

## **POLICY**

### **Quality Provision Riders**

**The following quality provisions are required on all deliverable goods confirmed by purchase order(s) issued by Pacific Transformer. Compliance is required. All exceptions must be taken prior to accepting purchase order(s).**

#### **1 CHANGES TO PRODUCT /PROCESSES**

1.1 The supplier shall notify and obtain approval of changes in product and/or process, changes of manufacturing facility location and significant changes to their Quality management System that will directly impact the product / service. Failure to report change will result in an automatic rejection and disqualification as an approved source of supply. The following Forms will be supplied on request.

1.1.1 Drawing Change Request PTC120814

1.1.2 Temporary Deviation Request PTC122614

#### **2 PURCHASE ORDER NUMBER IDENTIFICATION**

2.1 The supplier must identify all P.O. number on all documents included with the shipped material (Pick List , C of Cs, Analysis, Test Reports, etc)

#### **3 FACILITY ACCESS**

3.1 Pacific Transformer reserves the right to inspect any or all work open on orders at the supplier's plant.

3.2 Pacific Transformer reserves the right to perform an onsite Quality systems audit.

Access rights shall be extended to accompanying Pacific Transformer Customers or 3<sup>rd</sup> party representatives. If a knowledgeable representative is required, a 48 hour advanced notice will be issued.

#### **4 SHELF LIFE REQUIREMENTS**

4.1 Items such as Chemicals / Epoxies/ Compounds with limited Shelf Life shall be delivered having no less than 70% of shelf life remaining unless written approval from Pacific Transformer is obtained accepting less than stated above.

4.1.1 Chemicals / Epoxies / Compounds must be marked with manufacturing date and expiration date.

4.1.2 Chemicals / Epoxies / Compounds must be shipped with an MSDS

#### **5 QUALITY MANAGEMENT SYSTEMS**

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- 5.1 Non-value added Distributors and Contract Manufactures quality management system shall be in compliance with the current revision of AS91XX or ISO9001 and shall be evidenced by a third party accreditation. Evidence of recognition, renewal or change in status is required.
- 5.2 In absence or addition to a third party certification Pacific Transformer may request specific Quality Management System information and/or audit as necessary to apply an approved status on the Authorized Vendor List.

## 6 DOCUMENTATION

- 6.1 **Revision and Configuration Control:** Seller shall assure they have the revision of the drawing matching the revision noted on this Purchase Order. If an item on this Purchase Order is controlled by a drawing that lists or references a Parts List (PL), the supplier must assure that they have the revisions in effect for the date of this Purchase Order. The supplier should contact the procurement agent whose name is on the Purchase Order for the current drawing revision level listing.

## 7 PROHIBITION OF ELEMENTS

- 7.1 The supplier is responsible for communicating these restrictions to subcontractors or sub-tier suppliers as required.
  - 7.1.1 The uses of Pure Tin Plated finishes are strictly prohibited. Any Tin Plating or Tin Solder processes shall contain NO LESS than 0.5% Cu (copper), or Ag(silver) composition.
  - 7.1.2 The uses of Pb (lead) Tin Plated finished are strictly prohibited. Pb will be specifically authorized if required.
  - 7.1.3 The use of Hg (mercury), Cd (Cadmium), is strictly prohibited.

## 8 FOREIGN OBJECT ELIMINATION

- 8.1 The Supplier is responsible for maintaining an active Foreign Object Elimination program to ensure materials remain free of foreign objects and or contaminates throughout processes from manufacturing through final packaging and shipping.

## 9 QUALITY AND ON-TIME REQUIREMENTS

- 9.1 Seller must deliver products / services which contain materials from original equipment manufacturer (OEM), original component manufacturer (OCM) that are, defect free, are NOT altered or counterfeit, reliable, accurate, in accordance to requirements of the product design and purchase order. Delivered products / services must be fulfilled On-Time per contracted delivery schedule. Any delay (or potential delay) must be reported to Pacific Transformer immediately.

Any known affect quality must be

## 10 CONFLICT MINERALS PROHIBITED

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**10.1** Seller must ensure product delivered comply with provisions of the Dodd-Frank Wall Street Reform for conflict minerals (tantalum, tin, tungsten and gold). These minerals shall not originate from the Democratic Republic of Congo ("DRC") or certain adjoining countries origin. A record of your most recent CFSI\_CMRT is required.

#### **11 COUNTERFEIT MATERIAL AVOIDANCE**

**11.1** Supplier is responsible for maintaining an active Counterfeit Material Avoidance program to ensure materials are from original equipment manufacturer (OEM), original component manufacturer and they are NOT altered or misrepresented in any fashion.

#### **12 PACKAGING AND HANDLING**

**12.1** Seller must maintain a system for the handling of product that ensures protection from potential damages or degradation throughout the entire processes. Packaging method and materials used shall ensure product arrives at Pacific Transformer without physical damage, degradation, contaminates, or potential for introduction of Foreign Object Debris.

