

Information included herein is not controlled under Canadian and/or US Export Laws and does not require an export permit.

Clause Number	Title	Clause text
QG-001	General Requirements	PROHIBITED PRACTICES <u>Unauthorized Repairs and Reworks:</u> Unless specifically approved by MDA Space Material Review Board (MRB), Seller shall not repair or rework any item to meet MDA Space specification and drawing requirements, without Buyer's prior written approval. In the event the item is returned with a reported defect and the Seller determines the item is reworkable, Seller shall test, evaluate and rework as required. Seller shall provide a complete detailed rework report including test results, evaluation findings and description of all work performed. <u>Change in Approval, Drawing, Processes, Materials or Procedures:</u> Seller shall not change any drawing, process, material, or procedure without prior MDA Space written approval, if such drawing, process, material, or procedure was previously approved as provided for in the procurement document. <u>Notification of Facility Change:</u> Seller shall not use nor relocate any production, manufacturing, processing or test facilities to differ from previous approval by MDA Space, during performance of work specified in the procurement document, without MDA Space approval. <u>Change of Management/Owner:</u> Seller shall notify Buyer when a significant change in management, ownership or location has occurred. <u>Change to Third-Party Registration/Accreditation during active Buyer's Purchase Order:</u> Seller shall notify Buyer when any change has occurred to Seller's Third-Party AS9100, ISO9001 and/or Nadcap registration. Seller shall provide Buyer with a copy of Seller's Certificate of Accreditation. Upon expiration and/or change in Seller's accreditation status (including name and/or ownership change), the Seller shall provide Buyer with a current certificate.
QG-001	General Requirements	BUYER SURVEY, SURVEILLANCE, AUDITS AND INSPECTION MDA Space, MDA Space representative and MDA Space Customer have the right to conduct surveys, audits and surveillance of Seller facilities and Seller sub-tier suppliers with prior coordination with Seller, to determine capability to comply, and to verify continuing compliance, with the requirements of the procurement document. Final inspection and acceptance shall be performed at the Buyer facility, unless otherwise specified in the procurement document. When QBI-003 is annotated on the purchase order, Seller conformance to Buyer requirements shall be verified by Buyer and shall be performed at Seller's facilities prior to shipment of items being procured. Seller shall provide reasonable facilities and a copy of Buyer's specification/drawing and the procurement document for Buyer verification of Seller conformance to the procurement document and specification/drawing requirements.
QG-001	General Requirements	DOCUMENTATION MDA Space may refuse to accept item if Seller fails to submit certifications, documentation, test data or reports specified by the procurement document.
QG-001	General Requirements	DOCUMENTATION RETENTION The Seller shall maintain and make available to MDA Space for review all Quality Records associated with inspection, test and reviews associated with the Seller's Quality Management System (QMS). Seller shall have a procedure for the retention, identification, storage and retrieval of Quality Records for a minimum period of 10 years from the date of the last shipment of purchase order or as required per contract or regulatory requirements.
QG-001	General Requirements	DISPOSAL After period of 10 years, prior to disposal, Seller shall notify MDA Space. MDA Space reserves the right to request transfer of records and articles.

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QG-001	General Requirements	COUNTERFEIT PART PREVENTION As part of a counterfeit part prevention practice, according to AS5553, Seller shall ensure that all items being delivered per this procurement document have been procured directly from an Original Equipment Manufacturer (OEM) or a first-tier OEM authorized Distributor. If the Seller cannot procure the part directly from the OEM or a first-tier OEM authorized distributor, MDA Space approval is required. Seller shall obtain unbroken chain-of-custody documentation for the item being provided and shall retain this documentation for 7 years after the contract ends, or as stipulated by Contract. Seller shall provide unbroken chain of custody documentation to Buyer upon request and within three (3) working days of the request.
QG-001	General Requirements	FLOWDOWN OF REQUIREMENTS Seller shall control sub tier supplier procurements to ensure Quality and Customer Property Requirements specified in the procurement document are satisfied. All items procured from its sub tiers conform to all requirements of the MDA Space purchase order.
QG-001	General Requirements	ETHICAL BEHAVIOR The Seller shall engage in ethical behavior and not engage in any form of corruption, bribery, anti-competitive agreements or other unfair business practices. Appropriate action shall be taken for any instances of infraction of employees' compliance with these principles.
QG-001	General Requirements	SAFETY The Seller shall plan, implement, and control the processes needed to assure personnel and product safety during the entire product life cycle including, but not limited to, manufacturing, testing, storage, handling and transportation. The safety of the test equipment, fixture, and environment shall also be considered.
