



Doc #	WI-016	Title	Mnemonics Supplier Guide			
Parent Document	SOP-006 Control of Supplied Product and Services		Responsibility	Purchasing / Quality		
Prepared by	David Singletary		Rev	19 MAR 2024		
Approved by	Ellen Sheehan		Page	1	of	19

1.0 PURPOSE AND SCOPE

The purpose of this work instruction is to provide details and guidelines for executing the requirements defined within the Mnemonics’ Purchase Order.

This document applies to all Purchase Orders issued to procure the following:

- Material used to build customer product including all BOM items.
- Service in support of a customer contract or purchase order such as calibrations, qualification testing, part analysis, tool/fixture build, packaging material, manufacturing consumables, etc.
- Inspection, Measurement and Test Equipment (IMTE)

This document does not apply to purchases that does not require documented (Purchase Order or Supplier Statement of Work) requirements to be flowed such as travel, office supplies, facilities maintenance material and services, and online purchases.

2.0 REFERENCED DOCUMENTS

<u>Number</u>	<u>Title</u>
ANSI ESD S 20.20	Protection of Electrical and Electronic Parts, Assemblies, and Equipment
ANSI/ASQ Z1.4	Sampling Procedures and Tables for Inspection by Attributes
ANSI/Z540	Calibration Laboratories and Measuring and Test Equipment - General Requirements
Appendix D D1-4426	Approved Process Sources
Appendix QX	Supplier Quality Requirements
AWS D1.2/D1.2M	Structural Welding Code Package for Steel and Aluminum
D6-51991	Quality Assurance Standard for Digital Product Definition at Boeing Suppliers
D6-51991	Quality Assurance Standard for Digital Product Definition at Boeing Suppliers
Executive Order 13526	Atomic Energy Act
GEIA-STD- 0006	Requirements for Using Solder Dip to Replace the Finish on Electronic Piece Parts

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- GEIA-STD-0005-2 Standard for Mitigating the Tin Whiskers in Aerospace and High-Performance Electronics Systems
- IPC 2221 General Standard for Printed Board Design
- IPC/ J -STD-033 Handling, Packing, and Use of Moisture, Reflow, and Process Sensitive Devices
- ISO 17025 International Standard for Testing and Calibration Laboratories
- ISO 9001 Requirements for Quality Management Systems
- J-STD-003 Solderability Tests for Printed Boards
- J-STD-020 Moisture/Reflow Sensitivity Classification for Non-hermetic Surface Mount Devices (SMDs)
- MIL-STD-1916 DOD Preferred Methods for Acceptance of Product
- SAE AS 9146 Foreign Object Damaged (FOD) Prevention Program
- SAE AS5553 Counterfeit Electrical, Electronic, and Electromechanical Parts; Avoidance, Detection, Mitigation, and Disposition
- SAE AS6081 Fraudulent/Counterfeit Electronic Parts: Avoidance, Detection, Mitigation, and Disposition – Distributors
- SAE AS6174 Counterfeit Materiel; Assuring Acquisition of Authentic and Conforming Materiel
- SAE AS9100 Quality Management System - Requirements for Aviation, Space, and Defense Organizations
- SAE AS9102 Aerospace First Article Inspection Requirement

3.0 DEFINITIONS/ACRONYMS

Broker – A broker is an unauthorized distributor specializing in the acquisition of hard to get and hard to find parts.

Controlled Unclassified Information (CUI) - Controlled Unclassified Information (CUI) is information that requires safeguarding or dissemination controls pursuant to and consistent with applicable law, regulations, and government-wide policies but is not classified under Executive Order 13526 or the Atomic Energy Act, as amended.

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Defense Priority and Allocations System (DPAS) – DPAS is used to prioritize national defense-related contracts/orders throughout the US supply chain in order to support military, homeland security, emergency preparedness, and critical infrastructure requirements.

Distributor – A distributor, as used within this document is an authorized agency employed for distributing the manufacturer’s product.

