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	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. 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.
SQN02	Counterfeit Parts, Material and Work	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. 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. 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

SQN No.*	Title	Language
		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. 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. Waived if seller is AS9100 or AS9120 certified and certificate is active.
SQN03	Notification of Supplier Changes	Seller shall provide in writing advance notification to SIL Purchasing 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.
SQN05OE	Certificates of Conformance	Seller shall provide Certificates of Conformance with each shipment for each PO listed 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 should contain the following: * Buyer's purchase order number * Part number specified on the purchase order * Name and address of manufacturing or processing location * Manufacturer's traceability data; lot code, date code, lot/date code and/or serial number (if applicable) and expiration date (if applicable) * Quantity and unit of measurement (each, box, case, gallons, etc.) * Representations required from other supplier quality notes where certification is required * Signature and date for certification by an official of the seller Seller shall perform inspections, as required, to determine the acceptability of all articles under this Order. All articles submitted by Seller under this Order are subject to final

SQN No.*	Title	Language
		inspection and acceptance at Buyer's facility.
SQN06OE	Certificates of Analysis	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). Seller shall provide applicable material test results, process certifications and inspection records as applicable for each material. The certificate of analysis should include, as a minimum, the following information: * Buyer's purchase order number * Seller's purchase order number to the manufacturer * Part number specified on the purchase order * Country of origin * Name and address of manufacturing or processing location * Manufacturer's traceability data; heat number, lot code, date code, lot/date code and/or serial number (if applicable) and expiration date (if applicable) * Quantity and unit of measurement (each, box, case, gallons, etc.) * Type, Class, Grade or other detailed information that identifies the material in accordance with industry standards. * Detailed itemization of all constituent elements that comprise the material used in the delivered product(s). * Signature and date for certification by an official of the seller. Seller shall perform inspections, as required to determine the acceptability of all articles under this Order. All articles submitted by Seller under this Order are subject to final inspection and acceptance at Buyer's facility.
SQN07	Foreign Object Debris Prevention and Control	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

SQN No.*	Title	Language
		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 requirement. 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 or waived if seller is AS9100 or AS9120 certified and certificate is active or when a FOD statement letter or a copy of the FOD program document has been provided by the seller, when FOD controls are imposed.
SQN08OE	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 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. Not applicable for distributors, ONLY if material(s) are shipped untampered and or unaltered from original OEM ESD packaging. Waived if seller is AS9100 or AS9120 certified and certificate is active.
SQN09OE	Basic Traceability	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.
SQN10OE	Single Source Traceability	Each item specified on the purchase order requiring single source traceability shall be provided having only one lot or date code for the entire quantity of that item. Seller shall represent and warrant that all components are marked or otherwise identified with identical lot, batch,

SQN No.*	Title	Language
		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. In the event that SIL's purchasing representative provides said authorization 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.
SQN11OE	Shelf Life Control	Seller shall provide all life-controlled materials, components and/or parts identified on the Order with an active, unexpired shelf life extending beyond arrival at SIL, and MUST specify what the remaining shelf-life is on the packing list. Seller shall provide Electrical, Electronic and Electromechanical (EEE) components identified on the purchase order with less than 2 years of age between the date of manufacture and the date of arrival at SIL of each component. Seller shall obtain written approval from the SIL authorized purchasing representative prior to shipping goods that do not meet the above requirement.
SQN12OE	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.
SQN13	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 http://www.conflictfreesourcing.org/conflict-free-smelter-refiner-lists/

SQN No.*	Title	Language
SQN14	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.
SQN15	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 accepted by the SIL purchasing representative in advance of execution of the order.
SQN16OE	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. FAI reports shall be performed IAW AS9102 requirements, along with ballooned drawings as a completed report package.
SQN17OE	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.
SQN18OE	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.

