

ZLTC Optoelectronic Technologies Quality Policy

ZQP-01

TEST DATA-

Test Data is required for all fiber optic cable supplied on this purchase order. An OTDR trace of every optical channel of the fiber optic cable is required. The trace must show:

1. The fiber length
2. The fiber attenuation of the entire length
3. The existence of any splices. Splices are not allowed on cables less than 3000 meters.

A certificate of conformance of numerical aperture and core diameter for every fiber is also required.

ZQP-02

CERTIFICATE OF CONFORMANCE-

A Certificate of Conformance is required with each shipment of material supplied. This applies to raw materials, heat treating, plating/anodizing, and rubber products. These certificates shall include, at a minimum:

1. Manufacturer's name and address
2. Purchase order number
3. Part number, revision and quantity
4. QA signature and date
5. Statement of conformance to all requirements

As applicable, the following shall also be included on the certificates:

1. Serial numbers, date code or lot/batch number
2. Cure date
3. Durometer reading
4. Standards used
5. Post treatment hardness

The supplier or distributor shall retain a copy of the C of C and all relevant supporting data on file for a minimum of ten (10) years after the completion of this purchase order.

ZQP-03

FIRST ARTICLE VERIFICATION (FAV)-

A FAV record is required. The first acceptable part fabricated shall be submitted to ZLTC Technologies along with a copy of the suppliers FAV report. The report shall include, recorded dimensional and test data for all characteristics, verification that all other requirements have been met, and material/process certificates. The supplier may request a blank copy of ZLTC's FAV form for their use. Items produced prior ZLTC Technologies acceptance of the FAV shall be at the supplier's risk. The supplier shall retain a copy of the FAV for a period of ten (10) years minimum after the completion of this purchase order.

ZQP-04

INSPECTION DATA-

Inspection data, identifiable to the material supplied, must accompany each shipment. The data must include quantitative values for all dimensions shown on ZLTC's drawing and verification that all other drawing requirements have been satisfied. The data sheets must also include:

1. Manufacturers name
2. Part number, revision and quantity
3. Purchase order number
4. Lot number
5. Date of inspection
6. QA signature

ZQP-05

ZLTC SOURCE INSPECTION (ZSI)-

It is required that ZSI, verified by a ZLTC quality assurance representative, be performed prior to shipment from your facility. To arrange for ZSI, contact the ZLTC buyer at least 48 hours before the product is ready for shipment. **Note:** Acceptance by the ZSI quality representative in no way frees the supplier of his responsibility for providing material in full compliance with the technical and quality requirements contained in the purchase order.

ZQP-06

GOVERNMENT SOURCE INSPECTION (GSI)-

It is required that GSI be performed prior to shipment from your facility.

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- ZQP-07 SOLDERING-**
Soldering workmanship shall be in compliance with the requirements contained in standard ANSI/JSTD001 and IPA A610 Class 3 unless otherwise identified on drawing or specifications.
- ZQP-08A QUALITY SYSTEM-**
Production of the material supplied on this purchase order shall be controlled under an inspection or quality system that is in compliance with MIL-I-45208, ISO 9002:2008, AS9100 or equivalent.
- ZQP-08B QUALITY SYSTEM-**
Production of the material supplied on this purchase order shall be controlled under an inspection or quality system that is in compliance with ISO 9001:2008, ANSI/ASQC Q9001, AS9100 or equivalent.
- ZQP-09 PACKING-**
Material supplied on this purchase order will be adequately packed to protect it from damage or degradation during transit. The supplier is responsible for product conformity throughout internal processing, including delivery to the destination specified on the order.
- ZQP-10 CALIBRATION SYSTEM-**
The supplier is responsible for maintaining a calibration system for measuring and monitoring equipment that complies with ANSI/NCCL Z540-1, ISO 10012-1, MIL-STD-45662, or equivalent.
- ZQP-11 ELECTRO MAGNETIC DISCHARGE (ESD)-**
The components on this purchase order are susceptible to damage from ESD. The supplier will ensure that the components are adequately protected from ESD damage throughout internal processing, including delivery.
- ZQP-12 SUPPLIER FLOWDOWN-**
The supplier will ensure that technical and quality requirements applicable to this purchase order are flowed down to any lower tier suppliers. Regardless, the supplier named on the purchase order is responsible for providing material in full compliance with the terms, conditions, and technical and quality requirements contained in this purchase order.
- ZQP-13 NONCONFORMING MATERIAL-**
Supplier shipment of nonconforming material without specific, prior approval by ZLTC Technologies is not permitted. A request for a waiver shall be submitted to the ZLTC Technologies buyer documenting the materials condition. Previous dispositions shall not be considered as a precedent for continued delivery of nonconforming material.
- ZQP-14 RATED PURCHASE ORDER-**
This is a rated purchase order certified for national defense use, and as such, you are required to follow all provisions of the Defense Priorities and Allocation System (DPAS) regulation 15 CFR 700.
- ZQP-15 CHANGE CONTROL -**
Except for first time purchases, items furnished under this Purchase Order shall be identical to a product previously accepted by ZLTC. The supplier shall notify ZLTC of any proposed changes including changes in design, materials, parts, fabrication methods or processes, major plant rearrangement, or plant relocation and changes, which may affect the quality or intended end use of item. ZLTC must approve any/all changes prior to the change incorporation.
- ZQP-16 RIGHT OF ACCESS -**
ZLTC, ZLTC's customer's and authorized Government Representatives reserve the right to enter supplier's plant (s) and those of supplier's suppliers at every tier with advanced notice, when reasonable, that may be engaged in work relating to the Purchase Order, for the purpose of surveillance/inspection of the supplier's (and supplier's suppliers) processes, controls, quality records and systems, as well as supplies/services procured under this Purchase Order. Surveillance/inspection of Seller's processed and controls will not constitute acceptance of the supplies/services being procured.

