REVISIONS				
REV	DESCRIPTION	DATE	DWN	SC
A	ECO2650033 - Initial Release	4/28/2025	JRG	JM
B	ECO2650398 – Sections 4.4 and 4.6 Updated	9/21/26	JRG	

MICRO-COAX
SUPPLIER QUALITY HANDBOOK

The master version of this document resides on the Micro-Coax Configuration Management Server. Printed copies are considered uncontrolled, until verified as current by comparing with the master. It is the responsibility of the user to verify the most current revision at time of use.

Additional terms and conditions may be found at: www.Micro-Coax.com

THIS SPECIFICATION IS THE PROPERTY OF MICRO-COAX AND MAY NOT BE USED OR COPIED WITHOUT THE EXPRESS WRITTEN PERMISSION OF MICRO-COAX.

APPROVALS	DATE
DWN JRG	11/10/2025
QA JRG	11/10/2025
SC JM	11/17/2025

FSCM NO. **64639**

MICRO-COAX AN AMPHENOL COMPANY

TITLE

CONTROL SPECIFICATION FOR
SUPPLIER QUALITY REQUIREMENTS

PART NO.	DWG. NO.	REV

			N/A		CS A-31082	B
			SCALE NONE	DWG SIZE A	SHEET 1 OF 26	

Table of Contents

1. **Purpose and Scope**
2. **Applicable Documents**
3. **General Requirements**
    - 3.1 Exceptions
    - 3.2 Right of Access
    - 3.3 Notification of Supplier Changes
    - 3.4 Purchase Order Requirements
    - 3.5 Acceptance Authority Media
    - 3.6 Purchase Order Schedule Changes
    - 3.7 Responsibility for Product Conformance
    - 3.8 Flow-Down of Requirements
    - 3.9 Communications
    - 3.10 Protection of Proprietary Information
    - 3.11 Confidentiality & NDA
    - 3.12 Disaster Recovery Plan
    - 3.13 Supplier Request for Deviation
    - 3.14 Micro-Coax Owned Tooling
    - 3.15 Material Obsolescence
    - 3.16 Pricing
    - 3.17 Supplier Development
4. **Environmental / Regulatory / Ethical Requirements**
    - 4.1 Compliance with Law
    - 4.2 Environmental Sustainability
    - 4.3 U.S. Government Subcontracts
    - 4.4 Business Ethics, Employment Practices, and Regulatory Compliance
    - 4.5 Export Compliance
    - 4.6 Cybersecurity (DFARS 252.204-7012)
    - 4.7 DPAS-Rated Orders
5. **Quality Assurance Provisions**
    - Q001 Configuration Control
    - Q002 Counterfeit Parts Prevention
    - Q003 Prohibited Materials and Substances
    - Q004 DFARS Specialty Metals
    - Q005 Quality Records Control
    - Q006 Resource Management and Responsibility
    - Q007 Product Realization
    - Q008 Manufacturing Variation and Risk Mitigation
    - Q009 Special Process Requirements
    - Q010 Control of Monitoring and Measuring Devices
    - Q011 Control of Tooling and Fixtures
    - Q012 Foreign Object Debris (FOD) Prevention
    - Q013 Supplier Assessment / Qualification
    - Q014 Control of Non-Conforming Outputs
    - Q015 Continuous Improvement
    - Q016 First Article Inspection (FAI)
    - Q017 Test Reports
    - Q018 Hazardous Material
    - Q019 Handling of Sensitive Materials
    - Q020 Packaging, Labeling, and Shipping

- Q021 Environmental Controls and Precautions
- Q022 Labeling Requirements
- Q023 Certificate of Conformity
- Q024 Packing Slip
- Q025 Source Inspection
- Q026 Calibration Service

6. **Acronyms and Definitions**

1.0 PURPOSE AND SCOPE

This specification covers all production and prototype articles and services (engineering test/development articles are excluded) purchased by Micro-Coax. All products purchased by Micro-Coax are intended for use in high-reliability applications. For Micro-Coax to be successful in meeting the Customer requirements provided, we must have the processes and tools in place that will encourage and support our Suppliers in meeting certain strict quality requirements. These requirements are driven from AS9100, ISO9001, other regulatory requirements, and Customer needs.

The objective of this handbook is to provide our Suppliers with our expectations when conducting business with Micro-Coax. This handbook will provide a basis for high-quality and lasting business relationships. All Suppliers of production components, services must comply with the requirements contained within this document, unless a special agreement states otherwise. Our intent is that our Supplier Handbook is used as a tool to clarify communication and foster continuous improvement. It is our expectation that our Suppliers to embrace the content of this handbook and incorporate it into their everyday operations and product development activities.

This document is subject to incorporation into contractual documents.

All regulations/specifications/documents referenced to herein, and identified for use, must be of the most current revision.

1.1 Supplier Quality Requirements are comprised of two parts:

Sections 3.0 and 4.0 – Applicable to all production article and service suppliers
Section 5.0 – Product/Service Specific Requirements (Applicability defined in Table 1 – Requirements Compliance Matrix)

Table 1 – Requirements Compliance Matrix

Requirements Compliance Matrix	Commodity Type (See Section 6.0 for Definitions)											
Requirement (Clause)	MRO / COTS / Heat Shrink	Custom EEE Parts	Core	Wire	Tape	Jacket / Tubing	Metallic Components / Bar stock	Non-metallic Components/ Bar stock	Resins / Colorants / Compounds	Chemicals	Subcontract Services	Calibration Service
Section 3.0 (incl. all subsections)	X	X	X	X	X	X	X	X	X	X	X	X
Section 4.0 (incl. all subsections)	X	X	X	X	X	X	X	X	X	X	X	X
Q001	X	X	X	X	X	X	X	X	X	X	X	
Q002	X	X	X	X	X	X	X	X	X	X	X	
Q003	X	X	X	X	X	X	X	X	X	X	X	
Q004	X	X	X	X			X					
Q005	X	X	X	X	X	X	X	X	X	X	X	X
Q006	X	X	X	X	X	X	X	X	X	X	X	X
Q007	X	X	X	X	X	X	X	X	X	X	X	X
Q008		X	X	X	X	X	X	X	X		X	
Q009		X	X	X			X				X	
Q010	X	X	X	X	X	X	X	X	X	X	X	X
Q011	X	X	X	X	X	X	X	X	X	X	X	X
Q012	X	X	X	X	X	X	X	X	X	X	X	X

Requirement (Clause)	MRO / COTS / Heat Shrink	Custom EEE Parts	Core	Wire	Tape	Jacket / Tubing	Metallic Components / Bar stock	Non-metallic Components/Bar stock	Resins / Colorants / Compounds	Chemicals	Subcontract Services	Calibration Service
Q013	X	X	X	X	X	X	X	X	X	X	X	X
Q014	X	X	X	X	X	X	X	X	X	X	X	X
Q015	X	X	X	X	X	X	X	X	X	X	X	X
Q016		X	X	X	X	X	X	X	X			
Q017		X										
Q018	X	X	X	X	X	X	X	X	X	X	X	
Q019	X						X		X	X	X	
Q020	X	X	X	X	X	X	X	X	X	X	X	X
Q021	X	X	X	X	X	X	X	X	X	X	X	
Q022	X	X	X	X	X	X	X	X	X	X	X	
Q023	X	X	X	X	X	X	X	X	X	X	X	
Q024	X	X	X	X	X	X	X	X	X	X	X	
Q025		X	X	X	X	X	X	X	X	X	X	
Q026												X

2.0 APPLICABLE DOCUMENTS

The following documents form a part of this specification to the extent specified herein:

- Supplier Risk Assessment
- Supplier Quality System Survey

3.0 GENERAL REQUIREMENTS

3.1 Exceptions

Suppliers must submit a list of exceptions taken to the conditions or requirements of the drawing or purchase order, if any, detailing by clause code the specifics of the exceptions and rationale or reason thereof.

3.2 Right of Access

Suppliers shall provide Micro-Coax, its Customers, and regulatory authorities access to their premises and facilities for cooperation on products, processes, and business issues.
By prior notice, Suppliers shall allow Micro-Coax and/or Micro-Coax Customers access to both their facilities and those of their sub-tier suppliers and subcontractors, for the purpose of evaluating parts, processes, documents (i.e. FMEA, Control Plan, instructions, records, etc.), methodologies, and systems used in manufacturing Micro-Coax products. Micro-Coax may, at its discretion, use third-party independent auditors. These individuals represent Micro-Coax and will audit the Supplier's processes to establish conformance to validated quality systems.

3.3 Notification of Supplier Changes

Changes within the supplier's organization that may affect product quality, financials, or risk to Micro-Coax shall be communicated in advance. These changes may include company ownership, company name, manufacturing location, quality approvals, significant changes to process or inspection techniques, key management personnel, workmanship standards, calibration, and other systems that may impact form, fit, or function of a product. Changes are to be approved by Micro-Coax in advance of changes taking affect.

3.4 Purchase Order Requirements

The Supplier shall adhere to all Purchase Order (PO) Terms and Conditions and any stated special instructions. The PO is the controlling document and overrides any requirements specified in this document. Acceptance of

a PO constitutes acceptance and understanding of this Supplier Handbook and the Micro-Coax Terms and Conditions. Suppliers are encouraged and expected to discuss and understand the specific applicability of these requirements with their Purchasing and Supplier Quality representatives.

