



# EIT, LLC Quality Assurance Provisions

The Following QAPs (Quality Assurance Provisions) are applicable to all EIT, LLC external providers. External providers are organizations or individuals who provide product, processes or services to EIT. (Latest revision changes are in [BLUE](#))

→ ALL EXTERNAL PROVIDERS ALSO NEED TO REVIEW PAGES 10 AND 11 ←

## 100 Series

### **QAP 101 Certificate of Compliance**

All shipments from the external provider shall include a certificate of compliance (C of C) stating that the supplied parts are manufactured in compliance to applicable drawings/documentation and any other specific requirements on the Purchase Order. As a minimum the information on the certificate shall include the EIT Purchase Order number, EIT part number(s), revision level per EIT PO, date of shipment, the quantity of the shipment and a statement of conformance. This certificate shall be signed by a responsible representative of the external provider's firm.

### **QAP 102 Marking of Shipping Containers**

All product received from the seller must be in a container(s) identifying the proper EIT, LLC address as well as the return address of the seller. If more than one container is used, each container will be clearly marked with the number of boxes in the shipment (i.e. 1 of 2, 2 of 2, etc.). A packing slip will accompany all shipments with all associated part numbers clearly identified as well as the associated EIT, LLC Purchase Order number.

### **QAP 103 External Provider FAIR / Inspection Report**

All 1<sup>st</sup> time shipments of a fabricated part, or a new revision level for an existing part from the external provider shall include a First Article Inspection Report (FAIR) verifying all of the dimensions and characteristics of the top level assembly and any sub parts (if applicable). EIT may choose to verify the First Article at the external provider's premises or may have customer or independent 3<sup>rd</sup> party verify the First Article.

All consecutive lots of a fabricated part for that revision level shall include an inspection report verifying the critical dimensions and characteristics of the top level assembly and any sub parts (if applicable).

These certificates shall be signed by a responsible representative of the external provider's firm.

### **QAP 104 Handling, Storage and Packaging**

All items shall be packaged in such a way as to prevent any damage during shipment to EIT.

### **QAP 105 Right of Access**

The external provider shall provide right of access to EIT, LLC, any 3<sup>rd</sup> party representing EIT, EIT's customer and any associated regulatory authorities to applicable areas of all facilities at any level of the supply chain. This access is applicable to all records pertaining to items purchased by EIT, LLC. EIT, our customer or EIT appointed 3<sup>rd</sup> party may choose to perform the verification activities at the external provider's premises. (If needed) This information would be noted of our PO or communicated to external provider prior to placing to placing the order.

### **QAP 106 Nonconforming Product**

The external provider will notify EIT, LLC of any nonconforming product. The external provider shall not disposition nonconforming product as "use-as-is", rework or repair without written authorization from EIT, LLC and/or our customer. The external provider shall not knowingly ship any nonconforming product without prior approval from EIT, LLC. When authorized, any nonconforming product shipped to EIT shall be clearly identified and segregated from all other conforming product.

**NOTE:** Any Nonconforming product found upon receipt/Incoming Inspection may be shipped back to the external provider at their expense or reworked at the discretion of EIT, LLC. Any associated rework costs will be negotiated with the external provider.

If the external provider becomes aware of nonconforming product after shipment of product to EIT, they shall promptly notify EIT of the nonconforming product along with all pertinent information for recall and replacement at their expense.

**QAP 107 Flow Down Requirements**

All EIT external providers are required to flow down all applicable requirements from EIT, LLC to sub- external providers and sub-tier external providers. These requirements include but are not limited to customer specific requirements, EIT specific requirements, ITAR requirements, regulatory requirements, any Quality Assurance Provisions required of the original external provider, etc. These requirements if noted on the PO would apply to all products, processes and services including production supplies and tooling.

**Note:** ITAR rating would apply to only EIT/customer owned proprietary information shared with the external provider. DFAR rating requirements would apply to ALL products, processes and services provided by the external provider.

