



## CPI AdamWorks Division

### CPI AdamWorks Quality Codes

Code	Description
1	<p><b>QUALITY MANAGEMENT SYSTEM</b> The supplier shall maintain a Quality Management System compliant with the current version of ISO9001, AS9100 or a Supplier Quality Questionnaire deemed satisfactory by CPI AdamWorks.</p>
1A	<p><b>CALIBRATION</b> The supplier shall provide calibration services that are fully compliant with one of the following requirements:</p> <ul style="list-style-type: none"> <li>• ANSI/NCSL.Z540.1.1994 (R2002)</li> <li>• ISO/IEC 17025:2005</li> <li>• ANSI/NCSL Z540.3.2006</li> <li>• ISO 10012</li> </ul> <p>NOTE: The supplier shall provide a calibration certificate with each item. Tool tags to be included if applicable.</p>
2	<p><b>SHELF-LIFE MATERIAL</b> The seller shall provide material with at least 85% of the specified shelf-life remaining. Seller shall not ship material that cannot meet this requirement without prior written approval from CPI.</p>
2A	<p><b>FROZEN MATERIAL</b> One temperature recorder (minimum) is required for any frozen material during transit to CPI facility.</p>
3A	<p><b>CERTIFICATE OF CONFORMANCE</b> Seller shall affirmatively certify Seller and Seller’s sub-tier supplier performed and completed all of the requirements of the Purchase Order by submitting a Certificate of Compliance (C of C) with each shipment to include a signature of an authorized representative. Note: Electronic signature is acceptable.</p>
3B	<p><b>CERTIFICATE OF COMPLIANCE FOR TEST AND INSPECTION DATA</b> The supplier shall generate test and inspection data demonstrating compliance to the requirements specified in the drawing or Purchase Order as applicable. The supplier’s test and inspection data shall include:</p> <ol style="list-style-type: none"> <li>1. Original manufacturer’s name</li> <li>2. CPI purchase order number</li> <li>3. CPI part number and revision</li> <li>4. Test/Inspection results, conditions, and parameters, including variables data</li> <li>5. Computer test interpretation, as applicable</li> <li>6. Serial number(s), lot/batch/heat number(s) or date code(s) where applicable</li> <li>7. Date of test/inspection</li> <li>8. Authorized agent’s name and position, or acceptance stamp, and date</li> </ol> <p>NOTE: Electronic signature is acceptable</p> <p>The supplier shall ensure that all test and inspection data clearly demonstrate compliance to CPI drawing parameters. The supplier shall provide a copy of the test and inspection data with each shipment. All data must be traceable by purchase order, part number, part revision, serial number, lot, or batch number as applicable.</p>



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3C	<p><b>MERCURY EXCLUSION</b> Each shipment of supplies furnished for this Order shall contain no metallic mercury or mercury compounds. The supplier shall take reasonable steps to be sure that mercury contamination does not occur during the manufacturing process, testing or inspections.</p>
3D	<p><b>SPECIAL PROCESS CONTROL</b> The Special Process supplier shall only perform processes for which they have been approved. This requirement is applicable to all parts processed, assembled, manufactured, inspected, or tested at Seller's facility or its sub-tier suppliers. Raw Material Certification with actual results of physical and chemical test reports (if applicable). Special Process Certification: Required for each special process (i.e. welding, brazing, surface treatment, plating, etc.) performed under this order (if applicable).</p>
4	<p><b>NO QUALITY CODES REQUIRED</b> – No Quality requirements are imposed on this order.</p>
5	<p><b>ACCESS TO FACILITIES</b> The Supplier shall provide CPI, CPI's customers and regulatory authorities' access to all facilities involved in this purchase order and to all applicable artifacts.</p>
6	<p>No not use Q Code 6</p>
7	<p>CPI RIT SOURCE INSPECITON is required prior to shipment from your facility of materials.</p>
8	<p><b>GOVERNMENT SOURCE INSPECTION</b> Government Inspection is required prior to shipment from your plant. Upon receipt of this order promptly notify the Government representative who normally services your plant so that appropriate planning for Government inspection can be accomplished.</p>
9	<p><b>EVIDENCE OF GOVERNMENT SOURCE INSPECITON</b> On receipt of this order, promptly furnish a copy to the government QAR who normally services your plant, or if none, to the nearest DCMC office. In the event the QAR or DCMC office cannot be located, our Purchasing Agent should be notified immediately.</p>
10	<p><b>EQUIPMENT/TOOLS</b> Upon receipt of equipment/tools with this code, verify if a calibration certificate is included. If not, the item must be calibrated prior to release to the department that ordered it. Add the new item to the calibration recall system. Identify with Tool Tag, as applicable.</p>
11	<p><b>SPECIAL METALS – DFARS 252-225-7009</b> Certification must that the materials supplied meet the requirements of DFARS 252-225-7009 and the manufacturing country.</p>



