



Space Information Laboratories, LLC.  
Supplier Quality Notes  
501501 Rev C



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 each note. Use this document to refer to the SQN number and the associated requirements language.

The supplier shall conform with each and every supplier quality note assigned to the order and shall, by signed statement on a certificate of conformance or separate statement, attest to the conformance to the Order.

Acceptance of items purchased on the Order, inclusive of the terms and conditions for purchasing and SQN requirements, is predicated upon being in accordance with all elements of the Order.

SQN No.	Title	Language
SQN01	Quality Management System	<p>Seller shall be certified and registered to an industry recognized quality management standard and have a system in place that is in accordance with that standard and any other specific quality requirements identified in this procurement.</p> <p>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 business days of receiving such notice from its registrar.</p>
SQN02	Counterfeit Parts, Material and Work	<p>Seller shall ensure that only new and authentic materials are used in products delivered to Space Information Laboratories. Seller may only purchase parts directly from Original Component Manufacturers (OCMs), OCM authorized (franchised) distributors, or authorized aftermarket manufacturers. Use of product that was not provided by these sources is not authorized unless first approved in writing by Space Information Laboratories. The seller must present compelling support for its request (e.g., OCM documentation that authenticates supply chain traceability of the parts to the OCM) and include in its request all actions to ensure the parts thus procured are authentic/conforming parts.</p> <p>Seller shall disclose in writing at the time of each individual quotation, the source of supply (by company name and location), whether or not Seller is authorized (franchised) for the part(s) being quoted and whether or not providing full manufacturer's warranty on the quoted material. If Seller considers that the name of the source of supply is proprietary to the Seller SIL shall negotiate an appropriate non-disclosure agreement.</p> <p>Seller shall verify the procurement source and associated certifying documentation. Seller's receiving inspection process shall utilize incoming inspection and/or test methods to detect potential counterfeit parts, material or work. Seller shall flow down this clause in its entirety or</p>



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		<p>equivalent to all sub-tier contracts to prevent the inadvertent use of counterfeit parts, material or work. When an authorized supplier is not utilized by the seller's sub-tier, the seller shall provide a copy of the risk assessment and their written approval within the deliverable data package.</p> <p>Seller's certification of conformance shall include a statement representing 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.</p>
SQN03	Notification of Supplier Changes	Seller shall provide in writing advance notification to The SIL Purchasing representative 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 Seller, Seller shall notify SIL as to the nature of and coordinate the MIP in a timely manner that does not interfere with Seller's operations. Acceptance of the MIP outcome constitutes acceptance of the workmanship that is inspected only.
SQN05	Certificates of Conformance	<p>Seller shall provide certifications of conformance with each shipment of each item to attest that the items procured conform to the Order requirements. When applicable, the manufacturer's traceability information shall appear on the certification. Certification must contain the following:</p> <ul style="list-style-type: none"> <li>* Buyer's purchase order number</li> <li>* SIL Part number</li> <li>* Name and address of manufacturing or processing location</li> <li>* Manufacturer's traceability data; lot code, date code, lot/date code and/or serial number (if applicable)</li> <li>* Quantity and unit of measurement (each, box, case, gallons, etc.)</li> <li>* Representations required from other supplier quality notes where certification is required</li> <li>* Signature and date for certification by an official of the seller</li> </ul> <p>Seller shall perform inspections, as required, to determine the acceptability of all articles under this Order.</p> <p>All articles submitted by Seller under this Order are subject to final inspection and acceptance at Buyer's facility.</p>



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<b>SQN06</b>	Certificates of Analysis	<p>Seller shall provide documented objective evidence from the manufacturer of raw material that an analysis has been completed that identifies the constituent elements that comprise the material used meets the material's requirements in the delivered product(s).</p> <p>Seller shall provide applicable material test results, process certifications and inspection records as applicable for each material.</p> <p>The certificate of analysis shall include, as a minimum, the following information:</p> <ul style="list-style-type: none"> <li>* Buyer's purchase order number</li> <li>* Seller's purchase order number to the manufacturer</li> <li>* SIL Part number</li> <li>* Country of origin</li> <li>* Name and address of manufacturing or processing location</li> <li>* Manufacturer's traceability data; heat number, lot code, date code, lot/date code and/or serial number (if applicable)</li> <li>* Quantity and unit of measurement (each, box, case, gallons, etc.)</li> <li>* Type, Class, Grade or other detailed information that identifies the material in accordance with industry standards.</li> <li>* Detailed itemization of all constituent elements that comprise the material used in the delivered product(s).</li> <li>* Signature and date for certification by an official of the seller.</li> </ul> <p>Seller shall perform inspections, as required to determine the acceptability of all articles under this Order.</p> <p>All articles submitted by Seller under this Order are subject to final inspection and acceptance at Buyer's facility.</p>
<b>SQN07</b>	Foreign Object Debris Prevention and Control	<p>Seller 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. Seller shall provide foreign object control training to employees performing debris generating operations on FOD sensitive products. Maintenance of the work area and control of tools, parts and materials shall preclude the risk of introducing foreign object debris. Prior to closing inaccessible or obstructed areas and compartments during assembly, the Seller 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. Seller 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 Seller's facility to assure program documentation and effectiveness. Seller shall flow down requirements as required to their sub-tier suppliers to ensure compliance to this</p>



