

QUALITY MANAGEMENT SYSTEM  
DOCUMENT:

**QUALITY CLAUSES**

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Applicable quality clauses of this document are referenced on the purchase order and are made a part thereof. Failure to include the quality clause requirements with each shipment will result in the rejection and return of material. The term “supplier” includes the supplier’s external supplier and supply chain. The supplier shall contact FIDELITY in the event that any of the required clauses cannot be met in full, prior to acceptance of the purchase order.

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**Q1. CERTIFICATE OF COMPLIANCE**

A legible “Certificate of Conformance” (C of C) statement shall be provided with each shipment of materials to FIDELITY. The C of C shall be in the supplier’s format and may either be a separate document or may be included within the packing list. The C of C shall include the signature and title of the supplier’s authorized representative and a date of execution shall be listed.

The C of C statement shall state the following:

1. the furnished product is in accordance with all applicable requirements.
2. the furnished product is of the quantity specified, and;
3. the furnished product conforms in all respects with the purchase order requirements;

*NOTE: The term “all respects” includes but is not limited to the specifications, drawings, preservation, packaging, packing, marking requirements and physical item identification.*

The C of C shall note and be traceable to:

4. the supplier’s name and address;
5. FIDELITY’s purchase order number;
6. the part number(s) and revision(s) as appropriate, and;
7. any traceability information including serial numbers, lot codes, or date codes as appropriate;

**Q2. QUALITY INSPECTION AND TEST REQUIREMENTS**

Withdrawn, please refer to Q3: Quality System Requirements.

### **Q3. QUALITY SYSTEM REQUIREMENTS**

The supplier shall maintain a quality system meeting the requirements of ISO 9001, AS9100 or AS9120, as applicable to the supplier's industry. Third-party registration by an accredited registrar is preferred. Suppliers declaring compliance with no formal accredited registration may require review. For suppliers not meeting this clause, FIDELITY will review and determine if the quality system implemented is sufficient based upon the nature and levels of control required by the parts, materials, or services.

### **Q4. AGE CONTROL**

The supplier shall not supply material(s) subject to age control [shelf-life] with less than 70% of the useful life remaining without written approval from FIDELITY quality assurance. The supplier shall label each individual container of age control materials with:

1. the supplier lot number;
2. the date of manufacture;
3. the date of expiration;
4. storage conditions (if applicable and/or modifies expiration date).

### **Q5. SOLDERABILITY**

Component leads, terminations, lugs, terminals, wires and printed circuit boards, shall be capable of meeting the solderability requirements of IPC/EIA J-STD-002, IPC/EIA JSTD-003, MIL-STD-202 (Method 208), MIL-STD-750 (Method 2026), MIL-STD-883 (Method 2003), MIL-PRF-55110, and MIL-PRF-50884 as applicable.

### **Q6. SUPPLIER CORRECTIVE ACTION**

When requested by FIDELITY, the supplier shall investigate nonconformities and submit documented information to FIDELITY within (10) business days after receipt of returned material. The documented information shall include a detailed root cause of failure, effective corrective action, with planned implementation time schedules, to prevent future failures and a detailed disposition of any and all returned material (rework, repair, scrap, etc.). Unless otherwise requested by FIDELITY, such corrective action(s) may be documented in the supplier's format.

### **Q7. PRODUCT SPECIFICATION**

Drawing or catalog specifications shall be submitted with the initial shipment to FIDELITY quality assurance to provide sufficient inspection and/or acceptance criteria for the material provided under the purchase order.

## **Q8. SOURCE VERIFICATION AND INSPECTION**

Source verification and inspection is required prior to shipment from supplier's facility. FIDELITY shall be notified ten (10) business days prior to intended shipment when material(s) are ready for FIDELITY source verification and inspection. To schedule, contact the FIDELITY Buyer or Quality Manager. Please provide the:

1. FIDELITY purchase order number;
2. part number(s);
3. quantity of each part number;
4. date(s) source inspection is being requested for.

Any waiver of source inspection will be authorized by FIDELITY in writing.

## **Q9. SAFETY DATA SHEETS**

Safety Data Sheets are required for the material specified by the purchase order. A copy of the applicable SDS shall be sent with each shipment. Materials received without this information will not be accepted and are subject to return at the supplier's expense.

## **Q10. GOVERNMENT SOURCE INSPECTION**

Government source inspection is required prior to shipment from supplier's facility. Upon receipt of purchase order, the supplier shall notify the government representative(s) who normally services the supplier's facility, for coordination and scheduling of inspection(s). Immediately notify the FIDELITY Buyer in the event a representative cannot be located.

