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Quality Clause Codes			

NOTE TO SUPPLIERS:

The following table lists the Quality Clause Codes (referred to as QCC from this point forward) used to communicate specific quality requirements to those vendors who supply products or services to Cleeve Technology Incorporated (referred to as CTI from this point forward).

CTI will add the applicable quality code to the purchase order line item to identify quality requirements.

The documentation provided by the supplier will apply to the total number of items that are listed in the quantity column of the line item. The supplier is not required to supply separate documents for each individual item; one document may be used to confirm that the requirement has been met for all of the parts inspected.

Unless indicated otherwise, each shipment of parts will be accompanied by the documents required for the parts delivered (for example: partially completed orders that are delivered in separate shipments will each contain the documents that apply to the parts shipped).

Where practical, the supplier may provide one document that confirms the fulfillment of multiple QCC requirements.

NOTE: If a specification or (other document) is referred to in a QCC, use the revision of the specification that is in effect at the time the purchase order is issued.

Quality Code #	Name	Quality Requirement
01	Minimum Inspection Requirements	<p>The supplier is responsible for ensuring that all inspections and tests have been performed that are necessary to substantiate that the products or services, under this purchase order conform to the specification requirements and comply to any quality clause codes called out on the purchase order. Upon acceptance of this purchase order, the supplier agrees to meet all requirements. Parts shall be made of new material only. All out of specification conditions or requests for deviation must be submitted to CTI prior to shipment.</p> <p>During procurement of this order, the vendor's inspection system and manufacturing processes may be subject to review, verification, and analysis by CTI and/or customer representatives. CTI/customer (stay consistent with spaces on either side of backslash – above you don't have a space here you do) inspection or release of product before shipment is not required, unless otherwise noted. The supplier shall retain all records associated with this PO for a minimum of five years or for the life of the project as requested by CTI.</p>




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02	Quality Management Requirements	The Suppliers quality management/inspection system shall comply with ISO 9001:2000. If the supplier is not a registered ISO 9001 company, the supplier is required to provide CTI with a completed CTI Vendor Survey, to be provided by CTI. If a first time supplier CTI may visit the supplier to perform a vendor evaluation.
03	Quality Management Requirements	The Suppliers quality management/inspection system shall comply with AS9100 REV C. If the supplier is not a registered AS9100 Company, the supplier is required to provide CTI with a completed CTI Vendor Survey, to be provided by CTI. If a first time supplier CTI may visit the supplier to perform a vendor evaluation.
04	Source Inspection	Inspection by CTI Quality and/or Customer QA representative is required at the suppliers' facility. The supplier shall provide all necessary facilities, inspection data, equipment and personnel to successfully complete the inspection.
05	Certificate of Conformance	A Certificate of Conformance that includes the following shall be included with each shipment: <ul style="list-style-type: none"> - CTI purchase order number - Specification or drawing number including the revision - Item description and quantity of each item - Lot/batch/trace number - A statement that the material and/or product conform to the applicable purchase order requirements - Date, signature and title of authorized representative.
06	OEM Certificate of Conformance	A certificate of conformance from the manufacturer that includes the following is required: <ul style="list-style-type: none"> - Specification or drawing number including all revisions - Item description and quantity of each item - Manufactured batch number - A statement that the material and/or product conform to the applicable purchase order and industry specification requirements - Date, signature and title of authorized representative.
07	Test Reports	Test Reports shall contain the results of tests indicating conformance to the requirements detailed in the CTI Specifications. These reports shall be traceable to the finished product. Copies of these test reports shall be included with each applicable shipment
08	First Article Inspection (FAI)	The supplier shall perform an FAI (100%) on the first part produced for all items and subassemblies supplied. CTI requires that the FAI be done to the AS9102 specification, and include a copy of the bubbled drawing referencing each detailed item on the inspection reports. <i>NOTE: CTI can provide forms and detailed instructions on how to complete an FAI to the AS9102 forms.</i>



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09	Hazardous Materials	The supplier is required to submit Material Safety Data Sheets with each shipment. Shipping containers shall be identified with the appropriate warning labels.
10	Configuration of Parts	The supplier shall notify CTI purchasing department of any changes to their original design that will affect component form/fit/function, material or finish. This requirement will only apply if original component number does not change with the design.
11	Items Used on Drawing	Unless otherwise specified, the supplier shall procure items listed on the CTI drawings from the sources indicated, or from another CTI approved vendor. The supplier shall provide evidence with each shipment that the correct parts were used. <i>NOTE: If the CTI drawing lists the manufacturer as a "suggested" source of supply, then any equivalent part meeting the requirements of the original manufacturers part may be used.</i>
12	Inspection and Test Plan	The supplier is required to prepare and submit an inspection and test plan to CTI for approval before starting the work. The plan will indicate the sequence of work and the relative location of planned inspection and testing points, including the incoming inspection, in-process inspection, and final inspection. Referenced inspection and test procedures shall be provided upon request.
13	Synthetic Rubber Products	Use the applicable portions of this Quality Clause: Cure Date for synthetic rubber products delivered as end items: <ul style="list-style-type: none"> - The cure date for synthetic rubber products delivered shall be marked on the unit packages in accordance with MIL-STD-1523. At least 75% of the shelf life must remain at the time of receipt unless otherwise authorized by CTI. O-Ring unit Packaging <ul style="list-style-type: none"> - O-rings shall be packaged individually and shall conform to MIL-P-4861, Level A.
14	Shelf Life	The supplier shall be labelling shelf life items. Each unit package shall be identified with the part number, date of manufacture, storage expiration, and name of manufacturer as applicable. At least 75% of the shelf life must remain at the time of receipt by CTI unless otherwise specified on the purchase order.
15	Electrostatic Discharge Protection (ESD)	ESD sensitive devices shall be packaged and marked in accordance with the applicable requirements of the Electronics Industries Association EIA-625, and handled in a manner that will prevent mechanical or electrical damage and maintain the leads and terminals in the manufactured condition. The ESD devices shall be packaged in static shielding materials. The packages should clearly be identified.

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16	Documentation for Processing	The supplier must provide certificate of conformance and test data for all processes specified on the drawing and/or purchase order. The CTI part number will be on each certificate. These certificates must accompany all pertaining shipments.
17	Subcontractor Approval	The supplier shall obtain CTI approval for any subcontractors for any processes they intend to outsource throughout the production phase of the product. This usually will be done in the RFQ stage.
18	Certificate of Origin	A certificate of origin (or NAFTA) must accompany all shipments to CTI where the parts originate outside of Canada. The certificate must identify all parts specified on the PO.
19	ROHS Compliant	Certification must be sent with any product (may be a statement on supplier C of C) that the product is ROHS compliant.