

MEGGITT SA PROCEDURE

Supplemental Purchase Order Condition & Quality Requirements

SPOC

Company confidential

Document	MSS-CH-PRO-165 Supplemental Purchase Order Conditions & Quality Requirements (SPOC)
Version	6
Function	Procurement
Process owner	Procurement Manager

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1.0 PURPOSE

This level 3 procedure describes the additional specific quality assurance and trade compliance requirements for suppliers of goods and services to Meggitt SA.

This document is supplementary to the Meggitt Group Supplier Quality Requirements Document MPRC-10.

Primary objective of this document is to ensure that specified product and service requirements are met which support customer expectations and maintain customer satisfaction at the highest levels possible.

2.0 SCOPE

This procedure is applicable to all suppliers of goods and services to Meggitt SA.

This process follows the MPRC-10, with the exceptions described in this document.

3.0 RESPONSIBILITIES AND AUTHORITY

Responsibilities and Authority are defined in MPRC-10.

Additional requirements related to Trade Compliance process:

- All suppliers are required to provide MSA with current export classification information (using form MSS-CH-FO141 or MSS-CH-FO-142) and any updates to the export control classification of the product being supplied.
- Organisations supplying ITAR controlled components are responsible for providing MSA with copies of the appropriate licences and the flow down any provisos identified on the licences.
- Appropriate access controls (such as restrictions to work areas or data) shall be put in place by the supplier to ensure compliance with any ITAR requirements identified where applicable.

4.0 DEFINITIONS AND ABBREVIATIONS

All definitions and abbreviations are defined in MPRC-10. Supplemental abbreviations used are defined below.

4.1 ABBREVIATIONS

DPPM	Defective Parts Per Million
ECN	Engineering Change Notification
MSA	Meggitt SA Fribourg
OTIF	On Time In Full
PAQP	Product Assurance Quality Plan
PCR	Product Change Request
QA	Quality Assurance Engineer
QBR	Quarterly Business Review
QN	Quality Notification
SPOC	Supplemental purchase order condition & quality requirements
SQE	Supplier Quality Engineer
TQ	Technical Question
VCR	Vendor Concession Request
COTS	Commercial Off The Shelf (parts)

5.0 PROCEDURE

5.1 SUPPLIER APPROVAL (MPRC-10, §2.)

As per MPRC-10 plus:

- The requirements specified in this document apply to all 'controlled suppliers' listed on the MSA Controlled Suppliers List. This list is maintained by MSA QA, a 'controlled supplier' will have, 'Release in accordance with SPOC and MPRC-10 (at the current revision level)' stated on the quality assurance conditions section of purchase orders placed by MSA.
- The requirements are applicable to all suppliers where a MSA Purchase Order has been placed to the extent stated on the Purchase Order. In the event of any conflict between the requirements of the Purchase Order and this document, the Purchase Order has precedence.
- Organisations holding ISO 9001 (AS EN 9100) series and Aviation Authority approvals must be able to demonstrate quality management systems that are compliant with the relevant approval requirements. Where no such approvals exist, the supplier will be required to demonstrate compliance with the relevant requirements outlined within this document.
- MSA will only enter into a contract for supply of products and services with those suppliers which demonstrate a capability to produce or supply products and services to MSA at the quality, cost, and delivery required.
- MSA are committed to continuous improvement of business processes and performance and require that its suppliers demonstrate a continuous improvement process and adequate control over the key processes used in the supply of goods or services to MSA.

5.1.1 SUPPLIER SURVEILLANCE (MPRC-10, §2.1.)

No additional requirements.

5.1.2 CHANGES TO THE SUPPLIERS ORGANISATION (MPRC-10, §2.2.)

No additional requirements.

5.1.3 SUPPLIER CLASSIFICATION (MPRC-10, §2.3.)

No additional requirements.

5.2 AS/EN/JISQ9100:2016 AND ISO9001:2015 CERTIFICATION (MPRC-10, §3.)

As per MPRC-10 plus:

Suppliers that have not been certified to ISO 9001:2015 are expected to have a quality management system that meets the requirements of this standard where it relates to the product being supplied to MSA.