## **Q11. ELECTROSTATIC DISCHARGE PROTECTION**

Supplier shall employ adequate controls to prevent damage or degradation to materials which are electrostatic discharge sensitive [ESDS]. Controls shall include as a minimum all storage, handling, packaging and shipping operations. ESDS material shall be packaged and marked appropriately as ESDS. Material received without adequate protection will be rejected by FIDELITY and returned at supplier's expense.

FIDELITY recommends that the supplier maintains an ESD Control Program meeting the requirements of ANSI/ESD S20.20.

## Q12. FIRST ARTICLE INSPECTION

The material supplied under the purchase order is subject to first article inspection [FAI]. FAI shall verify 100% of all drawing characteristics including but not limited to dimensional requirements, material analysis or certification(s), testing requirements, and quality assurance provisions [QAP]. All first article samples shall be procured from production suppliers and manufactured utilizing production equipment, molds, dies, tooling, processes, etc. Unless otherwise stated by the purchase order, first piece inspection quantity is one (1) unit. Objective evidence shall be collected, recorded and formally presented to FIDELITY for acceptance. Unless otherwise specified, objective evidence shall be provided to FIDELITY in the supplier's format. Supplier shall contact the FIDELITY Buyer once FAI is accepted by FIDELITY for delivery instruction(s). Supplier assumes all risk for production quantities made prior to FIDELITY's acceptance of first article.

*NOTE: First article samples may be used as deliverable material against the purchase order if not consumed during FAI. Delivery of FAI samples shall not be accepted by FIDELITY prior to acceptance.*

An additional first article inspection (or portion thereof) may be ordered by FIDELITY in writing when:

1. a change is made to the technical data package;
2. whenever there is a lapse in production for a period in excess of one (1) year, unless otherwise noted by FIDELITY;
3. whenever a change occurs in place of performance, manufacturing process (including changes in production equipment), material used, drawing, specification or source of supply, including but not limited to the supplier's external providers, or;
4. change in supplier ownership.

It is the responsibility of the supplier to notify FIDELITY whenever a change occurs in place of performance, manufacturing process (including changes in production equipment), specification or source of supply, including but not limited to the supplier's external providers. Costs of any additional FAI resulting from conditions specified above shall be borne by the supplier, unless indicated by FIDELITY. Further, any delays caused by additional FAI will not be the basis for an excusable delay. Such delays shall not form the basis for adjustment in price or delivery schedule.

## Q13. ACCEPTANCE TEST PROCEDURE APPROVAL

Supplier shall submit the acceptance test procedure(s) [ATP], for FIDELITY's review and approval, prior to conducting acceptance testing on material delivered under this purchase order. ATP shall be submitted no later than ten (10) business days prior to scheduled acceptance testing. Supplier assumes all risk for production quantities made prior to FIDELITY's acceptance of ATP.

## **Q14. PHYSICAL AND CHEMICAL ANALYSIS**

Raw material delivered against this purchase order shall be accompanied by a detailed physical test and/or chemical analysis report which validates the material used fully meets the requirements of the purchase order.

## **Q15. RADIOGRAPHIC REPORTS**

Radiographic examination shall be conducted, per the applicable drawing specification, on material supplied against the purchase order. Formal examination reports shall accompany the shipment of material. Reports shall be traceable to the authoring and/or certifying body. Reports shall be provided to FIDELITY in the supplier's format, unless otherwise specified.

## **Q16. FIDELITY SUPPLIED MATERIAL**

Material supplied against this purchase order shall be manufactured with material provided by FIDELITY. Supplier shall provide additional certification in writing stating that FIDELITY supplied material was used in the production of the material supplied against this purchase order. The certification shall reference FIDELITY's purchase order and, if applicable, serial numbers utilized of the FIDELITY supplied material shall be referenced.

## **Q17. QUALIFIED PRODUCTS LISTING**

Material provided against this purchase shall have an active listing on the Qualified Products Database. Supplier shall include the Qualified Products Listing [QPL] number with its certification documentation included with the shipment of material against this purchase order. It is the responsibility of the supplier to notify FIDELITY should the QPL listing lapse, expire or be revoked.

## **Q18. ACCEPTANCE INSPECTION DATA AND TEST REPORTS**

Supplier shall submit quality acceptance (measurement) data and/or test reports (hardcopy) with material supplied against the purchase order. Reports shall include bubble prints or other reference drawing or material, reference to jigs or fixtures used and legible.

*NOTE: FIDELITY prefers that data and/or test reports be uploaded electronically to FIDELITY's FTP site prior to or at the time of shipment. The supplier can request access to FIDELITY's FTP site at any time from FIDELITY's Buyer or Quality Manager.*

(cont.)