3.5 Acceptance Authority Media

The Supplier shall comply with the AS9100 and 14 CFR Part 21.2 requirements regarding Acceptance Authority Media (AAM). The Supplier shall ensure that the use of AAM is clearly defined. The Supplier shall be able to demonstrate evidence of communication to its employees and to its supply chain when requested. Use of AAM must be considered as a personal warranty of compliance and conformity. The Supplier shall maintain compliance to the AAM requirements by assessing its process and supply chain as part of its internal audit activities.

3.6 Purchase Order Schedule Changes

Periodically, POs may be required to be expedited, deferred, or canceled. All Suppliers are required to assist with the re-scheduling of these orders as needed by Micro-Coax. Suppliers shall make the best available commercial means to support these changes. A quick response with confirmation (within 1 business day) is expected unless otherwise stated and/or agreed upon.

3.7 Responsibility for Product Conformance

Micro-Coax and its Customers expect Suppliers to deliver material that is 100% compliant with all the PO requirements and product specifications. Suppliers and their sub-tier supplier(s) shall be responsible for quality, reliability, and safety of their products/services, and ensure they meet all form, fit, function, industry, and regulatory requirements. Micro-Coax reserves the right to reject any material that does not meet the product specifications, the PO requirements, or any other applicable industry or regulatory requirements.

3.8 Flow-Down of Micro-Coax Supplier Requirements to Suppliers/Sub-Tier

The Supplier is responsible for cascading the requirements contained in this Handbook to all of its subcontractors and sub-tier suppliers that provide products or perform services for the Supplier in support of POs issued by Micro-Coax.

3.9 Communications

All communications related to the fulfillment of POs shall be carried out through the Micro-Coax purchasing department. Micro-Coax quality department reserves the right to contact suppliers and their sub-tier supplier(s), for all quality-related questions, issues, request for failure analysis, corrective/preventive actions, or any other quality-related concerns. Under no circumstance is the supplier to make a direct approach to Micro-Coax customers in relation to agreed business dealings.

Suppliers are also responsible for communicating and ensuring the competence of personnel performing work and that personnel are aware of their contribution to product or service conformity, industry and regulatory requirements, product safety, and the importance of ethical behavior.

3.10 Protection of Micro-Coax & Its Customers' Proprietary Information

Any information the supplier receives from Micro-Coax must be kept confidential and not disclosed to any third party without Micro-Coax's prior written consent. The proprietary information can include, but is not limited to, all versions of electronic data, drawings and documentation, tooling, and materials.

3.11 Confidentiality & Non-Disclosure Agreement

As a condition to Micro-Coax furnishing the supplier and its respective officers, employees, principals, agents, and advisors (collectively, "representatives") with financial, technical, and other information regarding Micro-Coax that has not been made generally available on a non-confidential basis, the supplier agrees to hold such information in confidence per the terms of the Confidentiality and Non-Disclosure Agreement.

3.12 Disaster Recovery Plan

Suppliers shall define and implement a plan to mitigate the potential impact of risks to the normal operation of their business in the event of a disaster. The primary objectives are to safeguard company assets (employees, facilities, equipment, and other capital assets), maintain customer service, and to communicate responsibly with all those who have a need to know should the supplier experience a significant business disruption.
The Business Continuity and Disaster Recovery Plan addresses the key areas necessary in the event of a disaster occurrence, to ensure the supplier has a plan to maintain business operations; maintain financial and accounting activities; meet contractual obligations and requirements; meet legal and regulatory requirements; safeguard company assets and maintain customer service. A copy of this Disaster Recovery Plan should be provided to Micro-Coax from all suppliers.

3.13 Supplier Request for Deviation

There may be circumstances when Suppliers discovers out-of-tolerance conditions within their facility that they believe can be deviated. If the Supplier feels the condition does not affect fit, form, function, or performance of a product, a one-time deviation may be requested from Micro-Coax. At the plant's discretion, Micro-Coax may grant a deviation based on plant procedures and requirements.

The Supplier will always request, in writing, a formal deviation (or concession) and receive approval before shipping non-conforming products to Micro-Coax. The Supplier must fill out a Supplier Request for Deviation Form, or an appropriate Supplier-equivalent form, and return it for approval. If the deviation is approved by Micro-Coax, a copy of the signed Request for Deviation must be placed in each pack being delivered to Micro-Coax, otherwise products will not be accepted. A plan to return to normal production and the time required to do so may also be required at the same time as the written request.

When accepting a deviation, Micro-Coax reserves the right to pursue cost recovery if costs above normal production are incurred due to the deviation and Supplier agrees it will be responsible for such cost. Rejection of a deviation request is not an acceptable reason for missed delivery.

3.14 Micro-Coax Owned Tooling & Supplied Products

All materials, tools, manufacturing, test, or inspection equipment belonging to Micro-Coax or its Customers will be permanently marked to clearly show that it is property of Micro-Coax or the Customer. These tools will only be used for Micro-Coax products unless an authorization in writing exists. Contact your buyer for information regarding this subject. Supplied products can include intellectual property such as data used for design, production, or inspection. Calibrated measurement and test equipment may be requested for return to have calibration performed based on the due date located on its calibration sticker.

3.15 Material Obsolescence

The Supplier shall notify Micro-Coax at least two (2) years in advance if it anticipates discontinuing the manufacture of any materials or spare parts.

The Supplier shall make discontinued materials and spare parts available for five (5) years after the materials or spare parts are discontinued by:

- Finding an acceptable source to provide the discontinued materials or spare parts to Micro-Coax, or
- Finding a substitute for the discontinued materials or spare parts that is acceptable to Micro-Coax, or
- Carrying an inventory of the materials or spare parts as required to support Micro-Coax, or after exhausting the above alternatives, providing Micro-Coax with the opportunity to make a last-time buy after allowing Micro-Coax a reasonable time to assess its needs.

3.16 Pricing

All pricing from a Supplier is considered firm for an indefinite period or as agreed (in writing). Micro-Coax expects continual pricing improvement and for the supplier to maintain and/or reduce pricing to benefit both Micro-Coax and the supplier. If adjustments are identified by a supplier that result in an increase in price, Micro-Coax requires ninety (90) days' written notice of request for price adjustment and a presentation by the supplier specifically expressing the need for the change to include suggestions for offsetting or absorbing the

change, unless otherwise determined by the contractual agreement. All requests for price increases need to be submitted to Micro-Coax. Adjustments that result in a price reduction must be reviewed by Micro-Coax before any changes are made. Completion of the above increase or reduction procedure does not constitute acceptance by Micro-Coax. However, Micro-Coax will gain the ability to review the situation and identify alternative items to aid cost control by Micro-Coax and its suppliers.

The supplier should work collaboratively with Micro-Coax to develop products and services that allow both parties to continually reduce costs each year. Savings are defined as efforts that result in changes to product design, manufacturing processes, packaging, shipping, inventory management, and any and/or all direct and indirect costs that ultimately lower our mutual costs.

3.17 Supplier Development

Suppliers are expected to provide Micro-Coax with exceptional quality, delivery, cost, and capability to enable Micro-Coax to meet its business goals and those of its customers and stakeholders. Action will be taken to improve or remove poor performers and to better utilize suppliers that excel.

4.0 ENVIRONMENTAL REQUIREMENTS/REGULATORY/ETHICAL BUSINESS

Micro-Coax views responsible environmental, regulatory, and ethical business practices as a normal part of culture. We seek to always treat our employees fairly, respect the communities in which we operate, and put forth our best effort to ensure we remain a responsible business partner.

Through responsible environmental practices, Micro-Coax is dedicated to identifying and reducing the environmental impact of its operations, activities, and products. It is our commitment to comply with all applicable laws and other regulatory requirements concerning the environment. We are committed to preventing pollution and continually improving our environmental performance in all of our global operations. Our environmental performance will be achieved through a comprehensive Environmental Management System that provides the framework for setting and reviewing Micro-Coax's environmental objectives and targets. We expect the same of our suppliers.

It is Micro-Coax's expectation that all suppliers shall comply with certain business and ethical standards, as well as the laws of their countries and all other applicable laws, rules, and regulations. Micro-Coax expects suppliers to implement procedures to ensure the requirements outlined in this supplier handbook are met. Specific conformance areas include – but are not limited to – Compliance with relevant laws, Environmental Sustainability, Dodd-Frank Act S1502 (Conflict Minerals), Counterfeit Parts Prevention, RoHS, REACH, Anti- Human Trafficking, and Export Compliance. We expect suppliers to participate in monitoring and reporting activities as required in support of these initiatives. In addition, suppliers must notify Micro-Coax of any and all business relationships with other suppliers, subcontractors, and sub-tier suppliers that do not meet the environmental, regulatory, and ethical business requirements of this supplier handbook. Where non-conformance is identified, the supplier shall determine the root cause and promptly implement corrective and preventive actions to resolve. Compliance in these areas will be a significant factor in the selection of suppliers for Micro-Coax to engage.

4.1 Compliance with Law

Micro-Coax is dedicated to conducting business only with suppliers that demonstrate a high commitment to compliance and responsibility. To that end, the supplier shall ensure that the products furnished to Micro-Coax, and any services rendered, shall be manufactured, sold, used, and rendered in compliance with all relevant federal, state, and local laws, ordinances, and regulations of the United States, and any other country with jurisdiction over the activities the supplier performs for Micro-Coax. Without limiting the generality of the foregoing, the supplier shall ensure its compliance with: (i) all applicable international prohibitions on child labor, (ii) the United States Foreign Corrupt Practices Act (15. U.S.C § 78 et seq.), (iii) the UK Bribery Act 2010, the Anti-Kickback Act of 1986, (iii) Federal Acquisition Regulation 52.222-50 Combating Trafficking in Persons; and (iv) any other anti-corruption laws, regulations, and policies of any other country with jurisdiction over the activities the supplier performs for Micro-Coax.