DMSMS – Formerly termed as Obsolescence Management. Diminishing Manufacturing Sources and Material Shortages is the loss, or impending loss, of manufacturers or suppliers of items or, raw materials.

Government Information & Data Exchange Program/GIDEP – Data collection and alert system used to communicate quality deficiencies associated with supplied product.

Product – Deliverable hardware or software.

Repair – Repair is the act of removing a symptom of nonconformity from a product. The repair process focus is on functionality and does not bring the product to full compliance with the design criteria.

Returned Material Authorization (RMA) – Generally, supplier’s like to control the flow of material in and out of their facility. An RMA provides the ability for the supplier to tie the product to the problem reported by Mnemonics or our Customer. An RMA is unique identifying authorization to return material to a supplier.

Rework – Rework is the act of removing a discrepancy from a product. This process brings the product to full compliance with the design criteria.

Service – Effort by a supplier defined by the purchase order or statement of work.

4.0 REQUIREMENTS

4.1 General Notes

4.1.1 **Purchase Order Documentation:** The Purchase Order is the Primary Contract between suppliers and Mnemonics. The Purchase Order may reference another document better equipped to provide the level of detail necessary to fulfill the

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order. Documents referenced on the purchase order are applicable in its entirety, including referenced drawings, specifications, standards, publications, etc.

In almost all cases, the documents are provided with the order commencement. However, if the supplier needs the documents referenced within the Purchase Order or referenced documentation, it is the supplier’s responsibility to notify the Mnemonics Buyer for instructions.

Mnemonics will not automatically assume the cost of acquiring the documents.

4.1.2 **Exceptions:** The primary intent for any requirement flowed to a supplier is to attempt to meet the requirements of the Mnemonics Quality Management System (QMS), our customers, and relevant laws and regulations. Measures have been put into place to ensure requirements are being met.

Exceptions to any of the General Requirements, paragraph 4.2, shall be documented on the PO to avoid delays at Receiving Inspection. Exceptions to General Requirements may only be approved by Quality personnel.

4.1.3 Suppliers are required to cooperate with Mnemonics Purchasing and Quality departments when reasonable requests are made. The Primary contact is the Buyer, who shall maintain awareness of all interactions between suppliers and other departments within Mnemonics.

4.1.4 **Document Revisions:** When a referenced document is accompanied by a revision, that specific revision applies to the purchase regardless of whether it is the latest version. If a document is referenced and is not accompanied by a revision, the current/latest version at the time of purchase is applicable.

NOTE:

4.2 General Requirements (Applies to all Purchase Orders for piece parts or materials)

G1 Quality System including awareness - Quality System & Flow down – The Supplier shall maintain a documented Quality System that is compliant to ISO 9001:2015 at a minimum. Mnemonics reserves the right to perform an on-site audit of the Suppliers’ Quality Management System.

The Supplier shall maintain controls over nonconforming products and materials including the identification and segregation of defective products/materials.

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The Supplier shall have an effective corrective action system to identify the root cause of a problem, eliminate defects, and prevent defective product from being delivered to mnemonics.

Supplier shall flow down requirements of this purchase order to sub-tier suppliers, including the awareness requirements of AS9100:2016 section 7.3 (Listed below).

Awareness

The organization shall ensure that persons doing work under the organization’s control are aware of:

- a. the quality policy;
- b. relevant quality objectives;
- c. their contribution to the effectiveness of the quality management system, including the benefits of improved performance;
- d. the implications of not conforming with the quality management system requirements;
- e. relevant quality management system documented information and changes thereto;
- f. their contribution to product or service conformity;
- g. their contribution to product safety;
- h. the importance of ethical behavior.

G2 Supplier does not have MRB Authority – The supplier shall not deliver non-conforming or repaired product to Mnemonics without documented approval from the responsible Mnemonics Quality authority. Repairs shall be authorized by Mnemonics Quality Personnel prior to beginning the repair.

