

# PCI Supplier Quality Clauses

**PCI-QC-001 REV: A**  
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## **1.0 PURPOSE**

The purpose of this document is to identify and define supplier quality clauses referenced on purchase orders issued by Power Connector Inc. (PCI). It is intended to establish common language for supplier quality requirements related to PCI generated purchase orders.

## **2.0 SCOPE**

This document applies to PCI generated purchase orders for the procurement of system components used on deliverable (product with electronic components destined for Government or military use) product at PCI.

## **3.0 DEFINITIONS**

- A. Buyer: PCI Procurement entity.
- B. Seller (AKA Supplier, Subcontractor): the legal entity that is the contracting party with the Buyer with respect to the procurement document.
- C. Procurement Document: purchase order between the parties.
- D. Item: the product contracted for by the procurement document.
- E. Rework: previously documented and approved process that brings the product into conformance with defined requirements.
- F. Repair: a condition where the product cannot conform to engineering standards; however, a subsequent operation can be performed to return the product to a condition that **shall** meet fit, form, and function.

## **4.0 ABBREVIATIONS**

P.O. – Purchase Order  
ESD – Electrostatic Discharge  
CCA – Circuit Card Assembly  
UID – Unique Identification  
QMS – Quality Management System  
C of C – Certificate of Conformance  
MRB – Material Review Board  
C of T – Certificate of Test  
PCB – Printed Circuit Board  
PCI – Power Connector Inc

## **5.0 RESPONSIBILITIES**

**5.1** Purchasing, in collaboration with Quality and Project Management, shall determine which supplier quality clauses are applicable to purchase orders.

**5.2** PCI Quality Assurance department is responsible for coordinating the review and approval of this document.

**5.3** PCI Quality Assurance department is responsible for coordinating periodic updates to this document. This document is available through PCI external website.

**5.4** Supplier shall review all identified quality clauses and ensure compliance to the specified requirements. When there is any confusion or conflicts between identified clauses or other PCI documentation, the supplier is responsible for contacting the PCI buyer to resolve conflicts prior to initiating work.

## **6.0 PCI SUPPLIER QUALITY CLAUSES (SQC)**

### **6.1 SQC 100 Series**

**SQC100 – Quality Management System (QMS):** The seller shall maintain a Quality Management System that complies with the requirements of ISO 9001 or a QMS approved by the PCI Purchasing Manager. Suppliers that are registered by an accredited RAB, ANAB registrar are preferred

**SQC101 – Certificate of Conformance (C of C):** All parts supplied to this purchase order will be accompanied by a C of C. The C of C will be dated and signed by the responsible company representative certifying the supplied parts meet all purchase order, specification, and drawing requirements from the buyer. Certifications must include the following:

- (1) Date: Month-Day-Year;
- (2) Purchase Order Number, Line Number;
- (3) Quantity Shipped, Part Number, Revision, Lot Number and/or Date Code, and Serial Numbers (if applicable);
- (4) Name of approved lower-tier supplier and descriptions of service provided (if applicable), and;
- (5) Authorized signature and date.

**SQC102 – Identification, Preservation, Packaging, and Packing:** All shipments to PCI must be packaged to avoid damage and deterioration and must be shipped to the address specified on the PO unless otherwise noted. Packaging and packing shall be in accordance with good commercial practices unless otherwise specified on the PO. Parts shall not be intermingled unless otherwise specified. Each box or container shall be labeled and have as a minimum the following information:

- (1) Supplier's Address;
- (2) Ship to Address;
- (2) Part number;
- (3) PO number;
- (4) Quantity, and;
- (5) Manufacturer's identification.

**SQC103 - Source of Supply:** Suppliers are responsible to ensure compliance of materials used to manufacture parts supplied to PCI. Suppliers will only purchase materials from Original Equipment Manufacturer (OEM), standard catalogues, or the OEM authorized distributors. Purchasing from independent brokers or other sources is not authorized unless approved in writing by PCI.

**SQC104 – Measuring & Test Equipment:** The supplier shall establish and maintain a documented calibration system to verify conformity of all measuring and test equipment (MT&E) such as gages, tools, jigs, fixtures and dies used to verify conformity to requirements. This system shall be compliant with ISO 9001:2008 (or latest version), AS9100 or TS16949.

Outside calibration and inspection/test services shall maintain a system in accordance with a recognized standard such as ISO 10012, ANSI/NCSL 540, or ISO 17025 and shall address the criteria described in the selected standard.

**SQC105 – Control of Quality Records:** All records related to the manufacturing, testing, and inspection of parts supplied to an PCI purchase order will be maintained for a minimum of 7-years unless otherwise specified and available upon request by the buyer.

**SQC106 – Right of Access:** Upon receipt of notification, Supplier will provide access to PCI, their customer and regulatory authorities to the applicable areas of all facilities at any level of the supply chain involved in the order and to all applicable records.

**SQC107 – Foreign Object Debris (FOD):** The Supplier shall assure that that devices, components and materials delivered under this contract are free of FOD. The Supplier shall employ general prevention practices to keep FOD, large or small, from the product and packaging. FOD contamination will be cause for rejection of material

**SQC108 – Notification Responsibility:** The Supplier shall provide written notification to PCI immediately when there is a reason to suspect that products previously supplied to PCI may not be in accordance with the PCI drawing, specification or purchase order requirements. The supplier shall provide complete traceability information for all known or suspect non-conforming product shipped, including but not limited to identification of batch/lot numbers, purchase order numbers, part identification, quantities and dates of shipment.