Micro-Coax is committed to respecting all human rights, as articulated in the Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights, the International Covenant on Economic, Social and Cultural Rights, and the International Labor Organization's (ILO) Declaration on Fundamental Principles and Rights at Work. Micro-Coax will respect stakeholders' views in the continuing development, implementation, and evaluation of this policy. The supplier should incorporate the principles set forth herein into its own code of business ethics and conduct manual.

4.2 Environmental Sustainability

Suppliers shall work to promote socially responsible and environmentally sustainable practices throughout their operations. Consideration should be given to product design, packaging, and life-cycle management in an effort to lead their company/industry toward reduced environmental impact. Suppliers shall initiate, maintain, and communicate programs which support these goals. It is preferred that suppliers have an Environmental Management System to guide advancement of environmental objectives and targets.

4.3 United States Government Subcontracts

The supplier understands that Micro-Coax's purchase of products from them may be in support of a United States government contract or subcontract. The supplier agrees to comply with all applicable government procurement regulations that are mandatorily required by Federal Statute. Typical flowdowns that apply are, without limitation, the provisions applicable to the sale of "commercial items" within the meaning of the Federal Acquisition Regulations in accordance with FAR 52.244-6 (Contract Terms and Conditions Required to Implement Statues or Executive Orders - Commercial Items) and DFARS 252.244-7000 (Subcontracts for Commercial Items and Commercial Components (DoD contracts)).

The supplier acknowledges that the United States government may require the flowdown of additional clauses. The supplier shall comply with any such clauses to the extent the clauses are applicable to the transactions between Micro-Coax and the supplier.

The supplier shall immediately disclose to Micro-Coax if it, or any of its principals, consultants, subcontractors, sub-tier suppliers, officers, or directors become barred or suspended, whether permanently or temporarily, from conducting business under U.S. government contracts.

4.4 Business Ethics, Employment Practices, and Regulatory Compliance

The California Transparency in Supply Chains Act requires manufacturers doing business in the state of California to disclose their efforts to eradicate slavery and human trafficking from their direct Supply Chains. All Micro-Coax Suppliers are required to certify that materials incorporated into the product comply with the laws regarding slavery and human trafficking of the country or countries in which they are doing business. In addition, the Suppliers are expected to comply with FAR 52.222-50 as applicable. Vendors shall also provide equal employment opportunities and make employment-related decisions based on qualifications, merit, and business needs without discrimination or unlawful preferences, consistent with FAR 52.222-26, *Equal Opportunity*; FAR 52.222-35, *Equal Opportunity for Veterans*; FAR 52.222-36, *Equal Opportunity for Workers with Disabilities*; FAR 52.222-21, *Prohibition of Segregated Facilities*; and FAR 52.222-90, *Addressing DEI Discrimination and Preferences by Federal Contractors*. Failure to adhere to these principles may result in corrective action, termination of the business relationship, or other remedies as permitted by contract and applicable law.

Far 52.203-11 and 52.203-12

The seller, by doing business with Micro-Coax, certifies to the best of its knowledge and belief that it has not used federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or any employee of a member of congress in connection with the award of this order or the extension, continuation, renewal, amendment or modification of this order.

In the event the seller has used federal appropriated funds as described above, the seller must disclose lobbying activities, and submit to the buyer at the time of award.

4.5 Export Compliance

The supplier acknowledges that the performance of any work it supplies may involve the use of or access to articles, technical data, or software that is subject to export controls under U.S. International Traffic in Arms Regulations or "ITAR," or U.S. Export Administration Regulations or "EAR." Any PO, quote, specification, print/document may contain "TECHNICAL DATA WHOSE EXPORT IS RESTRICTED IN ACCORDANCE WITH U.S. Export Regulations. THE SUPPLIER SHALL ENSURE THAT IT AND ALL OF ITS SUB-TIER SUPPLIERS AND SUBCONTRACTORS FULLY COMPLY WITH THESE EXPORT LAWS. VIOLATIONS OF THESE EXPORT LAWS ARE SUBJECT TO SEVERE CRIMINAL PENALTIES."

a. In order to assist Micro-Coax Compliance with U.S. Security and Export requirements, the supplier shall not assign any persons who are not United States Citizens or aliens granted permanent residency in the United States to work on projects or supply the materials covered under any PO without first obtaining Micro-Coax's written permission and authorization from the U.S. regulatory agencies as required. Any transfer of ITAR-controlled technical data for manufacturer by the supplier requires the supplier to be registered with the U.S. Department of State, Directorate of Defense Trade Controls.
b. The supplier shall be responsible for ensuring that all personnel it assigns to this work on behalf of Micro-Coax has all the appropriate and current licenses and State Department or Commerce Department approved documents necessary to perform the work. The supplier shall produce such records at any reasonable time upon Micro-Coax's request.

If the supplier is not sure whether or not the products it provides fall under the ITAR or EAR category, it is responsible for engaging Micro-Coax and ensuring compliance. In accordance with ITAR/EAR requirements, all visitors to Micro-Coax facilities may be subject to a Restricted Party Screening.

Export Classification
All items must identify the export classification with either the Commerce Control List – CCL (EAR) or ITAR classification. The Commerce Control List can be found in Supplement No. 1 to part 774 of the EAR. It is divided into ten (10) Categories (Nuclear Materials, Chemicals, Material Processing, Electronics, Computers, Telecommunications and Information Security, Sensors and Lasers, Navigation and Avionics, Marine, and Space Vehicles) and lists the items under the export control jurisdiction of the Bureau of industry and Security, U.S. Department of Commerce.

The International Traffic in Arms (ITAR) classification or the United States Munitions List is described in Part 121 of the ITAR. It is divided into 21 categories that include items such as firearms, ammunition, guided missiles bombs, aircraft, protective personnel equipment, spacecraft, etc. Each category is further broken down into a paragraph that includes the actual article, but also any component specifically designed or modified for a defense article and its technical data.

Country of Origin
All items must list the Country of Origin and if requested, the Supplier will provide a Certificate of Origin that meets the requirements of the various Free Trade Agreements which the U.S. are signatories to.

Harmonized System Codes
All articles must list the Harmonized Tariff System (HTS) code (U.S.) or Schedule B: used for compiling export trade statistics. The HTS codes may be accessed at: www.usitc.gov/harmonized_tariff_information.

4.6 Cyber Security
Suppliers shall implement and maintain appropriate cybersecurity measures to protect the confidentiality, integrity, and availability of data, systems, and communications related to the supply of goods and services in accordance with DFARS 252.204-7012 and NIST SP 800-171 Rev 2. These requirements apply to all digital interactions, including email, file transfers, and access to shared systems or portals.
Minimum Requirements:

- **Access Control**: Limit access to systems and data to authorized personnel only. Implement strong password policies and multi-factor authentication where applicable.
- **Data Protection**: Ensure sensitive information is encrypted during transmission and storage. Protect customer, product, and proprietary data from unauthorized access or disclosure.
- **System Security**: Maintain up-to-date antivirus and anti-malware protection. Apply security patches and updates to all systems in a timely manner.
- **Incident Response**: Establish procedures for identifying, reporting, and responding to cybersecurity incidents. Notify the customer within 48 hours of any breach or suspected compromise affecting shared data or systems.
- **Training & Awareness**: Provide regular cybersecurity awareness training to employees who interact with customer data or systems.

- **Third-Party Risk**: Ensure that any subcontractors or service providers used in the delivery of goods or services also comply with these cybersecurity requirements.

Suppliers are prohibited from delivering Micro-Coax data, Controlled Unclassified Information (CUI), technical data, export-controlled information, or other contract-related information via removable media devices (e.g., USB drives, external hard drives, optical media, or memory cards) unless specifically authorized in writing by Micro-Coax. Secure file transfer methods approved by Micro-Coax shall be used for all electronic data exchange.

4.7 DPAS-Rated Orders

As a supplier to the U.S. Department of Defense, Micro-Coax will, from time to time, accept orders or contracts that fall under the provisions of the Defense Priorities and Allocation System (DPAS).
The purpose of DPAS is to assure timely delivery of materials and services from a private industry to meet National Defense needs; & Provide an operating system to support rapid industry response to Government Procurement needs in times of need.
Micro-Coax may designate individual POs as DPAS rated. Micro-Coax suppliers should be aware of & be prepared to meet the requirements of DPAS for all Pos.

4.8 Waste Electrical and Electronic Equipment (WEEE)

Suppliers shall ensure compliance with EU Directive 2012/19/EU on Waste Electrical and Electronic Equipment (WEEE). This directive requires responsible management of electrical and electronic equipment at end-of-life.
Suppliers must:

- Design products to facilitate dismantling, recovery, and recycling.
- Avoid designs or substances that hinder reuse or recycling.
- Provide Micro-Coax with information necessary for proper disposal and recycling of supplied products.

Suppliers shall maintain documentation demonstrating WEEE compliance and provide evidence upon request.

5.0 QUALITY ASSURANCE PROVISIONS

Q001 CONFIGURATION CONTROL

Micro-Coax shall be notified of any supplier revisions or changes affecting dimensions, tolerances, materials, treatments, or finishes; fabrication processes or operations; inspection or test procedures; manufacturing facilities or location thereof, or sources of supply of raw materials occurring subsequent to acceptance of first production lot. Micro-Coax approval must be supplied prior to any of the aforementioned changes being implemented.