5.3 QUALITY MANAGEMENT SYSTEM (QMS) (MPRC-10, §4.)

No additional requirements.

5.4 LEADERSHIP (MPRC-10, §5.)

As per MPRC-10 plus:

Has confidentiality and ethical responsibility to ensure that information received from MSA remains confidential and is never disclosed to any third party without the prior written agreement of MSA. Proprietary information can include, but is not restricted to all versions of electronic data, drawings and documentation, tooling and materials. Under no circumstance is the supplier to make a direct approach to MSAs customers in relation to agreed business dealings.

5.5 PLANNING (MPRC-10, §6.)

No additional requirements.

5.6 SUPPORT (MPRC-10, §7.)

No additional requirements.

5.6.1 CONTROL OF RECORDS (MPRC-10, §7.5.3.)

Records shall be retained for a minimum of 10 years, although records associated with product design and certification must be held for the flying life of the aircraft plus 2 years. No Records pertaining to MSA proprietary products shall be destroyed without permission from MSA Quality Department.

5.7 OPERATION (MPRC-10, §8.)

No additional requirements.

5.7.1 REVIEW OF REQUIREMENTS RELATED TO THE PRODUCT (MPRC-10, §8.2.)

If at any stage in the contract review or fulfilment of the contract there is ambiguity in the instructions, data, drawings or terms and conditions provided by MSA the supplier will raise these in writing with MSA purchasing department for resolution. **Verbal instructions from MSA must not under any circumstances be accepted by the supplier or its subcontractors, particularly, where such instructions affect any aspect of the purchase order or drawing requirements.**

When product requirements are changed by MSA, the supplier must ensure the change is formally reviewed and that relevant documents are amended and that relevant personnel are made aware of the change in requirements.

5.7.2 DESIGN AND DEVELOPMENT PLANNING (MPRC-10, §8.3.2.)

Where product contains user loadable or embedded software / firmware including software embedded within electronic hardware devices, it shall include procedures and instructions which satisfy the agreed airworthiness requirements i.e. RTCA/DO-178B/C, for software design, development, delivery and support.

Advice and assistance can be obtained from MSA Quality Assurance on such requirements.

5.7.3 CONTROL OF EXTERNALLY PROVIDED PROCESSES, PRODUCTS, AND SERVICES (MPRC-10, §8.4.)

Suppliers shall where ever possible purchase items in support of MSA orders from a source certified by a recognized certification body to an appropriate ISO standard. The supplier is responsible for all sub-tier procurement unless otherwise advised by MSA. An approved certificate of conformity or equivalent Aviation Authority certificate, providing traceability to the sub-tier supplier's batch, material etc. shall be obtained.

When changing a supplier of parts manufactured to a MSA drawing, MSA are to be informed and the change must be risk assessed and managed to ensure continuity of quality and delivery. The supplier will advise MSA purchasing department of the proposed change and give MSA the opportunity to review the proposal before implementation.

Specific purchasing conditions are shown at 'ANNEX A PROCUREMENT OF RAW MATERIAL for manufacturing sub-contractors who purchase raw material, and for stockists, distributors and proprietary part manufacturers at 'ANNEX B PROCUREMENT OF STANDARD AND PROPRIETARY PARTS.

Where specific requirements are in place with MSA to have procured product verified, it shall be held prior to commencement of manufacture until the appropriate verification activity has been completed by MSA or their designated agents.

5.7.4 PRODUCTION PROCESS VERIFICATION (MPRC-10, §8.5.1.3.)

During an RFQ process supplier that has been awarded by MSA must demonstrate its capacity of meeting 100% of the drawing and specification characteristics by manufacturing few samples for the manufacturing readiness review or production readiness review before MSA release a PO with FAI (PAQP).

FAI Report shall provide evidence that the component complies 100% with the requirements of the drawing or test/process schedule, or other requirements as specified by the purchase order. A FAI Report should be compiled ensuring completion of all elements detailed on the Supplier FAI Completeness Checklist, PAQP (Product Assurance Quality Plan) form MSS-CH-FO-183. This checklist shall accompany all FAIs submitted to MSA, AS9102 forms are embedded in MSS-CH-FO-183.

