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|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   1 of 26  |

# SQ-100


## Supplier Quality System Requirements




**This document was established in order to meet specific work requirements and ensure conformance to established quality and safety standards.**

**This document will be reviewed at least every 12 months.**


|                       |   |
|-----------------------|---|
| <b>Process Owner:</b> | <b>Senior Manager of Supplier Quality</b> |
| Stakeholder:          | Director of Quality                       |
| Stakeholder:          | Purchasing Manager                        |

|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   2 of 26  |

|            |   |          |
|------------|---|----------|
| <b>1.0</b> | <b>PURPOSE AND SCOPE</b> .....                                    | <b>4</b> |
| <b>2.0</b> | <b>ROLES AND RESPONSIBILITIES</b> .....                           | <b>4</b> |
| 2.1        | SUPPLIER CONTRIBUTION .....                                       | 4        |
| 2.2        | SUPPLIER INTERACTIONS WITH THE CONTRACTOR .....                   | 4        |
| 2.3        | DEVIATIONS AND SUBSTITUTIONS .....                                | 4        |
| 2.4        | PRODUCT NOTICES .....   | 4        |
| <b>3.0</b> | <b>TRAINING</b> .....   | <b>5</b> |
| <b>4.0</b> | <b>DEFINITIONS AND ACRONYMS</b> .....                             | <b>5</b> |
| <b>5.0</b> | <b>PROCEDURE</b> .....  | <b>6</b> |
| 5.1        | QC-01 PROCESS CONTROL .....                                       | 7        |
| 5.2        | QC-02 APPROVAL OF PRODUCTS AND SERVICES .....                     | 7        |
| 5.3        | QC-03 RELEASE & DISPOSITION OF PRODUCTS AND SERVICES .....        | 7        |
| 5.4        | QC-04 RIGHT TO ACCESS: SURVEYS AND AUDITS .....                   | 7        |
| 5.5        | QC-05 SUB TIER-SUPPLIERS .....                                    | 7        |
| 5.6        | QC-06 SUPPLIER QUALIFICATION AND CONTINUED MEASUREMENT .....      | 8        |
| 5.7        | QC-07 SUPPLIER QUALITY SYSTEM REQUIREMENTS AND IMPROVEMENTS ..... | 8        |
| 5.8        | QC-08 QUALITY RECORDS .....                                       | 8        |
| 5.9        | QC-09 TRAINING .....  | 9        |
| 5.10       | QC-10 CALIBRATION CONTROL .....                                   | 9        |
| 5.11       | QC-11 CERTIFICATE OF CONFORMANCE (COC) .....                      | 9        |
| 5.11.1     | GENERAL REQUIREMENTS .....  | 9        |
| 5.11.2     | ELECTRONICS ITEMS OR COMPONENTS .....                             | 10       |
| 5.11.3     | SERVICES .....  | 10       |
| 5.11.4     | RAW MATERIALS .....   | 10       |
| 5.12       | QC-12 TRACEABILITY .....  | 11       |
| 5.13       | QC-13 INSPECTION AND TEST .....                                   | 11       |
| 5.14       | QC-14 FIRST PART INSPECTION .....                                 | 11       |
| 5.15       | QC-15 FIRST ARTICLE INSPECTION REPORT .....                       | 12       |
| 5.16       | QC-16 SOURCE INSPECTION .....                                     | 12       |
| 5.17       | QC-17 HANDLING, STORAGE, PACKAGING AND DELIVERY .....             | 13       |
| 5.18       | QC-18 PART IDENTIFICATION .....                                   | 13       |
| 5.19       | QC-19 CRITICAL SAFETY ITEMS (CSI) AND LIMITED LIFE .....          | 13       |

|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   3 of 26  |

|            |   |           |
|------------|---|-----------|
| 5.20       | QC-20 DESIGN CONTROL AND TECHNICAL DATA PACKAGES (TDP).....                                 | 13        |
| 5.21       | QC-21 FOREIGN OBJECT DAMAGE (FOD).....  | 13        |
| 5.22       | QC-22 COUNTERFEIT AVOIDANCE PLAN .....  | 14        |
| 5.23       | QC-23 ELECTRONIC COMPONENTS .....   | 14        |
| 5.24       | QC-24 PRINTED CIRCUIT BOARDS (PCBS) .....   | 15        |
| 5.25       | QC-25 CIRCUIT CARD ASSEMBLIES (CCAs).....   | 15        |
| 5.26       | QC-26 WORKMANSHIP GUIDELINES FOR ELECTRICAL BOX ASSEMBLIES AND WIRING<br>HARNESSES.....     | 15        |
| 5.27       | QC-27 PAINT, PRIMER AND COATINGS.....   | 16        |
| 5.28       | QC-28 RAW MATERIAL .....  | 16        |
| 5.29       | QC-29 HAZARDOUS MATERIAL (HAZMAT) .....   | 16        |
| 5.30       | QC-30 WELDING .....   | 17        |
| 5.31       | QC-31 SUPPLIER CORRECTIVE ACTION REQUEST (SCAR).....  | 17        |
| 5.32       | QC-32 MATERIAL RETURN TO SUPPLIER REQUIREMENTS: .....                                       | 17        |
| 5.33       | QC-33 AVIATION ELECTRONICS SYSTEMS EQUIPMENT .....  | 17        |
| <b>6.0</b> | <b>REFERENCED DOCUMENTS .....</b>   | <b>18</b> |
| <b>7.0</b> | <b>FORMS &amp; RECORDS .....</b>  | <b>18</b> |
| <b>8.0</b> | <b>RECORD OF REVISIONS.....</b>   | <b>19</b> |
|            | <b>APPENDIX A: SQ-100 SUPPLIER QUALITY DEVIATION REQUEST .....</b>                          | <b>21</b> |
|            | <b>APPENDIX B: SUPPLIER TECHNICAL DATA PACKAGE (TDP) REQUIREMENTS.....</b>                  | <b>22</b> |
|            | <b>PURPOSE .....</b>  | <b>22</b> |
|            | <b>ACRONYMS.....</b>  | <b>22</b> |
|            | <b>B.01 ADHERENCE TO APPLICABLE MILITARY, AEROSPACE, AND ACCEPTABLE<br/>STANDARDS .....</b> | <b>22</b> |
|            | <b>B.02 REQUIRED SUPPLIER PROCESSES.....</b>  | <b>22</b> |
|            | <b>B.03 CONTRACTOR ENGINEERING REVIEW .....</b>   | <b>23</b> |
|            | <b>B.04 CONTRACTOR EVALUATION OF SUPPLIER PERFORMANCE.....</b>                              | <b>23</b> |
|            | <b>REFERENCED DOCUMENTS .....</b>   | <b>23</b> |
|            | <b>APPENDIX C: AS9102 FIRST ARTICLE INSPECTION CHECKLIST.....</b>                           | <b>24</b> |

|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   4 of 26  |

## 1.0 PURPOSE AND SCOPE

The intent of this document is to serve as a requirement and a general guide to the extent that quality control is required for suppliers and subcontractors. For the purposes of this document, suppliers and subcontractors will be collectively referred to as “suppliers” and the Purchase Order (PO) or Subcontractor Agreement issuer will be referred to as “contractor.” “Purchasing Representative” refers to the contractor’s buyer.

## 2.0 ROLES AND RESPONSIBILITIES

The requirements contained in this document must be adhered to by the supplier. In the event a supplier desires an exception to the requirements contained herein, a Supplier Deviation Request (Appendix A) shall be submitted to the Purchasing Representative (Buyer) in order to retain the contractor’s Quality Team approval, prior to acceptance of a PO. If a conflict exists between the provisions of this document and those of the PO, the PO shall take precedence.

