

Tropical Assemblies, Inc.

Supplier Quality Requirements & Counterfeit Parts Prevention Program

Items 1 thru 25 are requirements of all Purchase Orders issued from Tropical Assemblies, Inc. Items 1 thru 30 apply on all Purchase Orders from Tropical Assemblies identified as Military or Aerospace and are governed by the DFAR and FAR Regulations respectively. Suppliers of Tropical Assemblies must flow these requirements down to their suppliers and sub-contractors. www.acquisition.gov/far/ and www.dcaa.mil/dfars.html are the links to these regulations.

1. Seller's Quality Management Systems shall be compliant to the requirements ISO 9001:2008. Sellers that are certified by a 3rd Party Registrar, shall notify the Buyer of any adverse changes in quality system status resulting in the loss of certification within 30 days.
2. All items shall be stored, packaged and handled in accordance with JEDEC J-STD-033 and ANSI/ESD S20.20 as applicable.
3. All items must be new and unused, in good condition, and traceable to the manufacturer. Items received will be inspected. Items not meeting specification will be returned for rework or replacement.
4. No substitute product will be accepted. Any changes to product must be pre-approved by an authorized Tropical Assemblies representative.
5. Tropical Assemblies will not accept components with manufacturer's date codes older than 24 months at the time of shipment, unless authorized prior to shipment.
6. Mixed date codes within reels, tubes, trays, etc. are not acceptable.
7. Components ordered as cut-tape must be supplied in one continuous strip. Tropical Assemblies reserves the right to reject receipts of multiple cut strips unless specifically called out on the purchase order.
8. Each shipment must be accompanied by a "Certificate of Compliance", referencing date code/lot code and document stating the seller has available for examination specific data or other objective evidence of conformance to applicable specifications and requirements. Such certificates must bear the authentic signature and title of an authorized representative of the seller. A legible photocopy of the certification is acceptable.
9. Custom-fabricated items are ordered in the exact quantity required, therefore, it is unacceptable to ship short without prior approval from the Tropical Assemblies buyer.

10. The seller is required to furnish the actual test data by serial number for electrical characteristics when such products are serialized. A copy of all final test data which substantiated acceptance of products for this purchase order is to accompany shipment. This requirement may be waived if agreed upon in writing by the Buyer and Seller.
11. Record Retention of raw material certifications, manufacturing, inspection, testing and Certificate of Compliance (COC) shall be maintained and stored by the Seller for a period of ten (10) years after completion of the purchase order. The data shall be made available when requested by the Buyer.
12. Seller may be issued a Supplier Corrective Action Request (SCAR) for non-conforming materials. SCAR responses are due back within 15 days from the date of issuance. Upon receipt, SCARs will be evaluated for completeness and acceptability. Failure by a seller to respond to a SCAR on a timely basis could impact future sourcing decisions.
13. Sellers of Test Equipment: Test equipment operational documentation such as written instructions, operator manuals, and/or instruction sheets, must be provided with each unit.
14. Sellers of Adhesive, Sealant, Catalyst, Epoxy, Rubber, Bearings, and Paint: Shelf Life - Indicate either on the container or provide a document stating the date of manufacture, warranted storage at room temperature, storage life beyond warranty period as established by supporting documents/data (e.g., military specifications, stability studies, etc.) and any special condition for extending useful life (e.g., keep frozen or refrigerated, storage in dark area, etc.). Material must be received at Tropical Assemblies, Inc. with at least 90% of the useful shelf life remaining, unless otherwise stipulated. In cases of rubber material, a certificate must be supplied separate from seller's packing sheet but included with the material, specifying rubber cure date and if required by specification, the durometer reading.
15. Suppliers of Electrical Components, Printed Circuit Board Assemblies and Flex Circuits Electronic parts that are susceptible to damage by electrostatic discharge (ESD) and/or electromagnetic forces (EMF) must be handled and packaged in accordance with MIL-STD-1686 and/or ANSI/ESD S20.20.
16. All items shall be built per specifications provided using approved materials, procedures, equipment, and drawings and in accordance with government regulations, as applicable.
17. If this order is for cable/wire assemblies, wire harnesses, custom cable assemblies, they shall be built in accordance with IPC-A-620 Class 2.
18. Supplier is required to notify our organization of :
 - a. Changes in product and/or process, changes of suppliers, and changes of manufacturing facility locations
 - b. Product/component obsolescence
 - c. Nonconforming product immediately upon discovery
 - d. Obtain approval for nonconforming product disposition

