
MWI-114 DOING BUSINESS WITH TIMBERCON, INC.

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These are the standards expected by Timbercon of its suppliers:

Purchase order:

- Purchase orders are to be confirmed by email or fax within 24-48 hours of receipt, sooner if possible. When a PO is sent as hot or urgent or otherwise indicated as a rush, the above confirmation timeframe becomes ASAP. Our preferred method of confirmation is via email to the Timbercon Buyer called out on the purchase order. If supplier cannot meet this timeframe we would appreciate a proactive update on status to the requestor with an estimated completion date.
- The “on Timbercon dock” that you see on our purchase order means that is the date we are requesting that item be on our dock. Prior to purchase order confirmation this may be a “wish” date and once the supplier has confirmed the purchase order that date is the date we expect the line to arrive on our dock. Your purchase order confirmation should contain an “on Timbercon dock” that accounts for the transit time to us per the requested ship method.
- A purchase order confirmation should express the following details back to the Timbercon buyer... dock date item(s) will arrive on Timbercon’s dock, confirmation of cost, confirmation of manufacturers part number listed on PO as correct or not. Correct manufacturers part number if PO is incorrect, recommendation on ship method if one selected at PO issuance seems unlikely or inapplicable. In addition, if an item ordered is a finished good or partial finished good, the Vendor should cross reference the revision on the Timbercon drawing supplied for that item and the Timbercon revision listed on the PO directly below the Timbercon part number. If they do not match, vendor should notify Timbercon buyer immediately for resolution and a copy of the drawing with the correct revision. Vendor will be held responsible if they do not verify revisions and build to the wrong one.
- Timbercon reserves the right to push-out, pull-in or cancel any PO with reasonable notice. If vendor cannot push-out or pull-in a reasonable explanation must be made as to why. By notice, Timbercon means written mailed or emailed. The only exception is non-cancelable and if NCNR has been communicated to us and both parties have agreed to the NCNR status.
- If vendor is going to be late delivering material, if shipping partials not previously agreed upon or finds themselves having to re-manufacture said material after that item is confirmed, Timbercon requests vendor communicate that by phone or email as soon as vendor is aware of such issue. Timbercon considers this excellent customer service.
- Timbercons standard early/late policy goes as follows: no more than 4 days early and no days late.
- If supplier is at fault on a late delivery vendor should upgrade shipping method and pay applicable shipping charges to deliver as close as possible to the original confirmed dock date that you committed to. If not vendor related, we request that contact be made to Timbercon buyer for confirmation of ship method.
- If Timbercon meets a quantity minimum, dollar minimum, weight, or dimension that would create a shipping discount or free shipping to us we would appreciate being informed of that at purchase order confirmation.
- Our primary shipper is UPS for inbound shipments and we generally default to UPS collect using our shipper number.
- Timbercon requests that our suppliers proactively provide whichever of these is applicable to that item; a data sheet, spec sheet, and/ or a drawing when confirming our purchase order for any “new” item ordered (new = first purchase).

Packing lists and other documents:

- Packing lists should include the Timbercon part number, Timbercon purchase order number, Manufacturers or supplier part number and quantity shipped.
- Supplier shall provide a “Certificate of Conformance” for every line item on all purchase orders and any standard test or quality data. A “C of C” can be embedded within the packing list or sent on a separate form with the shipment.
- Quality records supplied with purchased products are critical for determining the extent of receiving inspection. Includes the following types of quality records: 1. Certificates of conformance, 2. Product inspection and test results. 3. RoHS certification (for applicable product). Please include in your shipment as applicable.
- Supplier should include termination instructions for connectors if there has been no purchase order history for that item (first time buy by Timbercon).

Request for quote (RFQ):

- Quote requests are to be turned within 48 hours and sooner if at all possible. Since most quotes are urgent responding the same day or within 24 hours is preferred. If supplier cannot meet this timeframe we would appreciate a proactive update on status to the requestor with an estimated completion date.
- Quotes should always include pricing with any applicable cost breaks, manufacturing lead times, current stock on hand status, any special status or circumstance associated with that item such as NCNR (non-cancellable/non-returnable), any additional information pertinent to the quote process.