### 2.1 SUPPLIER CONTRIBUTION

The supplier is responsible for providing conforming product(s) and/or service(s) regardless of any outsourcing or involvement of sub-tier suppliers at any point in the supply chain.

The supplier shall establish safe practices within its organization in order to protect the life and health of employees, contractors, subcontractors, and other personnel in supplier facilities. These practices will be implemented to prevent loss through injury, disablement, or damage to property, materials, equipment or the environment. The supplier shall also enforce the importance of ethical behavior within its work place, as well as within any applicable element of its supply chain. More information regarding ethical requirements of suppliers can be found in YM-PURCoC-01, *Yulista Code of Conduct*.


### 2.2 SUPPLIER INTERACTIONS WITH THE CONTRACTOR

Changes in pricing, delivery specifications, scope of work, and other direction shall be communicated to the supplier in writing by the contractor’s Purchasing Representative. Failure to comply with these requirements will be cause for rejection of shipment as nonconforming material and/or disapproval from the contractor’s Approved Vendor List (AVL).

### 2.3 DEVIATIONS AND SUBSTITUTIONS

The supplier is required to comply with the specific requirements of any associated PO or Subcontract. No deviations, changes and/or substitutions in material, design, specifications, product configuration, or operating performance are permissible unless documented by a change order generated by the contractor’s Purchasing Representative or an approved deviation request. In order to request a change order or deviation, the supplier shall submit a Supplier Deviation Request (located in Appendix A of this document), to the contractor’s Purchasing Representative. The Purchasing Representative will forward the request for approval, as required by the contractor’s quality processes. In addition, suppliers shall not provide a substitute part or part number under any PO without written approval from the Purchasing Representative. Failure to comply with this requirement will be cause for rejection of shipment as nonconforming material.

### 2.4 PRODUCT NOTICES

|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   5 of 26  |


All component or materials related notifications, including Product Change Notifications (PCN), Product Discontinuation Notices (PDN), End-Of-Life Notifications (EOL), Last-Time Buy (LTB) or Last-Time Ship (LTS) Notifications, Quality Alerts/NOE, and/or GIDEP related notifications should be electronically sent to [productdefinition@yulista.com](mailto:productdefinition@yulista.com) AND [supplierquality@yulista.com](mailto:supplierquality@yulista.com).

### 3.0 TRAINING

| Departments/Programs Requiring Training | Position   | Frequency / Comments |
|---|------------|----------------------|
| Supplier Quality                        | All levels | As revised           |
| Purchasing                              | All levels | As revised           |

### 4.0 DEFINITIONS AND ACRONYMS

|                 |  |
|-----------------|--|
| <b>ANSI</b>     | American National Standards Institute          |
| <b>ATP</b>      | Acceptance Test Plan                           |
| <b>AVL</b>      | Approved Vendor List                           |
| <b>AWS</b>      | American Welding Society                       |
| <b>BGA</b>      | Ball Grid Array                                |
| <b>BTP</b>      | Build-to-Print or Build to a drawing           |
| <b>CC</b>       | Critical Characteristics                       |
| <b>CCA</b>      | Circuit Card Assembly                          |
| <b>CCAP</b>     | Counterfeit Components Avoidance Program       |
| <b>COA</b>      | Certificate of Authentication                  |
| <b>CoC</b>      | Certificate of Conformance                     |
| <b>CARC</b>     | Chemical Agent Resistant Coating               |
| <b>CSI</b>      | Critical Safety Items                          |
| <b>ESD</b>      | Electrostatic Discharge                        |
| <b>FAI</b>      | First Article Inspection                       |
| <b>FIFO</b>     | First In - First Out                           |
| <b>FOD</b>      | Foreign Object Damage                          |
| <b>GHS</b>      | Globally Harmonized System                     |
| <b>GIDEP</b>    | Government-Industry Data Exchange Program      |
| <b>HAZMAT</b>   | Hazardous Material                             |
| <b>MIL-SPEC</b> | Military Specification                         |
| <b>MTR</b>      | Material Test Report                           |
| <b>NCR</b>      | Nonconforming Material                         |
| <b>NIST</b>     | National Institute of Standards and Technology |
| <b>ODC</b>      | Ozone Depleting Chemical                       |
| <b>ODS</b>      | Ozone Depleting Substance                      |
| <b>OEM</b>      | Original Equipment Manufacturer                |
| <b>OCM</b>      | Original Component Manufacturer                |
| <b>OSHA</b>     | Occupational Safety and Health Administration  |
| <b>PCB</b>      | Printed Circuit Board                          |

|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   6 of 26  |

|             |                                     |
|-------------|-------------------------------------|
| <b>PO</b>   | Purchase Order                      |
| <b>QMS</b>  | Quality Management System           |
| <b>QPD</b>  | Qualified Product Database          |
| <b>RMA</b>  | Return Material Authorization       |
| <b>RTS</b>  | Return to Supplier                  |
| <b>RoHS</b> | Restriction of Hazardous Substances |
| <b>SCAR</b> | Supplier Corrective Action Request  |
| <b>SDS</b>  | Safety Data Sheet                   |
| <b>SOW</b>  | Statement of Work                   |
| <b>SPC</b>  | Statistical Process Data            |
| <b>TDP</b>  | Technical Data Package              |

## 5.0 PROCEDURE


### Supplier Types

Clauses applying to all suppliers are:

- QC-02
- QC-03
- QC-04
- QC-05
- QC-06
- QC-07
- QC-08
- QC-11
- QC-16
- QC-17
- QC-18
- QC-21
- QC-22
- QC-31
- QC-32

Specific clauses for supplier beyond exclusive clauses:

- Aviation Components (Airworthiness): QC-19
- Electronic Assemblies: QC-23, QC-26, QC-21
- PWB: QC-24, QC-21
- CCA: QC-23, QC-25, QC-15, QC-10, QC-12, QC-13
- Painting: QC-29, QC-27, QC-12, QC-10, QC-15, QC-21
- Finishing: QC-29, QC-27, QC-12, QC-10, QC-15, QC-21
- Distributors
  - Tooling
  - Electronics
  - Consumables

|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   7 of 26  |

- Welding/Brazing: QC-15, QC-21, QC-12, QC-30
- Raw Materials QC-28
- Heat Treatment

### **5.1 QC-01 PROCESS CONTROL**

The supplier shall maintain control and approval of all manufacturing processes – such as welding, soldering, plating, painting, and inspection processes – used in the fulfillment of any associated PO. The supplier shall maintain objective evidence of process qualification in accordance with applicable specifications, the approval status of which will be subject to review and may be disapproved by the contractor. Any deviation from required materials and/or processes that affect fit, form, or function (such as base material to be subjected to cleaning, etching, anodizing, sealing, plating and stress-relief as necessary to yield coatings meeting all requirements of specification) shall be reported to the contractor’s Purchasing Representative in order to obtain contractor’s quality approval prior to use or application.

The supplier shall notify the contractor’s quality department via the Purchasing Representative identified on the PO of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain the contractor’s approval prior to delivery of product(s) and service(s).

### **5.2 QC-02 APPROVAL OF PRODUCTS AND SERVICES**

Supplier acceptance of a PO indicates that the supplier has the full capability and all elements necessary to provide conforming product(s) and/or service(s) to the contractor for all products and/or services described in a PO. Elements include, but are not limited to, tooling, equipment, capacity, and qualified personnel. Delivery of non-conforming product due to insufficient, or inadequate, resources for these elements may result in disqualification from the AVL. Approval is based upon conformity as determined by the contractor’s internal inspection and test procedures.

