

Purpose: To establish Quality Assurance Requirements for Purchase Orders.

- Q01 Copies of all material, processing, and test certificates must accompany each shipment of parts required by the drawing and applicable specifications.
- Q02 All special processes are to be performed by sources approved by the prime customer and to the latest revision level of the process specification.
- Q03 Original chemical & physical analysis certifications must accompany each shipment of parts from supplier purchased materials and hardware.
- Q04 Parts must be 100% inspected and accepted by the supplier. Any rework which needs to be performed after receipt will be debited from the supplier's invoice.
- Q05 In a case of nonconformance to drawing requirements, all items must be tagged with the discrepancy. The packing slip shall identify the number of items discrepant.
- Q06 During the performance of the purchased order, Cypress Group, its customer, and regulatory authorities have the right of entry to the supplier's premise to assure and verify the quality, material, records and performance of the order.
- Q07 All parts must be protected against damage and corrosion during delivery using sound packaging practices.
- Q08 The supplier is responsible to ensure that material used for an order, whether consigned by Cypress Group or furnished by the supplier, is to be segregated to insure traceability and prevent being intermingled with other material. Material consigned by Cypress Group may not be substituted by any other material to complete the order requirements.
- Q09 As a minimum, the supplier shall maintain a calibration system in accordance with the latest revision level of MIL-I-45208 and ANSI/NCSL Z540 or an equivalent document.
- Q10 Standard hardware (MS, NAS, BAC, AN etc) shall be manufactured to the latest revision specification and will require certification of compliance indicating the original hardware manufacturer.
- Q11 Cypress Group rates supplier performance for delivery of products or services. Supplier ratings will be calculated comparing total lots received against total lots accepted.

- Q12 When Cypress Group's customer is identified on the purchase order, the most current quality system and record retention requirements of Cypress Group's customer apply to this purchase order.
- Q13 If applicable, assigned serial numbers shall be maintained throughout all operations and shall be identified on all documentation at time of shipment.
- Q14 Upon receipt of a drawing from Cypress Group, it is the supplier's responsibility to thoroughly review and understand the drawing geometric tolerance symbols and be capable of complying with the requirements prior to manufacturing.
- Q15 Any technical questions regarding interpretation shall be sent in writing to Cypress Group.
- Q16 Cypress Group shall be made aware of any change in product and/or process definition and, where required, obtain approval of change.

**Table of Applicable Clauses**

Clause Number	Finishing	Heat Treat	NDI	Hardware	Raw Material
Q01	X	X	X	X	X
Q02	X	X	X		
Q03	X			X	X
Q04	X	X	X		X
Q05	X	X	X		
Q06	X	X	X	X	X
Q07	X	X	X	X	X
Q08	X	X	X		
Q09		X	X		X
Q10				X	
Q11	X	X	X	X	X
Q12	X	X	X	X	X
Q13	X	X	X		
Q14	X	X	X	X	
Q15	X	X	X	X	
Q16	X	X	X	X	X