



## PURCHASE ORDER QUALITY TERMS AND CONDITIONS

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The following terms and conditions shall become an integral part of the purchase order to the extent specified in the purchase order. Shipments will not be considered complete unless all terms and conditions listed on the purchase order are fulfilled.

**1. SOURCE INSPECTION IS REQUIRED:**

Tampa Microwave shall inform the supplier's of the need of inspection verification activities at the supplier's site. Tampa Microwave shall ensure that the scope of the source inspection, the time frame of the supplier's notification of source inspection required, and the method for release of product at the supplier's facility is noted on the Purchase Order as defined in the Supplier Quality Assurance Requirements Manual (SQAR).

The Supplier is responsible for notifying Procurement when product is available for source inspection approximately 48 hours in advance of the readiness of product unless otherwise defined on the PO.

**2. CERTIFICATION OF CONFORMANCE IS REQUIRED:**

Each shipment of specified product/material must be accompanied by a Certificate of Conformance or equivalent containing the following statement: "We hereby certify that the material supplied on this order complies in every respect to the specifications and or drawings that are referenced on the Purchase Order. Documented evidence is on file at our facility and is available for review upon request." The certificate must contain the signature and title of an officer of the supplier. The certificate shall also contain the purchase order number, the Tampa Microwave part number, and traceability to date code, lot code, or serial number.

**3. SPECIAL PROCESS CERTIFICATION REQUIRED:**

Each shipment of specified product/material must be accompanied by two (2) legible and reproducible copies of certification, or equivalent special process completed and signature and title of an authorized representative of the agency performing the test. When parts are serialized, the serial numbers must appear on the certification. Special processes requiring certification are adhesive bonding, brazing, conversion coating, cleanliness and cleaning methods, special finishes, heat treating, insulation, plating, potting, pre-treatment, specialized fabrication techniques, soldering and welding. All special processes must be performed by a source approved by Tampa Microwave Quality Assurance department.

**4. TEST REPORTS REQUIRED:**

Product shipment must be accompanied by two (2) legible and reproducible copies of actual test results identifiable with the test parameters defined by drawing or governing specification. These reports must contain the signature of an authorized representative of the agency performing the test.

**5. QUALITY SYSTEM REQUIREMENTS:**

Tampa Microwave prefers suppliers of production materials who can provide proof of certifications to ISO 9001:2000, Mil-Standards and a company manual that describes the supplier's quality system in enough detail to permit an objective evaluation.



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**6. WIRE IDENTIFICATION REQUIRED:**

Suppliers must identify each package or spool of wire with the Tampa Microwave Purchase Order number, the part number, and the gauge of the wire and the date code of the wire when it was manufactured.

**7. IDENTIFICATION OF LIMITED SHELF LIFE REQUIRED:**

Suppliers must identify each item, package, or container of limited shelf life material with the date manufactured, storage temperature, and manufacturer's recommended shelf life. This information shall be in addition to the normal identification requirements such as name, material type, size and quantity. Each container or package of material received shall have a minimum of 90% of the shelf Life remaining.

**8. ELECTROSTATIC SENSITIVE DEVICE PACKAGING AND IDENTIFICATION:**

These parts are considered to be electrostatic sensitive and shall be packaged using electrostatic protective material. Outer packages shall be plainly marked with ESD warning notice. Connectors shall be fitted with ESD protective caps and external terminals shall be shorted together or protected with ESD foam.

- 8A.** Packing shall be done in accordance with best commercial practices to preclude movement and/or damage during normal handling and shipping. Bags or containers made of silicone sulphur compounds, polysulphides or processed with these compounds shall not be used. Packaging shall not degrade the long-term solderability of the product.

- 9. ENGINEERING USE ONLY:** No inspection required.

**10. HAZARD MATERIALS AND TECHNICAL/SAFTEY DATA SHEETS REQUIRED:**

Suppliers must ship one of each of the following: (1) copy of the Material Safety Data Sheet (MSDS) that meets OSHA standards, and one (1) copy of the Manufacturers Product/Technical Data Sheet

**11. FIRST ARTICLE INSPECTION REQUIRED:**

Tampa Microwave Purchase Order will designate if First Articles inspections are required. First Article (FAI) shall be performed by the supplier. Supplier shall provide original report containing all the information required to perform a First Article Inspection.

**12. PRINTED WIRING BOARDS (RIGID):**

The supplier shall furnish with each shipment of boards, a Certificate of Conformance that states the boards were manufactured to the IPC 600 standard latest edition. All deliverables shall include traceability to date lot code, and serial number of the PCB when manufactured.