#### **13 CRITICAL INFORMATION IDENTIFICATION REQUIREMENTS**

**13.1** All critical information including but not limited to, manufactured date/ shelf life / batch identification / country of origin /etc. must be typed and legible on supplier's pack list or material certification.

#### **14c of c**

**14.1** For all purchased materials a certificate of the following type is required and must include RoHs identification.

**14.1.1** For items controlled by Pacific Transformer a Certificate of Compliance is required

**14.1.2** For items not controlled by Pacific Transformer, a Certificate of Conformance, Compliance, Material or Authenticity is required.

#### **15 FAILURE REVIEW AND CORRECTIVE ACTION**

**15.1** For all Non Conformance(s) Failure Review & Corrective and Preventive Action is required to be initiated, resolved and closed in a timely manner with all due diligence.

**15.1.1** An RMA must be issued for the return of Non Conformant material or items.

**15.1.2** A Pacific Transformer approved CAPA report shall be submitted with returned material.

In the event that CAPA requires extensive time to complete, an open report may be submitted with returned material contingent on confirmation of completion.

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The following Additional Quality Riders are applicable to Contract & Sub Tier Manufactures

#### **16 RECORD RETENTION**

16.1 The supplier shall retain records for 10 years that include at a minimum, date of manufacturing, batch lot I.D control, manufacturing facility of product/service, processing records, which are applicable to products/services provided for Pacific Transformer.

16.1.1 The Records must be legible and readily available.

16.1.2 If the above records cannot be retained for the specified time required, these records must be submitted with the material and positively identified as such for retention by Pacific Transformer.

#### **17 FIRST ARTICLE INSPECTION REPORT**

17.1 The First Article(s) must be positively identified as such, be 100% inspected, reproducible and have data recorded by the supplier prior to submittal.

17.1.1 First article approval is required before production manufacturing begins, for new & revised magnetics.

17.1.2 The First Article must be submitted with a report (as specified & measured) including mechanical dimensions, electrical characteristics, bill of materials, jig & fixture numbers.

#### **18 SELLER CONTROLLED PRODUCTS (as applied to finished goods)**

18.1 The initial shipment on this purchase order shall be accompanied by a legible and reproducible copy of applicable specifications, drawings, bill of material and manufacturing instructions in English and preferably in the Pacific Transformer standard format.

18.1.1 Pacific Transformer requires control and ownership of the specified documents prior to subsequent shipments.

18.1.2 Assign alternative part number(s) from catalog number if required or reference the part number issued by Pacific Transformer.

#### **19 QUALITY FLOW DOWN TO SUB-TIER SUPPLIERS/MANUFACTURES**

19.1 Suppliers Quality System shall assure that all relevant Purchase Order requirements are flowed down to their sub-tier suppliers. Sub-tier suppliers are responsible to comply with the same specifications and requirements specified on this Purchase Order.

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#### 20 SOLDERING STANDARDS & ROHS COMPLIANCE

- 20.1 All materials supplied or furnished must be RoHS compliant unless specifically instructed or authorized in writing by Pacific Transformer.
- 20.1.1 Pacific Transformer requires SN99, SN99.3 or SN99.5 solder on all standard applications unless otherwise specified.
  - 20.1.2 Pacific Transformer requires all PCB component solder joints to be tinned with No-Clean Flux 979 or equivalent (Non Flammable). Alternates must be approved
  - 20.1.3 Pacific Transformer requires all terminals / solder joints (Not PCB level) to be tinned with Rosin Flux 1544 or equivalent
  - 20.1.4 Pacific Transformer requires all solder joints to conform to J-STD-001 & IPC-610 most current revision.

#### 21 TRACEABILITY OF MATERIAL

- 21.1 The supplier shall maintain traceability information for all materials, parts and assemblies used in fabricating the product. The supplier shall maintain records that provide evidence that the delivered product meets the requirements of the purchase order or contract. See Record Retention.

#### 22 FINAL INSPECTION

- 22.1 The seller shall use 100% inspection, not a sample inspection plan when performing final inspection for supplier manufactured items.

#### 23 PRODUCT IDENTIFICATION

- 23.1 The supplier must identify all parts legibly with a minimum of Part Number, Revision and Manufacture Date Code (WWYY) and include stamping of testing and inspection. Where size and spacing allow Manufacture Identification "Pacific Transformer" is also required unless otherwise specified. See the following examples
- 23.1.1 The country of origin or Manufacture ID should be identifiable on every unit.
    - 23.1.1.1 A record of your stamps or labels is required.
    - 23.1.1.2 Pacific Transformer will issue acceptable stamps upon request.
  - 23.1.2 Where size and spacing do not allow, parts must be identified on the bag or container.
  - 23.1.3 Unless otherwise specified the default Font to be used is Arabic Typesetting  
5pts minimum.

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23.1.4 Markings and stampings should be made permanent by use high tack labels, sealing, or permanent Ink.

See the following examples.

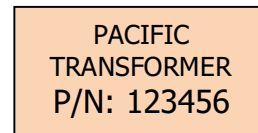
23.1.4.1 Functional Test



23.1.4.2 Inspection



23.1.4.3 Identification.



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