



# Q NOTE

Q NOTE	Revision	Date	Sheet
WF	1	8/21/13	1 of 6

**Revisions:**

Rev	Originator / Date	Revised / Date	Approval / Date:	Description:
1	RPS / 8/21/13		REH 8/28/13	Originated

## UNIVERSAL QUALITY NOTE WITH EXCEPTIONS TO SPECIAL PROCESSES

All sections of this Quality Note are a requirement of this Purchase Order unless otherwise approved in writing by the cognizant Caton Connector Procurement Agent.

**Section Criteria Requirement**

1. **Quality Management System (QMS)**
2. **Quality Flow Down(s) to Sub-Tier Supplier/Subcontractors**
3. **Product and Process Control and Quality Record Retention**
4. **Documentation – Revision and Configuration Control**
5. **Government and other Customer Inspection**
6. **Manufacturer’s Part Numbers**
7. **No Changes without Approval**
8. **Prohibition of Pure Tin**
9. **Foreign Object Elimination**
10. **Nonconforming Material**
11. **Electrostatic Discharge Control Program**

**1. Quality Management System**

1.1. Sellers quality management system shall be in compliance with the current revision of AS9100, ISO 9001 or have a Caton Connector approved Quality Management System.

1.1.1. Sellers certified to AS9100 or ISO 9001 must provide evidence of third party certification upon request by Caton Connector.

1.1.2. Sellers that are not certified to AS9100 or ISO 9001 must pass a Caton Connector Quality Management System audit. Sellers may be re-audited by Caton Connector as required to remain an approved seller.

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# Q NOTE

Q NOTE	Revision	Date	Sheet
WF	1	8/21/13	2 of 6

1.2. Distributors (non-value added) quality management system shall be in compliance with the current revision of AS9120, ISO 9001 or have a Caton Connector approved Quality Management System.

1.2.1. Distributors certified to AS9120 or ISO 9001 must provide evidence of third party certification upon request by Caton Connector.

1.2.2. Distributors that are not certified to AS9120 or ISO 9001/2000 must pass a Caton Connector Quality Management System audit. Distributors may be re-audited by Caton Connector as required to remain an approved distributor.

## 2. Quality Flow Down to Sub-Tier Sellers

2.1. The seller's QMS shall assure all relevant Purchase Order requirements are flowed down to their sub-tier suppliers. The seller's sub-tier suppliers are responsible to comply with the same specifications and requirements specified on the Purchase Order.

## 3. Product and Process Control and Quality Record Retention

3.1. Seller's Product, Process Control and Quality Records shall be retained at the seller's location a minimum of five years, unless a longer retention period is specified on the Purchase Order or Drawing. The records shall be adequate to ascertain the quality level of production processes. This includes chemical and physical test results of Raw Material used in the manufacture of the item on his Purchase Order or Drawing. Quality records shall be provided upon request from the Caton Connector Procurement Agent.

## 4. Documentation – Revision and Configuration Control

4.1. The seller shall assure he has the revision of the drawing matching the revision noted on the Purchase Order. If an item on the Purchase Order is controlled by a drawing that lists or references a Parts List (PL) or a Generation Breakdown (GB), the seller must assure that he has the revisions in effect for the date of this Purchase Order. The seller should contact the Procurement Agent whose name is on the Purchase Order for the current drawing revision level listing of the subsidiary drawings on the PL or GB.

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# Q NOTE

Q NOTE	Revision	Date	Sheet
WF	1	8/21/13	3 of 6

4.2. The seller shall only accept changes in the revision status of any of these drawings by means of a duly executed Purchase Change Order. The seller shall not accept changes via verbal or email direction from anyone other than the Procurement Agent.

4.3. If an item on this Purchase Order invokes by reference a military specification, military standards, or other revision controlled requirement documents, the revisions in effect are as of the date of the Purchase Order.

## 5. Government Inspection

5.1. The United States Government has the right to inspect any or all work included in this order at the seller's plant in fulfillment of a US Government contract.

5.2. If formal US Government Source Surveillance (GSS) is not imposed per Quality Note DL, notification to the government

Representative who normally services your facility is not required.

5.3. In the event US Government Inspection is required, the Seller, working with the Caton Connector Procurement Agent, will provide notification to the US Government per notification requirement conveyed in the contract or any of the attachments.

5.4. Caton Connector commercial customers, Federal Prime Contractor and/or regulatory authority representatives shall have right of access to quality management system documentation, product, all applicable records and all facilities involved in this Purchase Order.

## 6. Manufacturer's Part Numbers

6.1. If an item on this Purchase Order is controlled by a drawing that references a "Suggested Source of Supply" and/or "Manufacturer

Part Number", this shall not to be construed as a guarantee that the suggested seller and/or manufacturer's part number meets the requirements of the drawing. It is the Sellers responsibility to assure that the "Suggested Source of Supply" and/or "Manufacturer Part Number" meets all drawings required on this Purchase Order.