### **5.3 QC-03 RELEASE & DISPOSITION OF PRODUCTS AND SERVICES**


Supplier conformance with this document as well as a PO are required before the release of product(s) and/or services to the contractor. Non-conforming product will not be delivered to the contractor unless prior authorization is received in writing from the Purchasing Representative. The supplier shall also immediately notify the contractor’s Purchasing Representative in writing of all non-conforming product malfunctions, defects, and un-airworthy conditions found after delivery. Any technical data, excess material, or other items provided to the supplier by the contractor are subject to approval by the contractor prior to disposition.

### **5.4 QC-04 RIGHT TO ACCESS: SURVEYS AND AUDITS**

Upon notice, supplier facilities and operations may be surveyed at any level of the supply chain, either before or after the placement of any PO, in order for the contractor to verify the supplier has the capabilities necessary to supply a product of consistent quality. When appropriate, the PO will detail any additional rights to inspect the vendor’s premises and applicable records by Yulista, the customer, and/or appropriate authorities. Upon notice, audits may be conducted to determine compliance with purchase requirements and the requirements of this document.

### **5.5 QC-05 SUB TIER-SUPPLIERS**

*“This document and all of its content are proprietary and confidential. No part of this document may be disclosed in any manner to a third party without the prior written consent of Yulista Holding, LLC or its subsidiaries.”*

|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   8 of 26  |

The supplier is required to assure that their sub-suppliers maintain an adequate inspection and quality system to assure product conformance. Each inspection or testing activity shall have documentation that describes detailed requirements such as parameters to be checked, statistical methods, sampling plan, nonconformance criteria, etc. Suppliers must flow down all requirements on any associated PO or subcontract agreement, including key characteristics, to all sub-suppliers. The use of sub-suppliers does not release the supplier of responsibility for the end product or service to the contractor.

#### **5.6 QC-06 SUPPLIER QUALIFICATION AND CONTINUED MEASUREMENT**

The supplier shall have a quality management system (QMS) or industrial reputation that is acceptable to the contractor. Suppliers already certified to ISO9001, AS6081, AS9100, AS9110, AS9120, or are FAA Part 145 Repair Station-approved are preferred. One or more of the following will determine qualified suppliers, as well as a suppliers' on-going presence on the AVL: anti-counterfeiting programs; manufacturing and engineering capability surveys; product evaluation; compliance of procured material with PO requirements; quality system audits; and/or the promptness and effectiveness of corrective action taken by the supplier. A supplier's on-going presence on the AVL will be contingent upon satisfactory delivery performance, incoming inspection results, service levels, and periodic reviews.

Continued measurement of approved suppliers is based on the aforementioned elements in the form of a supplier rating. This rating will provide comparative measures for determining procurement sources and is calculated by a combination of the following:

- Product acceptance is 60% of the overall score to include all non-conformances found during any inspection or testing process as well as any SCARs issued, and
- On-time delivery performance is 40% of the overall score.

#### **5.7 QC-07 SUPPLIER QUALITY SYSTEM REQUIREMENTS AND IMPROVEMENTS**

The supplier's quality system shall include a process that ensures professional services and products are initially tested and periodically re-tested in order to assess the supplier's ability to meet all requirements. All workmanship and engineering specifications shall be documented.


The supplier's quality system should be documented in a quality manual and traceable to a standard subset of procedures and work instructions. It shall be the responsibility of the supplier to perform internal audits on a periodic basis, and to maintain a quality system in compliance with terms agreed upon with the contractor.

The supplier shall establish and maintain a quality improvement program to improve and sustain the quality and reliability of the processes/product. The program shall be active and contain a prioritized list of scheduled quality issues being addressed. Completed internal corrective action reports made by the supplier shall be maintained in a recurrence file. Whenever it is suspected that a quality problem may be a recurrence of a similar problem on which a corrective action has been completed, the supplier's recurrence file shall be examined.

#### **5.8 QC-08 QUALITY RECORDS**

Suppliers' quality records for products and deliverables shall be retained by the supplier for the duration of the contract, and thereafter for seven (7) years from the inspection and acceptance



|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   9 of 26  |

of the last delivery. All Critical Safety Item Records will be retained an additional seven (7) years. At a minimum, records shall include product identification, quantity of product inspected, inspection procedures followed, inspector, tester, quality representative, date of inspection, and number, type, and severity of defects found. These records shall be sufficient to prove conformance to all applicable specifications and drawings. Upon request, these records shall be made available to the contractor within two (2) business days.

### **5.9 QC-09 TRAINING**

Supplier personnel performing inspection, testing, assembly, integration and manufacturing shall be trained for the appropriate skill they are performing. When requested, records of such training shall be made available to the contractor. Additional personnel qualifications, if any, will be indicated on a PO.

### **5.10 QC-10 CALIBRATION CONTROL**

The supplier’s quality organization shall audit records and equipment to ensure that no “out-of-calibration” equipment is being used during testing and inspection of products provided to the contractor. The supplier shall control the calibration of all measuring devices against certified standards traceable to the National Institute of Standards and Technology (NIST). The supplier shall notify the contractor’s Purchasing Representative of any items found to be out of calibration that effect any product delivered to the contractor as soon as it is discovered including any time after delivery.

All test equipment shall be validated to assure that it has the accuracy and resolution to measure the parameters being tested. The test equipment shall maintain repeatability within its allowable tolerances. All calibration will be traceable to relevant and appropriate standards. Tools, gauges, test equipment, etc., that are inactive or that do not require calibration shall be so identified.

Supplier calibration control is subject to audit and review by a contractor quality representative.


### **5.11 QC-11 CERTIFICATE OF CONFORMANCE (COC)**

#### **5.11.1 GENERAL REQUIREMENTS**

In order to assure conformity to the PO requirements, all deliveries to the contractor shall be accompanied by a certificate of conformance (CoC), with the exceptions noted in “Raw Materials” (below), and provided by an authorized member of the suppliers’ quality management team. The CoC shall serve as written verification that all parts, materials, processes, and finished items to be supplied under this or any associated PO or subcontract have been inspected, tested, and found to comply with the requirements of the PO.

Revisions of referenced documents invoked by reference on the PO—such as military specifications (MIL-SPEC), military standards (MIL-STD), drawings, and specifications or other revision-controlled requirement documents—in effect as of the date of the PO.

A CoC from an original equipment manufacturer (OEM) or original component manufacturer (OCM) of a product can be used in lieu of a supplier’s (i.e. distributor, etc.) CoC. The OEM / OCM must provide traceability to the item on the original PO (e.g. part number, MIL-SPEC or MIL-STD, NSN number, etc.).

|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   10 of 26 |

Certificates of Conformance requirements:

- Supplier's name and address
- Purchase Order number, Yulista part number / Revision Number, OR a commercial OEM P/N, P/N. **Note:** When procuring to a manufacturer's P/N or Industry Specification (typically "commercial off-the-shelf" items), the Yulista P/N and Revision level are not required (typically build-to-print items or services).
- CoC must be legible.
- If a CoC includes a signature line or field, it must be signed by an authorized agent or include typed or printed name and dated. A QC stamp is acceptable.
- Any process or material certs must be tied to the CoC by a minimum of one of the following: lot number, P.O. number, or item serial number.

#### 5.11.2 ELECTRONICS ITEMS OR COMPONENTS

For active electronic components, the OCM certificate of authentication (COA) shall be provided unless the supplier is an authorized distributor. The CoC from an authorized distributor is acceptable as evidence the components are genuine when it states the supplier is an authorized distributor for the OCM, and states the components were obtained directly from the OCM or from supplier-manufacturer authorized channels and meet the PO requirements.

#### 5.11.3 SERVICES


Process Certifications (e.g. heat treating, plating, calibration, etc.): Attachments of supporting certificates must be tied to the CoC by using any combination of the following: An item's part number, Yulista PO number, item serial number, lot number, work order number and/or materials heat lot number. When tests are to be performed to an industry standard (e.g. ASTM, AS, MIL-STD, etc.), record the standard number and revision. The revision of the standard is to be the most current revision in effect at time of test.