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12	<p><b>TEST DATA</b>            Test data must be furnished with shipment and must be traceable by purchase order, part number and lot or batch number.</p>
13	<p><b>SUPPLIER CHANGE REQUEST/NOTIFICATION FOR APPROVAL</b></p> <ol style="list-style-type: none"> <li>1. The seller shall ensure that no changes in material, processes, procedures, design interfaces, software and the facilities used for manufacturing, inspection and test shall be made without prior written approval from the CPI Buyer. This includes but is not limited to:               <ol style="list-style-type: none"> <li>1.1 Changes to CPI directed sub-tier sources (Changes to non-CPI directed sub-tier sources do not require CPI approval.</li> <li>1.2 Facility relocations</li> <li>1.3 New equipment</li> </ol> </li> <li>2 The seller shall submit a written request notifying CPI of the change.               <ol style="list-style-type: none"> <li>2.1 The seller shall not ship items without approval from the CPI buyer.</li> </ol> </li> <li>3 This shall not apply to Commercial Off the Shelf (COTS) items.               <ol style="list-style-type: none"> <li>3.1 Modified or Custom COTS items are not excluded from the requirements of QC 13.</li> </ol> </li> <li>4 This shall not apply to raw material except raw material that requires qualification beyond industry standard.               <ol style="list-style-type: none"> <li>4.1 A raw material is defined as a basic substance in its natural, modified, or semi processed state which is used as an input to a production process for subsequent modification or transformation into a finished good.</li> </ol> </li> <li>5 This Quality Code shall apply to any material when explicitly directed by CPI.</li> </ol>
14A	<p><b>FIRST ARTICLE / FIRST PIECE INSPECTION</b>            First Article Inspection is required for this order. A detailed inspection report is required on the first piece of any production run. This report must include all characteristic and note requirements shown on the drawing. Actual results and method of inspection must be recorded with a list of all calibrated equipment by type, serial number, expiration date, dated used to conduct the inspection, as well as identification of the inspector, serial number (if applicable), part number, revision, part description and date. This piece is to be segregated and tagged as First Article.</p>
14B	<p><b>AS9102 FIRST ARTICLE INSPECTION REPORT</b>            AS9102 First Article Inspection report is required for this order.</p>
15	<p><b>CHANGE CONTROL</b>            Items furnished under this purchase order shall be identical to product previously accepted by CPI AdamWorks. No changes in materials, processes, procedures, design, or software which may affect the form, fit, function, safety, weight, maintainability, service life, reliability, replaceability or interchangeability shall be made without prior written approval from CPI AdamWorks. Lack of written approval shall not relieve the supplier of the responsibility to fully comply with all the requirements of the purchase order. In addition, CPI AdamWorks shall be notified in writing prior to plant relocation.</p>