Reports shall be complete and include evidence of conformity with acceptance criteria and be traceable to the authoring person(s). Reports shall be traceable to the part number, applicable revision level, test method and purchase order. Reports shall be provided to FIDELITY in the supplier's format, unless otherwise specified.

## **Q19. RESISTANCE TO SOLVENTS**

Clause withdrawn without substitution.

## **Q20. NONCONFORMING SUPPLIES**

Clause withdrawn without substitution.

## **Q21. CERTIFICATE OF TRACEABILITY – CALIBRATION**

The supplier shall utilize inspection and test equipment for product acceptance that has been calibrated to the requirements of ISO/IEC 17025.

## **Q22. MERCURY EXCLUSION CERTIFICATION**

The items supplied under the purchase order shall not contain metallic mercury or mercury compounds and shall be free from mercury contamination. During manufacturing, testing, or inspection, the items supplied shall not come in contact with mercury or any of its compounds. Materials delivered under this order shall include a certification that reads substantially as follows: "Material and/or parts furnished on this order have been manufactured and/or processed without exposure to or use of elemental mercury, or thermally unstable mercury compounds and that all reasonable precautions have been taken to ensure that the materials furnished are not contaminated." The certification shall be signed by the supplier's authorized representative.

## **Q23. OZONE-DEPLETING SUBSTANCE CERTIFICATION**

Supplier shall provide a certificate with each shipment, signed by the supplier's authorized representative, that the use of "ozone depleting substance" was not used in the manufacture of the material under the purchase order. "Ozone depleting substance", as used in this clause, means any substance listed as Class I as identified in Section 602(a) of the Clean Air Act (42 U.S.C. 7671a(a)).

## **Q24. SUPPLIER CONFIGURATION CONTROL**

Clause withdrawn without substitution.



## **Q25. APPROVED PROCESS / INSPECTION SYSTEM**

The supplier shall maintain a system of process and/or inspection control to ensure that all outputs and services provided to FIDELITY conform to the requirements of the purchase order. FIDELITY reserves the right to audit of the supplier's facility prior to or during the provision of products and services. Unacceptable results of an audit or other methods of verifying supplier process/inspection control shall disqualify the supplier. A re-audit may be conducted after appropriate corrective action has been implemented.

## **Q26. PROOF OF ARTWORK**

Supplier shall submit a proof of artwork sample to the FIDELITY for review. Written approval from FIDELITY is required prior to production.

## **Q27. SPECIAL REQUIREMENTS**

Clause withdrawn without substitution.

## **Q28. EXPANDED REQUIREMENTS**

This quality clause expands on the requirements of Q1 and Q18 and addresses the flow down of requirements to external providers.

1. In addition to the requirements Q1, the Certificate of Conformance must accompany the shipment of material.
2. In addition to the requirements of Q18, the following requirements and definitions apply:
  - a. Sampling Requirements: All material delivered after first article shall be sampled in accordance with ANSI/ASQ Z1.4, Inspection Level II, AQL = 4% defective or lower. The tightened, normal and reduced plans applied for attributes inspection for percent nonconforming or nonconformities per 100 units are recommended by FIDELITY. FIDELITY reserves the right to audit the supplier's sampling methods prior to or during the provision of products and services.
  - b. Inspection jigs, custom pin gauges or other alike equipment used for product acceptance shall be calibrated and be subject to clause Q21, even if the clause is not specifically indicated on the purchase order.
  - c. Raw material certificates, including all applicable test data or reports, shall be available for each part delivered under the purchase order. It is acceptable for one (1) certificate to cover multiple production lots or products as long each individual part can be traceable to the raw material certificate.

- d. Plated Material: A Certificate of Conformance is required from the supplier's external provider applying any plating or coating and shall be accompanied in addition to the supplier's certificate of conformance. Quality clauses Q1, Q18, and Q28 shall apply. Plating or coating processes performed by the supplier do not require an additional Certificate of Conformance.
  - e. Painted Material: Paint adhesion testing per ASTM D3359, or as required by the purchase order requirements, shall be performed. Objective evidence of the testing shall be maintained by the supplier. A Certificate of Conformance is required from the supplier's external provider applying any paint and shall be accompanied in addition to the supplier's certificate of conformance. Quality clauses Q1, Q18, and Q28 shall apply. Paint processes performed by the supplier do not require an additional Certificate of Conformance.
3. Flow Down of Requirements
    - a. The supplier shall conform to all requirements of FIDELITY's Flow Down Attribute Requirement [FDAR] form (Form QA 105-102), provided with the purchase order.
    - b. Elements of the FDAR form shall be individually certified and signed by the supplier's authorized representative.