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ZQP-17 CERTIFICATE OF CALIBRATION-

All equipment on this Purchase Order is to be supplied with a Certificate of Calibration. These certificates shall provide the following, at a minimum:

1. The Calibration House name and address
2. Description of gage calibrated
3. Gage Model
4. ZLTC ID # (ZL-012)
5. Temperature and humidity
6. Before and after Calibration Data
7. Calibration Date
8. Calibration Technician
9. Description of gages used for calibration, including traceability to NIST and due date.

ZQP-18 CALIBRATION REQUIREMENTS-

In addition to the other SQNs stated on this Purchase order, the supplier is responsible for the following:

1. The supplier must notify ZLTC if a piece of equipment is found to be out of calibration.
2. The adjustments are to be safeguarded against tampering, as applicable.

ZQP-19 AGE SENSITIVE (CONTROLLED) MATERIALS-

The material on this order is susceptible to degradation over time. Accordingly, each individual unit pack, container or dispenser shall be clearly identified as to its shelf life and/or expiration date. No material with a shelf-life date will be shipped to ZLTC Technologies with less than 80% of the full shelf-life as determined by the original manufacturer unless previously approved in writing by ZLTC. All packing slips/ Conc.'s shall contain the following information:

- Manufacturer Lot No.
- Date Manufactured
- Material Expiration Date
- MSDS Material Safety Data Sheet.
- Proper storage and handling conditions

ZQP-20 MERCURY CONTAMINATION-

The supplies furnished on any purchase order for the requested item(s) shall not contain metallic mercury or mercury compounds and shall be free from mercury contamination. The supplies offered shall also not have come in direct contact with mercury or any of its compounds. Mercury contamination of the supplies will be cause for rejection of the material.

ZQP-21 WIRING HARNESSSES –

Cables and wiring Harnesses will comply with IPC/WHMA-A-620 unless otherwise specified. The supplier will default to Class 3 requirements if the class is not otherwise specified on the PO or other supplied documents.

ZQP-22 STANDARD PURCHASE ORDER CLAUSES-

The following ZLTC Quality Notes (SQN's) are applicable to all purchase orders – ZQP-02, ZQP-04, ZQP-09, ZQP-12, ZQP-13, ZQP-15, ZQP-16, ZQP-18, ZQP-19.

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ZQP-23

ITAR-

The documents provided on this order may contain Technical Data the export of which is subject to the International Traffic in Arms Regulations (22 C.F.R. Parts 120 - 130) or the Export Administration Regulations (15 C.F.R. Parts 730 - 774).

ZQP-24

FOD-

The Supplier shall assure that any product, components and materials supplied under this contract are free of Foreign Object Debris (FOD). The supplier shall utilize general prevention practices to prevent FOD, large or small, from the product and packaging. FOD contamination will be cause for rejection of material.

ZQP-25

PROHIBITION OF PURE TIN FINISHES OR TIN SOLDER-

The uses of Pure Tin Plated finishes are strictly PROHIBITED. Any Tin Plating or Tin Solder processes shall contain NO LESS than 3 percent LEAD composition, unless specifically authorized in writing by the ZLTC Procurement Agent. These restrictions apply for all types and levels of procurements, with the supplier responsible for communicating these restrictions to subcontractors or sub-tier suppliers as required