SQN No.*	Title	Language
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 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 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.
SQN22	Revision Assignment	Revisions assigned to flow down document(s) shall abide by that revision. In the absence of a revision and/or otherwise specified, the latest revision shall be imposed. *(Ex." J-STD-001 with Space Addendum Class 3", means latest revision of J-STD-001 Class 3 with Space Addendum is imposed, "J-STD-001FS Class 3" means revision F Class 3 with Space Addendum is imposed.)*
SQN23	DPAS Priority Rating	For orders with a DPAS priority rating the following clauses apply: • If so identified, the PO is a "rated order" certified for national defense use, emergency preparedness, and energy program use, and Seller shall follow all the requirements of the Defense Priorities and Allocation System (DPAS) regulation (15 C.F.R. Part 700). • Levels of priority: There are two levels of priority established by this regulation, identified by the rating symbols **"DO"** and **"DX"**. All DX rated orders take preference over DO rated orders and unrated orders. Customer notification requirements. (1) A person must accept or reject a rated order and transmit the acceptance or rejection in writing (hard copy), or in electronic format within fifteen (15) working days after receipt of a DO rated order and within ten

SQN No.*	Title	Language
		(10) working days after receipt of a DX rated order. If the order is rejected, the person must also provide the reasons for the rejection, pursuant to paragraphs (b) and (c) of C.F.R. 15 Part 700 Subpart D, Section 700.13, in writing (hard copy) or electronic format.
SQN24	Replaced by SQN11OE	Replaced by SQN11OE
SQN25	Circuit Card Assembly Inspection	100% inspection of entire production lot required. Acceptance criteria shall be per IPC-A-610, Class 3.
SQN26OE	Military Hardware	All raw material with any process certs along with manufacture test reports and manufacturer certification will be provided with this order. Manufacturer will have a valid CAGE code with a registered headmark in MIL-HDBK 57. SIL's PO number will appear on all documentation provided on this purchase order. Seller shall obtain written approval from SIL authorized purchasing representative prior to shipping goods that do not meet the above requirement. Seller shall provide a copy of the written authorization with the shipping document. Distributor Requirements: All items provided on this purchase order will be from a manufacturer that appointed said company as an authorized distributor. That agreement must be available for SIL review at any time. Traceability must be direct from manufacturer to distributor with no breaks in the chain of custody. Manufacture certifications & test reports along with a packing slip from the manufacturer must be provided with every order.
SQN27OE	Shelf-Life Requirements Non-Hermetic Components	All items procured that are Electrical, Electronic or Electromechanical (EEE) and non- hermetic must fulfill the following requirement: Components must have affixed upon them a Lot Date Code, (LDC) no greater than 4 years. Seller shall obtain written approval from the SIL authorized purchasing representative prior to shipping goods that do not meet the above requirement.
SQN28OE	Shelf-Life Requirements Hermetic Components	All items procured that are Electrical, Electronic or Electromechanical and are hermetic must fulfill the following requirement: Components will have affixed upon them a Lot Date Code (LDC) no greater than 8 years. Seller shall obtain written approval from the SIL authorized purchasing representative prior to shipping goods that do not meet the above requirement.
		END

Note: * An OE suffix indicates that objective evidence needs to be reviewed by receiving and receiving inspection.

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
D	ECN0342	Revised per ECN0342	08/30/2019
E	ECN0440	Revised Per ECN0440	05/04/2020
F	ECN0489	Revised per ECN0489	09/11/2020
G	ECN0512	Revised per ECN0512	10/22/2020
H	ECN0527	Revised per ECN0527	12/09/2020
J	ECN0551	Revised per ECN0551	02/02/2021
K	ECN0901	Revised per ECN0901	05/16/2023
L	ECN0978	Revised per ECN0978, updates to notes 3, 5, 6, 11 and addition of notes 24 and 25.	09/17/2024
M	ECN1276	Revised SQN11; added OE suffixes & new SQN26OE, SQN27OE, SQN28OE; obsoleted SQN24	10/21/2025