Supplier may request information, clarification, waived requirements, or to deviate from drawing or specifications by notifying the buyer.

Approval of the request is not guaranteed and depends heavily on our customer’s requirements.

G3 Defense Priority and Allocations System (DPAS) – If a DPAS rating has been identified on the Purchase Order, the supplier is expected to prioritize the work appropriately.

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- **Ratings DO-XX** – The “DO” DPAS rating requires manufacturers to give this order priority over un-rated orders.
- **Ratings DX-XX** – “DX” Rated orders shall be given priority over un-rated orders and “DO” Rated orders.

For more information about this requirement, see https://www.dema.mil/Portals/31/Documents/DPAS/DPAP_Contractors_REV6.pdf

See Purchase Order Notes for details and acknowledgement requirements.

G4

Preservation and Packaging - Unless specific packaging instructions are referenced on the PO/SSOW, the Supplier shall assure that material to be shipped is clean, dry, and packaged in a manner with adequate protection against corrosion, deterioration, and physical damage during shipment. Static generating materials (such as Styrofoam and plastic) shall not be used as packaging in direct contact with the parts/materials.

Packaging material shall take into consideration the commodity type and the industry standard associated with the commodity.

- Moisture Sensitive Devices shall be packaged and marked in accordance with J-STD-033.
- ESD Sensitive devices shall be packaged and marked in accordance with ANSI/ESD S 20.20

G5

Calibration Requirements – Calibrations shall be performed in accordance with ISO 17025, ANSI/Z540.1, or ANSI Z540-3.

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G6 **ITAR Registration** – Company shall be registered with International Traffic in Arms Regulations.

Below is a generalized list of exceptions to this requirement:

- Office supplies
- Janitorial supplies
- Shipping supplies
- Miscellaneous purchases
- Tools not used for production
- Furniture
- Information Technology Equipment
- Facility Repairs and Maintenance
- Marketing Materials

Any exceptions beyond this list will require approval from Mnemonics and shall be documented on the Purchase Order.

G7 **Required Documentation**

- All suppliers within the scope of this document shall enter a Nondisclosure Agreement with Mnemonics
- All suppliers within the scope of this document shall complete form EMS F-18, Supplier Evaluation Questionnaire. Mnemonics Quality Department reserves the right to occasionally request an updated form.
- Suppliers of metal materials shall complete the Conflict Minerals Reporting Template (CMRT) upon request. The template and instructions can be viewed at: <https://www.responsiblemineralsinitiative.org/reporting-templates/cmrt/> The Supplier shall complete the form in its entirety. Mnemonics personnel is not responsible for completing the template.
- Suppliers who are in the possession of Government or Customer Furnished Property issued via a Mnemonics Purchase Order shall complete Form F-302 Supplier Furnished Property Survey.
- Other required documentation will be documented on Purchase Order, Statement of Work, or Quality Flow Down as required.

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G8 **Shipment Documentation** – Unless otherwise specified on the purchase order, all shipments shall include the following:

1. **Certificate of Conformance** or Certificate of Compliance (C of C) shall accompany all orders. The statement may be a part of the shipping document provided all of the information is included. The C of C shall be written in the English language and must be hand or electronically signed by the Supplier’s authorized Quality Representative (with their title) attesting that all products and/or services delivered are in compliance with all PO requirements. Each C of C must contain:
 - Supplier name
 - Mnemonics part number and Supplier part number
 - Drawing/specification revision
 - Mnemonics Purchase Order (PO) number
 - Quantity delivered
 - Packing list number
 - Traceability to manufacturing heat/lot numbers or date codes
2. **Shipping Document** (Shipper, Bill of Lading, Ship Memo, etc.) used to define the contents of the shipment.
3. **Safety Data Sheets** for hazardous material or instructions for accessing the data sheet when applicable.
4. Other required documentation will be requested via Purchase Order, Statement of Work, or Quality Flow Down as required.

