		“Q” Clause		Purchase Order Attachment	
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NUMBER: Q3A	REV: B	TITLE: Seller's Traceability System - Two Way			
DOCUMENT OWNER: QUALITY MANAGER					
PREPARED BY: Stephen Fong		SIGNATURE: Stephen Fong		DATE: 02/04/2009	DEPT: Quality
APPROVED BY: Bruce Martin		SIGNATURE: Bruce Martin		DATE: 02/04/2009	DEPT: Quality

SELLER'S TRACEABILITY SYSTEM - TWO WAY

Seller shall maintain a TRACEABILITY system on all electronic and electrical parts, raw materials and mechanical machined parts from receipt at Seller's facility to shipment of the items to Buyer. A written detailed procedure describing the system and its various controls shall be submitted to the Buyer for approval within ninety (90) days after receipt of this order or thirty (30) days prior to shipment of the first item, whichever occurs first.

The system shall provide for two-way TRACEABILITY, that is:

1. TRACEABILITY forward, where each integral material or part can be traced to the next assembly and subsequently to the actual location in the items delivered to the Buyer.
2. TRACEABILITY backward, where each integral material or part used in items delivered can be traced back to the **lot*** received at the Seller's facility.


The system shall provide a means of correlation between the data derived from the testing, inspection and processing of the items.

TRACEABILITY requirements shall also apply to supplies that are modified, repaired or reworked.

Each serialized part or **subassembly**** shall be traceable, forward and backward, to end item placement and to received materials used to produce the item.

The Seller is required to “flow down” the above system to any subtier suppliers.

After shipment of items to Buyer, TRACEABILITY records shall be retained and made available upon request to Buyer by Seller and its subtier suppliers for a period as specified in the Purchase Order General Provisions or as stated otherwise in this purchase order. If not otherwise specified, minimum retention time is one year.

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NOTE: TRACEABILITY IS NOT REQUIRED TO BE MAINTAINED ON BULK HARDWARE ITEMS ORDERED TO MIL-SPEC OR INDUSTRY STANDARD PART NUMBERS, E.G. BOLTS, NUTS, SCREWS, TERMINALS, RIVETS, CLAMPS, WASHERS, EYELETS, ETC.

* - A **lot** is defined as a homogeneous quantity of parts or materials received, accepted and controlled as a single procurement transaction.

** - A **subassembly** is defined as two or more parts that form a portion of the item that is replaceable as a whole, but has a part or parts that are individually replaceable.