



REVISION HISTORY

<u>REV</u>	<u>DATE</u>	<u>ORIGIN</u>	<u>REASON FOR CHANGE (S)</u>
A	08/15/12	Sally Arno	New
B	27May14	Sally Arno	Updated to current industry requirements for proof of traceability, required inspections and required documentation for each shipment
C	5/04/18	Daniel Crouse	Added PCN language
D	03Aug18	Chris Kelly/Scott Ubl	Updated format, removed of commodities, testing report definition and Certificate of Traceability

Q-CODE Q29A QUALITY REQUIREMENTS

For products with OCM/OEM authorization

The following are the quality requirements for traceable product purchased from an Independent/Broker/Non-Contracted Hybrid under Q-code Q29A. Unless the supplier receives a written waiver from Plexus, the supplier agrees to abide by the quality requirements listed below.

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

A. Certificate of Compliance (COC) – Must include a statement of compliance from the supplier of the material to all applicable specifications (drawing, PO, customer specifications, IPC specifications, etc...). It also must include the following traceability information:

- Name of Supplier (if different than the actual Original Component Manufacturer (OCM))
- Name of Manufacturer/OCM
- Manufacturer's/OCM's Part Number
- The Manufacture/OCM Lot # and/or Date Code (both preferred, but date code at a minimum) for each shipment - COC and packing slip must contain each lot and/or date code which match the parts and all included documentation.¹
- Plexus part number ordered on the PO
- EC level or Revision level as specified on the PO for the Plexus part number ordered
- Plexus PO number
- Test report statement per section D, if not included in a Test Report

B. Certificate of Traceability – Must include documentation completing the chain of custody for each specific sale back to the OCM or a documented Franchised distributor. This must include the original packing slip, CoC or documentation from the OCM. Documentation will include the CofC from the Franchised distributor and proof of distributor franchise via screenshot of manufacturer website including both the manufacturer website address and distributor logo/contact information, or an email or letter from the manufacturer confirming the franchise status of the distributor. In the case where there are multiple sales, documentation is required to support each transaction. All documentation must include:

- Date of sale/receipt
- Selling party (if different than the actual OCM)
- Buying party
- Name of manufacturer
- Manufacturer's part number
- Quantity

*Notice: This document is considered "UNCONTROLLED" when it exists in any printed form. See the Partner - Supplier section of the Plexus Web page for the current master of this Q-code.



- The Lot # and/or Date Code (both preferred, but date code at a minimum) for each shipment - COC and packing slip must contain each lot and/or date code which match the parts and all included documentation.

Note: The minimum-required date code format shall identify the 2-digit workweek, 2-digit year (WWYY). If the component marking contains a lot and/or date code, then those markings must be traceable to the COC. Shipments of multiple lot and/or date codes must be identified separately on the COC with the actual quantity shipped for each. Each lot and/or date code shall be independently packaged (i.e., no mixed lot/date codes within a package: reels, trays, tubes, bags, etc.).

- C. Proof of Solderability – All parts older than 2 years of age must have a solderability test completed per J-STD-002. Certification of the solderability test can be included separately or within other specified documentation.
- D. Test Report - The Test Report will include a summary acceptance statement with the wording below and a statement of acceptance for each of the required tests:
- a) With respect to the observation of anomalies or evidence of counterfeiting, no inconsistencies were found with the lot or test samples during the inspection.
- Or
- b) With respect to the observation of anomalies or evidence of counterfeiting, inconsistencies were found between the lot or test samples during the inspection.

Note: The latest revision of all referenced specifications and standards at the time of the purchase order must be utilized.

Test information may be provided within the CoC instead of a separate report. If stand alone, the **Test Report** will include the following Header Information

- Name of part manufacturer
- Manufacturer's part number
- The Lot # and/or Date Code (both preferred, but date code at a minimum) for each part
- Plexus part number ordered on the PO
- The Plexus Quality Code
- Any additional final Customer Specifications

The applicable Inspection and sample plan will be based on the following inspection table.



Q29A TEST CODE MATRIX		
Required	Active Component	Passive Component*
Inspections	Sample Size	Sample Size
Outer & Inner Packaging and related documentation check <u>Visual Inspection of Packaging-</u> Visual inspection shall be completed on 100% all levels of inner and outer packaging and labels. This inspection shall include the scanning and verification of manufacturer’s bar code labeling. The inspection shall be completed as described in IDEA 1010	100%	100%
Component Optical Inspection <u>Visual Inspection of Component</u> Visual inspection shall be completed on the selected components. The inspection shall be completed as described in IDEA 1010	3 random samples	3 random samples

This inspection requirement shall not substitute for any additional final Customer specifications or standard practices used by a supplier, but the tests do not need to be duplicated if the minimum requirements are met. All testing completed on a sample that is less than 100% must be completed on each lot/date code contained in the lot. The sample shall be taken from multiple places on the reel or packaging. The **Inspection** will at a minimum include the following elements:

- E. The above listed documentation must be submitted by the supplier to the requesting party and Plexus prior to and along with each shipment. Any lot or shipment of product identified per the statement in section Db shall be considered defective and held by the Supplier. Any shipment received by Plexus without this documentation will be considered defective. All cartons, packing slips, reports and certifications must have part number, revision, MFG, MFG PN, quantity and P.O. number listed on them.
- F. All cartons, packing slips, Quality documentation and Certificate of Conformances must have part number, EC level or revision, quantity and P.O. number listed on them.

The above listed documentation must be submitted by the supplier to Plexus with each shipment. Any shipment received by Plexus 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.

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