G9 **Counterfeit Control Program** – All suppliers shall plan and take appropriate action to prevent the migration of counterfeit parts and assemblies into products being delivered under this order. All Suppliers must meet the same Certificate of Conformance requirements as those required from an Original Equipment Manufacturer (OEM) or Authorized Distributor.

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G10 **First Article** –First Articles shall be performed in accordance with the most recent revision of AS9102 unless otherwise specified. The First Article Inspection Report (FAIR) shall be provided with the initial shipment. Failure to provide a First Article may result in delays at Receiving Inspection or a lot rejection.

This is a self-deleting clause. Suppliers who meet the exceptions in AS9102 are not required to perform First Article Inspections. Removal of this clause is not necessary.

If the PO/SSOW includes Quality Code Q21, the First Article is required regardless of meeting the exceptions identified AS9102.

G11 **Notification Requirements** - Supplier is required to notify Mnemonics when any of the following occur:

- Changes in delivery date or quantity – **Immediate notification required.**
- Major process changes which impact or could potentially impact Mnemonics product
- Supplier changes which impact or could potentially impact Mnemonics product
- Changes to QMS Certification or Major Findings during annual Certification Body (CB) audit
- Notice of escapes (Non-conforming Product)
- Relevant GIDEP Alerts
- Company Changes i.e. Change in Quality Leadership, change in Managerial Leadership (Senior leadership), or Customer Service representatives
- Cage Code Changes

G12 **Control of Sub-Tier Suppliers** – The Supplier is responsible for meeting all requirements, including work performed by the Supplier’s sub-tier Suppliers. When the Supplier uses sub-tier sources to perform work on products and/or services to be provided to Mnemonics, the Supplier shall flow down all of the applicable technical and quality requirements in accordance with Internal Quality Management System requirements. Suppliers shall provide objective evidence of the flow down when requested by Mnemonics.

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G13 **Right of Access** – Mnemonics and our customers reserve the right of entry to its Supplier’s and any sub-tier Supplier’s facilities, subject to proprietary considerations.

Mnemonics is responsible for ensuring the event is properly communicated and scheduled.

G14 **Source Inspection** – Supplier’s products and services **may** be subject to source inspection by Mnemonics’, representatives of Mnemonics’, Customers, or applicable government or regulatory agencies. Source inspection requirement may apply to all operations performed by the Supplier or the Supplier’s sub-tier sources. The Supplier shall provide the necessary access, equipment and resources required to effectively accomplish the source inspection.

G15 **On Time Delivery** – Unless explicitly defined in the PO or Supplemental Documentation, early delivery is not acceptable without written notification and concurrence from the Buyer. Notification and approval may be in any format suitable to the Buyer.

G16 **Record Retention Requirements** – Unless specified with Purchase Order Q-Note Q9X, the records resulting from this procurement shall be kept for the following periods of time. If a supplier cannot support this requirement, the records shall be transferred to Mnemonics at no additional costs.

- Purchase Records applicable to this order
 - 3 Years after final payment is received
 - Examples: Purchase Order, Invoice
- Quality Records applicable to this order
 - 3 Years after final delivery of product
 - Examples: Inspection records, SPC Charts, Defective Material records, Corrective Actions, Certifications
- Personnel Records applicable to this order
 - 3 Years after final delivery of product
 - Examples: Training records, certifications,

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G17 **Cyber Security Requirements** – The supplier shall implement controls to ensure information systems are secured and capable of transferring information securely. In the absence of such controls, Mnemonics reserves the right to further inquire or implement temporary controls reduce cyber security risks.

G18 **Document Transmissions**
 Under no circumstances may any information marked as Controlled Unclassified Information (CUI) be transmitted via email or any unsecured process. Documentation shall be transmitted using one of the following:

- Encrypted email
- Encrypted or password protected .zip file
- Direct file transfer (FTP)
- Secured email servers

Contact your Mnemonics Buyer for more information.

G19 **Tracking Information** –Tracking information is required to be provided to the Mnemonics Purchasing representative when the unit ships. Method of notification may be any method suitable to both parties.

