



MIC Group Inc. Quality Assurance Clause Requirements

Supplier Type/Scope		Minimum Quality Clause Requirements by Scope (See PO for Other Requirements)																	
		Supplier Level	Q001	Q002	Q003	Q004	Q005	Q006	Q007	Q008	Q009	Q010	Q011	Q012	Q013	Q014	Q015	Q016	Q017
Raw Materials		1	X	X	X	X	X	X	X				X	X	X	X	X	X	X
Epoxy/Paint Materials		1	X	X	X	X							X	X	X	X	X	X	X
Distributed Components		1	X	X	X	X							X	X	X	X	X	X	X
Plating/Coating/Surface Treatments		1	X	X	X	X				X			X	X	X	X	X	X	X
Heat Treating		1	X	X	X	X		X		X			X	X	X	X	X	X	X
Welding, Soldering		1	X	X	X	X				X			X	X	X	X	X	X	X
Machining, Assembly		1	X	X	X						X	X	X	X	X	X	X	X	X
Wire, Cable, Electrical Components		1	X	X	X	X							X	X	X	X	X	X	X
Outsourced Manufacturing (Complete)		1	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
Non-Destructive Examination (NDE)		1	X	X	X	X							X		X	X	X	X	X
Calibration, Testing		2	X		X	X			X		X			X	X	X	X		
Consulting/Contracting Agencies		2	X											X		X	X		

QA CODE	REQUIREMENT
Q001	<p>SELLER'S QUALITY SYSTEM</p> <p>A. The Supplier shall maintain the quality system approved by MIC Group upon which the Supplier's current Approved Supplier status is based.</p> <p>B. The Supplier's system shall be subject to review and/or audit for continued approval by the MIC Group Quality Representatives. The Supplier should notify MIC Group of any major changes to their Quality system, including certification status.</p> <p>C. The Supplier must notify MIC Group for disposition of any non-conforming material or components. Under no circumstances should material be sent to MIC Group, which does not meet the required specifications. Discrepancies, omissions, and the need for clarifications or interpretations of any nature encountered by Supplier in respect of furnished drawings or engineering data will be brought to the attention of MIC Group for resolution.</p> <p>D. The Supplier who performs Special Processes or Outsourced Processes for MIC Group to include, Calibration, Welding, Plating, Heat Treating, Surface Coating, NDT & Destructive Testing, & Machining must ensure the competence of all who operate specific equipment, perform test and/or calibration, evaluate results, and sign test reports, calibration certificates, and/or certificates of conformance.</p> <p>E. Calibration System. All Inspection Measuring & Test Equipment used by the Supplier during in-process and final inspection to make a compliance evaluation shall be calibrated to the national standard.</p> <p>F. Supplier to comply with all ITAR and other regulatory requirements flowed down by MIC Group.</p> <p>G. The Supplier must ensure that their quality system includes a process for the prevention, detection, and removal of foreign objects (FOD).</p> <p>H. The Supplier must ensure that their quality system includes a process for the prevention and communication of suspected counterfeit parts.</p> <p>I. The Supplier must ensure that its employees are aware of their contribution to product quality and product safety and understand the importance of ethical behavior.</p>
Q002	<p>DOCUMENTS SUPPLIED TO SUPPLIER FROM MIC GROUP</p> <p>These documents as provided by MIC Group are incorporated as purchase order requirements by reference. These requirements shall also be flowed down to the Supplier's sub-tier suppliers where applicable.</p> <p>A. Drawings</p> <p>B. Special or Supplemental Quality Assurance Requirements (including key characteristics for inspection)</p> <p>C. Special process instructions (if applicable)</p> <p>D. Customer approved special process sources list (if applicable)</p> <p>E. Supplier is required to obtain approval as a Digital Product Definition (DPD)-capable Supplier if Supplier receives, downloads, and/or uses Computer Aided Design (CAD) geometry in any format.</p>
Q003	<p>DOCUMENTS SUPPLIED BY SUPPLIER</p> <p>These documents are required to be supplied by you, the Supplier.</p> <p>Certifications and documents must be executed by the Supplier and supplied to MIC Group with the shipment and/or as directed in this Purchase Order as evidence that the articles supplied meet the Purchase Order description and the applicable specifications.</p> <p>All certificates of conformance, test reports, or service certifications must contain:</p> <ul style="list-style-type: none"> • Name, address and phone number of Supplier • Date of document • Signature, printed name, and title of the certifying person • Complete statement of work performed • -Statement of conformity to purchase order requirements, drawing(s), and specifications <p>Unless otherwise specified, all work performed to the referenced industry standards and or specifications listed in the scope of work above shall be in accordance with the latest revision.</p> <p>For "Government, Military, or OEM Specifications" and "Standards" canceled or superseded, one must use the current revision of the replacement document as stated on the superseded or cancelled specification, (unless a specific revision is required by our Purchase Order).</p> <p>Material received or services rendered without the required documents will be held or rejected and the invoices will not be honored until the documents are received.</p> <p>Material shall be inspected by Supplier for part(s) indicated on the Purchase Order.</p> <p>Inspection data will be retained by supplier and will be made available to MIC Group upon request or as stipulated on the Purchase Order.</p>



