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## Technical Paper

# QA Requirements for Purchasing Order

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# 1 General

## 1.1 Introduction

The product order purchased by Gilat contains QA technical and general requirements that the supplier must fulfill upon ordering.

## 1.2 Goal

This specification aims to define the QA requirements for items purchased by Gilat.

## 1.3 Applicable Documents

AS9100D

AS5553 D

# 2 Definitions

- **Supplier** – supplies products or services intended for inclusion in Gilat's products, which impact the quality of the product/service (not necessarily the manufacturer).
- **Subcontractor** – A manufacturer who produces according to the specifications and requirements of Gilat.
- **Catalog item** – an off-the-shelf item – an item purchased from an existing shelf inventory or ordered from a supplier that was not produced according to Gilat specifications Gilat.

# 3 Method

- ▶ This specification includes several levels of QA requirements for ordering an item.
  - General QA requirements relevant for all purchased items.
  - QA requirements defined for a group of items as follows:
    - Off-the-shelf items
    - Items manufactured according to Gilat's specifications
    - Electronic card assembly
    - Mechanical items (equipment, sprats in machinery, etc.)
    - Wiring and cables
    - Special processes (coating, painting, thermal treatments, etc.)

## 3.1 General Requirements for All Purchased Items

- ▶ The following requirements apply to all items supplied:
  - The supplier, or the subcontractor, is responsible for providing the purchased item according to its definitions as defined in the order.

- All requirements listed in this QA specification (no matter where this list is defined) are obligatory as part of the purchase order for the item.
- Gilat, its customers for this product, and the relevant regulatory authorities are entitled to free access (by appointment) to the applicable areas of facilities, to applicable documented information at any level of the supply chain, and to supplier's means, infrastructure and devices that are part of fulfilling the order.
- Each supplier will have authorized, valid ISO9001:2015 type QA certification.
- Gilat will determine the scope and the receiving inspection for the purchased item.
- Every delivery must be identified with the batch number or date code.
- Components that are sensitive to ESD will be delivered in ESD packaging.
- The following information will be written on the packaging:
  - The supplier's name
  - Gilat's order no.
  - Item's catalog number according to Gilat's order
  - Product quantity per package
  - Warnings regarding components sensitive to static electricity according to IPC 610 last revision.
- The supplier must maintain records of the product's documents – receiving inspection documentation, tests, and inspection and documentation of production for ten years from the delivery date or by a special requirement from Gilat.
- The supplier will verify that his people are aware of **their contribution to product or service conformity**, their contribution to product safety, and the importance of ethical behavior.
- The supplier shall provide copies of its QMS documentation and Aviation Authority Approval certificates, when applicable, to Gilat upon request.

### 3.2 General Requirements for Catalog Items (Off-the-Shelf Items), Counterfeit Parts Prevention

- Any supplier of off-the-shelf items – mechanical, electrical components, electrical, etc. – will supply only original items traceable to the manufacturer by documentation.
- Any supplied item that is not original (not manufactured by the original manufacturer) will require specific approval by Gilat's QA manager before its supply.
- Each supplier will have a written plan for preventing counterfeits based on Standard AS5553. Upon request, the program will be present to Gilat.
- Each item will be supplied with a COC (Certificate of Conformance) from the supplier for the entire chain of supply and from the original manufacturer, including traceability between the documents of the supplier's COC and the manufacturer's COC.
- A COA (Certificate of Analysis) will be attached to the supplied materials, showing traceability between the manufacturer's batch number and the batch number defined on the material's packaging.
- An MSDS report will be supplied with the materials.
- Items sensitive to ESD will be supplied in appropriate packaging, including protection against electrostatic discharge.
- Items requiring defined storage temperature will be supplied with appropriate shipping conditions that meet the item's requirements.

- All items with a limited shelf life will be provided with at least 75 percent of their life as defined by the manufacturer or according to a specific definition for that material in the purchase order's documentation. (in any case, any supplied or used material or component will have at least 24 months of validity before its use)
- The validity date must be marked on each package of materials/products with a limited shelf life (validity), including the manufacturing date and special storage conditions when required.
- No electronic components of 24 months or older shall be supplied.
- The Measuring equipment supplied will require a valid calibration certificate from a certified body of a national laboratory authority and instructions for inspection and use.
- Components with long feet that extend from the bottom of the component (like cables, transistors, etc.) will be packaged in packaging that protects the components' feet.