QD-001	Certificate of Compliance	Seller shall provide a "Certificate of Compliance" with each shipment of items under this purchase order, signed by a legally authorized representative of the Seller's organization, stating the following: Buyer's Purchase Order or Subcontract Order number and PO/SO item number; Part Number; Part Revision; Quantity and statement saying that parts supplied on this procurement meet applicable drawings, specifications and purchase/subcontract order requirements.
QD-002	Certificate of Compliance showing source of origin	Seller shall provide a "Certificate of Compliance" with each shipment of items under this purchase order, signed by a legally authorized representative of the Seller's organization, stating the following: Buyer's Purchase Order or Subcontract Order number and PO/SO item number; Part Number; Part Revision; Quantity and statement saying that parts supplied on this procurement meet applicable drawings, specifications and purchase/subcontract order requirements. Seller must ensure that all items on this procurement are traceable to source of origin by lot/batch number or date code. Source of origin traceability must be reflected on release documentation.
QD-003	Certified Inspection Data	Seller shall provide "Certified Inspection Data" that includes Certificate of Compliance, dimensional inspection results prepared according to ballooned drawing to document all drawing dimensions, drawing notes, materials and processing, and/or test results, process certifications, material certifications etc. for verification by Buyer QA. Dimensional inspection to be performed according to QI clause as stated in purchase /subcontract order.
QD-004	End Item Data Package	Seller shall provide "End Item Data Package" that includes minimum: Certificate of Compliance; Log Book; Operating Time Record; List of Open Work; Connector Mate/Demate Record; List of Serialized Components; As-Built Configuration List; Drawings; List of Nonconformances/Failure Analysis Reports; List of Non-Flight or Temporary Installed Hardware; List of Test Procedures/Results, as required by contract.
QBI-001	Receiving Inspection	All or a portion of the items supplied by Seller under this procurement will be inspected by the Buyer's Quality Department upon receipt, before final acceptance.
QBI-002	Mandatory Inspection Point, MIP	Buyer Quality Assurance shall verify/witness inspection or operation points in the supplier's manufacturing process as determined by Purchase/Subcontract Order. Buyer's Quality Assurance has the right of access to verify the quality of all materials non-proprietary processes and services included in this procurement at the Seller's facility. Seller shall notify Buyer at least seventy-two (72) hours in advance of the time that part(s) will be ready for MIP verification.

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QBI-003	Source Inspection	Buyer's Quality Assurance acceptance is required to release the shipment of item under this Purchase/Subcontract Order. Buyer's Quality Assurance has the right of access to verify the quality of all materials non-proprietary processes and services included in this procurement at the Seller's facility. Seller shall notify Buyer at least seventy-two (72) hours in advance of the time that part(s) will be ready for source verification or acceptance. Buyer Source Inspection shall include, but is not limited to the following: Witnessing Seller's performance of acceptance/qualification testing and inspections to Buyer's specification/drawing requirements; Review of Seller acceptance test/inspection data and reports to verify conformance with Buyer's specification/drawing requirements; Verification of item traceability and Seller's certification to ensure conformance with Buyer's procurement document or specification/drawing requirements; Verification of Seller's packaging and packing of items being procured to ensure conformance with Buyer's procurement document or specification/drawing requirements.
QBI-004	Submission of documentation prior to shipping	Seller shall submit documentation according to Purchase Order prior to shipment to MDA Space for review; MDA Space QA will review the data and authorize the shipment.
QBI-005	Verification by MDA Space Engineering is required	Technical Documents delivered under this procurement shall be verified and approved by the Buyer's EEE or Mechanical parts Engineer upon receipt, prior to final acceptance.
QBI-006	Delegated source inspection	Buyer authorizes trained, qualified and independent supplier's delegate (who hasn't been involved in any stage of this procurement) to perform final inspection on the Buyer's behalf according to purchase order requirement. Supplier shall submit inspection documentation to the Buyer for approval. The Buyer reserves the right to reject the items upon receiving inspection.
QGI-001	Canadian Government QA source inspection in Canada	Government Quality Assurance is a requirement of this procurement. Seller shall promptly make arrangements with the Government representative who normally services his facility so that GQA can be accomplished.
QGI-002	Canadian Government QA source inspection in Europe	Government Quality Assurance is a requirement of this procurement. Seller will be notified by the Technical Services Section; Canadian Defense Liaison Staff, at 1 Grosvenor Square, London, England, W1X OAB, concerning the Government agency with whom Seller shall make arrangements for the accomplishment of Government Quality Assurance.