4.3 Quality Requirement Codes (Applies when specified on the Purchase Order or Statement of Work)

Q1 **Certificate of Material Analysis** – Certificates of Material Analysis are required with each shipment. The analysis shall state that the material has been tested, inspected, and found to be compliant with the applicable drawings/specifications. The analysis certificate shall list the specifications/drawings including revision to which the material has been tested and traceability to the material lot. The analysis certificate shall contain the actual measurements for chemical, mechanical, and physical properties.

Q2 **Counterfeit Control Plan** – The supplier’s Counterfeit Control Procedure shall be forwarded to Mnemonics for review.

Q3 **Certificate of Traceability** – A certificate of Traceability (C of T) is required with each shipment. The C of T shall state that the parts or materials meet with all the requirements of this order. In addition, the C of T must provide traceability to a

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specific manufacturing control identifier by means of a lot, batch, or date code. If the parts or material were not manufactured by the Supplier, the name and address of the original manufacturer must be identified. The C of T shall include Mnemonics' PO number, Part Number, applicable drawing/specification number, revision, and quantity in each shipment. The C of T shall be signed by the Supplier's authorized Quality Representative.

Q4 **Test Data/Report** – When required by PO, test reports shall accompany the shipment. The test report shall be in approved media and in the content and format approved by Mnemonics.

Q5 **Reserved**

Q6 **Limited Life Material** – The material on this order is considered to have a limited shelf-life and must be identified. Each container must bear a mix, batch, cure, and a “not to be used after” date. All storage condition limitations must be clearly detailed on each label. At the date of receipt by Mnemonics, at least 60 % of such designated use life must still be remaining, or the material may be returned for replacement.

Q7 **Printed Wiring Board** – The following are required to be provided by suppliers who are providing printed wiring boards:

1. Detailed requirements and applicable specifications (MIL or IPC) are defined in the bare board drawing.
2. Test coupons strips and micro-sections shall meet the Performance Specification and applicable Design Specification. If no design specification is referenced, the default is IPC-2221.
3. Micro-sections and coupon strips shall be retained by the Supplier.
4. 100 % electrical test results shall be recorded indicating quantity tested; quantity passed/failed, test parameters, and shall be traceable to the production lot. Test Reports shall be provided upon request.
5. Solderability testing shall be in accordance with applicable Performance Specification specified on the drawing, J-STD-003, and specified sample size.

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Q8 **Coupons/Test Specimens** – Test specimens (micro-sections) and coupons, as required by controlling specification, drawing, or Purchase Order/QFD/SOW notes must be included with the initial shipment of this order.

This requirement does not relieve the supplier of sample retention requirements.

Q9X **Record Retention** – If Q9 is referenced on the Purchase Order, special quality and procurement record retention requirements are applicable in accordance with the applicable suffix letter listed below:

- A. No requirement. Retain in accordance with supplier’s record retention policy.
- B. Retain all quality and purchasing records for 4 years after the final payment is received.
- C. Retain all quality and purchasing records for 10 years after the final payment is received.
- D. Retain records in accordance with the requirements identified within the Purchase Order Notes or attachment to the Purchase Order.

Q10 **MSL Program** – Moisture sensitive non-hermetic solid-state Surface Mount Devices (SMD) shall be handled, packaged, labeled and shipped in accordance with IPC/JEDEC J-STD-020 and IPC/JEDEC J-STD-033. The applicable Moisture Sensitivity Level (MSL) as defined by the component manufacturer applies.

Q11 **Electronics Parts Finish** - Replacing finish on electronic parts – Supplier shall adhere to GEIA-STD-0005-2 and GEIA-STD- 0006. Replace lead-free finish with Sn63/Pb37 finish.