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16	<p><b>LOT/SERIAL CONTROL</b> Lot/Serial Control is imposed on this product to provide traceability.</p>
17	<p><b>GCAR NOTIFICATION</b> Supplier and Supplier's sub-tier suppliers (via the Supplier) must notify the Buyer if a U.S. Government Corrective Action Request (GCAR) is issued to Supplier, or Supplier's sub-tier suppliers, related to goods or services provided to CPI.</p>
18	<p><b>NONCONFORMING MATERIAL CONTROL</b> The seller shall have a documented internal system of process that includes provisions to identify, segregate, and control nonconforming material to ensure the seller does not ship nonconforming material to CPI.</p>
19	<p><b>ITEM UNIQUE IDENTIFICATION (IUID) MARKING</b></p> <ol style="list-style-type: none"> <li>1 Items supplied against this order shall comply with the requirements of DFAR252.211-7003</li> <li>2 Each item shall be marked with an IUID in accordance with MIL-STD-130</li> <li>3 The data matrix bar code shall comply with ISO 15418 Semantics and ISO 15434 Syntax Configuration of the IUID Data Matrix shall be Construct 2, DI format 06 called UID2PN using designators (17V), (1P), (S)</li> <li>4 Unless otherwise specified, the Enterprise Identifier (EID) and Enterprise Serial Number shall be used along with the Part Number specified on the Purchase Order.</li> <li>5 Location for each IUID marking shall be in accordance with the associated drawing 5.1 If no location is specified on the applicable item drawing, Customer Specifications and/or MIL-STD-130 shall be used for reference of common applications</li> <li>6 IUID minimum marking requirements and marking types, subtypes, and methods based on common applications shall be in accordance with CPI/Customer drawing. If not specified on the drawing, IUID shall be in accordance with Customer Specifications.</li> <li>7 The Seller shall verify and validate each IUID and archive the associated verification and validation record for a minimum of five (5) years.</li> <li>8 The seller shall submit to the buyer, a sample IUID marking and corresponding verification/validation for an approval prior to shipment of the first marked item</li> <li>9 The Seller shall obtain written authorization from CPI for the IUID Report prior to proceeding with delivery of items.</li> </ol>
20	<p><b>MARKING PER REQUIREMENTS</b> The supplier shall mark parts per the applicable design data.</p>
21	<p><b>FOREIGN OBJECTS/DEBRIS (FOD)</b> Supplier shall take steps to mitigate contamination by foreign objects/debris throughout the manufacture, assembly, test and shipping processes. In addition, packaging materials will be taken into consideration when mitigating FOD; packaging materials that generate particles, fibers, or other debris are not acceptable.</p>