19. Seller shall flow-down to sub-tier suppliers the applicable requirements noted in the purchase order and attached specifications, where required.
20. Tropical Assemblies, its customers, and regulatory authorities reserve the right to have access to applicable areas of supplier's facilities, at any level of the supply chain involved in the order, and to all applicable records to ensure product conformance.
21. Tropical Assemblies reserves the right to cancel an order if shipment does not conform to the delivery method, delivery date, quantity or date codes indicated on its Purchase Order.
22. Please confirm this purchase order via response to the buyer named on the purchase order.
23. All suppliers providing calibration services must be certified to ISO17025 (or equivalent). All calibration certificates must identify standards used and must be traceable to NIST (National Institute of Standard Technology). Rev A effective 6/22/12: Page 2
24. Counterfeit Component Policy:
Seller agrees and shall ensure that counterfeit goods are not delivered to Buyer. Seller's counterfeit prevention procedures shall meet the requirements of SAE AS5553. Seller shall immediately notify Buyer with the pertinent facts if Seller becomes aware or suspects that it has furnished counterfeit goods. If suspect/counterfeit goods are furnished under this order or are found in any of the goods delivered hereunder, such items will be impounded by Buyer. Seller shall be required to disclose the source of the suspect/counterfeit goods to Buyer. Upon request of Buyer, Seller shall immediately provide documentation that authenticates traceability of the affected goods to the applicable OEM/OCM. Buyer may provide a sample batch to Seller for verification and authentication. Seller shall promptly replace such suspect/counterfeit goods with goods acceptable to Buyer. Seller shall be liable for all costs, including but not limited to Buyer's internal and external costs relating to the removal and replacement of said goods and subsequent testing of said goods. Buyer reserves all contractual rights and remedies to address grievances and detrimental impacts caused by suspect/counterfeit goods. All occurrences of suspect counterfeit and/or counterfeit goods will be reported to ERAI and/or GIDEP by Buyer. Counterfeit components have zero value.
25. Conflict Minerals Policy:
Tropical Assemblies recognizes the importance of preventing the use of conflict minerals from the DRC and adjoining countries and is taking steps to prepare for compliance with the Dodd-Frank Financial Reform Bill section 1502(b). It is our policy to refrain from purchasing from any known conflict sources and we expect that our suppliers adhere to the same standards and source materials only from socially responsible suppliers. We expect that our suppliers will comply with our requests to provide statements and perform due diligence about the source of any conflict minerals in the products supplied to us. As well as demanding proper due diligence from our direct suppliers, we ask them to set policies and supplier requirements of their own and pass those on into the supply chain. Suppliers who are non-compliant to these requirements risk the loss of future business.

26. If this order is rated AS9100, special processing done outside your facility requires prior approval.
27. If this order is rated AS9100, your quality management system shall be ISO 9001:2008 or equivalent.
28. **Section 252.225-7007: Prohibition on Acquisition of United States Munitions List Items from Communist Chinese Military Companies.**

As prescribed in 225.1103(4), use the following clause:

PROHIBITION ON ACQUISITION OF UNITED STATES MUNITIONS LIST ITEMS FROM COMMUNIST CHINESE MILITARY COMPANIES (SEP 2006)

(a) *Definitions.* As used in this clause-

“Communist Chinese military company” means any entity that is-

- (1) A part of the commercial or defense industrial base of the People’s Republic of China; or
- (2) Owned or controlled by, or affiliated with, an element of the Government or armed forces of the People’s Republic of China.

“United States Munitions List” means the munitions list of the International Traffic in Arms Regulation in 22 CFR Part 121.

(b) Any supplies or services covered by the United States Munitions List that are delivered under this contract may not be acquired, directly or indirectly, from a Communist Chinese military company.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts for items covered by the United States Munitions List.

29. PCB Suppliers: Raw Material Manufacturer’s C of C’s will be required for any Raw Material contained in the end product for each shipment. Supplier C of C must list each note on the drawing with conformance to the notes for each shipment. Cross Section Reports, Electrical Test Reports, and Dimensional Inspection reports are required with each shipment.
30. Custom Build to Print Suppliers: Raw Material Manufacturer’s C of C’s will be required for any Raw Material contained in the end product for each shipment. Supplier C of C must list each note on the drawing with conformance to the notes for each shipment. Dimensional Inspection reports are required with each shipment.

Full Name	
Company	
Email	
Quote Number	
Date	