

SUPPLIER – PLEASE NOTE: All items on this purchase order should meet the Quality Requirements listed below as they apply to the product being purchased. Some R codes are for specialized items and would only apply as required. As noted Custom Suppliers are designated in the definition and do not apply to COTS Suppliers unless listed differently on the designated PO line.

R Code	Controltek Supplier Quality Assurance and Purchasing Requirements - DEFINITIONS
R1	Conformance to Specifications – Certificate of Compliance. COTS Suppliers: The supplier will provide a certificate of compliance with each shipment, listing PO#, Lot/Batch Number, Quantity shipped, and certifying the product complies with the COTS specification. Custom Suppliers: The supplier will comply with product specifications as defined in drawings, datasheets or other specification documentation, including RoHS, if applicable. A certificate of compliance is required with each shipment, listing PO#, Lot/Batch Number, Quantity shipped, and certifying all units meet drawing and inspection requirements.
R2	RoHS Compliance. The Product or Process listed on the PO must comply with the most current RoHS Directives. COTS Suppliers: Applicable if indicated in the product details we are specifying. Custom Parts Suppliers: The RoHS requirement will be listed on product specifications as defined in drawings, datasheets or other specification documentation, including RoHS, if applicable.
R3	Custom Suppliers: International Traffic in Arms Regulations (ITAR). ITAR requirements will be listed on product specifications as defined in drawings, datasheets or other specification documentation. The supplier will comply with ITAR requirements per 22 CFR, Parts 120-130. Only U.S. citizens and permanent resident aliens (green card holders) may have access to the specified items, data and/or services on the purchase order without the authority of a U.S. Government export license agreement or applicable exemption or exception. Supplier will not share component data with 3 rd parties. Any versions of product data cannot be emailed, faxed or otherwise redistributed to 3 rd party without permission from Controltek.
R4	Custom Suppliers: Report of Changes / Deviations. Controltek must be notified of any changes to or deviations from drawings, specifications, procurement requirements, manufacturing process or major equipment prior to the supplier making the change or deviation. Controltek must approve any change or deviation.
R5	Custom Suppliers: Notification of Nonconforming Product. The supplier must notify Controltek of any nonconforming product associated with part specified on purchase order. Controltek must approve nonconforming product disposition prior to shipment.
R6	Custom Suppliers: Test Reports. If chemical, physical or functional tests are required, as identified on the purchase order, the shipment must be accompanied by a legible & reproducible copy of the actual test results identifiable with test parameters and products submitted.
R7	Custom Suppliers: Printed Circuit Boards (PCB). Compliance with Controltek PCB Technical Requirements SLP-004 required, or documentation of acceptable exceptions on purchase order.
R8	Record Retention. The supplier will maintain records of each units' processing date and shipment for a minimum of 15 years.
R9	Preservation and Packaging. The Supplier is responsible for assuring all items are delivered without damage or deterioration. Each shipping container and intermediate package will be identified with: 1) PO#, Part Number, Quantity, Electrostatic Discharge (ESD) or Moisture Sensitive Device (MSD) packaging and labeling (as applicable).
R10	Custom Suppliers: First Article Inspection. A first article sample must be submitted to Controltek with a first article inspection report, showing results of actual measurements, test and applicable drawing notes. Custom Suppliers: This requirement will be indicated on the provided product specifications as defined in drawings, datasheets or other specification documentation. This requirements will be listed on individual PO line item if needed.
R11	Custom Suppliers: Repairs. Repair on this item is not allowed. Notify Controltek of any nonconforming product events.
R12	Right of Entry. If necessary, the supplier will allow Controltek, ControlTek's customers, and regulatory agencies to determine and verify the quality of work, records and material at any place, including the plant of the supplier and its subcontractors. The supplier agrees to provide reasonable assistance in these efforts.
R13	Work Transfers. The supplier will notify Controltek if any work contracted by Controltek is transferred to another facility of the supplier or to a sub-contract supplier. Notification will occur prior to transfer
R14	Custom Suppliers: Flow Down Requirements to sub-tier Suppliers. In the event the supplier requires the PO item to be processed at a sub-tier supplier, all Controltek requirements shall be applied to that sub-tier supplier.
R15 -R16	Custom Suppliers: IPC-A-610 Class II (R15) or IPC-A-610 Class III (R16). Part must be manufactured and comply with per latest revision of IPC-A-610 Class II or IPC-A-610 Class III . All Electronic Components, off the shelf material, processes, and raw materials supplied to Controltek for the item delivered, must be traceable to the Original Manufacturer, and acquisition traceability.
R17-R18	Custom Suppliers: IPC/WHMA-A-620 Class II (R17) or IPC/WHMA-A-620 Class III (R18). Part must be manufactured and comply with latest revision IPC/WHMA-A-620 Class II or IPC/WHMA-A-620 Class III . All Electronic Components, off the shelf material, processes, and raw materials supplied to Controltek for the item delivered, must be traceable to the Original Manufacturer, and acquisition traceability.
R19	Prevention of Use of Counterfeit Parts. Suppliers will maintain a Counterfeit Parts Program per the latest AS5553 standard. Suppliers will assume liability for any counterfeit parts found to be connected with their supply chain.
R20	Shelf Life/Aging Sensitive Items. Manufacturer date code or expiration date shall be listed on the packing slip and/or certificate of conformance if available. For shelf life sensitive items there should be reasonable shelf life remaining at time of receipt at ControlTek. Additional date requirements will be listed on individual PO line item if needed.
R21	Personnel Awareness. The supplier is responsible for ensuring employees are aware of their contribution to product or service conformity; their contribution to product safety, and the importance of ethical behavior.