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Minimum Quality Clause Requirements by Scope (See PO for Other Requirements)

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Raw Materials	1	X	X	X	X	X	X	X				X	X	X	X	X	X	X
Epoxy/Paint Materials	1	X	X	X	X							X	X	X	X	X	X	X
Distributed Components	1	X	X	X	X							X	X	X	X	X	X	X
Plating/Coating/Surface Treatments	1	X	X	X	X				X			X	X	X	X	X	X	X
Heat Treating	1	X	X	X	X		X		X			X	X	X	X	X	X	X
Welding, Soldering	1	X	X	X	X				X			X	X	X	X	X	X	X
Machining, Assembly	1	X	X	X						X	X	X	X	X	X	X	X	X
Wire, Cable, Electrical Components	1	X	X	X	X							X	X	X	X	X	X	X
Outsourced Manufacturing (Complete)	1	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
Non-Destructive Examination (NDE)	1	X	X	X	X							X		X	X	X	X	X
Calibration, Testing	2	X		X	X			X		X			X	X	X	X		
Consulting/Contracting Agencies	2	X											X		X	X		

QA CODE	REQUIREMENT
Q004	<p><u>CERTIFICATE OF CONFORMANCE REQUIREMENTS</u> Certificate of Conformance must include at a minimum:</p> <ol style="list-style-type: none"> 1. MIC Group Purchase Order number and contract number. 2. Part number(s) and drawing number(s), appropriate specifications (including revision level(s), as specified on the purchase order. 3. Lot or serial numbers of processed MIC Group supplied material. 4. Quantity in each shipment. 5. A statement by the Supplier certifying that material and/or services fully conform to all applicable drawings, specifications, and purchase order requirements. Supplier must further certify that all specified test reports and material certifications are on file in said facility, available for audit by MIC Group or their customer representatives. 6. If goods are standard hardware (such as MS items) Supplier must include the original manufacturer's certifications with each shipment. 7. If specification prescribes shelf-life data, the manufacture & expiration date must be reflected on the certification. All shelf-life goods must have a 70% minimum shelf life upon receipt by MIC Group to be considered acceptable. 8. If products appear on the Qualified Products Listing (QPL), the certification must contain documentation of manufacture by QPL's approved source including the manufacturer's QPL designation. 9. If subcontractor is required to use customer approved special process sources the Certification must contain documentation of manufacture by all approved sources. 10. For Painting & Plating processes, processed used, thickness and other data as required by the applicable specifications must be defined on the certification. 11. All services must be certified to meet all applicable standards, including those incorporated by reference. 12. Supplier must identify the Country of Origin "COO" on their certificate of conformance. 13. North American Free Trade Agreement "NAFTA" certificates of origin must be provided for all NAFTA qualifying items.
Q005	<p><u>CERTIFIED MILL TEST REPORTS REQUIRED</u> Certified Mill Test Reports must include at a minimum:</p> <ol style="list-style-type: none"> 1. Mill Heat Number 2. Test Data with a.) Actual physical test data; b.) Actual chemical test data 3. Results of any required non-destructive testing 4. Traceability path to MIC Group Purchase Order Number, lot number (where applicable), part number and applicable specifications to include applicable revision level. 5. As-shipped Heat Treat Condition with hardness data.
Q006	<p><u>HEAT TREAT SERVICE REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1. For heat treat services, temperatures, process used, and actual hardness results as required by applicable specifications must be defined on the certification. 2. All services must be certified to meet all applicable standards, including those incorporated by reference.
Q007	<p><u>CALIBRATION SERVICES</u> For calibration service providers, calibration certifications shall include a description or identification of the item, the calibration source, date of calibration, calibration assigned value, statements of uncertainty, and environmental or other conditions under which the calibration results were obtained. Calibration practices and certification documents shall be in accordance with ISO 17025, ISO 10012-1, or ANSI/NCSL Z540-1, or other industry-related standards.</p>
Q008	<p><u>SPECIAL PROCESSES</u></p> <ol style="list-style-type: none"> 1. Supplier shall provide certifications for all special processes and nondestructive test results performed with each shipment. The certificate shall identify the processor, process used, controlling specification & revision, and the results of test or measurement performed. These include operations subject to process controls such as: coating, joining, heat treating, cleaning, non-destructive test, etc. The Supplier shall be approved as per the above to perform specific required Special Processes or use Special Process vendors acceptable to MIC Group and its customer. 2. Supplier must have controls in place for sub-tier suppliers who's performance impacts the special process provide to MIC. 3. For special processes, the supplier must document, maintain, and, when requested, supply process validation records detailing the controls for the process, and evidence of test reports that shows that the process is compliant to the procedure, industry standards, specifications, or customer drawing requirements as specified on the Purchase Order. 4. Special Process Procedures defined outside of the prescribed scope of work must be submitted for approval by MIC Group prior to shipment of product.
Q009	<p><u>INSPECTION DATA REQUIRED</u> Inspection data, including variable and attribute data is required along with the certificate of conformance.</p>
Q010	<p><u>FIRST ARTICLE VERIFICATION REQUIRED</u></p> <ul style="list-style-type: none"> • First article verification by MIC Group Quality Assurance is required. • The quantity of parts and the location of inspection will be designated in the Purchase Order. • Complete inspection documentation must be presented to MIC Group traceable to individual parts. • Supplier to complete the documentation in accordance with the AS9102 for aerospace components.
Q011	<p><u>INSPECTION AT DESTINATION</u> Inspection will be conducted at MIC Group upon receipt.</p>



