

PURCHASE ORDER ATTACHMENT Q22

Supplier's Process Documentation and Change Control

Subcontract Flow-Down Requirement

When this attachment is imposed, the Supplier shall complete and provide the forms as shown below. The supplier shall also flow-down the requirements in this document to subcontractors or sub-tier suppliers that provide products or services for completion of the Purchase Order.

Process Documentation and Change Control Overview

When the inclusion of Q22A (Manufacturing Control Document – MCD), Q22B (Process Control Plan – PCP) or Q22C (Process Flow Chart) is called out in the Purchase Order, the Supplier must obtain Buyer's written approval **before work begins** on each new Purchase Order.

Any deviation or change to the procedure(s) listed in the MCD on PCP with respect to previous Spectrolab order requires notification of and approval by Spectrolab **prior to starting work**. If there was a break in the supply of a particular part, and then later delivery of that part resumed, all changes that occurred in the interruption in delivery must be identified as a change in the MCD. All approvals shall be in writing from Spectrolab's Supply Management representative (Buyer) listed in the Purchase Order and shall also signify the approval of Spectrolab's Engineering and Quality functions. Failure to comply may result in the generation of a Nonconforming Material Report (NCMR).

Q22A Manufacturing Control Document

The supplier shall provide a list – referred to as the MCD – which consists of the manufacturing documents with current revision levels used in preparation and verification testing of the products provided under this Purchase Order.

Q22B Process Control Plan

The supplier shall make available a PCP indicating the sample size, frequency, method and equipment used to satisfy each critical characteristic.

Q22C Process Flow Chart

The supplier shall provide a flowchart of the processes used to produce hardware or services contained within the Purchase Order.

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Q22A (MCD) and Q22B (PCP) and Q22C (Process Flow Chart) Relationship to Procurement Specification

Deviations to the procurement specification and/or drawing are not allowed unless otherwise specified by the Purchase Order or with a Spectrolab approved deviation/waiver Q915.

Any MCD, PCP and Process Flow Chart requirements found in the procurement specification shall take precedence over the more general requirements listed in this attachment.

Spectrolab Right to Audit

Spectrolab shall have the right to audit compliance to MCD revision levels, traceability records and all data collected per the PCP at the supplier's establishment.