**13. PRODUCT OR PROCESS CHANGE AUTHOIZATION REQUIRED:**

The Supplier/Manufacturer is not authorized to implement changes to product design, product material or other controlled processes and or drawings with out prior written approval from Tampa Microwave.



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### **14. SUPPLIER CORRECTIVE ACTION REQUEST:**

Supplier Corrective Action Requests will be forwarded by Tampa Microwave to the supplier when Quality Assurance considers formal corrective action essential. The supplier shall give priority to analysis of cause and proposed corrective action. It is mandatory that replies be received within the time period indicated on the Supplier Corrective Action Request form. Failure to comply will result in the removal of the supplier from the Approved Suppliers list.

### **15. CONTROL OF SUB-TIER SUPPLIERS:**

The supplier is responsible for control/contract, accompanying documentation, drawings, and specifications for any sub-tier suppliers used on Tampa Microwave products.

### **16. SPECIAL QUALITY REQUIREMENTS:**

Please see the Tampa Microwave Purchase Order for detailed Special Instruction Requirements.

### **17. SPECIALTY METALS:**

Tampa Microwave is required by federal acquisition law to determine if vendors delivering material used in our products manufactured for the U.S Department of Defense comply with DFARS Clause 252.225-7014 Alt. 1, "Preference for Domestic Specialty Metals". The DFARS clause requires that the raw material content of certain types of Specialty Metals be smelted within the United States or a "qualifying country" as defined in 225.872-1. Certification of compliance with this clause is required when it is invoked on the purchase order.

### **18. WORKMANSHIP STANDARD:**

The material and workmanship shall conform to the requirements specified in the appropriate specification/drawing.

If not specifically identified in the specification or drawing, all electrical assembly workmanship requirements shall be to that specified within IPC-A-610 Class 3

### **18A. SOLDERABILITY**

Pure tin plating and Lead-free solder are not allowed on this item. All leads and other solderable surfaces shall be either SN62 Solder dipped or plated with Sn/ (3%Pb min.) to a minimum thickness of 0.0001 inches. A C of C for content and solderability is required and if plated, shall include plating thickness data and the % Pb. All whole and lead dimensions shall be met after plating operations.

### **19. REQUIREMENTS FOR FABRICATION OF CABLE AND WIRE HARNESS ASSEMBLIES:**

Acceptability requirements for cable and wires harness assemblies shall be per IPC/WHMA-A-620, (Requirements and Acceptance for Cable and Wire Harness Assemblies\_.



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### **20. MARKING PERMANENCY AND LEGIBILITY:**

Marking permanency and legibility for metals, electronic components, hardware's and electronic assemblies shall be in accordance with ANSI/IPC-A-610.

### **21. MATERIAL REVIEW AUTHORITY (MRB):**

The supplier does not have MRB authority under this Purchase Order. Any departure from the physical or functional requirements of the governing Drawing/Specification found by the supplier shall be immediately identified to the Tampa Microwave buyer with the details of the discrepancy, the explanation of its causes, action taken to prevent recurrence of the discrepancy and the proposed disposition thereof. A written report of corrective action is required if the discrepancy could, by itself, or in relation to other components, result in a failure or malfunction; involve safety of personnel, equipment or facilities; adversely affect performance, durability, interchangeability, or reliability; materially affect weight or otherwise result in a failure of the end product to perform its intended function.

### **22. AUTHORITY OVER CHANGES:**

When the supplier is manufacturing to Tampa Microwave or Tampa Microwave Customer drawings/specifications, no changes that affect those drawings and specifications shall be made unless specifically authorized by the Purchase Order.

### **23. RoHS:**

European Parliament Directive 2002/95/EC dated 27 January 2003 on the restriction and use of certain hazardous substances in electrical and electronic equipment.

When this clause is invoked on a Tampa Microwave purchase order, the supplier is required to certify that all product delivered complies with the requirements of the European Parliament Directive governing RoHS.

### **24. INTERNATIONAL TRAFFIC IN ARMS REGULATIONS (ITAR):**

When specified, the requirement mandates that hardware and technical data be protected by the supplier from exposure to anyone other than a U.S. Citizen or a lawful permanent resident. More information on the ITAR is at:  
[http://www.pmdtc.state.gov/itar\\_index.htm](http://www.pmdtc.state.gov/itar_index.htm)