- 1. Re-balling – Orange dot shall be placed as close as possible to pin one on top of part without obscuring part number, lot code, date code, or any other part marking. Supplier shall furnish a C-of-C certifying that ESD controls, part handling, MSL controls, solder re-balling processes and post re-balling co planarity shall conform to the original manufacturing requirements.
- 2. Re-tinning (microcircuits)- Orange dot shall be placed as close as possible to pin one on top of part without obscuring part number, lot code, date code, or any other part marking. Supplier shall furnish a C-of-C certifying that ESD controls, part handling, MSL controls, solder processes and post co planarity shall conform to the original manufacturing requirements.

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3. Re-tinning (other devices) – Orange dot shall be placed, if part is of sufficient size, as close as possible to pin one on top of part without obscuring part number, lot code, date code, or any other part marking. Supplier shall furnish a C-of-C certifying that ESD controls, part handling, MSL controls, solder processes and post co planarity shall conform to the original manufacturing requirements.

- Q12** **Silver Immersion Coatings** – Industry approved Organic Surface Protectant shall be applied to all of the product’s exposed silver. The applicable documentation shall indicate the protectant was applied.
- Q13** **Solder Material (Lead Free)** – Supplier and any sub-tier Suppliers shall not use solder with more than 3% lead content in provided products/materials.
- Q14** **Welded Material** – Welded material shall meet the requirements of AWS D1.2/D1.2M:2014 - Structural Welding Code Package for Steel and Aluminum.
- Q15** **ESD Program** – The Supplier shall have an established ESD Control Program in accordance with ANSI/ESD S20.20. The Supplier shall take the necessary precautions to ensure that components and assemblies susceptible to ESD damage are adequately protected during manufacturing, inspection, test, packaging, and shipping. Packaging shall be marked with an ESD caution label. Supplier shall provide ESD Program documentation upon request.
- Q16** **Drop Ship** - A copy of all documentation (as required by this document) shall be shipped with the product(s) and another copy shall be delivered to Mnemonics’ Purchasing Representative.
- Q17** **Mnemonics Source Inspection** – This material is subject to evaluation by a Mnemonics representative prior to shipment. The documentation being provided with the shipment shall reflect the approval of the source inspection.
- Q18** **Government Source Inspection** – This material is subject to evaluation by a government representative prior to shipment. Upon receipt of this order, promptly notify the Government representative who normally services your plant, so that appropriate planning for Government inspection can be accomplished. If the supplier has a difficulty in locating a government representative, a Mnemonics Quality representative will provide assistance. Shipping papers for each lot shipped

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must bear evidence of Government surveillance in the form of authorized Government Quality Assurance Representative signature or stamp.

- Q19** **Inspection sampling** shall be in accordance with the supplier’s Quality Management System. In the absence of specified sampling requirements, ANSI ASQC Z.1.4 shall be used to sample product. Level and AQL will be provided by Mnemonics Quality Representative.
- Q20** **MIL-STD-1916** – Sampling per MIL-STD-1916 applies to this order. Sampling details and verification levels will be specified in PO Notes/QFD/SOW. A sample inspection plan shall be forwarded to the Mnemonics Buyer for review and approval. Once approved, the completed and approved inspection report shall be supplied with each shipment.
- Q21** **AS9102 First Article exception is not authorized for this order.** When Q21 is listed on the Purchase Order or referenced document, no exception will be allowed and the AS9102 First Article Report shall be delivered with the product.
- Q22** **FOD Program** - The supplier shall develop and maintain a Foreign Object Damage (FOD) Prevention Program in accordance with SAE/AS 9146 Foreign Object Damage (FOD) Prevention.
- Q23** **Special Handling Instructions** – Supplier shall notify Mnemonics of any special handling requirements for provided materials. This notification shall be highly visible upon receipt such as in a red envelope labeled “Special Handling Instructions”. The instruction shall be written in the English language and shall address any risk to personnel safety and product safety.
- Q24** **Frozen Process** – Once the initial product verification and validation are completed and accepted by Mnemonics, the supplier is required to utilize the same equipment, tooling, manufacturing location, manufacturing processes, quality processes, and qualified personnel to manufacture the product.
- Any changes to these process elements shall be communicated with the Buyer.
- Q25** **Reserved**

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Q26 Configuration Baseline changes are not allowed without written consent from Mnemonics.