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# Q NOTE

Q NOTE	Revision	Date	Sheet
WF	1	8/21/13	4 of 6

## 7. No Changes Without Approval

7.1. Except for first time purchases, items furnished under this Purchase Order shall be identical in form, fit and function to a product previously approved by the Caton Connector Procurement Agent.

7.2. The seller shall notify the responsible Caton Connector Procurement Agent of any proposed changes including changes in design, materials, parts, fabrication methods or processes, major plant rearrangement, or plant relocation and changes that will impact form, fit and/or function. Prior to fulfilling a Caton Connector purchase order, Caton Connector must approve any/all changes with notification provided to the seller by the responsible Procurement Agent.

## 8. Prohibition of Pure Tin

8.1. The uses of Pure Tin Plated finishes are strictly PROHIBITED. Any Tin Plating or Tin Solder processes shall contain NO LESS than 3 percent LEAD composition, unless specifically authorized in writing by the Caton Connector Procurement Agent. These restrictions apply for all types and levels of procurements, with the supplier responsible for communicating these restrictions to subcontractors or sub-tier suppliers as required.

8.2. EXEMPTION: If a Caton Connector Technical Data Package (Caton Connector Drawing or Military Specification) referenced on this order specifies the use of pure tin finishes this prohibition is NOT applicable.

8.2.1. NOTE: If the Caton Connector Technical Data Package specifies a Seller Part Number which contains pure tin, then the purchase order or Caton Connector Technical Data Package must specifically authorize the use of pure tin for the specified part number(s).

8.2.2. NOTE: Tin -plated finishes may be used if: (a) the seller has a written tin control plan in accordance with GEIA-STD-0005-2 that has been approved in writing by Caton Connector, and b) the tin usage conforms with requirements of the plan.

Lead-free solder processes may be used if: (a) the seller has a written Lead-Free control plan in accordance with GEIASTD-0005-1 that has been approved in writing by Caton Connector, and (b) the lead-free solder usage conforms to the requirements of the plan.

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# Q NOTE

Q NOTE	Revision	Date	Sheet
WF	1	8/21/13	5 of 6

## 9. Foreign Object Elimination – Quality Note SA (latest revision at time of Purchase Order award).

9.1. In addition to the requirements in quality note SA, the following applies:

9.2. The material supplied on this purchase order shall be manufactured in an environment that is free of foreign objects. Material supplied shall be free of foreign objects. The seller’s program shall utilize effective FOD prevention practices. The program shall be proportional to the sensitivity of the design of the product(s) to FOD, as well as, to the FOD generating potential of the manufacturing methods.

9.2.1. The seller's program shall include FOD preventive practices in packaging. There shall be no foreign objects received in packaging and packaging containers. Foreign objects can include staples used for closure of unit packaging, foam peanuts used for cushioning and Styrofoam (can break down and particles cling to parts) used for cushioning. In general, no packaging material shall be used that will leave any residue from the packaging material on the parts as a result of packaging or unpacking the product.

9.3. The written procedures or policies developed by the seller shall be subject to review upon request by the Caton Connector Procurement Agent and/or government representative, who may issue a formal request for corrective action if the seller's procedures or policies do not accomplish their objectives.

## 10. Nonconforming Material

10.1. The seller shall not ship nonconforming material without prior written approval from the Caton Connector Procurement Agent and the appropriate Supplier Quality Manager.

10.2. Requests for authorization to ship nonconforming material shall be made within 5 days of occurrence and addressed in writing to the Caton Connector Procurement Agent and the Caton Connector Supplier Quality Manager/Quality Engineer.

10.3. The Preliminary Disposition Request (PDR), Form, is the Caton Connector document used to obtain Caton Connector's concurrence and approval.

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**Caton Connector site specific form(s) (if applicable) are located on the Caton Connector Quality Notes website adjacent to the applicable quality note.**

10.4. Nonconforming material, if authorized via PDR, shall be shipped to Caton Connector, with a notation of the PDR on Seller’s packing list and

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# Q NOTE

Q NOTE	Revision	Date	Sheet
WF	1	8/21/13	6 of 6

shall be accompanied with a copy of the Caton Connector PDR and the seller's rejection document.

10.5. If it is determined that nonconforming material has been delivered to Caton Connector the seller shall notify the Caton Connector Procurement Agent and the Caton Connector Supplier Quality Manager. Such notification shall include, but, not be limited to Purchase Order number(s) part number(s), quantity of affected parts, date of shipment, packing list number, etc.

10.6. Nonconforming material rejected by Caton Connector and determined to be seller responsibility requires the seller to respond to the Caton Connector Procurement Agent's request for root cause analysis and corrective action. Failure to respond within the time frame requested could affect future procurement and/or status as an approved seller.

## **11. Electrostatic Discharge Control Program – Quality Note MA (latest revision at time of Purchase Order award)**

11.1 The supplier shall comply with the requirements of Quality Note MA, latest revision.

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