Request for return (RMA):

- Regarding international returns: All international orders must be returned at the supplier’s expense. Timbercon is not responsible for any duties, fees, or taxes, which may be incurred.
- Requests for return to vendors should be responded to within 48 hours and supplier must provide their shipper account number for the return to be shipped against in advance if the return is determined to be a vendor derived issue. If supplier cannot meet this timeframe we would appreciate a proactive update on status to the requestor with an estimated completion date.
- Timbercon will follow a vendor instruction particular to that return within reason and prefers the vendor to supply a formal RMA with an RMA number.
- If vendor is uncertain of the associated purchase order then they must request that information to insure best practices in our accounting system.
- Returns and any associated replacement of said material are to be considered the highest priority so as not to affect Timbercon performance with our customer. We understand that items may have lead-times that preclude immediate replacement, repair, or rework but all effort should be made to “turn” the return as soon as possible and to proactively communicate status throughout the process.
- Timbercon reserves the right once communicated and agreed upon with supplier to repair any parts shipped to us that are found defective but are repairable by us. This could save down-time and unwanted delays in fulfilling our customers orders. We understand that unless otherwise noted by supplier an associated warranty may be null and void. We also, reserve the right to bill supplier accordingly upon agreement to terms for Timbercon labor within reason.

Shipments:

- Supplier mistakes in ship method used should be credited back to Timbercon if that ship method is other than the Timbercon requested or agreed upon ship method and it would cause an unintended expense to Timbercon.
- Buyer would appreciate tracking numbers and automated shipping notifications that include PO# they apply to, upon shipment of item(s).

Invoicing and AP:

- Any invoicing, AP inquiries are to include PO# invoice applies to, Invoice #, Date of invoice, and any other information pertinent to Timbercon satisfying inquiry. AP inquiries can be sent to ap@timbercon.com.
- Timbercon requires a minimum of Net 30 terms unless otherwise negotiated.

Corrective Action:

- Corrective Action Reports (SCAR) will be required to be completed by supplier when supplier or supplier's product is found to be the root cause of an issue resulting in the issuance of a SCAR. In situations that do not meet the criteria for issuance of a SCAR, an NMR (non-conforming material report) may be issued instead. Timbercon fills out the NMR form based on vendors reply to issue being addressed.
- All SCAR's must be responded to by the due date listed on the SCAR. Failure to comply could result in your active status changing to probation or removed as a Timbercon supplier altogether.

Supplier report card:

- Timbercon Materials department will use the following criteria to determine which suppliers are included in the quarterly vendor performance report cards.
- 1st priority: Top 12 in purchase order dollars spent in the 3 months prior to the next report card issuance.
- 2nd priority: On occasion, certain suppliers may be chosen at the discretion of the Materials Manager. This could happen in situations where a supplier is having ongoing issues with NMR's and/or SCAR's having been issued and the severity of the offense(s) are deemed unacceptable.
- Due date for any reply, feedback, question, etc. should be 1 week (5 business days) from date e-mail is sent, failure to comply implies acceptance of report as is.

New Vendor:

- Supplier will initially be set as "temporary" status until terms and below listed items are completed along with any first article or qualification approval (if applies). Once the supplier has satisfied these criteria their status is amended to "active".
- Suppliers are selected on the requisites of quality, delivery, price and customer designated sources.
- Set-up Net terms (Net 30 Minimum)
- Timbercon will send vendor in one e-mail the following:
 - A. TCI bank and trade sheet (to facilitate setting up net terms)
 - B. MWI 114 Doing business with Timbercon document
 - C. QF 114 Timbercon Supplier Quality Survey**If a supplier is AS or ISO certified they only are required to fill out the survey until they reach the yellow box that indicates stop here.

- In some instances a supplier may not be required to fill out a QF-114 – supplier survey, we do not require this document from internet suppliers that fall under a “catalog” category (commodity code H1) or from those companies who only sell products and services via a catalog. These are considered off the shelf products and services and not subject to a QF-114, Supplier Survey. When a new supplier is added to the “Temporary” category, the supplier shall complete form QF-114 Supplier Survey. If the supplier is visited, Timbercon, Inc. personnel may elect to complete the form instead. Other commodities that do not require a QF-114 are those expressed by the following codes; I1 – Employee, J1 – Facilities and Uniforms, K1 – Administrative, and M1 – Sales/Marketing.
- Once the supplier survey is returned and if the vendor is ISO or AS certified (copy of their certification should have accompanied their survey)
- Timbercon shall require termination instructions from supplier on any “new” connector component or as requested on any previous connector purchased.

Sub-Contractor:

- Any supplier that sub-contracts to Timbercon will be expected to adhere to and follow Timbercon requirements... To include but not limited to quality, test, labeling, and packaging.
- A Sub-contractors work and product is a reflection of Timbercon.
- Any Sub-contracted work or product produced on our behalf is understood to be the property of Timbercon and is proprietary.
- If any Sub-contractor produces Timbercon product for sale or use other than to Timbercon, it could instigate legal action. This type of violation will result in the supplier’s removal from our AVL (Approved Vendor List).

