



Space Information Laboratories, LLC (SIL), must ensure that externally provided processes remain within the control of our Quality Management System (QMS). SIL has defined both the controls that it intends to apply to external providers and those it intends to apply to the resulting outputs.

Supplier Quality Notes (SQN) are provided to suppliers to specify unique requirements to items purchased by SIL. Purchase orders may include references to Supplier Quality Notes in the form of a unique code that is assigned to the language of the SQN.

When one or more SQNs are assigned to the Order, the supplier shall refer to the Supplier Quality Notes specified herein; in addition to the terms and conditions of the Order. Acceptance of items purchased on the Order, inclusive of the SQN requirements, is predicated upon being in accordance with all elements of the Order.

SQN No.	Title	Language
SQN01	Quality Management System	The supplier shall provide and maintain a quality management system to an industry recognized Quality standard and in compliance with any other specific quality requirements identified in this procurement. If the supplier subsequently changes quality control systems, loses its registration status, or is put on notice of losing its registration status, it shall notify SIL in writing within three days of receiving such notice from its registrar.
SQN02	Counterfeit Part, Material, and Work Avoidance and Certification	The supplier’s Certification of Conformance represents that the shipment does not contain any ‘suspect’ or ‘known’ counterfeit part, material, or work and ensures that parts, material or work are procured only through Original Equipment Manufacturers (OEMs) / Original Component Manufacturers (OCMs) or their Franchised Distributors or Authorized Supplier. Any use of other than an Authorized Supplier requires SIL express written approval prior to procurement and use, which shall be contained within the deliverable data package. The supplier shall verify the procurement source and associated certifying documentation. Supplier’s receiving inspection process shall utilize incoming inspection or test methods, or both, to detect potential counterfeit parts, material or work. The supplier shall flow this clause in its entirety or equivalent down to all lower tier subcontracts to prevent the inadvertent use of Counterfeit Parts, Material or Work. When an Authorized Supplier is not utilized by the supplier’s lower tier, the supplier shall provide a copy of the risk assessment and their written approval within the deliverable data package.
SQN03	Notification of Supplier Changes	The seller shall provide in writing advance notification to their SIL contract administrator of any changes to, name, quality management systems, ownership, facilities, or processes that the organization or the organization sub tier that could affect the customer’s contracted product.
SQN04	Right of Access	'Work under this Order is subject to Government Source Inspection (GSI) and/or Customer Source Inspection (CSI) at Seller's facility and/or sub-tier facility. When Mandatory Inspection Points (MIPs) are imposed upon a supplier, the supplier will notify SIL as to the nature of and coordinate the MIP in a timely manner that does not interfere with supplier's operations. Acceptance of the MIP outcome constitutes acceptance of the workmanship

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		that is inspected only. Further acceptance is made at the place of acceptance in accordance with Place of Acceptance Quality Note.
SQN05	Certificate of Conformance	<p>Seller shall provide a certification of conformance with each shipment to attest that the items procured conform to the Order requirements. When applicable, the true manufacturers, lot, heat, batch, date code, and/or serial number must appear on the certification. Certification must contain the following:</p> <ul style="list-style-type: none"> * Customer's Order number * Part number * Name and address of manufacturing or processing location * Manufacturer's lot, heat, batch, date code, and/or serial number (if applicable) * Quantity and unit of measurement (each, box, case, gallons, etc.) * Be signed and dated by an official of the company. <p>The applicable material test results, process certifications and inspection records shall be presented upon Customer's request. Organization shall perform inspection, as necessary, to determine the acceptability of all articles under this Order. All articles submitted by Organization under this Order are subject to final inspection at Customer's plant.</p>
SQN06	Reserved	
SQN07	Foreign Object Debris Prevention and Control	<p>Supplier shall maintain a Foreign Object Debris (FOD) control program with a documented and current plan assuring work is accomplished in a manner preventing foreign objects, debris or materials from entering and remaining in deliverable items. The supplier shall identify a FO Control person responsible for implementing the foreign object control program. Supplier shall provide foreign object control program training to employees performing operations on SIL FOD sensitive products. Maintenance of the work area and control of tools, parts and materials shall preclude the risk of foreign object incidents. Prior to closing inaccessible or obstructed areas and compartments during assembly, the Supplier shall inspect for foreign object/materials. Tooling, jigs, fixtures and test or handling equipment shall be maintained in a state of cleanliness and repair to prevent Foreign Object Damage. The Supplier shall document and investigate all foreign object incidents assuring elimination of the root cause. SIL shall have the right to perform inspections, verification and foreign object control program audits at Supplier's facility to assure program documentation and effectiveness. Supplier shall flow down requirements as required to their Suppliers to ensure compliance to this requirement.</p> <p>Supplier shall provide a statement of fact that all deliverable products are free of any foreign materials that could result in foreign object damage to the installed product or companion components/systems. The Foreign Object Debris statement shall be included on the certificate of conformance when FOD controls are imposed.</p>