Material Review Board (MRB) disposition authority is not delegated to the Supplier.

Product Process Change

If the Supplier would like to initiate a change, the request should be made in writing and not implemented until written approval is given by Micro-Coax. This applies, but is not limited to, the following cases:

- Transferring of the production line (partial or total) to a new or existing plant or building in the same or other country
- Changing a sub-tier supplier that provides raw material, components, sub-assemblies, or outside process such as surface treatment, machining, paint shop, warehousing, etc.
- New production layout or new/different equipment
- Packaging changes or repackaging operations
- Renewal of current tooling
- Change of raw material
- Permanently outsourcing part of the production to a sub-tier supplier
- Request for product design changes such as dimensions, functions, appearance

Q002 COUNTERFEIT PARTS PREVENTION

The Supplier must establish and maintain a counterfeit part prevention plan. Compliance to the Department of Defense policies for detecting, avoiding, and remediating is required of our Suppliers as defined in DoD 4140.67,

DoD Counterfeit Prevention Policy. The Supplier represents and warrants that only new and authentic materials are used in products required to be delivered to Micro-Coax and that the products delivered contain no Counterfeit Parts.

All Suppliers (including OEMs, authorized distributors, and independent distributors) shall provide an original OCM/OEM certificate of conformance with each shipment supporting this Contract/PO. The Supplier shall flow the requirements of this document to its subcontractors and sub-tier suppliers for the performance of this Contract/PO.

"Counterfeit Parts" shall mean a part, component, module or assembly whose origin, material, source of manufacture, performance, or characteristics are misrepresented. This term includes, but is not limited to, (A) part substitutions or alternations that have been knowingly (re)marked/misidentified/misrepresented to disguise them or falsely represent the identity of the manufacturer, (B) defective parts and/or surplus material scrapped by the original manufacturer, and (C) previously-used parts pulled or reclaimed and provided as "new." As used herein, "authentic" shall mean (A) genuine, (B) from the legitimate source claimed or implied by the marking and design of the product offered, and (C) manufactured by, or at the behest and to the standards of, the manufacturer that has lawfully applied its name and trademark for that model/version of the material. "Independent Distributor" shall mean a person, business, or firm that is neither authorized nor franchised by an Original Component Manufacturer (OCM) to sell or distribute the OCM's products but that purports to sell, broker, and/or distribute such OCM products. Independent Distributors are also referred to as un-franchised distributors, unauthorized distributors, and/or brokers.

Development of a Counterfeit Part Prevention Plan should utilize AS5553, AS6081, AS6174, or AS6496 as applicable, as a guide to develop and implement the plan. This plan must focus on detection, prevention, mitigation, disposition, and reporting of suspected or confirmed counterfeit parts or assemblies. The Supplier must flow down requirements for a counterfeit parts prevention program to their suppliers, as applicable.

Regardless of the source of supply, documentation must be retained and made available by Supplier that authenticates unbroken traceability to the applicable Original Component Manufacturer/Original Equipment Manufacturer (OCM/OEM) upon request. If counterfeit parts/assemblies are furnished under any Micro-Coax PO and are found in any of the delivered goods, the Supplier must promptly replace such with items acceptable to Micro-Coax. Upon discovery of counterfeit or suspect counterfeit parts, the Supplier must notify Micro-Coax Supplier Quality and Micro-Coax Supply Chain within one (1) business day using an NOE letter (reference Clause Q014). The Supplier must be able to provide the supply chain traceability showing how the counterfeit parts were obtained (this includes the supply chain path from the original manufacturing of the parts through any intermediaries and ultimately to delivery to Micro-Coax).

To further mitigate the possibility of the inadvertent use of Counterfeit Parts, the Supplier shall only purchase authentic parts/components directly from the OEMs/OCMs or through the OEM's/OCM's authorized distribution chain. The Supplier must make available to Micro-Coax, at Micro-Coax's request, OEM/OCM documentation that authenticates traceability of the components to that applicable OEM/OCM. As may be necessary due to such situations as Diminishing Manufacturing Sources and Material Shortages (DMSMS), suppliers may select an independent distributor (i.e. a broker), however, the independent distributor must be certified to AS6081, or equivalent, and the parts being procured must be certified to have been tested IAW AS6171, or equivalent. The Supplier shall establish and maintain a documented system (policy, procedure, or other documented approach) that provides for the prior notification and Micro-Coax approval before materials are purchased from sources other than Original Equipment Manufacturers (OEMs/OCMs). Purchase of parts/components from Independent Distributors is not authorized unless first approved in writing by a Micro-Coax Procurement Representative.

Micro-Coax reserves all rights to report such to third-party monitoring or reporting entities such as Government-Industry Data Exchange Program (GIDEP) at www.gidep.org. Receipt of suspect material will result in official reporting to GIDEP by Micro-Coax.

Q003 PROHIBITED MATERIALS AND SUBSTANCES

Unless otherwise authorized in writing, Micro-Coax prohibits certain materials/substances being contained in or on the product being supplied by the Supplier. Micro-Coax further prohibits these materials/substances from being

used during the following type of activities/processes, including, but not limited to: manufacture, processing (inclusive of Special Processing), assembly, integration, test, inspection, rework/repair, servicing, maintenance, handling, and packaging. This requirement extends throughout Supplier's entire sub-tier supply chain for all items and processes comprising the product being supplied by the Supplier to Micro-Coax and must be flowed down by Supplier and Supplier's sub-tiers as necessary. In the event of conflict between Micro-Coax's engineering drawing, specification, or this clause, the engineering drawing must take precedence.

Micro-Coax requires that suppliers provide statements of compliance, or alternatively non-compliance, to the following regulations to the best of their knowledge for articles supplied to Micro-Coax. Upon Micro-Coax's request, the supplier must provide to Micro-Coax satisfactory supporting evidence demonstrating the supplier's compliance.

Restriction of Hazardous Substances Directive (RoHS)
Supplier shall ensure that all products, components, and materials supplied to Micro-Coax comply with the European Union Directive 2011/65/EU (RoHS), as amended by Directive (EU) 2015/863. This directive restricts the use of certain hazardous substances in electrical and electronic equipment.
The restricted substances include, but are not limited to:

- Lead (Pb)
- Mercury (Hg)
- Cadmium (Cd)
- Hexavalent Chromium (Cr^{6+})
- Polybrominated Biphenyls (PBB)
- Polybrominated Diphenyl Ethers (PBDE)
- Bis(2-ethylhexyl) phthalate (DEHP)
- Butyl benzyl phthalate (BBP)
- Dibutyl phthalate (DBP)
- Diisobutyl phthalate (DIBP)

Registration, Evaluation, Authorization and Restriction of Chemicals (REACH)
Supplier must declare compliance with the latest European Community (EC) Regulation No. 1907 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH) for the product being provided by the supplier to Micro-Coax.

Pure Tin Prohibition
Supplier shall not use pure (100%) tin plating or terminations on components or hardware due to the risk of tin whiskers—which can cause shorts and catastrophic failures—unless explicitly approved in writing by Micro-Coax or per engineering drawing/specification.

SVHC (Substances of Very High Concern)
Supplier must review and comply with the current EU REACH Candidate List of SVHCs. Any SVHC present at ≥0.1% w/w in any article must be declared. Suppliers shall update Micro-Coax upon any additions to the SVHC list and provide evidence of compliance as requested.

Toxic Substances Control Act (TSCA)
Supplier shall declare compliance with the United States Environmental Protection Agency (EPA) Toxic Substances Control Act (TSCA), codified under 15 U.S.C. §2601 et seq., for all chemical substances, mixtures, and articles supplied to Micro-Coax.

Supplier shall not supply any chemical substance that is subject to TSCA restrictions, bans, or significant new use rules (SNURs) without prior written approval from Micro-Coax.

Aerospace & Defense Declarable Substances List (AD-DSL)
Supplier shall report substances as required by the IAEG Aerospace & Defense Declarable Substances List (AD-DSL). In the event of substances present, declarations must be submitted using IPC-1754.

Asbestos

Supplier shall not provide any products containing asbestos or asbestos-containing materials unless authorized in writing. Where asbestos is present, it must be clearly identified on packing slips and labeled in accordance with OSHA/EPA regulations.

Ozone Depleting Substances (ODS)

Supplier shall not use Class I or Class II Ozone-Depleting Substances in products, packaging, or processes without prior written approval. Suppliers must maintain records of ODS procurement, usage, and provide logs per EPA's Title VI/40 CFR Part 82 reporting standards.

California Proposition 65 (Prop 65)

Supplier must declare presence of Prop 65–listed substances and provide Micro-Coax with Material Safety Data Sheets, full material disclosures, and Prop 65–specific statements when applicable. Suppliers must monitor OEHHA list updates and revise declarations at least bi-annually.

Persistent Organic Pollutants (POPs)

Supplier must ensure parts are free from intentionally present POPs per Stockholm Convention and EU POPs Regulation (EU 2019/1021). This includes substances such as PCBs, DDT, HCB, PFOS, dioxins, and furans. Where trace POPs are unintentionally present, levels must conform to applicable thresholds.

Per- and Polyfluoroalkyl Substances (PFAS)

Supplier must declare compliance for products, components, and materials supplied to Micro-Coax with applicable regulations and restrictions concerning Per- and Polyfluoroalkyl Substances (PFAS), including but not limited to:

- U.S. EPA PFAS reporting and restriction requirements under TSCA.
- EU REACH restrictions on PFAS substances.
- State-level PFAS bans or disclosure requirements (e.g., Maine, California).

