

REV C	AUTHORED BY	DATE	DOCUMENT OWNER	DATE
SH 1	Troy Hickel	09/20/04	Troy Hickel VP of Operations	09/20/04

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	Title	Name	Signed	Date
	VPO	Troy Hickel	<i>Troy Hickel</i>	5/18/2009
	Quality Manager	Cathy Wiley		5/18/2009
	Amendment Record			
	REV	Change Description	Date	
	A	Initial Release	9/28/2004	
	B	Updated Quality Requirements: 4,5, and 6. Requirements 9 – 18 were added.	7/24/2007	
	C	Updated requirement 10 concerning calibration traceable to an ISO17025 Accredited Lab. Also added requirement 19 concerning FOD.	5/18/2009	
Insert additional amendment sheets as required				

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PURPOSE: To define and control the DEI Purchasing Quality Requirements.

SCOPE: ISO 9001:2000 Level 3 Document.

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DRAWING TITLE:
WORK INSTRUCTION,
PURCHASING QUALITY REQUIREMENTS

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Device Engineering Purchasing Quality Requirements

1. Purchased product must conform to the noted specifications, drawing(s), process requirements, inspection instructions, and ESD packaging and handling requirements.
2. Purchased product must meet the specified requirements for design, test, examination inspection and related instructions for acceptance by Device Engineering Incorporated (DEI).
3. For deliverables related to 'design' services, purchased product must meet the specified requirements for design, design process approval, inspection, and investigation.
4. Any product not meeting the specified requirements must be declared 'non-conforming product'. Prior to the shipment of 'non-conforming product' to DEI, DEI must have:
 - a. Received from the supplier, a written notification detailing the scope of the non-conformance.
 - b. Issued a written specification waiver to the supplier.

Additionally, the supplier will notify DEI of any nonconforming product (including latent defects) already delivered to DEI. Notification shall be immediate via phone to the Purchasing Agent or Quality Assurance, followed by a written report to DEI Quality Assurance.

5. Change Notification: Supplier shall provide notification in writing to DEI's Quality Assurance Manager of significant product, process, and/or sub-tier supplier changes, manufacturing location changes, and quality organization changes. Suppliers are required to notify DEI promptly of any changes of fit, form, function, safety or reliability and obtain approvals prior to manufacture and delivery.
6. The supplier, by performance against this order, agrees to allow Device Engineering Incorporated, our customers, and/or regulatory authorities, access to all facilities and applicable records related to this order; including documentation that describes the design, inspection plans, work instructions, test plans and results, control processes, and equipment procedures that directly affect the quality of the material ordered.
7. Supplier must flow down to sub-tier suppliers the applicable requirements in the supplier's purchasing documents.
8. Concerning obsolescence, suppliers are required to notify DEI, a minimum of 6 months prior to obsolescence, if a part listed on this order or any of its material components are planned for obsolescence by you or your sub-tier suppliers.
9. The supplier shall guarantee that the personnel making and inspecting the parts are qualified to perform these tasks. Training records and experience information shall be made available upon request.

10. Supplier shall maintain calibration for all inspection, measuring, and test equipment traceable to an international or national measurement standard or as specified by the purchase order, where traceability to a national standard is not applicable. **Calibration to be traceable to an ISO17025 Accredited Lab.**
11. The supplier shall have a quality management system that may be documented in a quality manual. Copies of the latest revision level manuals shall be delivered to DEI for review upon request. The supplier shall have completed and returned the Device Engineering Supplier Survey.
12. Supplier shall provide packaging and preservation in accordance with the best commercial packaging methods to ensure against surface scratches, denting, and damage to assemblies, moisture protection and for safety in handling during the shipping process. For Electronic Parts: items shall be shipped in electrostatic dissipative packaging and labeled as Electrostatic Discharge (ESD) sensitive items.
13. Supplier shall be responsible for assuring that all of their sub-tier suppliers of products and/or services have in place the appropriate quality assurance and traceability programs necessary to meet DEI requirements. A list of these sub-tier suppliers shall be made available to DEI Quality Assurance upon request.
14. Supplier shall ensure that both they and the sub-tier suppliers are maintaining the certification that chemical/physical characteristics are in compliance to military or commercial specifications. The information shall be available to DEI upon request.
15. Traceability shall be maintained by the supplier to specific lots, including material types, and shall make this information available to DEI upon request.
16. Supplier shall conduct a "First Article Inspection" per AS9102 prior to an initial production run on all new parts, when significant production processes are changed, or when a drawing revision changes. The first article unit shall be clearly identified in a separate bag and/or a tag marked "First Article." If a first article was not performed on units that have been previously shipped, a first article shall be done on the next order.
17. For suppliers using metals: The supplier shall send a random sample of material to an independent laboratory for each material supplier annually to verify supplier's certifications. This applies to material suppliers used for DEI products. This sample may be from any material type received from the material supplier within the year. The supplier must reconcile any discrepancies between the independent analysis and the supplier's certification and notify DEI of any issues.
18. For Electronic Part Distributors: A Counterfeit Electronic Part Prevention program must be in place and all material must have traceability back to the original manufacturer.

19. Foreign Object Debris/Damage (FOD):

Supplier shall maintain good housekeeping and where applicable a Foreign Object Debris/Damage (FOD) prevention program, to preclude introduction of foreign objects or damage from foreign debris to any deliverable item. Supplier shall maintain appropriate housekeeping practices to assure timely removal of residue/debris generated during manufacturing operations, tasks, or storage. Supplier shall determine if sensitive areas that have a high probability for introduction of foreign objects should have special emphasis controls in place for the manufacturing environment.