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SQN08	Electrostatic Discharge Protection Program and Packaging	Seller shall implement and document an Electrostatic Discharge Control Program in accordance with ANSI/ESD S20.20-2014, "ESD Association Standard for the Development of an Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices)". ESD sensitive components shall be appropriately processed; handled, packaged, identified and shipped in accordance with ANSI/ESD-S20.20-2014. All ESD sensitive components shall be placed in closed conductive or static-dissipative packages, tubes, carriers, conductive bags, etc., for shipment. The packaging must be clearly labeled to indicate that it contains electrostatic sensitive devices. Electrical or electronics components that are not ESD sensitive yet shipped with ESD sensitive components shall be treated as ESD sensitive.
SQN09	Traceability (Basic)	Item traceability is required. Records regarding the source of materials as they are consumed or converted to create new materials or components, subassemblies and assemblies shall be kept and delivered with each lot or batch of items being purchased. Depending upon the commodity or item purchased, there are different types of traceability records to provide, such as lot code, date code, lot/date code and serialization. The supplier's lot/batch traceability data shall be provided for each purchase. When serialization traceability is specified on the Order, the numeration scheme shall be identified to include the range of numbers, the starting number and incrementing protocols.
SQN10	Traceability (Single Lot/Date Code)	The full quantity of date code controlled Electrical, Electronic, and Electromechanical (EEE) parts, each part number, provided under this Purchase Order / Contract must have a single lot-date code. The organization will obtain the written approval of the customer's authorized purchasing representative prior to shipping goods that do not meet this single lot / date code requirement. In the event that the customer's purchasing representative provides said authorization to ship mixed lot / date codes, the organization shall provide a copy of the written authorization with the shipping document. When mixed lot / date codes are authorized, the shipping document shall list individual lot / date codes and quantity. Multiple lot / date codes shall not be co-mingled. In addition, the individual part containers shall be marked with the quantity and lot / date code.
SQN11	Safety Data Sheet	Items defined on the purchase order as hazardous materials shall be accompanied by a material Safety Data Sheet (SDS) with other required documentation.
SQN12	Conflict Minerals Reporting	In 2010, the U.S. Dodd-Frank Wall Street Reform and Consumer Protection Act was passed concerning "conflict minerals" originating from the Democratic Republic of the Congo (DRC) or adjoining countries. Supplier certifies that Tantalum, Tin, Tungsten and Gold are sourced from Conflict-Free Smelters & Refiners. See http://www.conflictreesourcing.org/conflict-free-smelter-refiner-lists/

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SQN13	Statement of Work	Items defined in the purchase order are subject to additional requirements in accordance with a statement of work, that must be met to achieve compliance to contract requirements. Articles will not be accepted by SIL if contractor fails to comply with the requirements of the statement of work.
SQN14	First Article Inspection	<p>First Article Inspection (FAI) is required for this item. The seller shall use a representative item from the first production run of a new part or assembly to verify that the production processes, production documentation and tooling are able to produce parts and assemblies that meet requirements. This activity shall be required when changes occur that invalidate the original results (e.g. engineering changes, production process changes and/or tooling changes).</p> <p>100% physical inspection is required for all descriptive features on the drawing and/or specification. Copies of data shall be provided with item delivery that provides 100% objective evidence of conformance.</p>
SQN15	Special Process Approval	<p>Seller (Processor and/or Sub tier) shall have current required approval(s) in place at the time of hardware processing. Seller shall verify approval prior to performing processing.</p> <p>Approval:</p> <p>When SILs Purchase Agreement requires special processing, the Contractor and/or Sub-tier Contractor shall accomplish such processing only after:</p> <ol style="list-style-type: none"> 1. Special processor approval by an on-site survey by SIL or SIL acceptance of third party accreditation. 2. SIL approval of the Contractor's system to control his own Sub tiers <ol style="list-style-type: none"> a. This approval is contingent upon the Contractors procedural requirement for an on-site survey to an adequate process specific questionnaire and b. A vendor rating system that identifies unacceptable sub tier performance with criteria for corrective action and criteria and frequency for re-survey and c. A list of sub-tier processor approval(s) that contains approval and expiration dates. <p>The subcontractor performing special process work shall have a Quality Management System current and approved by SIL.</p> <p>SIL approval of sub tier special processing does not relieve the Contractor of the responsibility to ensure that work performed by Sub tier Contractors is in accordance with specification requirements.</p> <p>Equivalency:</p> <p>If the SIL Purchase Agreement requires processing in accordance with a SIL internal specification, the Special Process Approval may be for an equivalent Industry or Government specification. If the SIL Purchase Agreement requires processing in accordance with a cancelled Military Specification or Standard, the SIL determined Special Processor Approval may be for the replacement Industry or Government specification. This special process approval does not authorize deviation to, or take priority over, the contractually imposed requirement. The Contractor and/or the Sub-tier Contractor must conform to the requirements of the contractually imposed</p>