Suppliers must:

- Declare the presence of any PFAS substances in supplied articles, including coatings, lubricants, or processing chemicals.
- Provide full material disclosure and supporting documentation upon request.
- Implement measures to eliminate or minimize PFAS use where feasible.

Suppliers shall monitor regulatory updates and promptly notify Micro-Coax of any changes impacting PFAS compliance.

Q004 DFARS

Defense Federal Acquisition Regulation Supplement is applicable to all specialty metals and requires origin, smelting, and manufacturing from countries identified as DFARS approved from the below website. Specialty metals include but are not limited to Stainless Steels and Aluminums.
The DFARS and the DFARS Procedures, Guidance, and Information (PGI) are available electronically via https://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html.

Q005 QUALITY RECORDS CONTROL

The supplier shall maintain a documented procedure for record creation (handwritten or other), completion, and control of Quality Records in accordance with the applicable Quality System standard (I, e,-ISO9001, AS/EN9100). The supplier shall retain indefinitely all manufacturing records and related material and process certificates, and make each available upon request, unless otherwise agreed upon in writing by Micro-Coax.

Records

Records and documents must be provided in English. This includes any correspondences, Test Reports, Inspection Results, Certificates of Compliance, Return Material Authorizations, Deviations, Request for Changes, and any record intended to communicate information. The Supplier shall maintain a documented procedure for record creation, change (handwritten or other), completion, and control of Quality Records in accordance with the applicable Quality System standard (i.e. – ISO9001, AS/EN9100). The supplier shall retain indefinitely all manufacturing records and related material and process certificates, and make each available upon request, unless

otherwise agreed upon in writing by Micro-Coax.

Electronic Records
Records may be maintained in an electronic format such as PDF's or in databases as long as appropriate approval signatures are maintained. Data maintained in databases shall be appropriately validated where required per quality standards.

Records Retention
Record retention schedules can vary greatly by industry. All Micro-Coax Suppliers must have a robust process for maintaining records consistent with the requirements of the products they deliver and the industries they serve. Prior to discarding, transferring to another organization, or destroying such records, the supplier shall notify Micro-Coax in writing and give Micro-Coax the opportunity to gain possession of the records. These requirements are applicable to records generated by the Suppliers sub-tier sources. The Supplier shall provide Micro-Coax, its Customers, and regulatory authority access to all applicable records. Applicable records include but not limited to, test reports, calibration records, production records, and sub-tier supplier certificates of conformance.

Q006 RESOURCE MANAGEMENT AND RESPONSIBILITY

Management Responsibility
The supplier shall make known a person to Micro-Coax, who will have the necessary authority to assume responsibility for product quality. It is expected the named person will provide evidence of the supplier's commitment to the development and implementation of the Quality Management System and the continued improvement of its effectiveness. In the event that this representative changes, Micro-Coax must be formally notified via email within 72 hours of the change.

Resource Management
The supplier shall determine and provide the resources needed to maintain the quality system and continually improve its effectiveness and enhance Customer satisfaction by meeting Micro-Coax requirements. Personnel performing work affecting product quality shall be competent on the basis of appropriate education, training, skills, and experience. They should be aware of the organization's quality policy and objectives, understand their contribution to product conformity, safety, and the importance of ethical behavior. The supplier shall determine, provide, and maintain the infrastructure needed to achieve conformity to product requirements.

Q007 PRODUCT REALIZATION

A. Customer-Related Processes (Contract Review)
Orders or contracts shall be formally reviewed to ensure that the supplier has the technical and logistical capabilities to meet the requirements. Any discrepancies or queries shall be resolved before the order or contract is accepted. Amendments to orders or contracts shall be formally reviewed. Records of contract review shall be maintained.

B. Design and Development
If design activities are undertaken for Micro-Coax by the supplier, design inputs and outputs shall be adequately specified (e.g. by specifications, key characteristics). Formal documented reviews shall be held at appropriate stages of design. Designs shall be checked by verification (theoretical check) and validated (practical check). All design changes shall be documented and approved by Micro-Coax engineering personnel before implementation.

C. Purchasing
The supplier shall not subcontract any work awarded by Micro-Coax without the prior written approval from Micro-Coax. The supplier shall maintain records of lot code traceability throughout product life. The supplier shall establish and implement activities to ensure that purchased material is conforming to all applicable requirements.

D. Supplier Sub-Tier Control
The supplier shall ensure that subcontractors/sub-tier suppliers are evaluated and selected on their ability to meet specified requirements. A list of approved subcontractors/sub-tier suppliers shall be maintained. Purchasing documents shall clearly describe the relevant drawings and specifications, including issue status and the quality requirements to be applied. Micro-Coax expects its suppliers to

bear responsibility and maintain control over subsequent processes done at a sub-tier.

E. Product and Service Provision

Manufacturing processes shall be defined by documented procedures. Value Stream Maps or similar should be used to describe approved manufacturing processes. Criteria for quality shall be defined in a clear and practical manner. Where processes cannot be verified by subsequent inspection or testing, such processes shall be performed by qualified operators or have suitable process control parameters established.

Q008 MANUFACTURING VARIATION AND RISK MITIGATION

Control Plan, FMEA, Process Flow Diagram, key characteristics, test/inspection plan

The supplier shall maintain a written summary description of the system used to minimize process variation and to control parts and processes. A multi-functional team shall develop the control plan by utilizing all the available information such as:

- Manufacturing Flow Chart and Supply Chain Flow Chart (Process Flow Diagram).
- Product Risk analysis (DFMEA) and Process Risk Analysis (PFMEA)
- Product and process key characteristics
- Lessons learned, team's knowledge
- Testing and Inspection strategy
- Optimization methodologies (e.g., quality function deployment, design of experiments, etc.)
    - The control plan form shall contain the list of actions (e.g. measurements, controls, tests, inspections, etc.,) that are required at each phase of the process including receiving, in-process, outgoing requirements to ensure that all process outputs will be in a state of control. For each action, the control plan shall also include the following information (or documented reference):
- Product/process specification and tolerance
- Evaluation/measurement technique
- Sample size & frequency
- Control method (e.g. inspection gate ref. No., SPC Chart ref No., etc.)
- Reaction plan which describes the activities performed in the case of Out of Control (Out of Control Action Plan)

The control plan shall be continuously updated to reflect the current system.

Q009 SPECIAL PROCESS REQUIREMENTS

Special Processes are defined as any processes for production and service provision where the resulting output cannot be verified by subsequent monitoring or measurement and, as a consequence, deficiencies become apparent only after the product is in use or the service has been delivered, will be managed in an appropriate manner.

All special processes completed in support of Micro-Coax PO's must be performed by organizations holding applicable Nadcap (formerly NADCAP, National Aerospace and Defense Contractors Accreditation Program) approvals. Supplier's utilization of Nadcap approved sources does not relieve the Supplier from the obligations to ensure subcontracted sources are in full compliance with applicable specifications. Any deviations to this requirement must be referred to Micro-Coax Quality Management prior to commencement of work.

Supplier must provide Micro-Coax with Certificate of Analysis (CofA) which includes results of special process parameters being met, the Purchase Order number, part number, specification number, specification revision, and the date the special process was performed. For materials having received Heat Treatment, a sample slug of material from the same heat is to be provided with shipment for hardness testing.

Special Processes include:

- Non-Destructive Testing (NDT)
- Heat Treatment (HT)
- Coatings, including Plating and Anodizing(CT)
- Chemical Processing, e.g. etching (CP)
- Weld (WLD)

- Non-Conventional Machining & Surface Enhancement (NMSE), e.g. shot peening (SE)

Micro-Coax reserves the right to either refuse the approval/use of any Special Process Company at any time based on unacceptable Quality, Cost or Delivery performances, or specific Customer instruction.

Q010 CONTROL OF MONITORING AND MEASURING DEVICES

Control of Monitoring & Measuring Devices:
All measuring and test equipment used to demonstrate conformance of products shall be calibrated with reference to international and national standards or other Micro-Coax approved standards. Such equipment shall be clearly marked with identification of its calibration status, including expiry date. Records of calibrated equipment shall be maintained. When equipment is found to be out of calibration, actions shall be taken to identify any affected products, including products already dispatched.

Monitoring and Measurement of Product:
The Supplier shall monitor and measure the characteristics of the product to verify that the product requirements have been met. This shall be carried out at appropriate stages of product realization process in accordance with the planned arrangements. The Supplier shall utilize Measurement System Analysis (MSA) practices to ensure monitoring processes are appropriate and adequate for the application.

Q011 CONTROL OF TOOLING AND FIXTURES

The Supplier shall establish and maintain tools, tooling, equipment, and fixtures via a preventive maintenance program. The program shall include accommodations for Customer-Owned items to ensure they are properly maintained, calibrated, and remain in good working order.

The Supplier shall also establish and maintain procedures for implementing new tools, tooling, equipment, and fixtures to ensure the items are properly installed and validated.

Q012 FOREIGN OBJECT DEBRIS/DAMAGE (FOD) PREVENTION PROGRAM

The Supplier shall develop and maintain a Foreign Object Debris (FOD) prevention program to identify and eliminate foreign object entrapment areas and paths through which foreign objects may migrate and cause product failure. The FOD program will include design, manufacturing, and process controls to prevent FOD in deliverable items. The Supplier shall include periodic self-assessment of internal
FOD prevention practices to measure effectiveness. Delivered materials must be clean and free from any material/debris such as machined chips, burrs, grinding dust, forming materials, corrosion, oil, and other foreign materials on surfaces to prevent FOD entrapment. The Supplier shall be responsible for all product cleanliness which includes all packaging materials (including internal packaging and returnable dunnage if applicable) for such components. The Supplier should have special emphasis controls in place appropriate for the manufacturing environments.