Other:

- No substitution of material is allowed without the written approval of Timbercon.
- All communication between supplier and Timbercon should be considered proprietary to include verbal and written communication, as well as any documents, drawings, part numbers, etc: that are shared between parties.
- Non-disclosure agreements will be established with a Timbercon supplier as needed.
- Supplier and vendor are interchangeable as terms to refer to those Timbercon issues purchase orders to.
- Supplier should review and understand all Terms and Conditions and Quality System Requirements (Doing Business with Timbercon document) at the internet addresses referenced at the bottom of every Timbercon Purchase order. Or go to <http://www.timbercon.com/legal-information/> and select the appropriate PDF document file.
- **Counterfeit Parts:** Suppliers will be requested to identify themselves as either an OCM, OEM, or as an authorized distributor. This is a requirement per our process. We take the selling of counterfeit parts very seriously and we cannot under any circumstances be sold or shipped counterfeit parts. Please reference SAE document number AS5553. You may go to this link for further information...
<http://www.sae.org/servlets/works/documentHome.do?comtID=TEAG19&docID=AS5553&inputPage=wlpSdOcDeTalls>
- Timbercon’s quality policy is: “ **Quality and Customer Service at Timbercon are Core Values.** We are proud of our reputation and integrity and will continually improve our products and services to exceed customer expectations. “
- Regarding quality: Based on the above quality policy we expect nothing less of our suppliers and will support only those that can deliver quality product on time. If a supplier is unaware of a particular quality requirement like IL, BR, end face geometry, cleanliness, or any other detail, please proactively request these requirements

from Timbercon. In many instances our requirements fall above what is standard in the industry so please seek clarification as needed.

Source Inspection

- Timbercon Materials and Engineering departments may request to perform incoming inspection activities at the supplier's facility, or the supplier may request this of Timbercon. In this case, Timbercon will determine who will perform all incoming inspection activities or a portion of them as appropriate at the supplier's facility. Timbercon performing a source inspection shall not release the supplier from any of its responsibilities.
- If Timbercon or its customer elects to perform source inspection at the suppliers facility, Timbercon will state the intended verification arrangements and method of product release in purchasing information
- Where Timbercon Purchasing may delegate verification activities to a supplier, the requirements for delegation must be defined and a log of delegations maintained.
- Customer owned parts (COP) – any customer owned parts are held to the same processes of verification as Timbercon purchased product. Customer owned parts are controlled internally via a specific prefix on our internal part number of "19-". These parts are also maintained in an area of the inventory cage or warehouse that is separate from regular Timbercon inventory.

Purchasing information (AS9100 specific):

- Purchasing information shall describe the product to be purchased, including the following where appropriate.
 - The following section list requirements of AS9100, which Timbercon is currently certified under. These items at a minimum must always be adhered too. In the event that other sections of AS9100 or the entire requirements are to be passed down, it will be stated in the purchase order. By default of our AS certification we are also ISO 9001 certified.
- If the customer contract specifies AS9100 requirements, Timbercon will pass down these requirements to all applicable suppliers. Note that military rated orders receive the same pass down process.
- Requirements relative to:
 - Supplier notification to Timbercon of non-conforming product and arrangements for Timbercon approval of supplier non-conforming material.
- Requirements for the supplier to notify Timbercon of changes in product and/or process definition and, where required, obtain Timbercon approval,
- Right of access by Timbercon, their customer, and regulatory authorities to all facilities involved in the order and to all applicable records.
- Requirements for the supplier to flow down to sub-tier suppliers the applicable requirements in the "doing business with Timbercon" documents, including key characteristics where required.
- Requirements for approval of product, procedures, processes and equipment including:
 - The name or other positive identification, and applicable issues of specifications, drawings, process requirements, inspection instructions and other relevant technical data.
 - Requirements for design, test, examination, inspection and related instructions for acceptance by Timbercon.
 - Requirements for test specimens/ first articles (i.e. production method, number, storage conditions) for design approval, inspection, investigation or auditing.

Requirements for military rated orders must be adhered to. If supplier is unaware of the rating system and its meaning please familiarize yourself. Timbercon is an AS9100 certified company.