Q27 Supplier shall hold a current QMS certification from an ANAB accredited Certification Body. The certification shall be forwarded to the Mnemonics Purchasing representative at the time of order acknowledgement.

4.4 Special Processes (Applies when specified on the Purchase Order or Statement of Work)

Special processes are generally defined as processes in which the conformance to the design criteria can only be verified by reviewing documented results of an inspection or test.

NOTE: The requirements of this section are intended to be accompanied with additional instructions documented within the PO Notes.

S1 The special processor shall be NADCAP Certified.

S2 The special processor shall use the Qualified Products List (QPL) to source processing materials.

S3 The special processor shall use customer approved suppliers. The list of customer approved processors will be provided as requested.

4.5 Broker Requirements (Applies when specified on the Purchase Order or Statement of Work)

B1 Product purchased from unauthorized distribution firms (Brokers) for the purpose of providing hard to find (obsolete) or hard to get (long lead times) material.

1. Broker shall be a member of Electronic Resellers Association International (ERAI).
2. Broker shall be a member of GIDEP.
3. All components shall be screened by a Mnemonics approved test facility.
4. Inspection and Test shall be conducted in accordance with section 4.2.6 of SAE AS6081, *Fraudulent/Counterfeit Electronic Parts: Avoidance, Detection, Mitigation, and Disposition – Distributors*, with the following exceptions:

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a. **100 % of the units shall be electrically tested.**

B2 Third Party Test and Inspection Records shall be provided. The test service provider shall be approved by Mnemonics.

4.6 **Customer Specific Requirements (Applies when specified on the Purchase Order or Statement of Work)**

C1 Lockheed Martin’s Appendix QX Supplier Quality Requirements is applicable in its entirety. QX may be downloaded from this web location:
https://www.lockheedmartin.com/content/dam/lockheed-martin/aero/documents/scm/Quality-Requirements/Quality-Appendices/AppQX_rev10.pdf

C2 Lockheed Martin special processes shall be approved by Lockheed Martin. Special Process documentation may be reviewed at
 A list of approved suppliers will be provided upon request.

C3 Supplemental Customer Requirements apply. This order is accompanied with a specific set of customer-defined requirements. The supplemental requirements’ file name shall be referenced on the Purchase Order.

C4 Boeing Q20 - Sub-tier special processors shall be approved by Boeing.
 Link to appendix D, D1-4426 Approved Process Sources -
<http://active.boeing.com/doingbiz/d14426/Appendix-D.pdf>
 List of Approved Suppliers -
<http://active.boeing.com/doingbiz/d14426/GetAllProcessors.cfm>

C5 Boeing DPD - Digital Product Definition – As a part of this purchase order, Boeing or Boeing sub-contractor is providing digital product definition (DPD) material which shall be controlled, maintained, and validated in accordance with Boeing’s DPD procedure D6-51991 (current revision).
 Within 2 weeks after the receipt of this order, the supplier shall submit procedures which demonstrate compliance with Boeing’s DPD procedure D6-51991. Plan shall include the following elements as applicable:

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- Cyber security and protection of customer’s DPD data
- Sub-Tier control and flow down of requirements identified within D6-51991, Quality Assurance Standard for Digital Product Definition at Boeing Suppliers
- Auditing plan for DPD data
- Manufacturing and Inspection Planning using DPD data
- Derivative Dataset validation
- Inspection Media
- DPD Process Map
- Identification of special tooling
- Identification and description of DPD training program

Production shall not commence without prior and written acceptance of the DPD process by Mnemonics’ Quality Assurance representative.

C6 Reserved

C7 Reserved

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Revision	Prepared by	Description of Change	Approval
19 MAR 2024	David Singletary	Initial Release.	<u>Corporate Quality Assurance Manager</u> <u>Executive V.P.</u>

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