Q013 SUPPLIER ASSESSMENT/QUALIFICATION

Approved Supplier list

Micro-Coax maintains an approved Supplier list for all approved Suppliers.

Methods of Supplier Assessment

Risk Assessment Survey/Supplier Quality Questionnaire
A Supplier Risk Assessment Survey and/or Supplier Quality Questionnaire are both new Supplier evaluation as well as for periodic assessment. The Survey/Questionnaire shall be completely filled out, evaluated, and approved prior to Micro-Coax placing production POs with the supplier. All questions must be completely and appropriately Answered. If the supplier has any questions regarding the Supplier Quality Questionnaire, it may contact the Micro-Coax Purchasing Department or the Supplier Quality Engineer.

The purpose of this Survey/Questionnaire is to give an initial overview of the Suppliers organization, systems, and capabilities. After the completed document has been evaluated by Micro-Coax, a decision will be made to determine the level of approval granted.

Supplier Scorecard

Micro-Coax will monitor the performance of select Suppliers using some or all of the following criteria:

- On-time Delivery
- Quality
- Lead Time
- Days Payable Outstanding (DPO)
- Supplier Service Responsiveness
- Productivity

More specific information on performance levels in these key criteria is available. A Supplier's continuous improvement plans should target Zero defects and 100% on-time delivery. Regular reporting of performance to select Suppliers will be communicated via a Supplier Score Card.

Purchase Order On-Time Delivery

Micro-Coax expects Suppliers to deliver the right product at the right time in the right packaging using the right carrier as specified by the PO. We expect 100% on-time delivery of correct quantities with the correct shipping documentation. On-Time Delivery (OTD) is defined as three (3) days early to Zero (0) days late, or as otherwise agreed. If a supplier is unable to meet a delivery commitment and does not provide sufficient notice to Micro-Coax of its inability to meet its commitment or provide an acceptable recovery plan, Micro-Coax reserves the right to utilize premium freight and/or labor to meet commitments to its Customers and charge the Supplier for the actual costs incurred.

Ship to Stock/Certified Supplier Program:

Micro-Coax defines a "Certified Supplier" as one who is found to supply material of such a quality that it is not necessary to perform routine testing or testing at a reduced level on each lot received. Materials or services may be received directly into stock, with only the agreed upon Supplier prepared certification documents accompanying each shipment, and reviewed by appropriate Micro-Coax personnel. Certified Suppliers will be viewed as strategic to the continued growth and success of Micro-Coax.

Micro-Coax seeks to certify Suppliers on the basis of sound business and quality practices consistent with our own. Suppliers selected to participate in Micro-Coax Ship to Stock or Certified Supplier Programs will be notified by the Quality Department and will undergo strict qualification process.

Supplier On-Site Audit

As part of Micro-Coax's Supplier Development Program and Supplier Control Process, all approved Suppliers may be subject to an on-site Supplier Verification Audit. Selected Suppliers will be audited as necessary to verify product/process conformance. The purposes of the of the on-site audit are to:

- Evaluate new and existing Suppliers compliance, and its ability to effectively execute quality processes/procedures required by Micro-Coax.
- Facilitate improvement in a supplier's quality and other functional systems by driving corrective action in areas of non-conformance or general concern
- Provide input regarding the Suppliers quality performance to the enterprise
- Provide an overall estimate of the level of Micro-Coax support required in bringing a supplier to acceptable status

Re-evaluation of existing Suppliers may be done in the following cases:

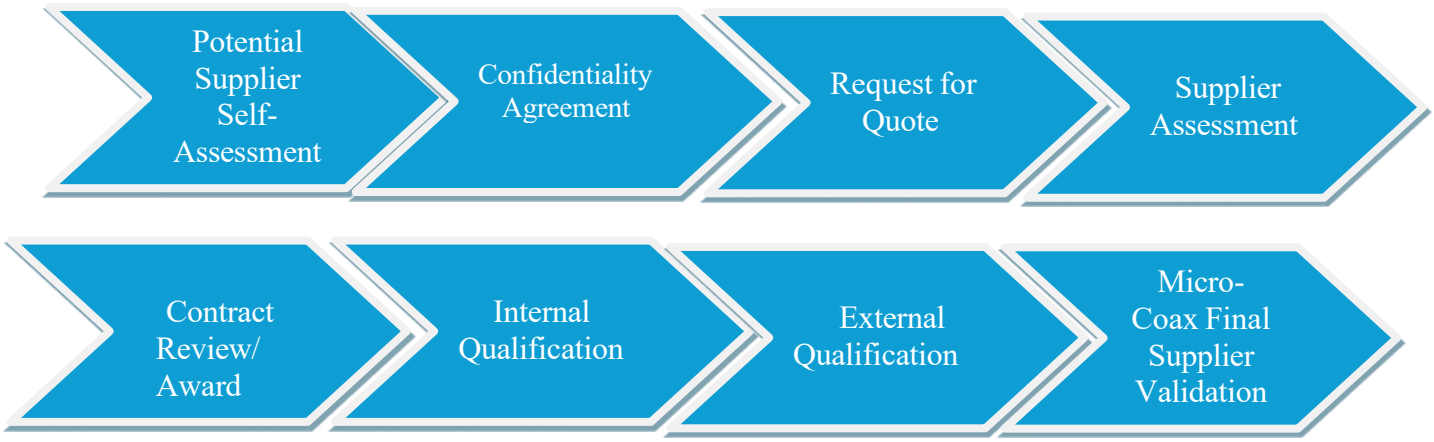
- Necessity of the re-evaluation of an approved/existing Supplier will be decided on a case-by-case basis by Micro-Coax
- Acquisition, merger, lay-off after employee strike, after riots, after natural calamity e.g. flood, etc.
- Change of process, Supplier, equipment, machines, etc.
- Repeated quality non-conformances or consecutive months below minimum scorecard metrics
- Process audits may be performed on an annual basis

Capacity

Micro-Coax expects the Suppliers to have sufficient capacity to meet quoted demand at all times. Micro-Coax may require the Suppliers to validate this capacity in terms of Manpower, Machine, and Material with objective data. This may be verified during or at any time after the Supplier selection process. We expect Suppliers to flex their capacity within a reasonable time frame for their industry and to respond to fluctuations in Micro-Coax schedules without increasing lead times. This may require operating for extended hours as needed.
We expect our Suppliers to add or source appropriate capacity as Micro-Coax requirements grow. We will periodically perform rate readiness reviews with our Suppliers based on Customer demand.

Qualification Process
The sourcing process below describes how Micro-Coax evaluated its potential Suppliers and determines where specific parts will be purchased.

Potential Supplier



Maintaining Qualification Status
Suppliers are expected to maintain full control of their operations in accordance with this Handbook. If the Supplier fails to meet Micro-Coax expectations, it may be subject to a progressive level of discipline ranging from notification and probation up to disqualification.

Process Risk Analysis
It is expected that the supplier has a defined procedure describing the systematic approach used to perform risk analysis and formalize the mental discipline to list and quote all risks. Actions should be taken to eliminate, control, or reduce identified risks.

General
It is preferred that all Suppliers have a Quality Management System that meets the intent of a globally accepted standard as appropriate for the commodity type being manufactured. Acceptable Quality Management Systems include:

- AS9100 for Aviation, Space, and Defense Organizations
- ISO 9001
- ISO 13485 for Medical
- 21 CFR Part 820 FDA cGMP

The Supplier shall implement and maintain a Quality Management System, which complies with the applicable Quality System standard or specifications. The Supplier shall establish and maintain a clearly documented, quality system that provides means of ensuring that products conform to the specified requirements. This system shall control the issue of drawings, specifications, procedures, etc. Provision shall be made for the control of obsolete copies and their subsequent archiving and disposition.

The Supplier must notify Micro-Coax if for any reason their Quality Management System qualification changes.

Q014 CONTROL OF NON-CONFORMING OUTPUTS

In the event of non-conforming material identified prior to shipment from Supplier to Micro-Coax, a waiver requesting deviation may be provided to Micro-Coax for review. The acceptance of the waiver must occur prior to shipment of any product to Micro-Coax.