QGI-003	US Government QA source inspection in U.S.A.	Government inspection is required prior to shipment of item(s) from your facility. Seller shall upon receipt of this procurement, promptly notify the Government Representative who normally services your facility so that appropriate planning for Government inspection can be accomplished. Seller upon receipt of this procurement, shall promptly furnish a copy of the procurement contract to the Government Representative who normally services your facility, or if none, to the nearest Army, Navy, Air Force or Defense Supply Agency Inspection office. In the event the Representative or office cannot be located, Buyer procurement agent should be notified immediately.
QGI-004	US Government procurement in Canada covered by DND	All work on this order is subject to inspection and test by the Government. The Government Quality representative who has been delegated NASA Quality Assurance function on this procurement shall be notified immediately upon receipt of this order. The Government representative shall also be notified forty-eight (48) hours in advance of the time articles or materials are ready for inspection or test, and supplier shall make documentation available to perform inspection or test.
QI-001	First Article Inspection	Seller shall provide Certified Inspection data, reflecting 100 percent inspection verification of all drawing characteristics for each product type delivered in case of: First production run of a new product; Design change; Materials or sources change; It has been more than 2 years since the part was produced; Change in process, tools, or location.
QI-002	Inspection of serialized items	Seller shall provide Certified Inspection data, reflecting 100 percent inspection verification of all drawing characteristics for each Serial Number delivered to MDA Space.
QI-003	Inspection of non-serialized items	Seller shall provide Certified Inspection data, reflecting 100 percent inspection verification of all drawing characteristics by recording a range of the measured value.
QI-004	Sample inspection	Seller shall provide Certified Inspection data, reflecting inspection verification of all drawing characteristics by recording a value for samples determined by Buyer. Sampling plan shall be determined by MDA Space.
QI-005	Inspection of critical drawing features	Seller shall provide Certified Inspection data, reflecting 100 percent inspection verification of critical drawing features as determined by Buyer.
QI-006	Inspection and Test Procedures	Seller shall submit inspection and test procedures as specified in procurement documentation.
QP-001	Packaging	Seller shall ensure that packaging of items on the Buyer's procurement is sufficient to prevent any corrosive damage or any physical damage caused by shipping/handling. Parts should be kept in the original packaging format where possible; loose/bulk parts are not allowed.

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QP-002	Flight Packaging	Seller shall ensure that the hardware is double bagged. Desiccant and Humidity indicator shall be placed in the outer bag. The inner bag shall be zip locked. The outer bag shall be sealed. Where applicable, packaging shall follow shipping procedure provided by the Buyer.
QP-003	ESD Packaging	Seller shall ensure that packaging of items on the Buyer's procurement is sufficient to prevent any corrosive damage or any physical damage caused by shipping/handling. Parts should be kept in the original packaging format where possible; loose/bulk parts are not allowed. The Seller shall take the necessary precautions during handling and packaging the deliverable product to prevent damage. The device leads shall be electrically shorted together by non-corrosive conductive foam or other suitable methods. The deliverable devices shall be encased in electrically conductive/static dissipative packages, tubes, carriers or conductive bags for shipment. Use of pink poly is not acceptable. The packaging must be labeled to indicate that it contains electrostatic sensitive parts.
QM-001	Raw material with traceability	Shipment of material shall be accompanied by a Certificate of Conformance from Seller, stating at a minimum: Material identification by specification number and material conditions where applicable; the raw material manufacturer's or mill's heat lot or batch number. All material shall be procured directly from a manufacturer or shall show full traceability from the mill, through any subsequent processing steps, including chemical/physical test results and/or inspection showing full compliance to the material's specification requirements.
QM-0011	Raw material	Shipment of material shall be accompanied by a Certificate of Conformance from Seller, stating at a minimum: Material identification by specification number and material conditions where applicable.
QM-002	Shelf life	The date of the manufacture and date of expiry shall be visibly marked on the item and included in accompanying document. Not more than twenty percent (20%) of the shelf life shall have elapsed at the time of receipt by Buyer. Alternatively, the Seller shall provide a shelf life (or warranty period) from the date of shipment. In this case, the shelf life (or warranty period) shall be visibly marked on the item and included in accompany documentation. The Seller shall provide Safety/Hazard Data Sheets with the first shipment of material requiring any special handling.
QM-003	Prohibited suppliers due to Industry Alert	Seller shall provide the Buyer with the name of the raw material supplier prior to commencing work. The Buyer must approve all aluminum extrusions and titanium suppliers.
QM-004	Prohibited material	Seller shall not use "Pure Tin Plating", "Zinc" or "Cadmium" processes on part(s) or assemblies supplied on this procurement. Only parts containing alloys with less than 97% tin are acceptable, and all cadmium alloys or zinc alloys (e.g. brass) must be completely over plated with an approved metal.