#### 5.11.4 RAW MATERIALS

Wherever possible a Mill/Materials Test Report (MTR) should be provided for metals items in lieu of a CoC. An MTR—also referred to as a Certified Material Test Report, Metallurgical Test Report, Mill Test Certificate (MTC), Inspection Certificate, or Certificate of Test—shall certify the material's chemical and physical properties, and that it is in compliance with an international standards organization's specific standards.

The MTR will typically contain and certify the following:

- Product description: The metal product's alloy, temper, size, shape, and/or diameter specifications including thickness, width, and finish.
- Heat Number or Lots: The identifying heat code that describes the metal's origin, sometimes referred to as a lot number.
- Mechanical & Physical Properties: Strength, ductility, hardness, and/or elasticity.
- Chemical Properties: The chemical makeup of the metal alloy must fall within the required ranges.
- Additional Details: Country of melt and manufacture, ASTM / ASME standards compliance (the revision of the standard is to be the most current revision in effect at time of production and testing), special conditions to include customer specification codes.

|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   11 of 26 |

The MTR or Material Certification must be tied to the packing slip by using any combination of the following: An item’s material grade / part number or the materials heat lot number(s). When tests are to be performed to an industry standard (e.g. ASTM, AS, MIL-STD, etc.), record the standard number and revision.

Purchase orders for Metals items which are subject to the Specialty Metals Restriction under 10 U.S.C. 2533b, Public Law 107-107 Section 832, and Federal Acquisition Regulation Supplement (DFARS) 252.225-7008, 252.225-7009(a)(11) & 225.872-1: the PO will contain notes stating that the material(s) must be “DFARS Compliant”. The supplier packing slip and/or MTR or Material Certification should clearly state compliance with this requirement. When the contractor furnishes material to the supplier, the supplier shall verify that the correct material has been received IAW the accompanying CoC, including material certifications, and/or drawings.

**5.12 QC-12 TRACEABILITY**

The supplier shall provide objective evidence of the quality of the item supplied, including manufacturing, assembly, inspection, test, and special process records. All records relating to special requirements, key characteristics, and critical safety items (CSIs) shall be clearly identified and traceable to the date and place of production, OEM, or OCM. Recorded evidence shall provide the degree of traceability required to enable subsequent verification of all aspects of material, manufacture, special processes, personnel certification, variability control charts, assembly, and inspection of critical characteristics (CCs).

**5.13 QC-13 INSPECTION AND TEST**

Each inspection or testing activity shall have documentation that describes detailed requirements such as parameters to be checked, statistical methods, sampling plan, nonconformance criteria, etc. The supplier is required to perform a final inspection before delivery to the contractor.


When required by a PO or Subcontractor Agreement, an inspection and test plan (ATP) for the control of articles furnished in accordance with this PO shall be prepared and specifically written to outline the product flow from receipt of materials through fabrication, assembly, and test operations. The plan defines the inspection points throughout the manufacturing sequence and describes what, where, and when inspections shall be implemented to control the product. Upon request, this plan will be available for review by the contractor’s quality representative.

Inspection and testing results shall be recorded and analyzed using control charts or a similar technique, as appropriate, for the purpose of identifying problem areas and monitoring the effectiveness of the supplier’s quality system.

When specified by the PO or contract, statistical process control (SPC) data, in supplier format, is required and should be submitted to the Purchasing Representative for contractor’s Quality acceptance.

**5.14 QC-14 FIRST PART INSPECTION**

When specified during the quote phase and when subsequently called out on the PO, the supplier shall submit a sample first item for dimensional and functional approval prior to making production item(s). The supplier shall notify the contractor at [YASOURCEINSPECTIONREQUEST@YULISTA.COM](mailto:YASOURCEINSPECTIONREQUEST@YULISTA.COM) when the item is ready for approval

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|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   12 of 26 |

examination. Such examination may be conducted at the supplier’s facilities or at the contractor’s receiving inspection area.

**5.15 QC-15 FIRST ARTICLE INSPECTION REPORT**

First time shipment from a new (BTP) supplier will require FAI preapproval by supplier quality before the parts/material will be released for shipping to Yulista.

A **COMPLETE** First Article Inspection (FAI) Report is required for build-to-print items (BTP) under any of the following conditions:

- When a BTP item is being produced for the contractor for the first time; or
- When a BTP item has not been produced by the supplier within the previous 24 months; or
- When a BTP item has not been built to the current revision, a delta FAI is required; or
- When the manufacturing location for a BTP item has changed since a FAI was previously provided; *or*
- When specified by the PO.

Labels & Decals “ONLY” may use the same AS9102 form for multiple dash numbers on the same drawing. Each dash number shall be identified within the FAI.


*It is required that the supplier use AS9102 form for the FAI or another pre-approved format that is equivalent to the AS9102 standard. As an aid, the Supplier may use APPENDIX C: AS9102 FIRST ARTICLE INSPECTION CHECKLIST to complete the AS9102 form. A FAI contains complete traceability from the top level to any sublevel parts that the supplier is providing, to include any material certifications and testing reports provided by the contractor. The supplier may request an example of an approved FAI via the Purchasing Representative. Changes to the location of manufacturing, including sub-tier suppliers and outsourced processes, may require a FAI.*

**5.16 QC-16 SOURCE INSPECTION**

A source inspection is an inspection conducted by the contractor’s quality representative at the supplier’s location. The purpose of a source inspection is to assist the supplier in determining conformance with the PO and the specification requirements. Source inspection neither guarantees final acceptance nor does it relieve the supplier of the responsibility to furnish an acceptable deliverable.

When source inspection is specified by the PO, the supplier shall notify the contractor at [YASOURCEINSPECTIONREQUEST@YULISTA.COM](mailto:YASOURCEINSPECTIONREQUEST@YULISTA.COM) no later than three (3) business days prior to final inspection or testing of the PO deliverables, to ensure the availability of the contractor’s quality assurance representative who will be present to witness the inspection/test.

Although source inspection may not be specified on a PO, the contractor reserves the right to impose source inspection, at the discretion of the contractor’s supplier quality group, when risk mitigation and/or expedience is deemed necessary.

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| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   13 of 26 |

### 5.17 QC-17 HANDLING, STORAGE, PACKAGING AND DELIVERY

The supplier's packing sheet and invoices are to reflect the same military specification (MIL-SPEC) and supplier's part numbers listed on the PO or subcontractor agreement.

Materials are to be shipped in containers in keeping with good commercial practices to preclude any damage or loss incurred during shipping and storage. Materials in boxes shall be shipped in boxes rated for the weight contained. Where the possibility of spoilage exists, items in storage shall be date stamped, coded, etc., and used on a first in - first out (FIFO) basis.

Areas used for handling, storage, packaging, inspection, and test of products or services shall be clean, safe, and well organized to ensure that they do not adversely affect quality or personnel performance. The transporting of material shall be such as to avoid damage to the material and/or installed/completed equipment. Each container should have a consistent number of parts except the final container, which may have a quantity difference. Each container shall be identified with the part number, revision, and quantity.

### 5.18 QC-18 PART IDENTIFICATION

All items supplied to the contractor shall be identified with complete nomenclature and part numbers in accordance with MIL-STD-130 - Identification Marking of U.S. Military Property, or as specified. Reference paragraphs 5.3.1 through 5.3.7 of the standard.

### 5.19 QC-19 CRITICAL SAFETY ITEMS (CSI) AND LIMITED LIFE

For all critical and limited life items, the date of manufacture or shelf life must be supplied with each limited life item. Limited life items provided to the contractor must have a minimum of 50% of their shelf life remaining upon delivery. The shelf life requirement may be waived if the product will be used before the shelf life expiration date has passed.