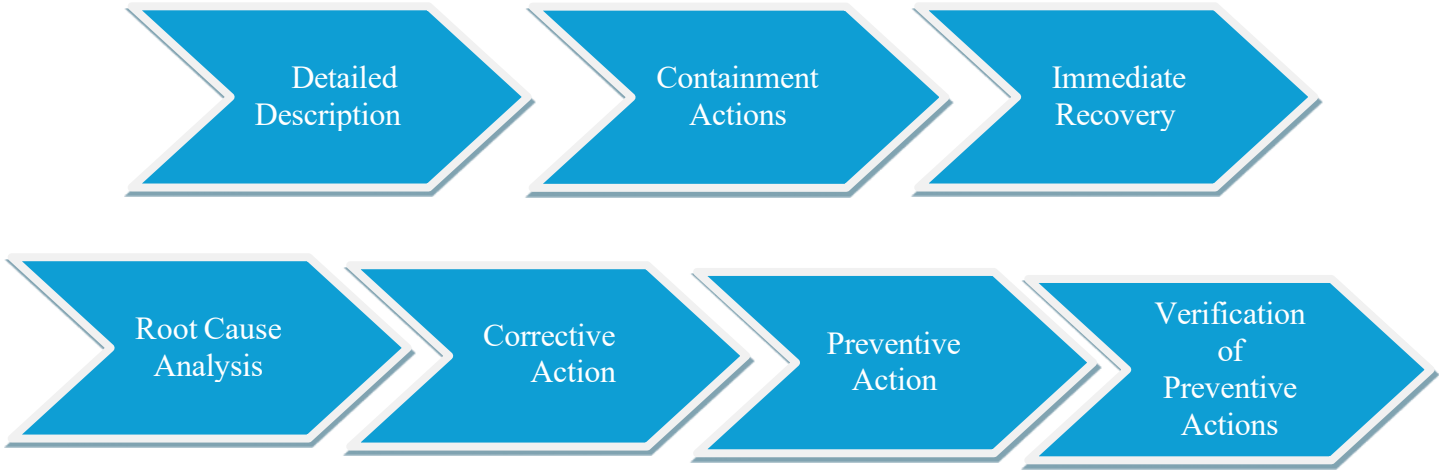
The Supplier and its sub-tier supplier(s) shall have an established procedure for Micro-Coax advanced notification of escaped non-conforming outputs and make all necessary arrangements for immediate containment and product recall, if necessary, in the form of a Notification of Escape (NOE) letter. The advanced notification shall, by the Supplier and/or its sub-tier supplier(s), happen immediately upon discovery of the non-conformity. Advanced notification shall include details of product information, nature of non-conformity, manufacturing date, lot and part traceability information to the point of origin, containment plan, and actions in all locations and en route.
The Supplier agrees to bear all costs associated with the escape of non-conforming products including but not limited to: Rework Cost, Recall Cost, non-conforming material cost, and any other cost that Micro-Coax may encounter due to the escape of non-conforming products.

Non-Conforming Material Reports
In the event that Micro-Coax receives non-conforming materials from the Supplier, discovery of product field failures, malfunctioning products, or request from Micro-Coax's Customer(s), Micro-Coax may request that the Supplier conduct a formal investigation and provide failure analysis reports with objective evidence to identify the root cause(s) of the non-conformance.

The primary purpose of an NCR is for the Supplier to provide an effective immediate containment of the non-conforming product. The Supplier shall provide Micro-Coax with Return Material Authorization (RMA) or equivalent to return non-conforming materials. The RMA shall include all necessary information to return products to the Supplier. The RMA should be provided within two (2) business days and credits issued within thirty (30) days for non-conforming materials.

Corrective Action Request (CAR)
When deemed necessary by Micro-Coax, the Supplier shall provide a Corrective Action Request (CAR)- also referred to as Supplier Corrective Action Request (SCAR) or Corrective and Preventive Action (CAPA) – with verifiable documents that include implementation and target dates, for non-conformities reported by Micro-Coax.

Corrective Action



Per the request of Micro-Coax, the Supplier shall take immediate action to implement and document the following requirements on the report:

- Detailed description of non-conformity
- Actions taken to assure 100% containment of suspect parts/products/raw materials at all locations and in-transit
- Immediate recovery plan
- Root Cause analysis of non-conformities/determination of failure modes

- Corrective action measures
- Preventive action plans to prevent recurrence
- Verification method(s)/technique(s) to confirm effectiveness of corrective and preventive action(s)

Product(s) rejected by Micro-Coax and resubmitted by the Supplied shall be clearly identified as re-submitted product(s) and must also be documented on the Suppliers shipping documents that product(s) delivered are either "replacement" or "reworked" product(s).
The Suppliers documents shall include reference to Micro-Coax's rejection document number and the Suppliers copy of corrective and preventive action report as applicable.

Expectations/Chargeback

To protect Micro-Coax and prevent further defective materials from leaving the Suppliers facility, it is imperative that the supplier takes immediate action and initiates containment. The Supplier is responsible for both containing non-conforming material at its location, as well as material in-transit, at sub-tier suppliers, or other lots already delivered to Micro-Coax. If the Supplier fails to initiate immediate action and containment or it is determined to be ineffective, Micro-Coax may use a third-party service at the Suppliers expense.
If the Supplier suspects non-conforming parts have been shipped to Micro-Coax or finds non-conforming parts within the Suppliers finished goods inventory Micro-Coax expects the Supplier to immediately notify Micro-Coax of the problem. Micro-Coax will look positively on a supplier that takes the initiative to inform Micro-Coax about a potential defect.
In the event that there is an issue found at Micro-Coax, the Supplier is expected to confirm the receipt of the CAR request by telephone or mail within one (1) business day. Quicker response may be required based on the severity of the situation. Micro-Coax expects the Supplier to define, implement, document, and communicate the containment actions to Micro-Coax within two (2) business days. Within two (2) weeks, the final determined root cause and preliminary preventive and corrective action should be communicated. After thirty (30) days, the preventive and corrective actions should be in place to prevent a reoccurrence at Micro-Coax.

In some situations, Micro-Coax may decide to visit the Supplier or subcontractor in order to participate in the root-cause analysis. Micro-Coax reserves the right to utilize on-site (or 3rd party) staffing for sorting and containment in order to meet production demands or Customer service. Any Micro-Coax labor utilized in containment activities will be charged back to the Supplier at a negotiated rate. Lost production time due to non-conforming supplied products will be documented and charged back at the current shop rate. In addition, any premium freight incurred to meet Customer demands will be charged back to the Supplier at the invoiced amount.

Micro-Coax monitors Supplier-caused disruption cost to Micro-Coax and its Customers. Costs associated with Supplier-caused disruptions will be recovered from the Supplier within Micro-Coax or by its Customers.

a) Non-conforming material detected within Micro-Coax or by its Customers
b) Supplier-caused warranty issues
c) Line stoppages at Micro-Coax or its Customers due to Supplier issues
d) Supplier Quality Improvement work beyond normal planned activity
e) Scrap incurred at downstream operations due to defective material

Corrective Action Request (CAR) Extensions

The Supplier shall make all efforts to fulfill the corrective action requirements including meeting all action dates and providing objective evidence. If the Supplier is unable to fulfill the CAR requirements, the Supplier may contact the Micro-Coax Supplier Quality Representative to request an extension. The Supplier shall formally request the extension at least five (5) business days before the CAR is due. Extensions are reviewed and approved by Micro-Coax Quality Department on a case-by-case basis. A reasonable explanation shall be provided by the Supplier with extension requests. Failure to meet CAR due dates and/or requesting an extension prior to the assigned due date may result in a negative impact on the Suppliers quality rating which may potentially lead to disqualification of the Supplier.

Verification of Corrective Actions:

Micro-Coax Quality Department reserves the right to request objective evidence that the CAR has been effectively implemented. If deemed necessary, Micro-Coax may conduct a Supplier Audit or Surveillance to verify the effectiveness of submitted CARs.

Q015 CONTINUOUS IMPROVEMENT

The Supplier shall demonstrate a top management commitment to continuous improvement. A comprehensive philosophy of continuous improvement must be identifiable throughout the Suppliers organization. Suppliers must endeavor to make continuous improvements to the quality, deliveries, schedules, and prices to both parties' benefit. The philosophy of continuous improvement should be extended to all business processes. Specified plans must be drawn up for those processes that are considered important. Micro-Coax encourages the supplier to work on:

- Error Proofing Techniques (Poke-Yoke)
- Six Sigma
- Lean Manufacturing
- SPC (Statistical Process Control)
- TPM (Total Productive Maintenance)
- The "Five S" Philosophy
- Visual Management Systems
- Electronic Integration

Q016 FIRST ARTICLE INSPECTION (FAI)

FAI shall be performed in accordance with the requirements of AS9102 (Aerospace FAI Requirements) as per the revision level established at the time of PO issuance. FAI shall be performed on all first run Build to Print parts; a Delta FAI shall be submitted when there is a revision change or significant change to process or location of manufacture (see Supplier Quality Engineer with questions). FAI should be performed prior to product acceptance and/or shipment to Micro-Coax.

Q017 TEST REPORTS

Test report documentation proving acceptance of material to specifications of drawing is to be provided with each shipment in either digital or paper format and represent 100% of material provided.

Q018 Hazardous Material

The Supplier must comply with all local, State, and Federal Health, Safety, and Environmental regulations. Shipping of all hazardous materials must be prepared in accordance with the appropriate Federal Hazardous Materials Regulations.

These regulations can be found in Title 49 of the Code of Federal Regulations (49 CFR). 49 CFR changes periodically and it is the Supplier's responsibility to comply with the most current standard.

The supplier must ensure that the proper Dangerous Goods-Hazardous Materials/Safety Data Sheet (SDS) markings are placed on the shipping or storage containers, and proper documentation is supplied. SDS sheets should be included prior to or with the initial shipments and updated and resubmitted whenever there is a revision to the MSDS or a change in the composition of the material. SDS is expected to be compliant with OSHA Hazard Communication Standard (29 CFR 1910.1200) or equivalent regional standards.

Q019 HANDLING OF SENSITIVE MATERIALS

Age (Shelf Life): The Supplier shall provide original manufacturing/cure date, and lot number(s), and the shelf-life expiration date (if indefinite or unlimited, so state). The Supplier shall physically identify the shelf-life expiration date on the deliverable product or the unit packaging according to the applicable standard. In addition, the Supplier shall forward any special storage/handling instructions to Micro-Coax. The Supplier is responsible for determining if an acceptance test report submittal is required in accordance with applicable material specification. Date-sensitive materials must have at least 85% of their active life remaining at the time of shipping to Micro-Coax unless otherwise agreed to in advance via waiver.