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Raw Materials		1	X	X	X	X	X	X	X				X	X	X	X	X	X	X
Epoxy/Paint Materials		1	X	X	X	X							X	X	X	X	X	X	X
Distributed Components		1	X	X	X	X							X	X	X	X	X	X	X
Plating/Coating/Surface Treatments		1	X	X	X	X				X			X	X	X	X	X	X	X
Heat Treating		1	X	X	X	X		X		X			X	X	X	X	X	X	X
Welding, Soldering		1	X	X	X	X				X			X	X	X	X	X	X	X
Machining, Assembly		1	X	X	X						X	X	X	X	X	X	X	X	X
Wire, Cable, Electrical Components		1	X	X	X	X							X	X	X	X	X	X	X
Outsourced Manufacturing (Complete)		1	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
Non-Destructive Examination (NDE)		1	X	X	X	X							X		X	X	X	X	X
Calibration, Testing		2	X		X	X				X			X	X	X	X			
Consulting/Contracting Agencies		2	X										X		X	X			

QA CODE	REQUIREMENT
Q012	<p><u>CHANGE NOTIFICATION</u> The Supplier is required to notify the MIC Buyer of any change of sufficient significance that a complete First Article Inspection would be required to be conducted on the first production item manufactured after such change. Listed below are examples significant changes to the process that will require a First Article Inspection (as applicable):</p> <ul style="list-style-type: none"> o Changes in the supplier's and/or to their sub-tier supplier's outside processing source (i.e. materials, plating, heat treating, testing.) o Changes in the supplier's special process procedures previously approved by MIC Group. o Changes in the supplier's heat treat cycles or programs. o Changes in the supplier's facility location where the work is performed. (NOTE: Notification of a facility relocation must be communicated (6) months prior to relocation. o Changes in the supplier's die(s), forming processes, or other processes that directly affect the product supplied o Changes in the supplier's Nondestructive Test Procedures. o A complete First Article Inspection will be required of the supplier prior to shipment of hardware if one year or more has elapsed since the last production item was produced. o Changes to assembly/subcomponent design or manufacturing process. o MIC requires notification of a change, which shall be evaluated prior to execution.
Q013	<p><u>SHIPPING INSTRUCTIONS</u> Any special shipping instructions will be defined on the Purchase Order. Shipment of product to MIC Group must include (as applicable):</p> <ul style="list-style-type: none"> A. Certifications with shipment(s) or provided the MIC portal. B. Package to prevent damage in shipping and handling. C. Tag shipment with Purchase Order number and part number D. Safety Data Sheet (SDS) is/are required with shipment(s) when applicable.
Q014	<p><u>RIGHT OF ENTRY</u> This provision shall allow MIC Group, its customers, and regulatory agencies to determine and verify the quality of work, records, and material at any place, including the plant of the vendor.</p>
Q015	<p><u>RECORD RETENTION</u> Supplier shall maintain records of inspections, tests, and process controls called for by this contract. Unless specified elsewhere in contracts or attachments, these documents shall be on file, stored and protected in such a manner that they remain legible, readily identifiable, and readily available to MIC Group for no less than (7) years. As a Supplier to MIC Group, you agree to comply with the additional terms and conditions listed below with respect to any product or services provided to MIC Group if any such product or service relates to any aviation, space, or defense application, project or any request for quote, purchase order or similar document issued by MIC Group contains any reference to the AS9100 standards.</p> <p>Records generated by the supplier must be legible, readily identifiable and retrievable and must be protected from damage including fire and water damage.</p> <p>All documents requiring revisions changes generated by MIC Group must be flowed down to the supplier. Obsolete documents superseded by a change from MIC Group may be destroyed by the supplier or maintained in an archive file at the Supplier's discretion.</p>
Q016	<p><u>WORKMANSHIP QUALITY</u> Manufactured products shall be free from burrs, sharp edges, and foreign object debris or damage (FOD). No residual materials from testing.</p>
Q017	<p><u>ON-TIME DELIVERY AND QUALITY PERFORMANCE REQUIREMENTS</u> MIC Group Suppliers are monitored for performance based upon quality and on-time delivery to the requirements specified on the purchase order. Suppliers will be evaluated quarterly to determine their approval status based upon performance. MIC will determine the action to be taken for suppliers whose performance threshold falls below the established metrics. The metrics used to determine supplier performance is:</p> <ul style="list-style-type: none"> a) On-time Delivery: >70% b) Defect Rate: Line Items Rejected to Line Items Received - <2.5%. <p>There are no penalties to the supplier for early deliveries.</p>