The Supplier shall promptly inform PCI of any circumstance related to materials, manufacturing, processing methods, design, etc. which may make a product susceptible to premature failure or otherwise place the safe operation of that product at risk. The notification shall describe the nature of the discovered anomaly, its applicability to PCI part number(s), quantities affected and the probable impact to the proper function/performance of the item supplied.

**SQC109 – Control of Lower-Tier Suppliers:** The Supplier is responsible to manage their Sub-tier supplier and shall flow-down all applicable PCI purchase order requirements, including, but not limited to Terms and Conditions and Quality Clauses to Sub-tiers performing work involving this purchase order and provide Sub-tier documentation when requested.

**SQC110– Supplier Corrective Action Request (SCAR):** A SCAR will be forwarded by PCI to a Supplier when corrective action is required. Upon notification of the nonconformance, the supplier shall take immediate containment action and complete a root cause analysis and proposed corrective action within 30 days or unless otherwise specified by PCI’s Quality Assurance Manager. Failure to respond in a timely manner may result in a reduction in the supplier’s rating and removal of Supplier from the Approved Suppliers Listing. Upon notification of the non-conformance shipments may be suspended until containment processes are enacted.

**SQC111 – Counterfeit (EEE) Parts Avoidance:** Suppliers must comply with requirement of AS5553B, Counterfeit Electrical, Electronic, and Electromechanical (EEE) Parts; Avoidance, Detection, Mitigation, and Disposition, DFARS 252.246-7007, Contractor Counterfeit Electronic Part Detection and Avoidance Systems, and DFARS 252.246-7008, Sources of Electronic Parts. Suppliers shall disclose to PCI in writing when the source is not authorized for the EEE parts being supplied. This requirement shall also be flowed down to sub-tier suppliers.

**SQC112 – QPL/QPD Verification:** The Seller shall provide only products that are currently QPD listed components for components subject to the QPL unless exemption is granted in writing by PCI Quality and/or Engineering. For current QPL/QPD data, go to: <http://qpldocs.dla.mil/search/default.aspx>. Suppliers that provide components that are subject to the QPL but are not currently listed will have the shipments returned at their expense.

**SQC113 –** The seller shall communicate and ensure employees are aware of their contribution to product or service conformity; their contribution to product safety and the importance of ethical behavior. This requirement shall also be flowed down to sub-tier suppliers.

## 7.0 SQC 200 Series

**SQC200 – Quality Management System:** The seller shall maintain a QMS that complies with the requirements of ISO 9001. Suppliers registered by an accredited RAB, ANAB registrar are preferred.

**SQC202 – Source Inspection:** If parts and materials supplied to this purchase order require source inspection by PCI or government representative prior to shipment. The supplier will notify PCI 5 days in advance when parts and materials will be ready for source inspection. It is the supplier’s responsibility to ensure part conformance to specified requirements prior to requesting source inspection.

**SQC203 – Wiring Harnesses:** Cables and Wiring Harnesses will comply with IPC/WHMAA-620 unless otherwise specified. **Note:** The supplier will default to Class 2 requirements if the class is not otherwise specified on the PO or other buyer supplied documents. When this clause is imposed, the supplier shall supply a copy of the IPC A-620 certification certificate of personnel who assembled and inspected the assemblies.

**SQC204 –** As required under OSHA Hazard Communication Standard 29 CFR 1910.1200, a Safety Data Sheet (SDS) must accompany the initial shipment of any hazardous material defined as such under the act. For items previously ordered, an SDS must also be supplied if the SDS has changed since the previous shipment.

**SQC205 – Shelf Life:** Supplier shall not supply materials to a PCI purchase order with less than 75% of the full shelf-life as determined by the original manufacturer, unless previously approved in writing by PCI. The expiration dates shall be clearly recorded on the packaging and shipping documents.

**SQC206 – Temperature Sensitive Material:** The seller must identify each shipment of temperature sensitive material with the manufacture date, storage temperature and recommended shelf life, in addition to the normal identification requirements of Name, Type, Size, Lot code and Quantity. Identification and special handling conditions must be recorded on the shipping document.

**SQC207 – Moisture Sensitive Components:** All moisture sensitive components shall be protected, stored, handled, packaged, and shipped in a manner to prevent moisture or atmospheric humidity that could result in degradation, damage, or minimize shelf life to moisture sensitive components that are defined in the Purchase Order.

**SQC208– Certification of Special Processes:**

Each shipment of specified product/material supplied to PCI must be accompanied by a Certification form identifying the Name and address of the company performing the process, date process was performed, process specification, and applicable certification of personnel performing the process. The certification must contain the signature and title of an authorized representative of the supplier performing any special process. When parts are serialized, the serial numbers must appear on the certification. Special processes requiring certification are adhesive bonding, brazing, welding, conversion coating, painting, special finishes, heat treating, plating, potting. All special processes must be performed by a NADCAP approved source or by a PCI approved processor.

## 8.1 SQC 300 Series

**SQC 300 – First Article Inspection:** A first article inspection in accordance with AS9102 is required for this purchase order if one of the following apply:

- (1) First time submission (part or new supplier);
- (2) Break in production of 12 months or more;
- (3) Revision change affecting form, fit, or function (Delta partial FAI);
- (4) A process change used to manufacture the part (Delta partial FAI);
- (5) Change in manufacturing location facility, or;
- (6) As requested by PCI.

All first article inspections performed by the seller will be accompanied with a First Article Inspection Report (FAIR) showing conformance to all drawing or performance requirements specified by PCI.