**QAP 108 Workmanship**

Items supplied shall conform to workmanship standard(s) as specified in the drawing or other applicable documentation (IPC/ANSI or any other industry acceptable standard). Any deviation from the acceptability criteria shall be reviewed and approved with EIT prior to shipment of product.

**QAP 109 EIT, LLC Audit**

All external providers are subject to initial and subsequent audits of their facilities and applicable documentation as part of the initial and subsequent approval process. These audits may be performed by EIT, a third party contracted by EIT or a combination of EIT, regulatory agency or our customer. As part of the approval process and performance evaluation, EIT may choose to review and approve product, processes, equipment and qualification of personnel for special processes used by the provider.

**QAP 110 Change Notification**

The external providers shall notify EIT of any process change, facility change or sub-contractor change after initial approval of a product. External providers shall notify EIT of any changes in their Quality Management System including cancellation, suspension or certified to any other QMS after the initial approval of the external provider. External providers shall also notify EIT, LLC of mergers and/or acquisitions, changes in ITAR registration status, FDA registration status and any other regulatory changes.

**QAP 111 Conflict Free Materials and Components**

Regardless of whether or not your company is listed on a U.S. Stock Exchange and subject to U.S. Securities and Exchange Commission (SEC) regulations, all components and/or materials supplied to EIT, LLC containing "conflict minerals" as defined in section 1502e(4) of the Dodd-Frank Wall Street Reform and Consumer Protection Act within 17 CFR Parts 240 and 249b must meet all reporting requirements and be disclosed annually on or before established dates in accordance with this U.S. law. These requirements flow down from EIT, LLC customers who are subject to SEC regulations to all EIT external providers.

**QAP 112 REACH & RoHS Certificate**

Go to the EIT web site at <http://www.eit.com>. Please follow the instructions below: Click on "Manufacturing Support/ISO" > Click on "Supply Chain" > Click on "EIT Supplier Requirements". Click on "External Provider Environmental Compliance Requirements". Also, Under "Manufacturing Support/ISO" Click on "Regulatory Compliance (RoHS, REACH, Conflict Minerals)", you will find the "EIT Conflict Minerals Policy".

**QAP 113 Record Retention**

The external provider shall retain records for all production lots for a minimum of 5 year period from the date of manufacture or for a contractually agreed upon span of time. Records may include but not be limited to information on production / process method, lot/job number, storage condition, process/test verification, chemistry and final inspection.

The external providers may choose to disposition the records after the retention period per their internal requirements unless otherwise directed by EIT LLC.

**NOTE:** EIT, LLC may choose to have all external provider records for a particular product sent to EIT for storage. In these cases EIT will be responsible for the applicable customer requirements for record retention.

**QAP 114 Design and Development Activities by External Provider(s)**

Any design and development activities carried out by external providers per request from EIT shall be reviewed and approved by EIT engineering prior to production. As part of the approval process, EIT may request the external provider to supply first article for design qualification. Any changes to the approved design shall also be reviewed and approved by EIT engineering prior to implementing the change.

**QAP 115 Code of Ethics Requirements**

- External providers of products, processes and services are expected, in all of their activities, to maintain high ethical standards, acting with integrity, trust, respect, honesty and teamwork and to operate in full compliance with applicable laws, rules and regulations of the countries in which they operate.
- External providers shall not use any form of forced labor including child labor per their local/ country laws.
- External provider's employee working hours must be in compliance with all applicable laws and regulations.
- Employment by External provider shall be based solely on person's ability and not personal characteristics.
- External provider shall provide safe and healthy working environments to prevent accidents and injury and shall minimize employee exposure to potential safety hazards by identifying, assessing and minimizing risks by developing and implementing plans and procedures.
- External provider shall not engage in any form of corrupt practices including without limitation to, extortion, fraud, impersonation, false declarations, bribery, money laundering, supporting or involved with terrorist or organized crime organizations or activities.

