

# MICRO SPACE PRODUCTS

## SUPPLIER TERMS AND CONDITIONS

General Terms and Conditions	
QA 1	Machining suppliers must furnish inspection report, certificate of conformance and as applicable material and processing certifications for the parts, they submit to Micro Space Products.
QA 2	Documented first article inspection reports shall be submitted to Quality prior to the beginning of production. The supplier assumes all financial responsibility for replacement, rework, and material when production of parts is begun without first article inspection approval from quality. AS9102 f/a form when stipulated on P.O.
QA 3	Any delay in shipment for any reason has to be conveyed to Micro Space Products quality as soon as the delay is known by the supplier.
QA 4	Any change to the contract requirements by the supplier must be approved by the Micro Space Products in writing. Notify Micro Space Products of changes in product and/or process, changes of suppliers, changes of manufacturing facility location and, where required, obtain Micro Space Products approval.
QA 5	All information in the contract must be held in confidence by the supplier and no third party request for information will be authorized unless instructed in writing by a Micro Space Products representative. When ITAR and/or government rated data is noted on the purchase order, the US government restrictions must be followed. If you have any questions concerning ITAR or government rating notify the company buyer. All concerns must be answered prior to you accepting this order. All documented information applicable to MSP POs must be retained for 10 years minimum and positively controlled or rendered unusable thereafter. These retention and disposition requirements apply unless otherwise required by MSP or its customers.
QA 6	In addition to Micro Space Products right of access, the supplier agrees to right of access for Micro Space Products customers, or regulatory agencies to all facilities at any level of the supply chain, involved in the order and to all applicable records in the performance of this contract.
QA 7	Manufactures or machining suppliers must have a quality system in compliance to AS9003, AS9100, or ISO9001; Micro Space Products may make conditional exceptions based on applicable customer requirements.
QA 8	Suppliers are required to notify quality prior to transferring any work to a new facility. Micro Space Products will determine prior to the transfer if the supplier may perform the transfer of work.
QA 9	Supplier must notify Micro Space Products of nonconforming product and ensure process control to prevent Counterfeit Parts from being delivered to Micro Space Products ( A product produced or altered to imitate or resemble a product without authority or right to do so, with the intent to mislead or defraud by passing the imitation as original or genuine)
QA 10	Supplier must ensure that its personnel are aware of their contribution to product/service conformity and product safety and the importance of ethical behavior. Arrangements for Micro Space Products' approval of the supplier's disposition of nonconforming material.
QA 11	Requirements for the supplier to flow down to their sub-tier suppliers the applicable requirements in Micro Space Products purchasing documents, including key characteristics and applicable F.O.D. control processes where required.
QA 12	Requirements for the supplier to comply with executive order E13224. Supplier shall not engage in any transaction of any type with persons or businesses or organizations who commit, threaten to commit or support terrorism.
QA 13	Quality system must be in compliance to AC7004, AS9003, ISO9001, or AS9100. Suppliers must maintain minimum performance ratings of 95% product/service conformity and 90% on-time delivery (based on a minimum of 20 uses within each 12-month review). MSP monitors supplier performance quarterly and will notify applicable suppliers of required action when nonconforming ratings are detected If a supplier does not meet minimum requirements their status will be reduced from Approved to Conditional and used per customer requirements only.
QA 14	Quality system must be in compliance to ISO9001, AS9100, ISO 17025, Nadcap testing, ANSI Z540, and/or Nadcap accreditation.
QA 15	Supplier must notify Micro Space Product of any product or service provided that contains or uses Conflict Minerals as defined within Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act relating to the use of conflict minerals. The Conflict Minerals legislation excludes any reporting requirements for conflict minerals that are "outside the supply chain" prior to January 31, 2013. Even if a product contains a conflict mineral, if the conflict mineral was mined, smelted or refined prior to January 31, 2013, the conflict minerals rule does not apply to that product. Products that are fully manufactured before January 31, 2013 are not be covered by the rule and do not require reporting.
QA 16	Supplier must maintain minimum performance ratings of 95% product/service conformity and 90% on-time delivery (based on a minimum of 20 uses within each 12-month review). MSP monitors supplier performance quarterly and will notify applicable suppliers of required action when nonconforming ratings are detected.
For Processing suppliers, the following are the minimum requirements.	
QA P1	Processing suppliers must furnish processing certifications to Micro Space Products purchase order requirements, and shall not process any parts for which they are not certificated or approved. Nadcap/and or specification ownership approval is required. <b>QA 3, QA 4, QA 5, QA 6, QA 8, QA 9, QA 10, QA 11, QA 12, QA 13, QA 15</b>
QA P2	Processing suppliers must furnish processing Certificate of Compliance (at a minimum) to Micro Space Products purchase order requirements. <b>QA 3, QA 4, QA 5, QA 6, QA 8, QA 9, QA 10, QA 11, QA 12, QA 15, QA 16</b>
For Material suppliers, the following are the minimum requirements.	
QA M1	Material suppliers must furnish material certifications to Micro Space Products purchase order requirements and shall not supply material for which they are not certificated or approved. All material must be DFARS compliant except when exempt or specified on PO. When noted on our purchase orders, raw material supplied must be USA domestic material. <b>QA 3, QA 4, QA 5, QA 6, QA 8, QA 9, QA 10, QA 11, QA 12, QA 15</b> Material Supplier QMS may be per QA 13 and/or AS9120

# MICRO SPACE PRODUCTS

## SUPPLIER TERMS AND CONDITIONS

For Machining and Manufacturing suppliers, the following are the minimum requirements.	
QA M2	For Machining and Manufacturing suppliers <b>QA 1 - QA 13</b> are applicable
QA M3	For Outside Machining Operations requiring limited quality requirements <b>QA 3, QA 4, QA5, QA6, QA8, QA10 and QA 12</b>
For Calibration and Testing suppliers, the following are the minimum requirements.	
QA C1	Calibration and Testing suppliers must furnish calibration/test reports to Micro Space Products purchase order requirements, and be traceable to the specific equipment or item for which they are calibrating or testing, traceability to NIST and/or other national or international standards must be supplied. Actual data must be supplied. <b>QA 3, QA 4, QA 5, QA 6, QA 8, QA 9, QA 10, QA 11, QA 12 QA 14</b>