### 3.3 General Requirements for Items Manufactured According to Gilat's Specifications

- Work must be performed as defined by the attached PO documents with complete compliance with their instructions.
- The supplier must verify with Gilat that the item's description and the documents defining it in the order are in the correct version for company requirements.
- The supplier will **flow down to his provider's applicable QA requirements, including customer requirements**, and verify them when he receives the products from his external providers.
- Deviations – any deviant item that does not meet the purchase order's requirements in specification, drawing, etc.- will be reviewed by the MRB committee and immediately reported to Gilat's QA department—the same for deviant products from the supplier's subcontractors.
- Without Gilat's authorization, the subcontractor will not perform a repair or use as-is for products supplied to Gilat (even after MRB review).
- The supplier will report to Gilat about any change in the product or the work processes as they apply to the order and will receive approval for the change in the product or process.
- In any case, where the order has undergone subcontractor manufacturing, the employees performing it must be adequately skilled and certified for manufacturing the product or required services. When necessary, as required by Gilat, documentation will be supplied as evidence of their skills and certification as requested by the company.
- Gilat will approve subcontractors who provide special processes for the supplier who received the order as a preliminary requirement for their operation.
- The documents required for supplying the product are:
  - A COC for each item from the subcontractor
  - COC reports from the subcontractor for special processes
  - If required by the order – a COT for the characteristics inspected
  - If required by the order – a COA of the materials used
  - If items were used that were not manufactured by the subcontractor – A COC from the original manufacturer of fasteners, components, or any other item installed in the product.

- These documents will include, in addition to the manufacturer's declaration and the information he supplied, clear identification of the manufacturer's batch/lot number and batch identification on the item/packaging of the requested item.
- For each item manufactured according to specification and ordered for the first time in the last two years from the order date, the manufacturer will supply the First Article Inspection Report (FAIR) according to the AS9102 standard that is acceptable by Gilat. Gilat's QA manager is authorized to cancel this requirement subject to written approval. If a change was made in the item, a delta FAIR according to the AS9102 standard will be performed as required by the change and its derivatives.
- The supplier will relate to key characteristics (KC) as required in the documents of the purchased product.
- A statistical sample will be performed according to AQL 1.5 for C=0 as defined in the table Zero Acceptance No. Sampling Plans / Squeglia
- FOD inspection will be performed for each supplied item.

### **3.4 Electronic Card Assembly**

- Cards will be assembled based on Standard IPC610's last revision, CLASS 3.
- The serial number (as required) will be marked on every card as defined in the COC.
- A profile and temperature graph will be provided as a record with the supplied card.
- The supplier will supply a complete list of all the installed components on the cards with complete identification, including batch number and the origin of purchase for each component.
- Each supplier will purchase the components from the manufacturer or be authorized/franchised by the manufacturer distributor. Deviation from this requirement requires Gilat's QA manager's approval before use.
- The supplier will use a system for counterfeit prevention by Standard AS5553. Gilat will have the authority to inspect this system as a condition for completing the order.

### **3.5 Wiring/Cables**

- Harnesses/cables will be manufactured according to the definitions of Standard IPC620's last revision, CLASS 3.
- Each harness must be marked with its serial number or the batch number identifying it.
- Each connector will be sealed with appropriate plastic covers or wrapped in plastic to prevent the penetration of foreign objects and protect them from damage.
- Each supplier will purchase the components from the manufacturer or by authorization of the manufacturer distributor – deviation from this requirement requires the approval of Gilat's QA manager.
- The supplier will use a system for counterfeit prevention by Standard AS5553. Gilat will have the authority to inspect this system as a condition for completing the order.

### **3.6 Mechanical items**

- Gilat will approve the suppliers of the materials and the fasteners for mechanical items as a condition for using the materials in manufacturing the items.
- A material report analysis by the original material manufacturer will be provided for each item, with the batch number traceable to the manufacturer's batch number as recorded on the COC.

- Each item will be accompanied by a test report (COT), including traceability to the batch number on the COC.
- After verifying all order requirements and dimensions compliance, the manufacturer's inspector will stamp each test report.
- The supplier will supply reports for special processes performed by this order with traceability regarding the manufacturer's batch number as it appears on the COC.
- By the order's requirement, the supplier will supply a materials COA (for the materials being used for the order) prepared by an independent laboratory, not the materials manufacturer.

### **3.7 Special processes**

- Special processes will be performed according to drawings or order definitions.
- The supplier is responsible for performing the process required in the specification. Any deviation from this requirement requires the approval of Gilat's QA manager.
- Any supplier of special processes will provide a COC or COT for the performed process supplied batch.
- Each special process will be inspected and signed by a certified inspector.