**QAP 116 Counterfeit Parts Prevention for FAB Part/processes**

External providers of products, processes and services shall only use new and authenticated parts/components that are listed on the BOM/drawing supplied by EIT. The provider shall only supply parts/components that are sourced directly from the Original Equipment Manufacturer (OEM) or through the OEM's authorized distribution chain. There shall be no exceptions unless otherwise noted on the EIT issued purchase order.

Upon request, the provider must provide EIT with documentation that authenticates traceability of the part/component to the OEM.

The provider shall flow down the above CPP requirements to **all levels** of its subcontractors and external providers.

**QAP 117 Product Safety Requirements**

External providers must plan, implement, and control the processes needed to assure product safety during the entire product life cycle, as appropriate for the product being supplied to EIT, LLC. Conditions such as:

- assessment of hazards and management of associated risks that pertain to the products being supplied
- management of safety critical items
- analysis and reporting of occurred events affecting the safety of products being provided
- communication of any these events to EIT, LLC

**QAP 118 RoHS Certification**

If the requirements call for RoHS compliant product, the external provider shall certify in writing that the product(s) being sold are compliant to the latest EU RoHS directive.

**Additional Requirements for Printed Circuit Board Manufacturers (QAP 116 - QAP 125 Below)**

**QAP 119 Printed Circuit Boards – Curing and Scoring**

All PCB manufacturers must comply with the following two (2) documents (found at [www.eit.com](http://www.eit.com)):

- 1) EMS-W0018, Web Thickness of Scored PCBs
- 2) EMS-W0041, Guideline for Pre-Shipment UV (Ultra Violet) Curing of Solder Mask on EIT PCBs

**QAP 120 Printed Circuit Boards – Packaging (Reference IPC-1601)**

All PCBs (Printed Circuit Boards) must be in sealed packaging and have a proper amount of desiccant inside the package to prevent moisture from being absorbed into the boards. A humidity indicator card will also be placed inside of each package to indicate that the moisture level is acceptable.

**NOTE:** PCBs that arrive without proper packaging will either be sent back to the external provider at their expense to be baked and re-packaged or will be baked at EIT at the external provider's expense. A minimum charge of \$50 will be applied for baking at EIT.

**QAP 121 Solder Samples (Bare Printed Circuit Boards)**

EIT requires two (2) **PANELS** as a solder sample available to use for any new part number, revision or date code. The solder sample **PANEL** must be clearly labeled and bagged separately with a "Solder Sample" label on the bag. All successive date codes must also be accompanied by a single "Solder Sample" packaged separately and labeled.

**QAP 122 Reports**

Test reports are required with each shipment to include Material Certification Report, Ionic Contamination Report and a Cross Section Report.

- QAP 123 Test**  
Unless otherwise noted, a 100% electrical test of all nets must be performed on all Printed Circuit Boards. A test stamp or identifying test mark must be placed on each PCB denoting that the board was 100% net tested. Either the test stamp or manufacturing records should identify the test employee.
- QAP 124 PCB Panel Drawing**  
Any new Printed Circuit Board panel Drawing developed for EIT by an external provider must be approved, in writing, by EIT, LLC Engineering and Purchasing prior to fabrication.

