



REVISION HISTORY			
<u>REV</u>	<u>DATE</u>	<u>ORIGIN</u>	<u>REASON FOR CHANGE(S)</u>
A	29/01/18	Paul Gettins	New
B	5/04/18	Daniel Crouse	Added PCN language

**Q-CODE Q16 QUALITY REQUIREMENTS**

**Positive Material Identification**

With acceptance of/or receipt of product against this order the supplier agrees to allow Plexus, their customer and regulatory authorities the right of access to their facility and all applicable records. The following are the quality requirements for product purchased under Q-code Q16. Unless a written waiver is received from Plexus, the supplier agrees to abide by the quality requirements listed below. Plexus will only give a written waiver after notifying and obtaining approval from the customer authorized person and Certified Body.

**All Shipments** - Before a product will be released to production the supplier will be required to supply the documentation and quality requirements as follows:

A. Positive Material Identification (PMI) Test Report- Must detail the following:

- Name of Material Supplier
- Material Suppliers part number
- Details of the Material chemistries with Tolerances and Test Results
- The Lot # and Date Code or Serial numbers for each shipment
- Signed and dated by the representative performing the test

B. Certificate of Conformance (COC) - Must also include the following:

- Name of Manufacturer/OEM/OCM
- Manufacturer's/OEM's/OCM's part number when required
- Plexus part number
- Revision or EC level if applicable
- Quantity
- Purchase order number
- Lot # and Date Code <sub>1</sub> or Serial numbers for each shipment
- A statement of Compliance specifying compliance to the following:
  - The drawings and specifications provided by Plexus
  - The requirements of the specific PO
- Signed and dated by an authorised representative

<sub>1</sub> The minimum-required date code format shall identify the 2-digit workweek, 2-digit year (WWYY). If the component marking contains a lot and date code, then those markings must be traceable to the COC.

All cartons, required documentation, labels, packaging and packing slips must have part number, EC level or revision, quantity and P.O. number listed on them.

Shipments of multiple lot and/or date codes must be identified separately on the DOC 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.).



*Material received without the completion and proper execution of the Quality Requirement allows Plexus the right to return the material as defective. For material that has been previously provided to Plexus, the requirements under subsequent shipments will be followed.*

**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).