Light or temperature sensitive: Items which require special storage, such as light or temperature sensitive materials, must be shipped with consideration of this sensitivity and must be clearly identified on the outside of the packaging material, as well as on the packing slip.

Electro-Static Discharge (ESD): Items that are ESD sensitive must be handled and packaged to prevent ESD damage utilizing MIL-STD-1686, ANSI/ESD S20.20, or EIA/JEDEC JESD625 as a guideline. ESD sensitive items must be shipped in ESD protective packaging and be clearly marked, as well as noted on the packing slip.

Moisture Sensitive Device (MSD): Items that are moisture sensitive must be handled and packaged to prevent damage utilizing IPC/JEDEC J-STD-033 as a guideline. MSD items must be shipped in MSD protective packaging and be clearly marked, as well as noted on the packing slip.

Q020 PACKAGING, LABELING, AND SHIPPING

Micro-Coax Sustainability programs require all Suppliers to adopt processes that minimize the impact on the environment, including their packaging processes. Micro-Coax expects all suppliers to work with us on using returnable/reusable containers, recyclable/eco-friendly materials, and minimal packaging.

Micro-Coax and the Supplier shall agree upon the packaging, labeling, and shipping requirements. Suppliers providing products on a global scale shall work with the receiving location to ensure the packaging is sufficiently robust to withstand shipment by sea and arrive on-time without damage or loss.

In the absence of specific packaging requirements from Micro-Coax (in writing) the Supplier shall control packing, packaging, and marking processes to the extent necessary to ensure conformity with minimum industry requirements. Products shipped on a skid must be fixed in a manner that will not allow shifting or damage during shipment. Cartons must be of sufficient strength to ensure that component quality will not be affected during shipment or storage. Bulk containers must have sufficient strength to ensure that the quality od the contents will not be affected during shipment or storage. The top of every bulk container must be covered (lid, cardboard pad, shrink wrap, etc.) to protect contents. Packaging used must not be of material that creates FOD. Products found damaged upon receipt, while still on the carrier, will not be accepted by Micro-Coax. The Supplier will be notified of the return so that immediate corrective action can be taken to ensure that supply is not interrupted.

Label exterior containers with the following:

- Part Number, Revision, & Description
- Supplier Name
- Micro-Coax Purchase Order Number
- Container X of Y (i.e. Container 1 of 4, Container 2 of 4, etc.)
- Most restrictive shelf-life/date of expiration of all applicable items within the container

Label each intermediate container (i.e. sub-container/bag) with the following:

- Part Number
- Revision
- Description
- Quantity
- Batch Number or Serial Number (as applicable)

Q021 ENVIRONMENTAL CONTROLS AND PRECAUTIONS

Suppliers shall implement and maintain appropriate environmental controls to ensure that parts, components, and materials are stored in a manner that prevents damage due to environmental exposure, including but not limited to corrosion, oxidation, and moisture ingress.
The following requirements apply:

- **Storage Conditions**: Parts must be stored in clean, dry, and controlled environments. Temperature and humidity levels shall be monitored and maintained within ranges suitable for the material type and packaging specifications.

- **Moisture-Sensitive Materials**: For items susceptible to moisture damage, suppliers shall utilize moisture barrier bags (MBBs) with appropriate **desiccant packs** and **humidity indicator cards (HICs)** inside the packaging. The HIC must be visible upon opening and clearly indicate the humidity level at the time of inspection.
- **Packaging Integrity**: Packaging must be sealed and intact to prevent exposure to ambient air. Any breach in packaging integrity shall be reported and the affected items quarantined until disposition is provided.

Q022 LABELING REQUIREMENTS

Container labels and packing slips should include at a minimum: Micro-Coax part number, engineering revision level, quantity, PO number and line item(s), and product deviation number (if applicable).

Q023 CERTIFICATE OF CONFORMITY

The Supplier must provide a Certificate of Conformity (C of C) for material delivered against an Micro-Coax PO that states that the supplies or services are of the quality specified and are in conformance in all respects with the Micro-Coax Purchase Order (contract) requirements, including specifications, engineering drawings, preservation, packaging, packing, marking requirements, and physical item identification.

The C of C must include, at a minimum, the name of the supplier, the address of the supplier, the part number, the part revision, part serial number (if applicable), lot/batch number (if applicable), the Micro-Coax PO number, shipment quantity, all applicable specifications, the signature and printed name and title of the supplier's authorized quality representative, and the date of execution.

Note: A traceable quality stamp may be used in lieu of a printed name and title; however, a signature is still required.

A manufacturer's C of C or their authorized distributor's C of C must be provided for orders of standard parts and COTS parts in which the standard part or COTS part is an individual line item on a PO. The manufacturer's C of C is preferred, however, if it cannot be provided, then the authorized distributor's C of C must identify the manufacturer's name, address, and Distributor Cage Code (if distributor has a Cage Code).

C of C's with any disclaimer statements such as "disclaims any responsibility for manufacturing or functional defects" will not be accepted.

If a Deviation/Waiver or a Ship Short is granted for articles being provided with the order, the Deviation or Ship Short Number must be noted on the C of C.

If the deliverable item contains any Customer Furnished Equipment (CFE), then the C of C must provide the traceability requirements defined in Clause B035.

A physical copy of the C of C must be sent with the shipment. A copy of the C of C must be affixed to the outside of the outermost container and an additional copy placed inside.

Q024 Packing Slip

Material shipped must be identified on a Packing Slip or Bill of Lading. A physical copy of the Packing Slip or Bill of Lading must be affixed to the outermost container and an additional copy placed inside the container. The following information must be noted on these documents:

- Shipment Method, Carrier Name, Tracking Information, and Date
- Ship to Address (PO and Packing Slip Ship to Address must match)
- Single Line Item for Each Part Number Shipped
- Part Number, Revision, and Serial Number (as applicable), traceable to the line item
- Description of the Product
- Identification of any Sensitive Item information (see clause Q019)
- Purchase Order Number(s) and Line Item Number for each item being shipped
- Order Release Number (if applicable)
- Quantity Ordered, Quantity Shipped, and Unit of Measure

- Number of containers of each part number shipped with the extended quantity noted. (ex. 10 containers @ 100 pieces, total 1000)
- Total number of cartons/skids and weight

Q025 Source Inspection

Micro-Coax reserves the right to conduct Source Inspection at any time as stated on a PO and the supplier is expected to support these inspections.

If this has been invoked by Micro-Coax, the Supplier must notify Micro-Coax at least 5 business days in advance of any inspection readiness.

Q026 Calibration Service

Calibration service suppliers must:

- Have a quality management system accredited to ISO/IEC 17025, General Requirements for the Competence of Testing and Calibration Laboratories and/or ANSI/NCSL Z540, General Requirements for Calibration Laboratories and Measuring and Test Equipment.
- Perform calibration against measurement standards traceable to internationally recognized standards; where no such standards exist, the basis used for calibration or verification must be recorded.
- Achieve traceability through calibrations by the National Institute of Standards and Technology or other National Measurement Institutes.
- Calibrations must be per the OEM's specification or of greater accuracy.
- Identify measuring equipment in order to determine its calibration status.
- Protect equipment from damage and deterioration during handling, maintenance, and storage.
- Safeguard equipment from adjustments that would invalidate the measurements result.
- Provide to Micro-Coax a Certificate of Calibration for each piece of measurement equipment, which includes details of equipment type, unique identification, frequency of checks, check method/acceptance criteria, environmental conditions under which the calibration was performed, specifications to which the item was calibrated, the calibration standards used (which are traceable to NIST), date calibrated, due date, and any out-of-tolerance (OOT) conditions, including "before" and "after" calibration data for those devices found OOT.

6.0 Acronyms and Definitions

Term	Meaning
AAM	Acceptance Authority Media
CAR	Corrective Action Report
CFE	Customer Furnished Equipment
CofA	Certificate of Analysis
CofC	Certificate of Conformance
Core	Central structural or functional component in cable assemblies consisting of dielectric over wire.
COTS	Commercial Off-The-Shelf
Custom EEE Parts	Custom Electrical, Electronic, and Electromechanical components designed to specific requirements.
DFARS	Defense Federal Acquisition Regulation Supplement
DPO	Days Payable Outstanding
DPAS	Defense Priorities and Allocation System
EAR	Export Administration Regulations
ESD	Electrostatic Discharge
FAI	First Article Inspection
FAR	Federal Acquisition Regulation
FMEA	Failure Mode and Effects Analysis
FOD	Foreign Object Debris/Damage
GIDEP	Government-Industry Data Exchange Program
HIC	Humidity Indicator Card
IAW	In accordance with
ITAR	International Traffic in Arms Regulations
MRO	Maintenance, Repair, and Operations (MRO) items
MSD	Moisture Sensitive Device
MSDS	Material Safety Data Sheet
MRB	Material Review Board
MSA	Measurement System Analysis
NADCAP	National Aerospace and Defense Contractors Accreditation Program
NDT	Non-Destructive Testing
NOE	Notification of Escape
OEM	Original Equipment Manufacturer
OCM	Original Component Manufacturer
PFMEA	Process Failure Mode and Effects Analysis
Pos	Purchase Orders
QA	Quality Assurance
QMS	Quality Management System
SPD	Statistical Process Control
TPM	Total Preventive Maintenance