## **200 Series**

- QAP 201 Certificate of Compliance**  
All shipments from the external provider shall include a certificate of compliance (C of C) stating that the supplied parts match the part number and manufacturer's information per the EIT Purchase Order. As a minimum the information on the certificate shall include the EIT Purchase Order number, EIT part number(s), revision level per EIT PO, date of shipment, the quantity of the shipment and a statement of conformance. This certificate shall be signed by a responsible representative of the external provider's firm.
- Note:** The external provider shall **NOT** substitute an alternate part from the same or alternate manufacturer other than the manufacturer's part number listed on the EIT, LLC Purchase Order, unless they are provided an amended EIT, LLC. Purchase Order.
- QAP 202 Marking of Shipping Containers**  
All product received from the seller must be in a container(s) identifying the proper EIT, LLC address as well as the return address of the seller. If more than one container is used, each container will be clearly marked with the number of boxes in the shipment (i.e. 1 of 2, 2 of 2, etc.). A packing slip will accompany all shipments with all associated part numbers clearly identified as well as the associated EIT, LLC Purchase Order number.
- QAP 203 Counterfeit Parts Prevention (Reference AS5553)**
- Seller represents that only new and authenticated parts/components are used in products being delivered to EIT. The seller will only supply parts/components that are sourced directly from the Original Equipment Manufacturer (OEM) or through the OEM's authorized distribution chain. There will be no exceptions unless otherwise noted on the EIT issued purchase order.
  - Upon request, the seller must provide EIT with documentation that authenticates traceability of the part/component to the OEM.
  - The seller shall flow down the above CPP requirements to **all levels** of its subcontractors and external provider.
- QAP 204 Product Handling, Storage and Packaging**  
All items supplied by the external provider shall be packaged in the manufacturer's original packaging. All repackaged items shall comply with the packaging requirements from the manufacturer to prevent any damage during shipment to EIT. The external provider shall adhere to the media of packaging if any is specified on the Purchase Order.
- QAP 205 ESD (Electrostatic Discharge)**  
External providers of ESD sensitive devices are required to be compliant to ANSI/ESD S20.20. external providers that are selling items susceptible to ESD shall ensure that items are packaged per manufacturer's recommendation with appropriate labeling on the outside for handling and storage.
- QAP 206 MSDs (Moisture Sensitive Devices)**  
External providers of moisture sensitive devices are required to ensure that all packaging is in accordance with industry accepted practices. All packages shall be labeled with the appropriate MSD sensitivity level.
- QAP 207 Shelf Life Data**
- 1) Components – EIT shall NOT accept parts that are stored in uncontrolled environment and/or if the parts are more than **5 years old**.
  - 2) Chemicals – For items with limited shelf life, the external provider shall state in writing the manufacturing date code, shelf life or the expiration date. All limited shelf life items shall have a minimum of 80% or more of their shelf life remaining at the time of shipment to EIT.

**QAP 208 Record Retention**

External providers shall retain records for all production lots for a minimum of 5 year period from the date of manufacture or for a contractually agreed upon span of time. Records may include but not be limited to information on production / process method, lot/job number, storage condition, process/test verification, chemistry and final inspection.

**NOTE:** EIT, LLC may choose to have all external provider records for a particular product sent to EIT for storage. In these cases EIT will be responsible for the applicable customer requirements for record retention.

**QAP 209 Right of Access**

External providers shall provide right of access to EIT, LLC, any 3<sup>rd</sup> party representing EIT, EIT's customer and any associated regulatory authorities to applicable areas of all facilities at any level of the supply chain. This access is applicable to all records pertaining to items purchased by EIT, LLC.

**QAP 210 Nonconforming Product**

The external provider will notify EIT, LLC of any nonconforming product. The external provider shall not knowingly ship any nonconforming product without prior approval from EIT, LLC. When authorized, any nonconforming product shipped to EIT shall be clearly identified and segregated from all other conforming product. Any Nonconforming product found upon receipt/Incoming Inspection may be shipped back to the external provider at their expense.

**Note:** If the external provider becomes aware of nonconforming product after shipment of product to EIT, they shall promptly notify EIT of the nonconforming product along with all pertinent information for recall and replacement at their expense.

**QAP 211 Flow Down Requirements**

All EIT external providers are required to flow down all applicable requirements from EIT, LLC to sub-external providers and sub-tier external providers. These requirements include but are not limited to Customer specific requirements, EIT specific requirements, ITAR requirements, regulatory requirements, any Quality Assurance Provisions required of the original external provider, etc. These requirements if noted on the PO would apply to all products, processes and services including production supplies and tooling.

