



QUALITY MANAGEMENT PROCEDURE

ISS: 1

REV: 0

Page: 1 of 4

SUBJECT: Quality Clauses

DOC: QMP-030

REVIEWED BY:

Mgmt. Team

APPROVED BY:

Mgmt. Team

17 Dec 2008

REV LEVEL	REV DATE	DETAILS		DESCRIPTION OF CHANGE
		Page	Para.	
0	8 Oct 2008	All	All	Original Issue
A	17 Dec 2008	All		Minor edits



The following Quality Clauses apply when referenced on Purchase Orders from Pro-Dex, Inc. If there are questions about the content of these clauses, please contact your Pro-Dex, Inc. Representative.

5.0 Clauses

5.1 Responsibility For Performance:

Unless otherwise agreed, in writing, Seller shall supply all materials, equipment, tooling and facilities required to perform this Order.

5.2 Confidential/Proprietary Information:

All confidential and proprietary information not in the public domain, including, but not limited to, writings, drawings, equipment, tooling, models, oral disclosures, disclosed by Pro-Dex, Inc and received by Supplier, and/or learned of, or produced by Supplier in connection with the performance of the work under the accompanying purchase order, is the sole property of Pro-Dex, Inc. and shall be held by Supplier in strict confidence, at all times, and shall not be used, nor disclosed, by Seller to any third party, without the prior written consent of Pro-Dex, Inc.. The provisions of this clause shall survive the performance, completion, or termination of the accompanying purchase order.

5.3 Electrostatic Discharge Damage (ESD) Protection:

Components and assemblies that are susceptible to electrostatic discharge damage shall be handled and packaged to prevent ESD damage. All units which contain ESD sensitive devices shall be wrapped in a static shielding barrier in direct contact with and fully surrounding the unit. All such packaging shall be marked as containing ESD devices.

5.4 Packaging Requirements:

Supplier shall provide adequate protective packing to prevent damage, deterioration and corrosion of material, unless otherwise specified. Supplier shall enclose a packing slip with each shipment, and all packages/ documentation shall reference, or be marked with, Pro-Dex, Inc.'s purchase order number. When more than one package is shipped, Supplier shall identify the package containing the packing slip, and for multiple box shipments, state box number and total number of boxes (Box 1 of 3, Box 2 of 3, etc.). The container with the shipping documentation, certifications, test data, and inspection data shall be clearly marked. All data or correspondence shall be provided in English.

5.5 Certificate of Conformance Requirements:

A Certificate of Conformance (C of C) shall be provided with each lot at the time of shipment. The C of C shall include a statement that the items meet the requirements of the purchase order and/or specifications referenced on the drawing and/or purchase order. C of C's must include, as a minimum, the following information:

- Supplier name and address
- Serial number(s), as applicable
- Pro-Dex, Inc. purchase order number
- Quantity of parts in shipment
- Part number on purchase order
- Statement certifying product compliance
- Part revision on purchase order
- Signature or stamp of authorizing agent
- Date code(s) or lot number(s), as applicable

This is an electronically controlled document. When it is printed or distributed it becomes an uncontrolled copy.



- Date of C of C

5.6 Raw Materials:

Suppliers of Raw Materials (bars, rod, etc.) shall provide material certifications to the original melt lots, when requested.

5.7 Heat Treating Requirements:

A cross-reference between heat treat lots and raw material heat numbers shall be maintained as applicable. Each traceable lot shall be treated in accordance with the applicable specification and shipped separately with a packing slip and mechanical analysis report.

5.8 Special Process Suppliers:

When required by Pro-Dex, Inc. Customer(s), only NADCAP accredited Suppliers may perform the following processes:

- Non-Destructive Testing
- Heat Treatment
- Welding
- Chemical Processing
- Coatings
- Material Testing Laboratories

5.9 Toxic Substances:

Material furnished under this order shall be free from contamination by presence of mercury or any other toxic substance unless prior approval is given by Pro-Dex, Inc.

5.10 Documentation Retention

All relevant material and process certifications shall be traceable, held on file and available for Pro-Dex, Inc.'s review for a minimum of 5 years. All data or correspondence shall be provided in English.

5.11 Sample Inspection Requirements:

When the Supplier is performing sampling, instead of 100% lot inspection, the sample plan shall not accept lots where the lots have known discrepancies. The sampling plan shall be ASQC Z1.4, normal inspection-single sample or equivalent. Only C=0 sampling plan(s) shall be used.

5.12 First Article Requirements:

First article inspections are required on all new parts and may be performed on other parts if specified within a contract. When required by contract, **AS9102** shall apply.

The Supplier shall record all measurable characteristics, including a verification of drawing notes. The Supplier shall forward a signed copy of the report along with any material certifications (ex. paint, plating, composition, etc.) with the initial lot.

For a first article inspection to be performed, Pro-Dex, Inc. will require the supplier to send one part to be inspected before giving approval for the remaining parts to be shipped.



5.13 Audit and Inspection:

Pro-Dex, Inc., its customer, and/or pertinent government agencies may perform on-site audits or inspections related to Supplier's performance hereunder at Supplier's plant, including, but not limited to, audit or inspection of Supplier's facilities, systems, equipment, testing, data, personnel, all work-in-process and completed products manufactured.

6.0 REFERENCES

6.1 QMP-004 Control of Quality Records

7.0 ATTACHMENTS

None.