All records relating to CSIs shall be clearly identified and traceable to the date and place of production, including the OEM or OCM. Vendors producing CSIs with CCs must adhere to Quality Engineering Standard One (QE-STD-1). The requirements of AS9017 apply to this requirement. Maintenance and Overhaul efforts are required to be IAW QE-STD-2 and AMCOM Regulation 702-7, which requires for maintenance of accurate and complete Component Removal and Repair/Overhaul (e.g., DA Form 2410, etc.) tracking information on tracked CSIs.

### 5.20 QC-20 DESIGN CONTROL AND TECHNICAL DATA PACKAGES (TDP)

For technical data packages (TDPs) such as drawings, the supplier shall establish a process to monitor and review for quality content, errors, and errors per sheet in accordance with requirements specified in Supplier Technical Data Package Requirements. Appendix B contains additional requirements of suppliers providing TDPs.

### 5.21 QC-21 FOREIGN OBJECT DAMAGE (FOD)

Material supplied to the contractor shall be manufactured in an environment free of foreign objects, and shall be free of foreign objects upon delivery. The supplier shall have provisions for the prevention of foreign object damage (FOD) and have a course of action to implement in the event it does occur. The supplier will ensure personnel are trained and evaluated on knowledge, awareness, and responsibilities associated with FOD control, prevention, and reporting procedures.

|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   14 of 26 |

### 5.22 QC-22 COUNTERFEIT AVOIDANCE PLAN

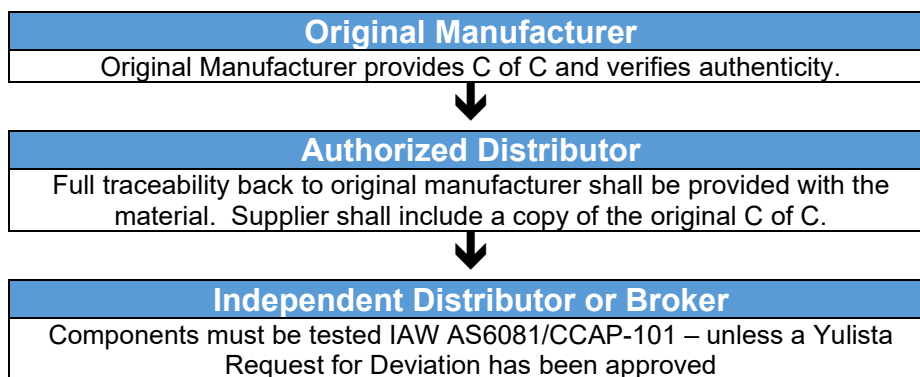
The supplier shall have a documented plan to control, detect, and avoid supplying counterfeit electronic components, ferrous and non-ferrous metals/raw materials, as well as paint, primers and composite materials to the contractor. The supplier shall immediately notify the contractor via the Purchasing Representative of any suspect counterfeit or fraudulent parts or material that may have been used in product delivered to the contractor.

### 5.23 QC-23 ELECTRONIC COMPONENTS

The contractor will not accept electronic components from suppliers that are under a “Stop Shipment Order” as determined by the Government Industry Data Exchange (GIDEP).


Distributors of electronic components that are authorized by an OCM or OEM shall provide full traceability back to the manufacturer, including lot/date code, and include a copy of the component manufacturer’s CoC with each delivery. Independent distributors or brokers not authorized by an OCM must also provide traceability back to the manufacturer, and include a copy of the OCM’s CoC with each delivery. If the manufacturer’s CoC cannot be provided, the components must be tested IAW AS6081 Fraudulent/Counterfeit Electronic Parts: Avoidance, Detection, Mitigation, and Disposition or CCAP-101 Counterfeit Components Avoidance Program - Distributors to assure authenticity. The distributor must provide these results before delivery to the contractor via the Purchasing Representative.

When purchasing electronic components for the contractor, the supplier shall follow the below order of preference:



Electrostatic discharge (ESD) protection shall comply with ANSI/ESD S20.20, as applicable.

Static sensitive parts will be packed in a conductive frame or with leads inserted in conductive elastomer or foam to protect them against electrical charges. External labels shall identify the package on at least two sides as containing static sensitive devices. ESD protection shall comply with American National Standards Institute (ANSI) / Electronic Static Discharge (ESD) S20.20, as applicable. Packaging, and marking, must allow for the administration of FIFO inventory control. It is preferred that all suppliers separate and identify lots containing multiple date codes. Product marking shall be in accordance with drawing requirements and MIL-STD-130 - Identification Marking of U.S. Military Property. Reference paragraphs 5.3.1 through 5.3.7 of the standard.

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|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   15 of 26 |

Electronic components being procured are exempt from “lead-free” Restriction of Hazardous Substances directive (RoHS) being pursued by commercial entities. Components that have part finishes (Leads, Packaging, or Contents) greater than 95% tin (Sn) shall contain at least 3% lead (Pb). All components that require soldering shall conform to IPC J-STD-002 requirements for solderability. Components that require tinning shall be tested and certified to IPC/EIA J-STD-002 Section 4.3.1 Test "E" Wetting Balance Test (Leaded Components); Section 4.3.2 Test "F" Wetting Balance Test (Leadless Components); and IPC/EIA J-STD-013 Implementation of Ball Grid Array and Other High Density Technology Outlines for Ball Grid Arrays (BGA). When components are available only from “Lead Free” sources the contractor shall obtain government approval for each task order/delivery order prior to proceeding. Lead-free risk analysis and mitigation strategies for the design in question may be required prior to approval.

#### **5.24 QC-24 PRINTED CIRCUIT BOARDS (PCBS)**

Raw material deliveries shall also be compliant with the Counterfeit Avoidance section of this document.

Base materials of PCBs shall comply with IPC-4101, IPC-4104, IPC-4202, IPC-4203 and IPC-4204. Copper foils shall comply with IPC-4562.

Qualifications for PWBs shall comply with IPC-6011, IPC-6012, IPC-6013, and IPC-6017. Solder mask shall comply with IPC-SM-840.

Acceptability of PCBs shall comply with IPC-A-600. Repair of PCBs shall comply with IPC-7711 and IPC-7721.

#### **5.25 QC-25 CIRCUIT CARD ASSEMBLIES (CCAS)**

All CCAs shall be functionally tested and the test report(s) provided with each shipment. This requirement is mandatory unless a waiver is granted in writing from the contractor. Certification workmanship standards shall comply with IPC J-STD-001 Class 3 and IPC-A-610 Class 3. The supplier will default to Class 3 requirements if the class is not otherwise specified on the PO or other Yulista supplied documents.

All electronic grade solder alloys used on CCAs shall conform to IPC J-STD-006 and shall contain at least 36% lead (Pb) unless otherwise approved via the Yulista Request for Deviation Process. Flux and paste shall comply with IPC J-STD-004, and IPC J-STD-005 respectively.


Solderability of CCAs shall comply with IPC J-STD-002 and IPC J-STD-003.

Stenciling of CCAs for surface mount components shall comply with IPC-7525.

Conformal coating of CCAs shall use materials that comply with IPC-CC-830C using IPC-HDBK-830A for guidance in selection and applied IAW IPC-A-610G.

#### **5.26 QC-26 WORKMANSHIP GUIDELINES FOR ELECTRICAL BOX ASSEMBLIES AND WIRING HARNESSSES**

This section is intended to communicate workmanship guidance to suppliers for assembling and inspecting electrical box build hardware assemblies and wire harness assemblies supplied to the contractor. This includes adherence to contractor TDP requirements as well as all applicable

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|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   16 of 26 |

military, aerospace, and other acceptable standards. The intent is to address the general requirements for stress relief, wire breakout and securing, wire routing, required service loops to eliminate the potential for chafing, solder sleeves, and numerous additional aspects of acceptable assembly techniques.

