

## REVISION HISTORY

<u>REV</u>	<u>DATE</u>	<u>ORIGIN</u>	<u>REASON FOR CHANGE(S)</u>
A	12Jan16	Scott Ubl	New
B	29SEP16	Eric Steif	Added clarification language to COC requirements
C	5/04/18	Daniel Crouse	Added PCN language

**Q-CODE Q3K QUALITY REQUIREMENTS**

The following are the quality requirements for product purchased under Q-code Q3K. Unless a written waiver is received from Plexus, the supplier agrees to abide by the quality requirements listed below.

**1<sup>st</sup> Shipment** - The documentation and quality requirements for the 1st shipment of parts are as follows:

- A. First Article Inspection Report - the supplier will perform and document the results of a first article inspection on 5 individual pieces. Please note the following
  - The report must include the criteria, a measurement and acceptance of all characteristics.
  - The results must be included separately for each of the 5 parts.
  - Raw materials must have direct traceability with the chemical and physical properties.
  - Characteristics include dimensions, written requirements, drawing notes, features, labeling (part marking), any material requirements specified, etc.
  - Include completion of all specified tests with the results.
  - Include the corresponding balloon/bubble print which correlates the drawing requirements to the FAI results.
  
- B. Material Certificate – The material certification must include the verification of all the **materials** called out on the drawing or specifications, this includes any surface finishing and or 3<sup>rd</sup> party operations (Some examples include plating and/or or paint. The certificate must include a statement of declaration certifying that the materials used to manufacture this item meet the specifications and a list of actual materials used (the list must correlate to the callouts on the drawing or specification).
  
- C. 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 OEM)
  - Name of Manufacturer
  - Manufacturer's Part Number
  - The manufacturer 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 shelf life and expiration date must be included (note: the

- remaining shelf life must be greater than 50% of the stated shelf life)
  - 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
- D. EU RoHS Certificate of Compliance (ROHS CoC) - For assemblies that are required to be EU RoHS compliant the supplier must provide a RoHS CoC at the homogeneous level for the purchased part number with the First Article Inspection report/first shipment. Parts used on RoHS compliant assemblies will be labeled as such (such as a Plexus PO note, a drawing note, a specification, etc.). If the assembly is compliant due to an EU RoHS exemption, identify the exemption on the certificate. It is preferred that the RoHS CoC includes material content data and follows the IPC 1752 format.
- E. All cartons, packing slips, reports and certificates must have part number, EC level or revision, quantity and P.O. number listed on them.

**Subsequent Shipments** - The documentation and quality requirements for all subsequent shipments will be 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 OEM)
  - Name of Manufacturer
  - Manufacturer's Part Number
  - The manufacturer 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 shelf life and expiration date must be included (note: the remaining shelf life must be greater than 50% of the stated shelf life)
  - 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. Change Control – no changes will be made to the part, materials or manufacturing process unless the manufacturing process, validation and part has be re-qualified and approved by Plexus. Reference the Plexus Supplier Quality Manual for additional guidance.
- C. All cartons, packing slips, reports and certificates must have part number, EC level or revision, 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).