Unless specified by the SQE the quantity of part to elaborate a FAI (PAQP) is:

- Mechanical parts/Ceramics: 10 parts minimum
- PCB/PCBA/sensor: 5 units
- Casting/Forging: Defined by MSA engineering Dept

The supplier is required to perform a first article inspection on all parts realized according to a Meggitt SA specifications (drawing, specification), in accordance with AS9102 standard. In addition to the FAI Meggitt SA request for all product a PAQP MSS-CH-FO-183 in this report the supplier must demonstrate if not specified by the Technical Condition of Supply the compliance to product requirement with.

- Form 0: Requirements
- Form 0': Production Diagram
- Form 1: AS9102 Part List with CoC references and or FAI
- Form 2: AS9102 Raw Material + process qualification evidences and specifications
- Form 2: AS9102 ATP with the ATR sheet, MTP with the MTR sheet
- Form 3: AS9102 Dimensional including KC with associated ballooned drawing
- Form 4: Key Process approval (WPS)
- Form 5: Control Plan, tooling calibration vs Characteristics control frequencies
- Form 5: Tooling Qualification
- Form 5: Gage R&R
- Form 6: Key Characteristics EN9103
- Form 7: Visual specifications (colors, surface finish)
- Form 7: Packaging and preservation Marking
- Form 8: APQP Checklist

The supplier unless specified by the MSA supplier quality representative shall not deliver a product if the FAI (PAQP) is not approved.

5.7.5 IDENTIFICATION AND TRACEABILITY (MPRC-10, §8.5.2.)

If there is a break in traceability or if any counterfeit material is identified/suspected, this should immediately be reported to MSA.

5.7.5.1 Exemption of COTS Commercial Off The Shelf parts (MPRC-10, §8.5.2.)

In very limited cases when the distributor cannot provide the original manufacturer Certificate of Conformity or Subtier Certificate of conformity with the minimum of batch number traceability, Meggitt SA will add a note of each PNR impacted in Meggitt SA purchase order to specify if the exemption is applicable and for which case.

- **Case 1:** Copy of manufacturer's certificate with No Batch control available, Copy of Subtier certificate with No Batch Control available.
- **Case 2:** No manufacturer's certificate available, Copy of Subtier certificate with No Batch Control available.

Example of text on the PO:

Item	Part number description	Revision	Quantity
10	946.73.09.1462 EINP.MUTTER-HELIPT. FE-632-MD INOX PRESS NUT SELF CLINCHING P/N: FE-632-MD Internal thread , UNC .138-32 , 303 Stainless steel Exemption MSS-CH-PRO-165 §5.7.5.1 case 1 acceptable		0,000.00

or

Item	Part number description	Revision	Quantity
10	946.73.09.1462 EINP.MUTTER-HELIPT. FE-632-MD INOX PRESS NUT SELF CLINCHING P/N: FE-632-MD Internal thread , UNC .138-32 , 303 Stainless steel Exemption MSS-CH-PRO-165 §5.7.5.1 case 2 acceptable		0,000.00

Note: If Case 1 is mentioned it means that case 2 is not acceptable.

Meggitt SA distributors in any situation must provide a certificate of conformity as defined by the MPRC-10, §8.6.), and ensure that the sources are certified by an international recognized organisation

5.7.6 RELEASE OF PRODUCTS AND SERVICES (MPRC-10, §8.6.)

Release documentation must state any export control destination control statements and export licence numbers and should be accompanied by a copy of the export licence where applicable.

5.7.7 CONTROL OF NONCONFORMING OUTPUTS (MPRC-10, §8.7.1.)

For any containment activities, the supplier shall complete the form MSS-CH-FO-181 and submit it to supplier quality representative.

In addition to containment activity, during root cause analysis the supplier shall not for any reason take disposition (scrap, repair, etc...) of a returned part without prior written approval by MSA quality representative.