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		<p>requirement.</p> <p>Seller shall provide a statement attesting 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>
SQN08	Electrostatic Discharge Protection Program and Packaging	<p>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 shall 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.</p>
SQN09	Basic Traceability	<p>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 by Seller 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. Seller's traceability data shall be provided for each item and each purchase. When serialization traceability is specified on the Order, the numeration scheme shall be identified by SIL purchasing representative to include the range of numbers, the starting number and incrementing protocols.</p>
SQN10	Single Source Traceability	<p>The full quantity of lot controlled Electrical, Electronic, and Electromechanical (EEE) parts, each part number, provided under this Purchase Order / Contract shall have single-source traceability. Seller shall represent and warrant that all components are marked or otherwise identified with identical lot, batch, run, and identification information (e.g., dates codes, lot codes), are identical in appearance to the unaided eye (parts and packaging), appear to have been subjected to the same handling, packaging, and/or storage conditions, and have maintained their physical placement relative to each other (i.e., have never been separated based on evidence such as source, packaging, labeling). Seller shall obtain written approval from the SIL's authorized purchasing representative prior to shipping goods that do not meet this traceability requirement.</p> <p>In the event that SIL's purchasing representative provides said authorization</p>



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		to ship mixed traceability components, Seller shall provide a copy of the written authorization with the shipping document. When mixed traceability is authorized, the shipping document shall list individual traceability data and quantity. Multiple traceability codes shall not be co-mingled. In addition, the individual part containers shall be marked with the quantity and traceability data.
<b>SQN11</b>	Shelf Life Control	Procurement of limited life materials requires control in terms of the date of manufacture being very close to the date the materials were purchased, consumed and/or assembled into the next assembly. Seller shall provide any and all life-controlled materials, components and/or parts identified on the Order with a minimum of 75% remaining life. The date of manufacture and the manufacturer's shelf life of each item on the Order shall be identified on the documentation supplied with each shipment.
<b>SQN12</b>	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.
<b>SQN13</b>	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. Seller shall certify that all Tantalum, Tin, Tungsten and Gold are sourced from Conflict-Free Smelters & Refiners. See <a href="http://www.conflictreesourcing.org/conflict-free-smelter-refiner-lists/">http://www.conflictreesourcing.org/conflict-free-smelter-refiner-lists/</a>
<b>SQN14</b>	Calibration Services	When equipment is employed to measure and/or record data that will be used for objective evidence of passing acceptance criteria, the equipment shall be calibrated in accordance with ANSI-Z540.3. This includes tooling used as a medium of inspection. Calibration services that are outsourced shall be provided to SIL by an organization that is certified to the Quality Management System of ISO 17025 and requirements of ANSI-Z540.3. The service organization shall, upon completion of calibrations, provide a summary list of calibration status for each piece of equipment in terms of the calibration cycle, true v. indicated readings, its pass/fail status and a dated certification of conformance.
<b>SQN15</b>	Special Process Approval	Processes associated with this order have been deemed special processes. Special processes shall be performed only by sources that have been surveyed and approved by NADCAP or Space Information Labs prior to performance of those processes. Special processing through Sub-tier contracts are included in the pre-approval and documentation requirement and shall be flowed down as applicable. Documented evidence of special process approval shall be provided to and



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		accepted by the SIL purchasing representative in advance of execution of the order.
SQN16	First Article Inspection	First Article Inspection (FAI) is required for specific items on this order. 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 and/or location changes and/or tooling changes). 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.
SQN17	Radiographic Inspection	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 and imagery provided is reserved for SIL.
SQN18	Coupons / Cross Sections	Component coupons and/or cross sections created during the process of performing destructive physical analyses shall be provided by Seller with the delivery of documented data resulting from the DPA and any remaining components.
SQN19	Statements 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.
SQN20	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.
SQN21	Record Retention	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 ten (10) years after date of last 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. Seller records associated with the manufacturer serialized articles will



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		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. Records held for the required retention period of ten (10) years shall not be destroyed without SIL's written concurrence.
		END

**Revision History**

Revision	ECN	Description	Date
A	ECN0258	Released for New Business Process	5/18/2018
B	ECN0284	Completely revised for Supplier Quality Notes	12/3/2018
C	ECN0293	Clarified purpose and process in the Introduction	12/27/2018