Quality Clauses:

1.0 Scope:

This section designates the specific supplier quality requirements that apply when one or more of the following Quality clauses are specified by alpha numeric code on Timbercon's Subcontract/Purchase Orders. These requirements are supplemental to those set forth in any other contracted document. The provisions indicated herein are an integral part of the applicable Purchase Order.

The inclusion of a product on a Government Qualified Products List, Approved Vendor List or the requirements of these clauses does not relieve the Seller of their responsibility for furnishing materials/services that meet all specification requirements or for performing specified inspection and tests for such materials/services. In the event that materials and/or services are found to be non-conforming, Timbercon and its customers shall have the right to reject them.

2.0 Requirements:

Q1 Certificate of Conformance

The supplier shall furnish, with each shipment, a Certificate of Conformance that shall be signed by a responsible representative and must show the part number, revision level, Purchase Order number, date of manufacture, and title of the responsible person.

Q2 Quality Program Requirements

The supplier shall have established and maintain a quality system that conforms to the requirements of ISO-9000 or equivalent.

Q3 Calibration System Requirement

The supplier shall establish and maintain a system of adequate calibration of inspection and test equipment in accordance with ANSI/NCSS-Z540-1-1994 or equivalent.

Q4 First Article Inspection

Timbercon First Article inspection is required on this purchase order. The supplier shall furnish the following information.

1. Copy of the latest revision of the Timbercon purchase order.
2. All applicable drawings, specifications and standards, including and supplier generated drawings, manufacturing instructions, Etc.
3. Complete manufacturing, inspection and test records.
4. Appropriate facilities, including equipment and personnel adequate to demonstrate conformance of the article to requirements of the purchase order.
5. Copy of supplier's First Article Inspection Record, listing variable's data obtained during the supplier's first article inspection.

Q5 Traceability

Items supplied on the order shall be identified and documented to provide traceability through the lot identification and inspection/test records.

Q6 Product/Design Changes

Timbercon must be notified as soon as possible for authorization of any design changes to be incorporated on items produced from Timbercon controlled drawings.

Q7 Records and/or Reports

Inspection system provisions require the supplier to prepare, utilize and maintain inspection and test records. The supplier shall submit a copy of all inspection records completed in performing final inspection of the units shipped.

Q8 Acceptance Test Procedure

The supplier shall initiate an Acceptance Test Procedure, including data sheet, to comply with the requirements of this purchase order and applicable specification, and submit to Timbercon for review and approval.

Q9 Chemical/Physical Test Reports

All material delivered under this purchase order shall be accompanied by chemical and/or metallurgical test reports which substantiate conformance of the material to the specification requirements. The supplier shall also maintain on file for a period of three (3) years, a copy of the test report.

Q10 Special Process Certification and Control

Special processes are defined as chemical, metallurgical, and other types of processes for which the quality and integrity of the product cannot be adequately demonstrated by other than destructive test. Included in the category of special processes are nondestructive methods of evaluating the product other than normal mechanical dimensional inspection. Special process certification defined by this clause shall be accompanied prior to use in the production of items to be delivered under this purchase order. The supplier shall be responsible for required certification of special processes, personnel, and equipment notwithstanding any statement contained in the process specifications which indicate that Timbercon is responsible for such certification. Conformance of deliverable items to all requirements of this order shall remain the responsibility of the supplier. Objective evidence of certification, qualification, and control shall be available at the supplier's facility and shall be furnished to Timbercon upon request.

Changes in the controlled status of special processes or certified operators, such as relocation of facility, changes in method and changes in personnel, shall be submitted to Timbercon for approval prior to implementation. The supplier shall maintain records of certified processes and personnel which reflect the current status and the results of tests or examinations of such processes and personnel. The supplier shall make such records available to Timbercon upon request. The suppliers shall include the provisions of this clause in any order placed with suppliers at any tier for material or services required under this order.

Q11 Static Sensitive Materials

The following requirements apply to materials, devices or assemblies capable of being degraded, damaged, or destroyed by static electrical discharge.

1. All items shall be preserved, packaged and packed in such a manner as to preclude their exposure to the generation or discharge of static electrical potential.
2. Packaging shall be clearly marked or labeled to indicate that the contents are subject to damage or degradation by static electricity.

Q12 AS9102 Flow Down

Suppliers shall perform First Article inspection in accordance with AS9102. FAI reports shall be documented using the forms contained in AS9102 or form that contain all the requirements of AS9102.

Q13 Shelf Life of Materials

The supplier shall identify each container of material with the date of manufacture and shelf life, type of material, lot or batch number and other pertinent data. Failure to submit this data shall result in rejection of the material. Material which does not show at least 75% of the indicated shelf life will not be accepted.