**Note:** ITAR ratings would apply to only EIT/customer owned proprietary information shared with the external provider. DFAR rating requirements would apply to ALL products, processes and services provided by the external provider.

**QAP 212 EIT, LLC Audit**

All external providers are subject to initial and subsequent audits of their facilities and applicable documentation as part of the initial and subsequent approval process. These audits may be performed by EIT, a third party contracted by EIT or a combination of EIT, regulatory agency or our customer.

**QAP 213** All incoming parts must be accompanied by a packing list that indicates the manufacturer name and manufacturers part number.

## **600 Series**

### **QAP 601 Certificate of Compliance**

All shipments from the external provider shall include a certificate of compliance (C of C) stating that the supplied parts are manufactured in compliance to applicable drawings/documentation and any other specific requirements on the Purchase Order. As a minimum the information on the certificate shall include the EIT Purchase Order number, EIT part number(s), revision level per EIT PO, date of shipment, the quantity of the shipment and a statement of conformance. This certificate shall be signed by a responsible representative of the external provider's firm.

**Note:** External providers shall not substitute manufacturer's part number.

### **QAP 602 Conflict Free Materials and Components (See "External Provider Environmental Compliance Requirements" posted on EIT, LLC web site)**

Regardless of whether or not your company is listed on a U.S. Stock Exchange and subject to U.S. Securities and Exchange Commission (SEC) regulations, all components and/or materials supplied to EIT, LLC containing "conflict minerals" as defined in section 1502e(4) of the Dodd-Frank Wall Street Reform and Consumer Protection Act within 17 CFR Parts 240 and 249b must meet all reporting requirements and be disclosed annually on or before established dates in accordance with this U.S. law. These requirements flow down from EIT, LLC customers who are subject to SEC regulations to all EIT external providers.

### **QAP 603 REACH & RoHS Certificate**

Go to the EIT web site at <http://www.eit.com>. Please follow the instructions below: Click on "Manufacturing Support/ISO" > Click on "Supply Chain" > Click on "EIT Supplier Requirements". Click on "External Provider Environmental Compliance Requirements". Also, Under "Manufacturing Support/ISO" Click on "Regulatory Compliance (RoHS, REACH, Conflict Minerals)", you will find the "EIT Conflict Minerals Policy".

### **QAP 604 Approved Broker**

External providers shall provide one copy of certification plus the supporting documentation verifying the conformance of the product to the criteria listed below for all shipments.

- Not refurbished - Shall certify that the parts are not refurbished
- Electrical Testing – EIT reserves the right to return the parts to vendor at their expense for replacement or credit if found defective during assembly and/or test process.
- External Visual Inspection - Shall include verification of part marking, orientation of the parts in the media & leads in alignment (co planarity).
- Solderability Test Shall test the leads for wetting of solder.
- X-ray Inspection Shall verify the bond wiring against a known genuine part
- Baking – All parts shall be baked for a period of 48 hours at 125° C or per manufacturer's recommendation. Parts sensitive to moisture shall be repackaged and labeled with the appropriate MSL per manufacturer's recommendation or per J-STD-033 standard.
- Proper packaging media – Parts shall be packed with appropriate media to prevent damage during shipping & handling, ESD and Moisture. Preferred media for SMT parts are tape & reel or matrix tray.
- Programming & Labeling – if applicable
- ROHS test – if applicable

Certificate and supporting documentation shall identify the EIT Purchase Order number and the part numbers covered by the test report. Certificate shall be signed by a responsible representative of external provider's firm or testing facility. Items received without certification may be rejected and returned at external provider's expense.