Default workmanship requirements are defined in SAE-AS50881D. For areas not addressed by this guideline, IPC/WHMA-A-620, Class 3 requirements become the rule. IPC/WHMA-1-620 sets standards and practices not only for cable and wire harness assembly, but for inspection as well.

### **5.27 QC-27 PAINT, PRIMER AND COATINGS**

The contractor will only accept paint, primer, and coatings that are manufactured to military specifications (MIL-SPEC) from qualified product database (QPD) approved manufacturers, as determined by the QPD. The QPD database must be accessed (<http://qpldocs.dla.mil>) to verify that the correct combination of color/type/class, etc. is approved, and a manufacturer for this combination must be used. The QPD-approved manufacturer must be identified on all quotes and material certifications. The supplier is responsible for passing contractor MIL-SPEC purchase requirements to all sub-suppliers, including the OEM. The CoC for all QPD managed MIL-SPEC items must include the original manufacturer of the product.

Suppliers providing painting and finishing services that include chemical agent resistant coating (CARC) paint and/or coatings will complete testing requirements in accordance with (IAW) MIL-DTL-53072 CARC System Application Procedures and Quality Control Inspection. This requirement will be applied to all drawings that call for CARC painting and/or coating, regardless of the source or owner of the drawing.

Paint, primer, and coating deliveries shall also be compliant with the Counterfeit Avoidance section of this document and are subject to audit and review by a contractor quality representative.

### **5.28 QC-28 RAW MATERIAL**

All raw material, as well as material to be used for build-to-print or modification projects must be identified per the applicable specification including: plates, bars, extrusions, sheets of aluminum, steel, or other material. The material shall be marked with material type and PO number in indelible ink.


Raw material deliveries shall be accompanied by a material test report (MTR) to provide evidence that the material used meets the requirements of the drawing. MTRs are required and shall contain a chemical and physical test report, including actual test results from samples representative of the material shipped under this or any associated PO or Subcontract Agreement.

For raw materials identified as a significant operational risk, additional validation is required. Yulista validates the accuracy of accompanying material test reports via outsourcing to an AVL-approved testing supplier.

Raw material MTRs/deliveries shall also be compliant with the Counterfeit Avoidance section of this document.

### **5.29 QC-29 HAZARDOUS MATERIAL (HAZMAT)**



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|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   17 of 26 |

All material requiring a safety data sheet (SDS) shall be in compliance with the Globally Harmonized System for Hazard Communication (GHS) in accordance with The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard 29 CFR 1910.1200 which requires a "downstream flow" of information, addressed as "FAX on Demand" described requirements of the regulation as stated in 1910.1200 paragraphs (g) (6) (i) thru (g) (7) (vii) of the standard.

Suppliers shall not use any Class 1 ozone-depleting chemical/ozone-depleting substance (ODC/ODS) identified at the manufacture, or in support of items required by the contractor unless a waiver is obtained from the Government via the contractor's Purchasing Representative (Buyer).

All suppliers support service activities shall be in compliance with applicable federal, state, and local environmental laws and regulations.

### **5.30 QC-30 WELDING**

Unless otherwise specified on the PO, Statement of Work (SOW), or drawing, all areas to be welded shall meet the welding requirements defined in ANSI and American Welding Society (AWS) Structural Welding Code, as applicable. Supplier welding processes are subject to audit and review upon notice by the contractor quality representative.

### **5.31 QC-31 SUPPLIER CORRECTIVE ACTION REQUEST (SCAR)**

SCARs are issued to suppliers in order to determine the root cause of defectives received by the contractor. The SCAR response will include root cause investigation, corrective action(s), and long-term corrective action(s) to prevent a recurrence of the root cause. The response must include verification and validation of all corrective actions and supporting documents. SCAR responses are due within 14 calendar days. Extensions may be granted if the circumstances warrant an extension. The extension must be requested in writing from the contractor's Supplier Quality Department prior to the SCAR due date and shall include justification for the extension request.


### **5.32 QC-32 MATERIAL RETURN TO SUPPLIER REQUIREMENTS:**

When a Return Material Authorization (RMA) from a supplier is issued by a supplier the following are required:

- Ship to address with contact person (if applicable).
- Method of shipping (FEDEX, UPS account number, etc.)
- A copy of the contractor nonconforming material report (NCR) will be included with the returned material.

### **5.33 QC-33 AVIATION ELECTRONICS SYSTEMS EQUIPMENT**

Aviation Electronic Systems Equipment/LRUs listed in TB 1-1500-341-01 that contain software are required to submit a DA Form 2410s showing the software version whenever the equipment is gained/lost to the Army inventory, installed on an aircraft, removed from an aircraft, repaired, or the software is upgraded. SCPs should contain an automated DA Form 2410s Program to assist in completing and submitting the DA Form 2410s upon completion of the upgrade process. They also have to be entered on the DA Form 2408-5.


|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   18 of 26 |

## 6.0 REFERENCED DOCUMENTS

|  |   |
|--|---|
| <b>29 CFR 1910.1200</b>  | OSHA Hazard Communication Standard  |
| <b>ANSI</b>  | American National Standards Institute   |
| <b>American Welding Society (AWS) Structural Welding Code</b>            |   |
| <b>AS5553</b>  | Fraudulent/Counterfeit Electronic Parts: Avoidance, Detection, Mitigation, and Disposition                                    |
| <b>AS6081</b>  | Fraudulent/Counterfeit Electronic Parts: Avoidance, Detection, Mitigation, and Disposition – Distributors                     |
| <b>AS6174</b>  | Counterfeit Materiel; Assuring Acquisition of Authentic and Conforming Materiel   |
| <b>AS9100</b>  | Quality Management Systems: Aviation, Space & Defense Organizations   |
| <b>AS9102</b>  | First Article Inspection (FAI) Report Requirements  |
| <b>AS9110</b>  | Aerospace - QMS Requirements for Maintenance Organizations  |
| <b>AS9120</b>  | Quality Management Systems - Aerospace Requirements for Distributors  |
| <b>ANSI/ESD S20.20</b>   | Electronic Static Discharge S20.20, Protection of Electrical and Electronic Parts, Assemblies and Equipment                   |
| <b>FAR 52.246-2</b>  | Contractor Inspection Requirements  |
| <b>FAR 52.245-1</b>  | Government Property   |
| <b>FAR 52.245-2</b>  | Government Property (Fixed Price Contracts)   |
| <b>FAR.52.245-4</b>  | Government Furnished Property (Short Form)  |
| <b>FAR.52-245-5</b>  | Government Property (Cost Reimbursement, Time and Material, or Labor Hour Contracts)  |
| <b>IPC-A-600</b>   | Acceptability of Printed Boards   |
| <b>IPC/WHMA-A-620</b>  | Class 3 Requirements and Acceptance for Cable and Wire Harness Assemblies   |
| <b>IPC J-STD-001</b>   | Class 3 Requirements for Soldered Electrical and Electronic Assemblies  |
| <b>ISO9001</b>   | Quality Management System   |
| <b>IPC J-STD-002</b>   | Solderability Tests for Component Leads, Terminations, Lugs, Terminals and Wires  |
| <b>IPC J-STD-006</b>   | Requirements for Electronic Grade Solder Alloys and Fluxed and Non-Fluxed Solid Solders for Electronic Soldering Applications |
| <b>MIL-DTL-53072</b>   | CARC System Application Procedures and Quality Control Inspection   |
| <b>MIL-STD-130</b>   | Identification Marking of U.S. Military Property  |
| <b>QPD</b>   | Qualified Product Database <a href="http://qpldocs.dla.mil">http://qpldocs.dla.mil</a>  |
| <b>QE-STD-1</b>  | Quality Engineering Standard  |
| <b>SOP-MFR-07</b>  | Yulista Wire Harness Assembly   |
| <b>YM-PURCoC-01</b>  | Yulista Code of Conduct   |
| <b>Yulista Supplier Technical Data Package Requirements (Appendix B)</b> |   |