*NOTE: The FDAR form is provided in an editable and transferrable format for inclusion onto the supplier's format. Typically the certified information is contained with the C of C and creates an "itemized" C of C. Questions regarding the format or the means of accomplishing this additional certification can be directed to FIDELITY's Quality Manager.*

- c. The supplier shall ensure that all requirements, as applicable and appropriate, of FIDELITY's purchase order be flowed down to its external providers. Evidence of this flow down may be required by FIDELITY.

## **Q29. SUPPLIER IDENTIFICATION MARK**

The supplier shall identify their manufactured product by marking their parts with a letter code. The letter code and location shall be provided by FIDELITY.

## **Q30. SHIPPING**

1. The supplier shall pack, mark and ship all goods and supplies in accordance with the requirements of the purchase order, including but not limited to any applicable drawing or special packaging requirements.
2. All items shipped under this purchase order shall be adequately packaged to prevent damage, contamination and/or deterioration from weather and shipment. Damage resulting from improper packing or shipping will be charged to Seller.

3. Items shall be shipped in accordance with all applicable statutory and regulatory requirements, including any applicable federal, state and local laws and regulations for the packaging, labeling, transportation and shipping of hazardous materials.
4. The supplier shall secure the most advantageous transportation services and rates consistent therewith. No separate or additional charge shall be payable by Buyer for containers, crating, boxing, handling, storage or any other services unless specifically stated in this purchase order or otherwise agreed to by FIDELITY in writing.
5. Each container shall be marked with the purchase order and shall contain a packing list.
6. Modifications to the delivery schedule as indicated by the purchase order is not authorized unless written authorization is provided by FIDELITY.
7. FIDELITY reserves the right to refuse or return at Seller's risk and expense any shipments:
  - a. made in excess of the quantities stipulated in the purchase order, or;
  - b. received beyond ten (10) days in advance of the required delivery schedule.
8. Payment may be deferred by FIDELITY if delivery was made prior to the required delivery schedule as if the product was delivered per the required delivery schedule.

### **Q31. SUPPLIER DOCUMENTED INFORMATION**

The supplier, including its external providers, shall maintain records to substantiate evidence of conformity with acceptance criteria and be traceable to the authoring person(s). Records shall be traceable to the part number, applicable revision level, test method and purchase order. The supplier must be capable of furnishing copies of these records upon request by FIDELITY, FIDELITY's customers, and government / regulatory representatives as applicable. Such records shall be maintained for a minimum of ten (10) years after date of delivery to FIDELITY.

### **Q32. BUY AMERICAN ACT**

The Buy American Act [BAA] applies for this product. FAR 52.225-1 "Buy American Act – Supplies" DFARS 252.225-7001 "Buy American Act and Balance of Payment Program" applies.

### **Q33. COUNTERFEIT MATERIALS OR SUSPECT PARTS**

The Supplier shall establish and maintain a Counterfeit Parts Prevention/Avoidance and Control Plan using SAE International standard AS6174 (Counterfeit Material; Assuring Acquisition of Authentic and Conforming Material) or AS5553 (Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition), as applicable to the supplier's, as a guideline. The process shall be to prevent and control the delivery of counterfeit parts. Counterfeit or suspect parts shall be controlled and handled as a non-conforming material until determined otherwise to prevent re-entry into the supply chain.

### **Q34. NONCONFORMING MATERIAL CONTROL AND LATENT DEFECT NOTIFICATION**

The supplier shall establish and maintain a documented system for identifying and controlling nonconforming material to prevent its unintended use or delivery. Documented information to the nature of nonconformity and any subsequent action(s) taken shall be maintained by the supplier. Product dispositioned as scrap shall be conspicuously and permanently marked, or positively controlled, until physically rendered unusable. The supplier shall not use dispositions of **USE AS IS** or **REPAIR** without prior, written, authorization by FIDELITY. To obtain FIDELITY's authorization for acceptance of this type of nonconformity, a written request for deviation shall be submitted, in the supplier's format. The supplier shall segregate and control the nonconforming material to assure that no further work is accomplished on the discrepant material until FIDELITY's authorization is obtained. The material shall be held at the supplier's facility pending approval of the request for deviation. In the event a nonconforming condition is discovered that affects previously produced and delivered material, the supplier shall notify FIDELITY within (24) hours of discovery. Notification shall be in writing addressed to the attention of FIDELITY's Quality Manager and Director of Supply Chain.

FOR REFERENCE