

**REVISION HISTORY**

<b>REV</b>	<b>DATE</b>	<b>ORIGIN</b>	<b>REASON FOR CHANGE(S)</b>
A	9/15/2011	Scott M. Ubl	New
B	1/4/2012	Eric Steif	Clerical, correction reference to "Q5F" and section "D"
C	12/16/14	Rachel Perry	Update for including Mfr CoC for subsequent shipments and record retention
D	24Feb15	Scott Ubl	Updated right of access statement and font
E	29Sep16	Eric Steif	Added language clarification to COC requirement
F	5/04/18	Daniel Crouse	Added PCN language

**Q-CODE Q5C QUALITY REQUIREMENTS**

The following are the quality requirements for product purchased under Q-code Q5C. This product is controlled by the SAE standard, AS9100. With acceptance and shipment against this PO the supplier agrees to meet the requirements of AS9100, unless a written waiver is received from Plexus. This includes but is not limited to;

- o granting the right of access to the supplier's facilities at all levels of the supply chain and to all applicable records by Plexus, their customer and regulatory authorities.
- o the retention of all records that support the manufacturing or materials used for 15 years unless otherwise specified in the purchasing specifications and/or statement of work.
- o the flow down all applicable requirements to sub-tier suppliers including key characteristics and retention of all records that support the manufacturing or material used per the requirements of AS9100.

**First production run/Pre 1<sup>st</sup> Shipment/Change to product** -The documentation and quality requirements for each shipment of parts are as follows:

- A. **Certificate of Compliance.** – Must include a statement of overall compliance to all the applicable specifications (statement is not required to list, but shall cover all the applicable specifications such as; drawing, PO, customer specifications, Plexus G9000-3, IPC specification, etc). It also must include the following information for traceability:
- Name of Supplier (if different than the actual Manufacturer/OEM/OCM)
  - Name of Manufacturer/OEM/OCM
  - Manufacturer's/OEM's/OCM's Part Number
  - The Manufacturer/OEM/OCM Lot # or Date Code, (Each shipment, COC and packing slip must contain only one lot or date code)
  - Location or place of manufacture
  - If the product has a shelf life, the manufacturer or cure date, batch number, the shelf life and expiration date must be included (note: the remaining shelf life must be greater than 50% of the stated shelf life). Any special handling and/or storage requirements must also be included.
  - Plexus part number ordered on the PO
  - EC level or Revision level as specified on the PO for the Plexus part number ordered
  - PO number
- B. **Manufacturer Certificate of Compliance** – When the manufacturer of the part is not the same as the supplier (e.g. a Distributor, Rep, etc.), a separate manufacturer COC must be included along with the shipment. The manufacturer COC must be traceable to the parts supplied. When the manufacturer is the direct Supplier, this requirement is fulfilled with item A.

- C. All cartons, required documentation, labels, packaging and packing slips must have the Plexus part number, EC level or revision (if applicable), date code(s), quantity, and P.O. number listed on them.

-----See Page 2 for **Subsequent Shipment** requirements -----

**Subsequent Shipments**-The documentation and quality requirements for each shipment of parts are as follows:

- A. Certificate of Compliance. – Must include a statement of overall compliance to all the applicable specifications (statement is not required to list, but shall cover all the applicable specifications such as; drawing, PO, customer specifications, Plexus G9000-3, IPC specification, etc). It also must include the following information for traceability:
- Name of Supplier (if different than the actual Manufacturer/OEM/OCM)
  - Name of Manufacturer/OEM/OCM
  - Manufacturer's/OEM's/OCM's Part Number
  - The Manufacturer/OEM/OCM Lot # or Date Code, (Each shipment, COC and packing slip must contain only one lot or date code)
  - Location or place of manufacture
  - If the product has a shelf life, the manufacturer or cure date, batch number, the shelf life and expiration date must be included (note: the remaining shelf life must be greater than 50% of the stated shelf life). Any special handling and/or storage requirements must also be included.
  - Plexus part number ordered on the PO
  - EC level or Revision level as specified on the PO for the Plexus part number ordered
  - PO number
- B. Manufacturer Certificate of Compliance – When the manufacturer of the part is not the same as the supplier (e.g. a Distributor, Rep, etc.), a separate manufacturer COC must be included along with the shipment. The manufacturer COC must be traceable to the parts supplied. When the manufacturer is the direct Supplier, this requirement is fulfilled with item A.
- C. All cartons, required documentation, labels, and packaging must have the Plexus part number, EC level or revision (if applicable), date code(s), quantity, and P.O. number listed on them.

The above listed documentation must be submitted with each shipment. Any shipment received without this documentation will be considered defective.

### Product change notification

Upon acceptance of conforming product, documentation, and the requirements of this Q-code, the supplier's manufacturing process shall be considered "qualified". All changes require written approval from Plexus prior to implementation. Product or Process change notification requests (PCNs) shall be submitted to [pcns@plexus.com](mailto:pcns@plexus.com).