## 7.0 FORMS & RECORDS


|                                |                                    |
|--------------------------------|------------------------------------|
| <b>YF-4.2.1-01, Appendix A</b> | Yulista Supplier Deviation Request |
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|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   19 of 26 |


## 8.0 RECORD OF REVISIONS

| Date                   | Revision   | Description of Changes   |
|------------------------|------------|--|
| 10/9/2013              | IR         | Initial release  |
| 6/30/2014 —<br>10/1/17 | 1 — 9      | Detailed information on revisions prior to three years ago can be found in previous revisions of this document, located in the Master Files of the Yulista QMS/SharePoint Site.  |
| 4/24/18                | 10         | Added link to detailed ethical requirements. Detailed further requirements for FAI. Added requirements for CFM. Added purchasing order requirements for electronic components.   |
| 11/5/18                | 11         | Section QC-19: Added references to AS9017 and QE-STD-2 in QC-19 for Critical Safety Items.   |
| 12/26/18               | 12         | Added cover page. Moved revision page to front of document. Moved page containing referenced documents. Added CSI requirement to QC-08. Added additional verbiage to allow for acceptance of suppliers' COC. Added verbiage to aid clarification. Added CCAP-101 as an alternate to AS6081 and reworded section QC-23. Added sections QC-24, QC-25 (added test requirement) and QC-26. Deleted Appendix C and added a reference to this information in QC-26. Updated table of contents. |
| 2/27/19                | 13         | Added QC-31 Supplier Corrective Action Request (SCAR) to advise suppliers of the 14 calendar day due date and advice of extension request process.   |
| 3/11/19                | 14         | Added QC-15 update – FAI documentation approval by SQA. Added (QC-23 solderability testing requirements. Added QC-32 Material Return to Supplier Requirements  |
| 6/10/19                | 15         | QC-01, Added text referencing pre-finish prep application. QC-15 Added first piece call out during the quote phase. QC-28 Added verbiage detailing additional third-party MTR validation requirement. Deleted “The material shall be marked with material type and PO number in indelible ink.”  |
| 16                     | 04/07/2021 | Updated the following sections:<br>5.6 Updated rating methodology<br>5.8 Updated record retention requirements<br>5.11 Added language specific to labels and decals<br>5.15.1 Removed<br>5.19 Updated CSI requirements<br>5.25 Added language in regards to conformal coating<br>5.32 Removed requirement pertaining to shipment of returned items<br>Appendix A reflects revision to YF-4.4.0-02<br>Appendix B Grammatical edits made   |
| 17                     | 10/12/2021 | Defined applicable clause to supplier type. Also modified  |


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|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   20 of 26 |

|    |            |   |
|----|------------|---|
|    |            | 5.11 C of C language<br>5.15 First Article to address requirements for labels |
| 18 | 05/10/2022 | Added Section 2.4<br>Revised Section 5.16<br>Added Appendix C                 |
| 19 | 07/12/2022 | Added QE-STD-01 to QC-19.   |

|   |  |                 |
|---|--|-----------------|
|  | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   21 of 26 |

**APPENDIX A: SQ-100 SUPPLIER QUALITY DEVIATION REQUEST**


|   |   |  |
|---|---|--|
|  | <b>Supplier Quality Deviation Request</b> | Revision Date:                               |
|   | Form #                                    | YF-4.4.0-02<br>Reference: SQ-100, Appendix A |

|  |                          |     |                          |        |                          |       |                          |       |                          |   |  |
|--|--------------------------|-----|--------------------------|--------|--------------------------|-------|--------------------------|-------|--------------------------|---|--|
| <b>Section 1 COMPANY</b>   |                          |     |                          |        |                          |       |                          |       |                          |   |  |
| YAI  | <input type="checkbox"/> | YIS | <input type="checkbox"/> | Y-Tech | <input type="checkbox"/> | Y-TAC | <input type="checkbox"/> | Other | <input type="checkbox"/> | Deviation # (to be assigned by Yulista Supplier Quality): |  |
| <b>Section 2 DEVIATION REQUEST</b>   |                          |     |                          |        |                          |       |                          |       |                          |   |  |
| Work Order #:  |                          |     |                          |        |                          |       | Date Submitted:          |       |                          |   |  |
| PO#:   |                          |     |                          |        |                          |       | Buyer:                   |       |                          |   |  |
| Part #:  |                          |     |                          |        |                          |       | Delivery Order:          |       |                          |   |  |
| Supplier/Name & title of Submitter:  |                          |     |                          |        |                          |       |                          |       |                          |   |  |
| <b>Requirement</b>   |                          |     |                          |        |                          |       |                          |       |                          |   |  |
| Enter below the requirement that cannot be met referencing the SQ-100, drawings and/or specifications:   |                          |     |                          |        |                          |       |                          |       |                          |   |  |
|  |                          |     |                          |        |                          |       |                          |       |                          |   |  |
| <b>Reason for Deviation</b>  |                          |     |                          |        |                          |       |                          |       |                          |   |  |
| Provide justification for deviation from the SQ-100, TDP, specification, etc. and describe how the deviation will be performed referencing procedures and/or guidelines: |                          |     |                          |        |                          |       |                          |       |                          |   |  |
|  |                          |     |                          |        |                          |       |                          |       |                          |   |  |
| <b>Section 3 YULISTA APPROVAL</b>  |                          |     |                          |        |                          |       |                          |       |                          |   |  |
| Signature:   |                          |     |                          |        |                          |       | Date:                    |       |                          |   |  |

Please submit completed form to [Supplier.Quality@Yulista.com](mailto:Supplier.Quality@Yulista.com).

CHECK MASTER LIST TO VERIFY THIS IS THE CORRECT VERSION BEFORE USE  
 "This document and all of its content are proprietary and confidential. No part of this document may be disclosed in any manner to a third party without the prior written consent of Yulista Holding, LLC or its subsidiaries."  
 Page 1 of 1

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| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   22 of 26 |

## APPENDIX B: SUPPLIER TECHNICAL DATA PACKAGE (TDP) REQUIREMENTS

### PURPOSE

This document is intended to communicate the requirements for TDPs supplied to the contractor by subcontractors and suppliers. This includes adherence to the contractor's TDP requirements, as well as all applicable military, aerospace and other acceptable standards. In addition, this document details requirements for supplier review of all drawings and technical documents delivered to the contractor. For the purposes of this document, suppliers and subcontractors will be collectively referred to as "suppliers."

### ACRONYMS

|            |                        |
|------------|------------------------|
| <b>IAW</b> | In Accordance With     |
| <b>PO</b>  | Purchase Order         |
| <b>SOW</b> | Statement of Work      |
| <b>TDP</b> | Technical Data Package |

### B.01 ADHERENCE TO APPLICABLE MILITARY, AEROSPACE, AND ACCEPTABLE STANDARDS

Unless otherwise specified in the Statement of Work (SOW), all technical data must meet the requirements of MIL-STD-31000A Technical Data Packages (TDP). This standard provides requirements for the deliverable data products associated with a TDP and its related TDP data management products. Elements of the TDP include models, drawings, associated lists, specifications, standards, quality assurance provisions, software documentation, packaging details and all other technical documents.


Unless otherwise specified in the SOW, all technical data must also meet the requirements of ASME-Y14.100 Engineering Drawing Practices, including appendices and associated documents. This standard establishes the essential requirements and reference documents applicable to the preparation and revision of engineering drawings and associated lists. This standard is to be used in conjunction with ASME-Y14.24 Types and Applications of Engineering Drawings, ASME-Y14.34 Associated Lists, and ASME-Y14.35 Revision of Engineering Drawings and Associated Documents.

