the certificate of conformance (CoC) from the supplier must identify linking information (Lot#/Batch# or Manufacturer CoC#), including multiple sources the materials have been supplied through, on their CoC and the manufacturer CoC must accompany the document package. Date of cure on O-rings shipped to PlaneWave shall meet the requirements of MIL-STD-1523. Synthetic rubber raw materials shall be identified with date of cure, compound, purchase order number, and manufacturer's name. Any materials exceeding this requirement will be returned at the supplier's expense for replacement or refund.

t) SUPPLIER RECORDS

All records relevant to PlaneWave Purchase Orders, including test data, material certifications, travelers, and material review board records, shall be retained by the supplier for no less than 7 years or as required by contract, and retrievable upon PlaneWave request. It is the responsibility of the supplier to properly dispose of the records after the required period has been achieved.

u) SUPPLIER NOTIFICATION OF CHANGE

Supplier must notify PlaneWave in writing of any changes to product or processes, changes of sub-tier suppliers and changes of manufacturing location affecting product delivered to PlaneWave.

v) MANUFACTURING LOT

Supplier shall identify what constitutes a manufacturing lot (ie: Work Order, Purchase Order, Line Item, etc.).

w) COUNTERFEIT PARTS:

The supplier shall maintain a counterfeit parts program in accordance with AS 5553/AS6081.

All parts shall be considered counterfeit if any criteria of Section 3.0 requirements, is discovered, identified or found suspect.

Contract requirements shall include:

- a) Traceability
- b) Test and Inspections
- c) Quality Management Systems
- d) Acceptance of financial responsibility
- e) Length of obligation
- f) Required documentation
- g) Penalties

x) DFAR 252-225-7009 RESTRICTION ON ACQUISITION OF CERTAIN ARTICLES CONTAINING SPECIALTY METALS:

If required by contract, certification must state that the materials supplied meet the requirement of DFAR 252-225-7009.

y) Export Control and Sanctions/ITAR

Orders for Controlled Materials and/or Services are subject to all **U.S.** Export Controls and Sanctions set forth by the **International Trade Administration**. Orders that fall under the regulation of ITAR (International Traffic and Arms Regulations), all manufacturers, exporters, brokers of defense articles, defense services or related tech data are required to be registered with the DDTC (Director of Defense Trade Controls). All license requirements imposed by ITAR are the sole responsibility of the subcontractor in possession of the purchase order.

3.0 COMMODITY REFERENCE MATRIX:

Product/Commodity	Required Clauses
Raw Materials-Metals A (DFAR Material)	2A, 2B, 2D, 2G, 2I, 2M, 2N, 2L, 2T,2U,2V,2W, 2X, 2Y
Raw Materials-Metals B (Commercial Material)	2A, 2B, 2D, 2G, 2I, 2M, 2N, 2L, 2T,2U,2W,2V, 2Y
Electronic Components/Connectors	2A, 2B, 2C, 2D, 2E, 2G, 2I, 2L, 2N, 2T,2U,2V, 2W, 2Y
Circuit Boards/PCB Assembly	2A, 2B, 2C, 2D, 2E, 2G, 2I, 2L, 2N, 2T,2U, 2V, 2W, 2Y
Outside/Special Processes	2A, 2B, 2D, 2E, 2G, 2I, 2L, 2N, 2P, 2T, 2U,2V, 2Y
Epoxys/Chemicals/Solder/Solder Paste	2A, 2B, 2D, 2G, 2I, 2L, 2N, 2S, 2T,2U,2V, 2W, 2Y
Cable/Wire	2A, 2B, 2D, 2E, 2G, 2I, 2L, 2N, 2T,2U, 2V, 2W, 2Y
Hardware	2A, 2B, 2D, 2G, 2I, 2N, 2L, 2T,2U, 2V, 2W, 2Y
Office/Shipping/Cleaning Supplies	2A, 2B, 2D, 2G, 2I, 2U, 2Y
Radomes	2A, 2B, 2D, 2E, 2G, 2I, 2L, 2N, 2Q, 2T,2U,2V, 2Y
Insulators/Electrodes	2A, 2B, 2D, 2E, 2G, 2I, 2L, 2N, 2T,2U, 2W, 2Y
Rubber Products	2A, 2B, 2D, 2E, 2G, 2I, 2L, 2N, 2S, 2T,2U,2V,2W, 2Y
Machine Parts A (DFAR Components)	2A, 2B, 2D, 2E, 2F, 2G, 2H, 2I, 2L, 2M, 2N, 2O, 2P, 2Q, 2T, 2U, 2V, 2W, 2X, 2Y
Machine Parts B (Commercial Components)	2A, 2B, 2D, 2E, 2F, 2G, 2H, 2I, 2L, 2M, 2N, 2O, 2P, 2Q, 2T, 2U, 2V, 2W, 2Z