### **QAP 605 Marking of Shipping Containers**

All product received from the seller must be in a container(s) identifying the proper EIT, LLC address as well as the return address of the seller. If more than one container is used, each container will be clearly marked with the number of boxes in the shipment (i.e. 1 of 2, 2 of 2, etc.). A packing slip will accompany all shipments with all associated part numbers clearly identified as well as the associated EIT, LLC Purchase Order number. All Packing slips must indicate the manufacturer name and manufacturer's part number for each component part received.

- QAP 606 Right of Access**  
External providers shall provide right of access to EIT, LLC, any 3<sup>rd</sup> party representing EIT, EIT's customer and any associated regulatory authorities to applicable areas of all facilities at any level of the supply chain. This access is applicable to all records pertaining to items purchased by EIT, LLC.
- QAP 607 Handling, Storage and Packaging**  
All items supplied by the vendor shall be packaged in the manufacturer's original packaging. All repackaged items shall comply with the packaging requirements from the manufacturer to prevent any damage during shipment to EIT. The external provider shall adhere to the media of packaging if any is specified on the EIT P.O.
- QAP 608 ESD (Electrostatic Discharge)**  
External providers of ESD sensitive devices are required to be compliant to ANSI/ESD S20.20. External providers that are selling items susceptible to ESD shall ensure that items are packaged per manufacturer's recommendation with appropriate labeling on the outside for handling and storage.
- QAP 609 MSDs (Moisture Sensitive Devices)**  
External providers of moisture sensitive devices are required to ensure that all packaging is in accordance with industry accepted practices. All packages shall be labeled with the appropriate MSD sensitivity level.
- QAP 610 Shelf Life Data**
- 1) Components – EIT shall NOT accept parts that are stored in an uncontrolled environment and/or if the parts are more than **5 years old, without written approval from EIT, LLC.**
  - 2) Chemicals – For items with limited shelf life, the external provider shall state in writing the manufacturing date code, shelf life or the expiration date. All limited shelf life items shall have a minimum of 80% or more of their shelf life remaining at the time of shipment to EIT.
- QAP 611 Nonconforming Product**  
The external provider will notify EIT, LLC of any nonconforming product. The external provider shall not knowingly ship any nonconforming product without prior approval from EIT, LLC. When authorized, any nonconforming product shipped to EIT shall be clearly identified and segregated from all other conforming product. Nonconforming product found at EIT receiving/Incoming Inspection may be shipped back to the external provider at their expense.
- Note:** If the external provider becomes aware of nonconforming product after shipment of product to EIT, they shall promptly notify EIT of the nonconforming product along with all pertinent information for recall and replacement at their expense.
- QAP 612 Flow Down Requirements**  
All EIT External providers are required to flow down all applicable requirements from EIT, LLC to sub-external providers and sub-tier external providers. These requirements include but are not limited to Customer specific requirements, EIT specific requirements, ITAR requirements, regulatory requirements, any Quality Assurance Provisions required of the original external provider, etc.
- QAP 613 EIT, LLC Audit**  
All external providers are subject to initial and subsequent audits of their facilities and applicable documentation as part of the initial and subsequent approval process. These audits may be performed by EIT, a third party contracted by EIT or a combination of EIT, regulatory agency or our customer.
- QAP 614 Part Number(s) and Purchase Orders**  
The external provider shall **NOT** substitute an alternate part from the same or alternate manufacturer or the manufacturer's part number listed on the EIT, LLC Purchase Order, unless they are provided an amended EIT, LLC. Purchase Order.
- QAP 615 Record Retention**  
External providers shall retain records for all production lots for a minimum of 5 year period from the date of manufacture or for a contractually agreed upon span of time. Records may include but not be limited to information on production / process method, lot/job number, storage condition, process/test verification, chemistry and final inspection.
- NOTE:** EIT, LLC may choose to have all external provider records for a particular product sent to EIT for storage. In these cases EIT will be responsible for the applicable customer requirements for record retention.
- QAP 616 Untested broker**  
The external provider shall certify that the parts are to manufacturer's specification, not refurbished and are packed per industry approved standards. Final approval of parts shall be based on further testing by EIT process engineering for lead forming, solderability and originality of the part.