Q14 Qualification of Personnel

Supplier must submit a list of qualifications of personnel that will work on this P.O for Timbercon's approval prior to commencing production.

Q15 DFAR's

Supplier must be in compliance with any DFAR's that are referenced on the purchase order. See [HTTP://acquisition.gov](http://acquisition.gov) for individual DFAR requirements.

Q16 Rated Order

This is a rated order certified for national defense use, and you are required to follow all the provisions of the Defense Priorities and Allocations System regulation (15CFR 700).

Defense Priorities and Allocations System (DPAS) (FAR Subpart 11.6):

A rated order means a prime contract for any product, service, or material which require preferential treatment, and includes subcontracts and purchase orders resulting under such contracts. DoD solicitations may be rated orders certified for national defense use, and the Contractor must follow all the requirements of the Defense Priorities and Allocations System (DPAS) regulation.

The DPAS provides that DoD contracts are assigned priority ratings to assure that these contracts are afforded production priorities for delivery ahead of unrated orders which includes commercial orders. Ratings are assigned to DoD contracts and enforced in both peacetime and war or emergencies. The contractor is obligated to accept the rated order, to schedule production operations to satisfy delivery requirements of each rated order, and to extend the priority rating to suppliers to assure that the item is delivered in the timeframe requested.

There are two levels of priority for rated orders established by the DPAS, identified by the rating symbols "DO" and "DX."

- a. (All DO rated orders have equal priority with each other and take preference over unrated orders (including commercial orders). All DX rated orders have equal priority with each other and take preference over DO rated and unrated orders.
- b. DX ratings are used for special defense programs designated by the President to be of the highest national priority.

What is DPAS?

The Defense Priorities and Allocations System (DPAS) was established to assure the timely availability of industrial resources to meet national defense requirements and provide a framework for rapidly expanding industrial resources in a national emergency.

DPAS is authorized under Title I of the Defense Production Act of 1950, as amended, in which the President is empowered:

- to require the priority performance of contracts and orders necessary to promote national defense, and
- to allocate materials and facilities as necessary to promote national defense.

QP 424 Control of Records (essence of intent has been compacted in MWI-114 for flow down purposes)

1.0 Purpose

The purpose of this procedure is to detail the requirements for the storage of Quality records. The procedure details the types of records, responsible departments, locations for storage, and minimum retention times. The procedure also details the conditions for storage.

2.0 Scope

Records are gathered and stored by the responsible departments specified below to provide documented evidence of conformity to the requirements and effectiveness of the Quality Management System. The records are filed in a way that provides for reasonable expedient retrieval.

3.0 Procedure

3.1 The storage area for Quality records is suitable to protect the records from damage, deterioration, and loss. Paper documents are stored in a clean and dry area. Clear and legible reference is made on the Quality record as to its identification.

3.2 Records are retained per the established minimum record retention schedule, unless otherwise specified by customer requirements. After that records can be destroyed, but may be retained for legal and/or knowledge preservation if requested by management staff.

Record Storage Requirements

Responsible Department	Record Type	Minimum Retention time
Finance	Employee Files (Including ex-employees)	7 years
Finance	Employment Applications	3 years
Sales	Product Specifications	7 years
Operations	Supplier Assessment	7 years
Operations	Supplier Rating	7 years
Operations	Work Orders/Travelers	7 years
Operations	Calibration Records	7 years
Engineering	Manufacturing Documents (MPI's, Work Instruction, Engineering Standards)	Permanent
Engineering	Design/Reviews/Records	7 years
Quality	Inspection and Test Records	7 years
Quality	Product Failure Data	7 years
Quality	Audit Documentation	7 years
Quality	Corrective/Preventive Action requests	7 years
Quality	Nonconformity Reports	7 years
Quality	Customer Complaint Records	7 years
Quality	Management Review Records	7 years
Quality	Supplier Corrective Action Requests	7 years
Quality	First Article Documentation	7 years

3.3 Quality records generated and delivered by the supplier and customer also become part of Timbercon, Inc. Quality records. Quality records retained by suppliers are subjected to the same criteria as listed in this procedure (ref. EWI 106).

3.4 Records are available for review by our customers and regulatory authorities in accordance with contract or regulatory requirements.