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22	<p><b>FOREIGN OBJECTS DAMAGE (FOD) PREVENTION</b></p> <ol style="list-style-type: none"> <li>1 Seller shall ensure items supplied and the packaging will not be a source of Foreign Object Damage (FOD) and/or other contaminates.</li> <li>2 Seller shall establish and maintain written FOD Prevention Program Practices to reduce FOD using National Aerospace Standard 412 (NAS412), as a guideline.</li> <li>3 The FOD Prevention Program Practices shall be proportional to the FOD susceptibility of the product(s).</li> <li>4 The FOD Prevention Program Practices, written procedures, or policies developed by the Seller shall be subject to review and audit by CPI, CIP’s Customers and/or government representative(s).</li> </ol>
23	<p><b>COUNTERFEIT PARTS PREVENTION</b></p> <p>For Subcontractors, Contract Manufacturers and Authorized Distributors – Only new and authentic materials are to be used in products delivered to CPI. No counterfeit or suspect counterfeit parts are to be contained within the delivered product. Parts shall be purchased directly from the Original Component Manufacturer (OCM)/Original Equipment Manufacturer (OEM), or through the OCM/OEMs Franchised Distributor. Documentation must be available that authenticates traceability to the applicable OCM/OE&lt;. Independent Distributors (Brokers) shall not be used without written consent from CPI.</p>
24	<p><b>COUNTERFEIT MATERIAL AND MALWARE AVOIDANCE PROCESS REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Seller shall maintain a Counterfeit Item risk mitigation process internally and with its suppliers using SAE AS5553 and AS6174 as guidelines.             <ol style="list-style-type: none"> <li>1.1. Seller shall flow down to and ensure compliance with the requirements of the Q-Code by lower tier suppliers providing items for delivery to CPI under this order.</li> <li>1.2. Seller shall provide evidence of the Seller’s risk mitigation process to the CPI Subcontract Manager / Buyer upon request.</li> </ol> </li> <li>2. Seller and Seller’s sub-tier suppliers that are allowed access to the US Government Industry Data Exchange Program (GIDEP) shall participate in monitoring GIDEP reports and the seller shall act on GIDEP reports that affect product delivered to CPI.             <ol style="list-style-type: none"> <li>2.1. The seller shall issue a GIDEP report when suspect or confirmed counterfeit item(s) associated with this Purchase Order are discovered and ensure suspect counterfeit items are not delivered to CPI.</li> </ol> </li> <li>3. Seller shall immediately notify CPI with the pertinent facts if the Seller becomes aware of suspects that items delivered in accordance with the CPI Purchase Order are or contain suspect or confirmed counterfeit items.</li> <li>4. Seller shall purchase material directly from the Original Equipment Manufacturer (OEM), Original Component Manufacturer (OCM) (collectively, the Original Manufacturer (OM)) or authorized OM reseller or distributor (collectively, an Authorized Distributor).             <ol style="list-style-type: none"> <li>4.1. Seller shall obtain documentation and retain all documentation required to fully trace the distribution and sale of the goods delivered hereunder back to the relevant OM, and, on request of CPI, shall provide such authenticating documentation.</li> </ol> </li> <li>5. If Items required to satisfy this Purchase Order cannot be procured from the OEM, OCM or an OM’s Authorized Distributors, the Seller shall obtain written approval from the CPI Buyer.             <ol style="list-style-type: none"> <li>5.1. The Seller shall present complete and compelling support for any request to procure from sources other than the OEM, OCM or their OM’s Authorized Distributors and include in the</li> </ol> </li> </ol>



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	<p>request all actions completed to ensure the parts thus procured are not Counterfeit Items. Actions may include testing in accordance with Quality Code GP.</p> <p>5.1.1.If authentication testing has not been performed, the Seller shall submit an authentication test plan to the CPI Buyer and obtain written approval for the plan prior to starting authentication testing.</p> <p>5.1.2.If authentication testing has already been performed, the seller shall submit the authentication data to the CPI Buyer and obtain written approval prior to part use.</p> <p>5.2. The supporting documentation shall include:  Results of authentication test and analysis conducted.  Traceability with identification of all supply chain intermediaries wherever such traceability exists.  Identification of and traceability to the source for any remarked or resurfaced material.</p> <p>5.3. The Seller shall segregate and provide traceability identifiers (i.e. Date Code/Lot Code, Serial Number) for all items delivered to CPI which contain an item procured from sources other than and OEM, OCM or their authorized Distributors.</p> <p>5.4. The Seller shall retain test samples as part of the quality record associated with this Purchase Order.</p> <p>6. Seller shall maintain the following internal processes to control and prevent malware, defined as viruses, malicious code, Trojan horse, worm, time bomb, self-help code, back door, or other software code or routine designated to:</p> <ul style="list-style-type: none"> <li>(a)Damage, destroy, or alter any software or hardware;</li> <li>(b)Reveal, damage, destroy or alter any data;</li> <li>(c)Disable any computer program automatically; or</li> <li>(d)Permit unauthorized access to any software of hardware:</li> </ul> <p>6.1. Seller shall maintain a malware management process for the underlying manufacturing information systems used in building the electronic assembly.  This process shall consist of continuously monitoring the manufacturing information systems to ensure absence of malware, using up-to-date commercially available anti-virus software. The Seller shall maintain evidence of the continuous monitoring (include name and version of the anti-virus software, and scanning machine name/serial number).</p> <p>6.2. For deliverable assemblies that are running commercially available operating systems (e.g., Windows, Linux, Mac), the Seller shall implement a process of scanning these assemblies to ensure that they are free of malware, using up-to-date commercially available anti-virus software. The Seller shall maintain evidence of the scan occurrences (include date of scan, assembly part number, name/version of the anti-virus software, and scanning machine name/serial number).</p> <p>6.3. Seller shall immediately notify CPI with the pertinent facts if the Seller becomes aware of suspects that assemblies delivered in accordance with the CPI Purchase Order contain any malware.</p> <p>6.4. Seller shall provide evidence of these two processes to CPI upon request.</p>
25	<p><b>RECORD RETENTION</b></p> <p>1 The Seller shall retain all records needed to show conformance to Purchase Order requirements for each shipment.</p>