Additional standards may be required and referenced in the SOW, purchase order (PO) or in a TDP Option Selection Worksheet provided by contractor's engineering representative. Airworthiness certification may invoke special requirements specified by the contractor's customer, and these requirements will also be flowed down to the supplier via the SOW. In the event that any requirements/standards contradict one another, the supplier shall contact the contractor for clarification before proceeding.

### B.02 REQUIRED SUPPLIER PROCESSES

The supplier shall establish a drawing review process to ensure they meet all contractor requirements, as well as any military, aerospace, or other standards in accordance with (IAW) the SOW and the agreed upon schedule, to include the following:

- Technical review to ensure that drawings meet applicable drafting standards.

|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   23 of 26 |

- Technical document review to ensure that documents provided to the contractor contain adequate details to fulfill their intended purpose (e.g. weight and balance reports, electrical load analysis, structural analyses, or any other document defined in the SOW).
- Internal peer review performed by an engineer other than the engineer who created the drawing.
- Process for review of drawings and/or models to identify potential manufacturability issues, as specified by the SOW.

The supplier's process shall include handling of design changes, including both internal management of the changes as well as communication with the contractor when a design change affects product features and/or performance. Suppliers shall evaluate and collect error checking data in order to identify trends, to correct issues and to reduce errors. Upon notice, all supplier processes are subject to audit by the contractor.

### **B.03 CONTRACTOR ENGINEERING REVIEW**

After an engineering review by the contractor, feedback will be provided to the supplier in order to correct any issues. Once corrected, the supplier shall resubmit to the contractor for approval. Contractor engineering reviews include the following:


- Early technical drawing review, to identify global errors at the beginning of the project
- Technical drawing review, to monitor adherence to requirements stated in section B.01
- Technical document review to include reports and analysis
- Manufacturability review to identify potential manufacturing issues

### **B.04 CONTRACTOR EVALUATION OF SUPPLIER PERFORMANCE**

The contractor's supplier quality representative will monitor and evaluate supplier performance based upon on-time delivery and quality measurements. Suppliers are expected to provide TDPs to the contractor with no more than 0.5 errors per sheet. If errors are found to exceed 0.5 errors per sheet during a technical review, the supplier may be subject to corrective action. Checklists used by the contractor for error checking will be flowed to the supplier via a SOW.

### **REFERENCED DOCUMENTS**

|                       |   |
|-----------------------|---|
| <b>ASME Y14.100</b>   | Engineering Drawing Practices                             |
| <b>ASME Y14.24</b>    | Types and Applications of Engineering Drawings            |
| <b>ASME Y14.34</b>    | Associated Lists  |
| <b>ASME Y14.35</b>    | Revision of Engineering Drawings and Associated Documents |
| <b>MIL-STD-31000A</b> | Technical Data Package                                    |


|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   24 of 26 |

### APPENDIX C: AS9102 FIRST ARTICLE INSPECTION CHECKLIST

FORM 1(PART NUMBER ACCOUNTABILITY) of the AS9102 is complete.

1. Part Number is correct.
  2. Part Name is correct.
  3. Serial Number, if applicable, is correct.
  4. FAIR Number. (Reference number that identifies the First Article Inspection Report (FAIR); this may be an internal report number.)
  5. Part Revision Level is correct.
  6. Drawing number is correct.
  7. Drawing revision is correct.
  8. Additional Changes, if applicable, are correct.
  9. Manufacturing process is correct. (Reference number that provides traceability to the manufacturing record of the FAI part (e.g., router number, manufacturing plan number). Additional information such as lot number, batch number, date code, or line number may be included, as needed, to provide traceability to the specific manufacturing lot.)
  10. Organization Name is correct.
  11. Supplier Code, if applicable, is correct.
  12. P.O. Number is correct.
  13. Mark as Detail Part or Assembly FAI.
  14. Mark as Full FAI or Partial FAI. For a partial FAI, provide the previous part number, including revision level to which this partial FAI is performed and the reason for the current FAI.
- Index** of part numbers are correct. (Data Fields 15, 16, 17, and 18: This section is required only if the part number identified in field 1 is an assembly requiring lower-level parts (i.e., detail parts) to be installed).
15. Part Number matches what is on drawing.
  16. Part Name matches what is on drawing.
  17. Serial Numbers, if applicable, are correct.



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|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   25 of 26 |

18. A FAIR Number or PO is provided for traceability.

19. Signature and Date are present. (Printed name or unique identification, and signature of the person approving the FAIR. This signature certifies the evaluation activities in 9102 are complete and the FAIR is approved. NOTE: Electronic identification or signature are both acceptable.) Check "FAI Complete", if all characteristics are conforming.

FORM 2 (PRODUCT ACCOUNTABILITY - MATERIALS, SPECIAL PROCESSES, AND FUNCTIONAL TESTING) of the AS9102 is complete.

**Note:** Data fields 1 thru 4 are repeated on all forms for traceability and must match throughout the FAIR.

1. Part Number is correct.
2. Part Name is correct.
3. Serial Number, if applicable, is correct.
4. FAIR Number. (Reference number that identifies the First Article Inspection Report (FAIR); this may be an internal report number.)

Data fields 5 thru 9 are correct.

**Note:** All Materials, Processes, Specification Numbers, Test procedures, etc. (if applicable) match what is on the drawing.

10. Certificate of Conformance number is correct. A certificate of conformance number, heat number, PO number, or any number that provides traceability to the specified material or process must be present.

11. Functional Test Procedure Number, if applicable, is correct.

12. Acceptance Report Number, if applicable, is correct.

Signature and Date are present.


Bubbled/Ballooned Drawing is complete and included.

Drawing must be aligned with Form 3 of AS9102.

Drawing must be legible.

FORM 3 – (CHARACTERISTIC ACCOUNTABILITY, VERIFICATION, AND COMPATIBILITY EVALUATION) of the AS9102 is complete.

**Note:** Data fields 1 thru 4 are repeated on all forms for traceability and must match throughout

|   |  |                 |
|---|--|-----------------|
| <br><b>YULISTA</b> | <b>SUPPLIER QUALITY SYSTEM REQUIREMENTS</b>                          | Date: 7/12/2022 |
|   | <b>SQ-100</b>  | Rev: 19         |
|   | Verify current revision of this document in SharePoint prior to use. | Page   26 of 26 |

the FAIR.

Data fields 5 thru 8 must match bubbled drawing.

5. *Characteristic Number is correct and correspond to the bubbled drawing. (Unique assigned number for each design characteristic).*
6. *Reference Location is correct. (Location of the design characteristic (e.g., drawing zone (page number and section))).*
7. *Characteristic Designator is correct. (If applicable, record characteristic type)*
8. *Requirements are correct and match drawing. (Specified requirement for the design characteristic (e.g., drawing dimensional characteristic with associated nominal dimension and tolerances, drawing notes, specification requirements).*
9. *Results are correct and comply with Requirements.*
10. *Designed / Qualified Tooling is correct and present. (Tooling ID must be noted for anything that requires use of a tool for characteristic results).*
11. *Nonconformance Number, if applicable, is correct.*

Signature and Date are present.

FAI Report package must be legible, free of typos and include the following:

1. *Forms 1, 2 and 3 of the AS9102.*
2. *Bubbled/Ballooned Drawing.*
3. *Certificate of Conformance as required in SQ-100 5.11 QC-11.*
4. *All documentation (C of C's, MTR's, Test Results, etc.) relating to and completely traceable to the FAI report.*
5. *Top level part number FAI report and all sub-assembly part numbers FAI report.*

Completed by: \_\_\_\_\_

Print Name

Signature

Date