

SUPPLIER QUALITY REQUIREMENTS

1.0 PURPOSE

All approved suppliers records are maintained in [PUR1001- Approved Supplier Register](#). Suppliers to Mantec Services Inc. are divided in the following categories:

- **High Control**
 - o Suppliers who must have ISO/AS certification or [ADMIN 1006 – Supplier Quality System Survey](#) on file. Products and services provided by these suppliers directly affect MSI product, processes and/or customer satisfaction
- **Medium and Low Control**
 - o Suppliers who are reviewed on an as needed basis to verify if MSI's criteria for them has change. Products and services provided by these suppliers do not directly affect MSI product, processes and/or customer satisfaction.

2.0 High Control Suppliers

High Control suppliers are listed in [PUR1001 – Approved Supplier Register](#).

Mantec Service, Inc. will keep a record of current ISO/AS certificate on file. ISO/AS certified Suppliers are required to notify Mantec Services, Inc. of any change to their certification status relevant to our purchase order requirements.

High control suppliers who self-certify are required to complete [ADMIN 1006 – Supplier Quality System Survey](#).

Mantec Services administration will approve the survey based on criteria specific to the supplier.

Criteria for approval are:

- Protection of Customer Property
- Control of monitoring and measuring equipment
- First Article Inspection of products and documentation, when required
- Maintain the Identification and traceability of products
- Control and reporting nonconforming products to your customer
- Implementation of corrective action to prevent repeat of same problems
- Certification that products delivered to MSI Inc. meet requirements

3.0 Medium and Low Control Suppliers

Medium and Low control suppliers are maintained in [PUR1001 – Approved Supplier Register](#) and are being reevaluated as needed.

5.0 Customer property

Suppliers shall protect the property such as documents, drawings, equipment or tools and materials provided by Mantec and its customers and ensure the return of drawings provided to facilitate the supply when the contract is completed.

8.0 Control of Monitoring and Measuring Equipment

Suppliers are required, where applicable, to ensure that equipment used for monitoring and measurement to provide evidence of conformity of product to requirements are calibrated or verified or both, at specific intervals against measurement standards traceable to NIST prior to use. The equipment shall be identified to determine its calibration status, be safeguarded from adjustments that would invalidate the measurement results and protected from damage and deterioration during handling, maintenance and storage. The results of calibration shall be recorded and maintained.

Suppliers approved to perform calibration Services for MSI under purchase order agreement are required to ensure that the MME is calibrated in accordance with NIST standards.

10.0 Identification and Traceability

Suppliers are required to maintain identification and traceability of the product throughout processes in accordance with the purchase order requirements. Products delivered to Mantec Services must be accompanied with Certificate of Conformance, appropriate, process certifications, tests, inspection report, and relevant technical data.

11.0 Documentation – First Article

Suppliers are required to perform, document, and maintain information of monitoring and measurement of the product. Where required by the purchase order, the information shall include the following, where applicable:

- 11.1 First production verification to ensure conformity to product requirement
- 11.2 First Article inspection report
- 11.3 In process inspection information
- 11.4 Final inspection of the product and verification of product, verification stamp.

13.0 Certifications of product conformance

Suppliers shall ensure that shipping documents accompanying the product include the certificate of conformance to product and process requirements.

14.0 Notification of Nonconforming product

Suppliers are required to identify, document, segregate and provide information of any nonconforming product intended to be delivered to Mantec Services Inc. on a rejection tag. The rejection tag must include, at minimum, the information of the following:



- Name of the supplier
- Supplier Rejection Tag number showing the date of the nonconformance
- Mantec Services Inc.'s Purchase Order Number
- Part Number
- Quantity of Product ordered
- Quantity of product being delivered
- Quantity of Nonconforming products on the shipping documents

15.0 Authorization of "Use As Is"

Suppliers must obtain a written authorization from Mantec Services Inc. for the disposition of a nonconforming product for "USE AS IS". When authorized by the customer authorization letter for "Use As Is" must accompany the product and the shipping documents for delivery to provide traceability.

16.0 Notification of Changes

Suppliers must notify Mantec Services Inc. of any change in the management of the company including any change of location or addition to the facility.

19.0 Right of Entry

Mantec Services Inc. and its customers or government representatives shall have the right of access to applicable areas of all facilities, at any level of the supply chain, involved in the Mantec Services' purchase orders and to all applicable records applicable to conformity to its product requirements.

20.0 ITAR Compliance - International Traffic in Arms Regulation

Suppliers must be aware that Purchase Orders, including drawings, Data, or other documents provided under contract may contain sensitive and confidential information, including information protected by United States Government for use by the supplier for the purpose intended.

The delivery of this purchase order other than the intended recipient(s) is not intended to waive any privileges or otherwise detract from the confidentiality of the purchase order. If you are not the intended recipient, or if you receive any purchase order or other confidential information from Mantec Services Inc. in error, do not read, disclose, reproduce, distribute, disseminate or otherwise use the information, rather, please call Mantec Services Inc. or send email to contact person specified below and then after, promptly destroy all copies of the purchase order(s) and attachments, if any.

Contact Information: Suppliers may contact the Purchasing Manager of Mantec Services Inc. at (206)285-5656; Fax: (206) 285-4750; Email: Krystyn@mantecservicesinc.com.