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	<p>1.1 Distributors of Commercial-Off-The-Shelf (COTS) items or Military Standard part numbers are only required to maintain records to traceability to manufacturer, manufacturer part number, and date code.</p> <p>2 Records shall remain legible, readily identifiable, and retrievable for a period of 7 years after completion of this Purchase Order or for such longer period as required by law or this Purchase Order.</p> <p>3 If the Seller is a distributor of the item(s) in this Purchase Order, the Seller shall require the same documentation from the original manufacturer of the item(s).</p> <p>3.1 Seller shall flow his requirement to the manufacturer.</p> <p>4 Seller shall allow CPI to acquire or inspect all records needed to show conformance to Purchase Order requirements.</p> <p>5 The Seller shall receive CPI approval prior to destroying / disposing of any record throughout the retention period required by the Quality Code. Seller to deliver the following data to CPI for CPI Approval to Request to destroy / dispose of any records throughout the retention period.</p> <p><b>NOTES</b></p> <p>Examples of the type of documents that may require retention include:</p> <ul style="list-style-type: none"> <li>-Records of inspection measurements</li> <li>-Records of product testing</li> <li>-Records demonstrating work performed to produce the product (e.g. shop travelers, routers, etc)</li> <li>-Records of traceability to manufacturer part number, lot number, and date code</li> <li>-Records of calibration</li> <li>-Records of raw material certification</li> <li>-Records of purchasing from sub-tier suppliers, to include purchase orders and certificates of conformance at a minimum</li> <li>-Records of any sampling plan requirements called out in CPI drawing, including lot quantity sample</li> </ul>
26	<p><b>TEST AND INSPECTION DATA VARIABLES DATA</b></p> <p>The supplier shall generate test and inspection data demonstrating compliance to the parametric requirements specified in the drawing or Purchase Order for each item. The supplier's test and inspection data shall include:</p> <ol style="list-style-type: none"> <li>1 Original manufacturer's name</li> <li>2 CPI purchase order number</li> <li>3 CPI part number and revision</li> <li>4 Test/Inspection results, condition, and parameters, including variables data</li> <li>5 Computer test interpretation, as applicable</li> <li>6 Serial number(s), lot/batch/heat number(s) or date code(s) where applicable</li> <li>7 Date of test/inspection</li> <li>8 Authorized agent's name and position, or acceptance stamp, and date</li> </ol> <p>Note: Electronic signature is acceptable</p> <p>The supplier shall ensure that all test and inspection data clearly demonstrate compliance to CPI drawing parameters. The supplier shall provide a copy of the test and inspection data and variables data with each shipment. All data must be traceable by purchase order, part number, part revision, serial number, lot or batch number as applicable.</p>



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27	<p>RIGHT TO AUDIT Supplier shall grant the buyer the right to audit.</p> <ol style="list-style-type: none"><li>1 CPI reserves the right to perform inspections, audits, evaluations, reviews and/or witness the execution of the processes being performed at the supplier's facilities in support of this purchase order.</li><li>2 CPI reserves the right to bring our customers or government representatives to the above said activities.</li><li>3 This requirement applies to the supplier's sub-tiers and shall be flowed down accordingly.</li></ol>
28	<p>CPI SOURCE INSPECTION Required prior to shipment from your facility of materials.</p>
29	<p>CPI'S CUSTOMER SOURCE INSPECTION Required prior to shipment from your facility of materials.</p>