5.7.7.1 Cost of a Quality Notification

See ANNEX C COST OF NON CONFORMANCE.

5.7.7.2 VMI containment

The supplier shall give immediate approval within 48 hours to MSA quality representative to identify and isolate suspected parts for product located at MSA Fribourg site if the supplier fails to give the approval in time MSA will return the parts in VMI for a control.

5.7.7.3 MSA Proprietary Parts – Concessions Request (MPRC-10, §8.7.1.)

For Meggitt SA, suppliers shall submit Concession Request (MSS-CH-FO-106) Document rather than MFT-31.

Non-conforming parts shall be submitted on a MSA Concession Request form (MSS-CH-FO-106), see §7.0 or MSA Purchasing Contact. Deviation Applications shall be emailed to VCR@ch.meggitt.com.

Only one part number can be submitted on each Deviation Application.

Classification of Deviation Applications:

- Concession (MSS-CH-FO-106) – Concession (after the event)
- Technical Question- Concession (before the event)

Document detailing deviation from drawing requirements or specification which is isolated to a specified quantity or time period would not lead to a permanent drawing change.

Document detailing deviation from drawing requirements or specification which may occur until a permanent drawing change or specification is implemented through PCR process.

Approval / Rejection of Deviation Applications:

Formal notification of approval or rejection of deviation applications shall be emailed to the supplier via Purchasing or MSA QA. If the deviation is classified by MSA as a "concession or permit", MSS-CH-FO-106 shall be serialised and returned to the supplier confirming approval or rejection. If the deviation application is classified as a permanent change, a Product Change Request document shall be issued and the supplier must submit recurring concessions until the implementation of the change is flown down by purchasing department.

If the deviation is approved, the associated parts shall be clearly identified with the deviation number by recording this on release documentation (C of C) delivered to MSA.

5.7.7.4 Salvage

Parts shall not be salvaged or re-claimed by plating, welding, plugging, electronic components etc. unless authorised by an appropriate repair scheme, approved by MSA Production Engineering.

5.7.7.5 Supplier Proprietary Parts – Concession Request

Unless contractually specified only major deviations which affect Form, Fit or Function, Marking and visual indication shall be submitted to MSA for acceptance.

5.7.7.6 Meggitt Returned Product

The Quality Notification shall be completed by the supplier and returned with the repaired item copied to MSA Quality Assurance department within thirty (30) days, or an agreed mutually acceptable date before the expiry of the thirty days.

If repeat rejections for the same failure type occur, MSA QA may request that the supplier complete an 8D corrective action report. The 8D MSS-CH-FO-120 report has accompanying guidance instructions although problem solving training can be provided by MSA as required. Timescales for the completion of the 8D at interim stage should be managed by the supplier and progress regularly fed back to MSA until completion.

5.8 PERFORMANCE EVALUATION (MPRC-10, §9.)

As per MPRC-10 plus:

5.8.1 MONTHLY MONITORING

All suppliers are evaluated monthly on the following criteria:

- On Time In Full : performance related to full-time delivery
- Quality Rejections : DPPM

5.8.2 QUARTERLY BUSINESS REVIEW

QBR are organized with suppliers by the relevant strategic buyer. These reviews are conducted jointly by purchasing and supplier quality to discuss the quality, delivery scores and other aspects. Strong action plan will be requested with suppliers if their monthly performances are insufficient in quality or delivery during 2 consecutive months and/or if it impacted MSA supply chain or customer delivery.

5.9 IMPROVEMENT (MPRC-10, §10.)

No additional requirements.

6.0 RECORDS

As per section 5.6.1.