## **Additional Requirements (As may be listed on the EIT, LLC Purchase Order)**

### **QAP 901 Lot Control Components**

Items supplied under this Purchase Order shall be considered EIT lot controlled parts when listed as "TRACK LOTS" (in bold) below the part number. If listed the vendor shall record the lot/date code on the part (if applicable), packing slip and all other relevant documentation provided by the external provider.

If not listed the vendor is not obligated to track the lot history.

**NOTE: PCB External Providers** – The PCBs shall be separated/packed individually by date code and the package shall be labeled on the outside with their respective date code and quantity.

### **QAP 902 Traceability**

All items furnished on this order shall have documentation on file for the life of the product or for the time period specified on the Purchase Order to permit traceability for the delivered item back through its manufacturing and inspection process and to the procurement records on its constituent parts and materials. The vendor shall provide a copy of the record upon request from EIT or regulatory agencies.

These records *shall* be sufficient to prove conformance to all applicable specification and drawings and *shall* provide means for identifying all like items.

The external provider shall request EIT for disposition of records after the retention period or at the termination of business with external provider.

### **QAP 903 Chain of Custody Requirements**

The external provider shall furnish traceability documentation to support an unbroken chain of custody from the original source of manufacture for all components shipped to EIT under this PO. Purchase orders with this requirement typically require the external providers to provide Certificate of Conformance/Compliance, shipping/packing slips records to support the unbroken path of the product from the first stage in the supply chain to EIT.

**Note: This requirement applies if listed as "Chain of Custody Required" below the part number on the EIT Purchase order.**

### **QAP 904 Analysis of Nonconformance**

EIT reserves the right to ship any nonconforming product to a 3<sup>rd</sup> party lab for further analysis. The external provider shall be held responsible for the testing expenses.

### **QAP 905 Quality System Requirements**

The external provider's Quality Management System shall meet the latest revision and requirements of the following standards (audited by a third party auditor) as indicated by the associated letter on the EIT Purchase Order:

- a. ISO 9001
- b. ISO 13485
- c. AS9100
- d. ISO 14001
- e. ISO 17025

### **QAP 906 Calibration Control - External Provider**

The external provider's calibration program and procedures shall be in accordance with ISO/IEC 17025 standard. The external provider shall evaluate all items supplied for calibration for acceptability before any adjustment or repairs are made. For items that need repair, the external provider shall submit a quote requesting approval for repair charges.

All items returned to EIT after calibration shall have a Calibration report identifying the standards used and shall be traceable to NIST standards.

All individual items shall be labeled at a minimum with due date for calibration & shall have tamper seals (aka calibration void sticker) at appropriate locations to prevent any adjustment to the device.

### **QAP 907 First Piece Inspection**

The external provider must provide a sample first item for dimensional and functional approval prior to making production item(s). The external provider is to notify EIT 72 hours prior to the item being ready for approval examination. A detailed inspection report shall accompany the item.



**QAP 908 J-Standard Packaging**  
Packaging and handling must adhere to J-STD-033.

**QAP 909 External Provider must be AS6081 Certified (Fraudulent/Counterfeit Electronics Part detection)**  
Independent distributors (Brokers) must be AS6081 certified. Their test labs and reports are to meet **AS6171 requirements** Test Methods Standard; General Requirements, Suspect/Counterfeit, Electrical, Electronic, and Electromechanical Parts.

**Note – Two more pages below**



## **Notes to All External Providers – Please read below**

### **On-Time Delivery**

External provider shall be considered ON TIME if they:

- a) Delivery within 5 days prior to the external provider commit date on the P.O. Unless otherwise noted, any shipments arriving earlier than five days will not be received and subject to being returned to the external provider at their cost.
- b) Late deliveries will have an adverse effect on EIT deliveries to our customers. As an EIT approved external provider, every effort should be made to ensure that deliveries are not late. Any late deliveries will affect your External Provider Quality Score which could result in your disqualification as an EIT external provider.