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		<p>requirement. The Contractor shall insert the substance of this clause, and clause SQN20, including this sentence, in all lower-tier purchase agreements for work performed under this contract.</p>
<p>SQN16</p>	<p>Special Process Certification</p>	<p>Seller (Processor and/or Sub tier) shall have current required approval(s) in place at the time of hardware processing. Contractor shall verify approval prior to performing processing.</p> <p>Definition: Special Process – A method controlled by a contractually required specification where:</p> <ol style="list-style-type: none"> 1. A product undergoes a physical, chemical or metallurgical transformation or inspection. Conformance to the specification cannot be readily verified by normal inspection methods and, 2. The quality of the product depends on use of specific equipment operated in a specific manner, under controlled conditions, by trained personnel with instructions, procedures or standards. <p>Contractually required specifications include SIL, Industry or Government specifications identified in the SIL purchase order, descriptive drawings, statements of work, and/or other contractual documents.</p> <p>Certain special processes are required to comply with this Order. Special processes shall be performed only by sources that have been surveyed and approved by SIL to perform those processes.</p> <p>A special process certification shall be provided with each shipment of item(s) delivered on this contract. Special Process Certifications may be in supplier format and shall include the following:</p> <ul style="list-style-type: none"> · Customer’s Order number · Part number(s) · Serial and/or lot numbers, of the hardware processed (if applicable,) · Material process specification & revision · A certification stating the special process was performed per the applicable drawing/specification requirements. · Processing organization’s name and address · Each certificate must be signed and dated by a company official of the organization and/or processor attesting to the acceptance of the processes performed to the required specification(s). <p>The Seller shall insert the substance of this clause, including this sentence, in all lower-tier subcontracts for work performed under this contract.</p>
<p>SQN17</p>	<p>Radiographic Inspection</p>	<p>Computed Tomography (CT), and other X-ray imaging of SIL provided items shall be accomplished using a statement of work that describes the item(s) to be evaluated, required location and equipment used, power applied and images to be taken. Tooling shall be provided by SIL to accomplish examinations, unless otherwise specified. Process and delivery instructions and schedules shall be included in the SOW. Final adjudication of acceptance of performance is the right of SIL. All imagery is subject to acceptance by SIL at SIL.</p>

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SQN18	Coupons / Cross Sections	As applicable to the item ordered the supplier shall provide and forward all coupons/cross sections associated with this purchase order to SIL. They may keep the coupons and then we won't be able to get 3rd opinion.
SQN19	Acceptance at Destination	Space Information Laboratories, LLC, located at 2260 S. Meredith Lane, Santa Maria, CA 93455, is the shipping address and place of acceptance. All items purchased with a delivery address per the above shall be accepted ONLY after SIL acknowledges that the supplies or services conform to the applicable requirements. Services provided to SIL shall not be deemed acceptable unless and until the services are complete.
SQN20	Record Retention	<p>Seller and seller's subcontractor(s) shall maintain verifiable objective evidence of all inspections and tests performed, results obtained and dispositions of nonconforming articles. These records shall be identified to associated articles, including traceability and shall be made available to SIL upon request and shall be retained in a safe, accessible location for a period of 4 years after date of delivery as defined in the Order. Customer requirements may differ from SIL requirements, in which case customer requirements supersede and will be specified on the Order.</p> <p>Seller records associated with the manufacturer serialized articles will provide for continued traceability of serial numbers or lot number identification through all phases of manufacturer, commencing with the raw material and continuing to final acceptance of the end item. Refer to Traceability Quality Note for details.</p> <p>Records held for the required retention period of 4 years shall not be destroyed without SIL's written concurrence.</p>