7.0 REFERENCED DOCUMENTS

Forms and form templates referenced in this document are available from the Meggitt SA website:

Aerospace: <https://meggittsensing.com/aerospace/about/quality-approvals/>

Energy: <https://meggittsensing.com/energy/about-us/quality-approvals/>

7.1 DOCUMENTS:

- | | |
|--|---|
| <ul style="list-style-type: none"> • MPRC-10 • MFT-31 | <p>Meggitt Group Supplier Quality Requirements Document
Compliance Matrix for MPRC-10</p> |
| <ul style="list-style-type: none"> • MSS-CH-FO-106 • MSS-CH-FO-120 • MSS-CH-FO-141 • MSS-CH-FO-142 • MSS-CH-FO-181 • MSS-CH-FO-183 | <p>Supplier Concession Request / Demande de dérogation fournisseur
Root Cause Analysis 8D report
Trade Compliance –ECCF on article
Trade Compliance –ECCF multiple articles
Quality Notification Containment Activities (D3)
Product Assurance Quality Plan</p> |

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7.2 REGULATORY:

- EASA-Part 21 Certification Procedures for Aircraft and Related Products and Parts.
- EASA-Part 145 Approved Maintenance Organisations
- FAR- Part 145 Approved Maintenance Organisations
- DIN ISO 2230:2002 Rubber Products, Guidelines for Storage
- DIN EN 100015 Protection of Electrostatic Sensitive Devices
- ISO2859 Sampling Procedure for Inspection (BS 6001/ASQ z1.4-2003/NF06-022/DIN 40080)
- AQAP 2110 NATO Quality Assurance Requirements for Design, Development and Production.
- IPC/JEDEC J-STD-033 Handling Packaging Shipping and use of Moisture/Reflow Sensitive Surface Mount Devices
- ATA 300 Specifications for Packaging of Airline Supplies
- SAE AS5553 Counterfeit Electronic Parts; Avoidance, Detection, Mitigation and Disposition
- SAE AS6174 Counterfeit Materiel; Assuring Acquisition of Authentic and Conforming Materiel
- QCI 220 Counterfeit Electronic Parts or Materiel; Avoidance, Detection, Mitigation and Disposition Policy
- EN10204: Metallic materials. Types of inspection documents
- ISO10012: Measurement Management Systems - Requirements for measurement processes and measuring equipment
- ISO/IEC17025: General requirements for the competence of testing and calibration laboratories
- NAS 412 Foreign Object Damage/Foreign Object Debris (FOD) Prevention
- NFL 00-015 Aerospace - Quality Management and Assurance - Statement Of Conformity

ANNEX A PROCUREMENT OF RAW MATERIAL

Purchase Orders for Raw Material

Bar, sheet and tube must be ordered with the required metallurgical (including heat-treated state) condition of the material clearly stated. Orders for forgings and castings must state the requirements of the drawing and related specifications where applicable.

Where material for parts requiring "in stage" heat treatment is ordered, provision for heat treatment test pieces must be allowed for in accordance with the relevant heat treatment specification or drawing.

Sources of Supply

Raw materials may only be purchased from recognised sources of supply for aerospace applications holding approval to ISO 9001.

Sources of supply shall provide a copy of the Mill mechanical test and chemical analysis report.

Material Reports

Copies of mechanical test and chemical analysis reports relating to the melt reference allocated by the Mill shall be obtained and the constituent elements and mechanical performance checked for compliance against the material specification.

Note: Where the sub-contractor processes raw materials, copies of the material's mechanical/chemical test and analysis reports and the supplier's release certificate shall be retained and forwarded to MSA when requested, with the completed parts.

Suppliers shall not place purchase orders for forgings and castings on any source unless advised by MSA that all sample proof inspections have been completed and are satisfactory.

Test Pieces

The applicable MSA drawing/specification shall identify the requirement for test pieces and the required mechanical and chemical tests. In addition the supplier may highlight the need for tests which shall be in accordance with the following criteria.

Test pieces must be identified with the following:

- Unique Material Batch number
- Material Specification and condition
- Test piece number
- Heat / melt number

Test piece records must be held which include the following information:

- Test Piece number
- Component Part number and description
- Incoming Release note number
- Goods received number
- Material Specification size and condition
- Batch quantity
- Routing / shop traveller serial number
- Grain flow or principle axis orientation

Test pieces and component parts will be processed by sub-contractors with an accredited quality certification. After processing, test pieces shall be examined and tested by an approved test house.

A record of the results will be retained by both the sub-contractor and his sub-tier process sub-contractor.

