

**General Information for External Providers**

BerkMatics shall communicate to external providers its requirements using code numbers and specifications, drawings, process requirements, work instructions: The Service Provider is responsible for compliance of general information (e.g., specifications, drawings, process requirements, work instructions), assigned Quality codes and Purchase Order(s). Product identification must be per any or all of the following: the design drawing, verbal/email purchase order. The supplier must maintain lot traceability throughout manufacturing, inspection and test;

- a. the processes, products, and services to be provided **including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions);**
- b. the approval of:
  - 1. products and services;
  - 2. methods, processes, and equipment;
  - 3. the release of products and services;
- c. competence, including any required qualification of persons;
- d. the external providers' interactions with its service providers;
- e. control and monitoring of the external providers' performance to be applied by BerkMatics;
- f. verification or validation activities that BerkMatics, or its customer, intends to perform at the external providers' premises;
- g. **design and development control; (as flowed down)**
- h. **special requirements, critical items, or key characteristics;**
- i. **test, inspection, and verification (including production process verification);**
- j. **the use of statistical techniques for product acceptance and related instructions for acceptance by BerkMatics, the service provider shall use standard sampling plans unless otherwise specified on Purchase Order;**
- k. **the need to:**
  - *implement a quality management system;*
  - *use customer-designated or approved external providers, including process sources (e.g., special processes);*
  - *notify BerkMatics of nonconforming processes, products, or services and obtain approval for their disposition;*
  - *prevent the use of counterfeit parts, Foreign Object Damage Prevention (FOD). Product must be free from any contamination. (at all times);*
  - *notify BerkMatics of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain BerkMatics's approval;*
  - *flow down to external providers applicable requirements including customer requirements; The identification and revision status of specifications, drawings, process requirements, inspection / verification instructions and other relevant technical data must be flowed down to the sub-tiers who will certify to the specification and revision level.*
  - *provide test specimens (if required) for design approval, inspection/verification, investigation, or auditing;*
  - *retain documented information, including retention periods and disposition requirements; (Quality Documentation records and certifications must be maintained on file for a period of seven years after final payment of this purchase order. After this time period, Supplier shall not destroy such records without the written approval of BerkMatics. Prime Contractor retention period requirements will supersede this note as applicable.);*
- l. **the right of access by BerkMatics, their customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain;**
- m. **ensuring that persons are aware of: (02)(and document training)**
  - **their contribution to product or service conformity;**
  - **their contribution to product safety;**
  - **the importance of ethical behavior.**

**(02) Risk**

Risk is assessed when using and determining our suppliers and documented on our Approved Supplier List and is rated, along with Management Review for OTD and quality along with the 7 principles of a Quality Management System.

The following listing of Q codes, which is invoked on the BerkMatics, Inc. purchase order:

**Q1 Certifications – Raw Material**

With each shipment, BerkMatics requires mill certification to the required material specification. The material will not be accepted without the required certs with the materials lot# identified. None of the materials used can be conflict minerals or counterfeit materials. Also, please review for additional requirements such as Rohs, mercury free, etc.

Approvals	Approvals	Revision/Date	Reason for Change
Russell W. Wylde	Donna K. Benoit	02 12/16/20	Updated notes and added risk statement

**Q2 Certifications – Purchased Product**

With each shipment, BerkMatics requires a Certificate of Conformance and if necessary the material mill cert and any outside process certifications. The product will not be accepted without the required certs. None of the materials in the product can be conflict minerals or counterfeit materials. Also, please review for additional requirements such as Rohs, mercury free, etc.

**Q3 Certifications – Outside Services**

With each shipment, BerkMatics requires a Process Certificate of Conformance to the specification on the P.O. The product will not be accepted without the required certs.

**Q4 Shipment Delays**

Supplier agrees to provide us timely written notice of his/her inability to maintain the shipment schedule.

**Q5 General Packaging and Preservation Procedures**

Unless specific instructions are required, product shipped to BerkMatics must be delivered, packaged and preserved to prevent damage.

**Q6 Other BerkMatics Purchase Order Requirements**

- The supplier must maintain their measuring and test equipment that is traceable to The National Institute of Standards and Technology (NIST) and calibrated per ANSI Z540, ISO 17025 or ISO 10012;

**Q7 1<sup>st</sup> Article Inspection**

If called out on the P.O., a 1<sup>st</sup> article is required for prototype and first production run

**Q8 Shelf Life Procedure**

It is the supplier's responsibility to identify and verify articles, components and/or material being capable of quality degradation with age and shall include shelf life data with each shipment as it relates to the completed articles. Shelf life shall be more than 90% as received by BerkMatics.

**Q9 Previously Rejected Articles**

Suppliers shall not submit a previously rejected article(s) for re-approval without documentation stating the article(s) was previously rejected by BerkMatics and is being resubmitted for approval.

**Q10 ITAR flow downs**

ITAR regulations shall be flowed down when required

**Q11 Special Process NADCAP**

Approved NADCAP Supplier

**Q12 Specialty Metals**

Specialty metals are defined for Department of Defense (DoD) acquisitions in DFARS clauses 252.225-7008 and 252.225-7009. These clauses further define steel, alloys and various other terms applicable to specialty metals restrictions.

**Q13 Hazardous Material**

Supplier to provide SDS with proper markings on containers.