First article process (excerpted from EWI 118)

Definitions:

Partial First Article	Addresses differences between the current configuration and prior approved configurations.
Full First Article	Validating all aspects of a product
Prototype	Build without Full or Partial First Article Inspection
FAI	First Article Inspection
QC	Quality Control
QF 118	First Article

Procedure

Every product that is to be built by an outside source on behalf of Timbercon must be evaluated for first article requirements. It is mandatory that a first article report is completed either by the supplier or Timbercon internally. Timbercon prefers that its suppliers fill out and complete the FAI form. The first article paperwork is reviewed and completed by the Quality Control department after supplier has met agreed upon FAI requirements. The QF118 First article form will be flowed down to the supplier. One form is to be used per part number.

Any product that has been previously approved but not shipped in a year must go through a new full first article. Same rules apply as a new product.

Partial First Article for New Product Configurations

A partial first article inspection report is needed if a FAI report already exists for a similar product configuration. On a partial first article, only the 'different' or 'changed' attributes will be evaluated for accuracy.

Technical and Test Requirements for Outsourcing (excerpted from EWI 106)

Purpose:

To provide a system that assures suppliers understand and meet requirements in order to produce product that meets or exceeds Timbercon's customer requirements.

Scope:

Applies to suppliers processing custom, formed or other applicable products as determined by Timbercon.

Product procured prior to the release of Timbercon document EWI 106 are exempt. However, Engineering and Materials may elect to impose this documents requirements on existing product where deemed necessary.

Procedure:

Timbercon is responsible for providing the following:

1. Name (or other positive identification, specification, drawings, process requirements, inspection instructions and other relevant technical data
2. Requirements for design, test, examination, inspection and related instructions for acceptance by Timbercon.

3. Requirements for test specifications (i.e. production method, number, storage conditions, etc.) for design approval, inspection, investigation or auditing.

- First article requirements may be imposed by Engineering, Purchasing or Quality.
- Where Engineering supplies documentation to purchasing for a suppliers use, it is controlled in accordance with QP 423 (specifically document in distribution). Purchasing will facilitate and coordinate documentation issuance, change, etc. between the supplier and Engineering. Changes to the drawings will be communicated by an Engineering Change Order internally (ref QF-120) and flow down to the supplier via the purchase order. Changes to the Quality Standards will be communicated to the supplier as needed.
- Documentation provided to suppliers to produce from will be the baseline from which QC will inspect the finished product to as it is received. QC will process a First Article Inspection (ref QF-118)
- Attachment A, Outsourcing Design Guidelines, provides requirements for procuring farmed and custom product.

Attachment A

OUTSOURCING DESIGN GUIDELINES

FARMED PRODUCTS

- 1.0 A drawing, specification, etc. will be provided by Engineering
 - 1.1 Documentation will include dimensions, workmanship, performance criteria (test, crimp, etc.) and other pertinent information for the supplier to produce to the requirement.
 - 1.2 Timbercon will provide ES 154 Farmed Quality Standards which will contain visual, geometric, IL and BR specifications and/or ES 182 Farmed Quality Standards (MT) for standards particular to MT assemblies.
- 2.0 All assemblies are required to be 100% tested (IL on Multi Mode products and RL with geometry on Single Mode product) and inspected in accordance with Timbercon standards.
- 3.0 Each farmed assembly shall meet or exceed the conditions stated within this document and/or the drawing, specification etc. If a product does not meet or exceed the specifications, the Purchasing department will communicate with the Sales and Engineering departments for approval to deviate. A deviation will need to be signed following the ECO process and completed when parts arrive.

Note: There may be some products that are legacy items and have not been through the first article process. These items will need to be inspected following the same guidelines as a new product.

- 4.0 Where a first article is specified, a first article report is preferred to accompany the product.
- 5.0 Each subsequent lot shall include a copy of test data and that the product was inspected and accepted. A certificate of conformance shall also accompany the product.
- 6.0 Suppliers shall retain records as stated in Timbercon's purchase order.
- 7.0 Quantity and label requirements will be specified on the drawing, etc..
- 8.0 No changes to materials, form, fit, function or manufacturing method may be implemented without prior approval from Engineering.

CUSTOM PRODUCT

- 1.0 Specific to each requirement.
- 2.0 Drawing provided to include information required (i.e. dimensions, workmanship, performance, etc.) to produce the product.

Revision	Date	Change	By
A	9/21/07	Initial Release	KC
B	1/21/08	Added SCAR, C of C and Quality system requirements	KC
C	8/2/10	Rewrote instruction	KC
D	12.21.10	Updated new vendor section, added Source Inspection requirements, added QP424 requirements, added First Article Process, added Technical and Test Requirements for Outsourcing and Outsourcing DesignGuidelines	KC