All test piece failures are to be referred to MSA QA for investigation. Confirmation of test piece results together with the test certificate number shall be recorded on the manufacturing documentation.

ANNEX B PROCUREMENT OF STANDARD AND PROPRIETARY PARTS

Procurement

All standard and proprietary parts shall be supplied in accordance with the requirements of the MSA purchase order and shall comply with published specifications.

If RoHS compliant variants of electronic components are the only sources currently available, MSA will assess their suitability via a formal deviation application (para 8.7.1). Acceptance of RoHS compliant components shall be considered if the terminations are re-finished in accordance with MSA specifications, which will be provided as required.

MSA designs require genuine parts to deliver equipment performance, reliability and safety. A counterfeit parts quality control instruction is in place to outline what processes MSA must be compliant with in order to mitigate risk and detail disposition and reporting of counterfeit parts. MSA will contact all suppliers who need to formally acknowledge and demonstrate compliance with this requirement.

Obsolescence management / Counterfeit parts prevention

The supplier is committed equally to informing Meggitt SA at short notice of any observation of obsolescence which could have an impact on the supply / service provided.

To allow visibility of remaining stock, the supplier is committed equally to informing Meggitt SA monthly (deadline, the 25 of each month) of the remaining quantity of obsolete devices stored at the supplier place.

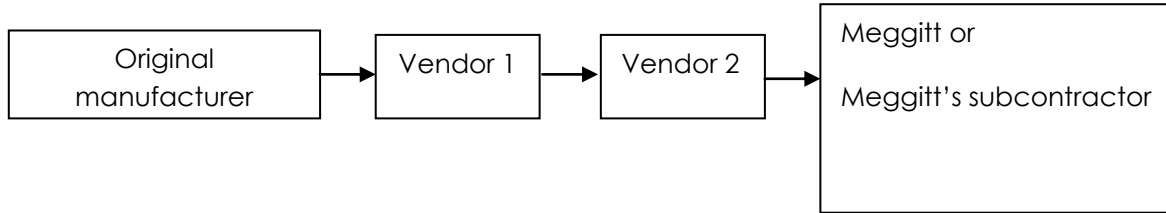
The generic address PCN@CH.MEGGITT.COM shall be used to communicate changes and obsolescence of electronic components to Meggitt SA.

Traceability

Vendors are responsible for ensuring that standard parts are demonstrably traceable to the original source of manufacture.

Parts supplied direct from the original manufacturer shall be accompanied by the manufacturer's certificate of conformity.

Parts may be procured from a source which has no more than one other vendor between themselves and the original manufacturer with the vendor's certificate of conformity making direct reference to the original manufacturer's batch number. For example:



Components can be sourced with a broken trail of traceability providing that they are verified by an independent accredited test house as meeting the applicable specification. Deviation approval is required for untraceable items which have been counterfeit tested in accordance with MPRC 10 § 8.4.1.

Life and storage of:

PCB bare boards shall be vacuum packed with desiccant and indicator and shall be no older than 2 years unless otherwise agreed.

Electronic components shall be stored in accordance with J-STD-033 (current issue) and shall have a clearly visible date code. Solderability can degrade on components that are 2 or more years old, therefore a suitable level of in-process verification or refinishing (as necessary for obsolete parts) should be considered to minimise risk of a poor solder joint.

ANNEX C COST OF NON CONFORMANCE

When the supplier is liable for a Quality Notification, MSA will charge standard costs according to the table below. Depending on the criticality of the issues and its consequences MSA may add extra costs fully detailed by the strategic buyer.

Escapes detection		Standard cost
Detected at	What	Currency: CHF
MSA incoming inspection	Incoming Inspection any issue (documentation, dimensional, visual, material, etc...)	500
MSA Internal quality audit	Quality Sampling at MSA by the SQE (Documentation, dimensional, visual, material, etc...)	800
MSA Assembly line	Defect or failure (Dimensional, material, visual, corrosion, functional etc...)	1000
Final ATP including DPRV/DSQR		1500
Customer		2500