### **Sampling Plans**

EIT shall inspect to industry accepted sampling plans and if the sample fails, we may return the entire lot back to the external provider to segregate the lot for conforming product. The external provider shall be responsible for any shipping and handling cost.

### **100% Inspection**

EIT, LLC will perform 100% inspection when required by the Customer contract or EIT management.

### **Traceability**

Traceability of lot numbers and serial numbers may be required from our distributors. In those instances where traceability is required, QAP 902 will be invoked on the EIT, LLC Purchase Order. Packing slips or other documentation must indicate the required lot number, date code, etc. when requested.

### **Chemical Deliveries**

All chemicals being received at any EIT facility, regardless of size or composition, MUST be accompanied by an MSDS (Material Safety Data Sheet) or an SDS (Safety Data Sheet).

# Sample Purchase Order



EIT LLC  
 108 CARPENTER DRIVE  
 SOME COMPANY ADDRESS  
 STERLING VIRGINIA 20164  
 Phone: 703-478-0700 • Fax: 703-478-0854 • www.eit.com

PO Number: 98765

## Purchase Order

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Revised: 10/8/2015

<b>Vendor:</b> Joe Smith ABC COMPANY 100 NOTTINGHAM STREET P. O. BOX 100 ANYWHERE UNITED STATES 05467-0000  Phone: 703-123-4567 X890      Fax: 123-456-7890	<b>Ship To:</b> EIT LLC 108 CARPENTER DRIVE STERLING VIRGINIA 20164 UNITED STATES
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Ship Via: UPS Ground	Order Date: 3/17/2015	Terms: NET 30
F.O.B: DESTINATION	Prepaid Freight: No	Resale No: 12-3456789

Quote Date: 03/28/15  
 Quote No.: 1234-r5678 (BP)

This is an ITAR Order ← LOOK FOR POSSIBLE ITAR REQUIREMENTS JUST ABOVE THE PART NUMBER

Line	Part Number/Rev/Description	Order Qty.	Unit Price	Ext Price	Tax
1	10987654321 / A Blah Blah Blah Assembly	100.00EACH	10.00000/1	3,000.00	No
	- Shipping Release Requirement -				
	<u>Due Date</u>		<u>Quantity</u>		
	6/15/2015		100.00EACH		
	7/16/2015		100.00EACH		
	8/13/2015		100.00EACH		

LOOK FOR THE WEB ADDRESS HERE

LOOK FOR POSSIBLE REGULATORY INFORMATION IN THIS BLOCK

REFER TO DWG 12345678 (assy), 1223456789 (artwork), 123456789 (fab)  
 REFER TO PROCUREMENT SPEC 987654321  
 ASSY ■ revA    ARTWORK ■ revC    FAB ■ revA  
 Commercial invoice from foreign origin shall be prepared in accordance with 19 CFR 141.86 of the customs regulations.

EIT, Quality Assurance Provisions are found at URL <http://www.eit.com> . Click on the "Manufacturing Support" tab and then Click on "EIT Supplier Requirements". Your QAP series number is listed below.

Vendor QAP Series: QAP 1xx  
 QAP Latest Revision: K  
 Date of Release: 11/24/2015

LOOK FOR YOUR QAP SERIES NUMBER IN THIS AREA

On time delivery is within five (5) days early, zero (0) days late.  
 All Packing Slips must reference EIT's part number, your part number and EIT's purchase order number.  
 Due date means received date at EIT, not ship date.

<b>Authorized By:</b> Joe Smith, Jr. jsmith@eit.com	Line(s) Subtotal: 3,000.00	
	Misc. Charge Subtotal: 0.00	
	<b>Total:</b>	<b>3,000.00 USD</b>

POForm:001:00