QM-005	RoHS compliance	Materials supplied under this procurement shall comply with RoHS, Restriction of Hazardous Substances, also known as RoHS 10-Directive (EU) 2015/863.
QSN-001	Serial numbers	The Items shall be marked with the supplier's Serial Number, unless an MDA Space serial number has been provided by the Purchase Order. The supplier's serial number shall be unique to the Item Number. A suggested format is: (the first three letter of the supplier name) – (job number) – (sequential unique number). The serial number(s) shall be referenced on Seller's release documentation, i.e. (shipping documents, certificate of compliance, test reports etc.)
QL-001	Lot / batch	Seller shall develop a "Lot by Lot" Inspection Plan for each part number to be fabricated on this procurement and submit Plan to Buyer for approval prior to use. Seller shall use this plan to verify characteristics of the finished part to Buyer drawings and specifications. A completed "Lot by Lot" inspection report must accompany each lot of parts shipped to Buyer.
QEEE-001	ESD sensitive EEE parts	The Seller shall take the necessary precautions during manufacturing, handling and packaging the deliverable product to prevent damage in accordance with ANSI/ESD S20.20 and ESD TR20.20. The device leads shall be electrically shorted together by non-corrosive conductive foam or other suitable methods. The deliverable devices shall be encased in electrically conductive/static dissipative packages, tubes, carriers or conductive bags for shipment. The packaging must be labeled to indicate that it contains electrostatic sensitive parts.
QEEE-002	EEE parts that are subject to screening	Seller shall provide a "Certificate of Compliance" with each shipment of parts under this procurement, signed by a legally authorized representative of the Seller's organization, which specifically states that each microcircuit has passed testing per MIL-PRF-38535, for Class B/Q or S/V. Complete screening test data for each microcircuit is acceptable in lieu of the Certification of Compliance.

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QEEE-003	Same date code requirements	Seller must ensure all pieces for each item are from the same inspection lot and the same date code of manufacture. Partial shipments will not be accepted.
QEEE-004	Date code not older than 36 months	Seller must ensure the date of manufacture (lot) code is not older than 36 months at the time of delivery without permission from the Buyer.
QEEE-004A	Date code not older than 60 months	Seller must ensure the date of manufacture (lot) code is not older than 60 months at the time of delivery without permission from the Buyer.
QEEE-004B	Date code not older than 84 months	Seller must ensure the date of manufacture (lot) code is not older than 84 months at the time of delivery without permission from the Buyer.
QF-001	Standard mechanical fasteners	Seller shall provide with each lot or batch of parts under this procurement authenticated original test reports, showing the degree of compliance with applicable physical, chemical, metallurgical and mechanical requirements. The reports shall accompany the parts and shall not be shipped separately. Associated certification data shall be traceable to the original manufacturer by lot or batch number. The original manufacturer's name and lot or batch number must be identified on the packaged parts and all documents provided with the parts.
QF-002	Fasteners for space when 3rd party pull test data is required	Seller shall provide with each lot or batch of parts under this procurement authenticated original pull test reports. Associated certification data shall be traceable to the original manufacturer by lot or batch number. The original manufacturer's name and lot or batch number must be identified on the packaged parts and all documents provided with the parts.
QF-003	Fasteners for space same lot requirement	Seller must ensure all pieces for each item are from the same lot of manufacture. Partial shipments will not be accepted.
QS-001	Software	Seller shall provide Certificate of Compliance and supporting documentation sufficient to establish that: All requirements are achieved or waivers submitted; Configuration is correct and deliverables are properly identified and marked; Planned level of acceptance is achieved and/or deviations/waivers are part of the deliverable documentation package; Operating instructions accompanying the developed software are sufficient to enable loading, initialization, and operation by Buyer's personnel.
QLAS-001	Laser	Seller shall provide with each shipment of material, authenticated laser safety data indicating the class of laser and quantitative test reports, showing the degree of compliance with applicable specifications.
QT-001	Test clause	Test data (inspection results, group data, screening data, graphs, films, coupons, tested items, etc.) reflecting the applicable requirements (drawing notes, DPA, PIND, tensile test, radiographic services, test procedures, specifications, etc.) shall be submitted to Buyer. Inspection and/or test data reflecting the requirements of the applicable drawings and specifications shall be recorded and included with the shipment. When applicable, Group test data and/or screening data in accordance with the applicable specifications must be furnished for each shipment of parts against the purchase order.
QT-002	Internal, In-house test clause	Mechanical parts supplied under this procurement are subject to testing by Buyer's Safety & Mission Assurance Engineer.
QCAL-001	Calibration of MDA Space owned test equipment	The Supplier shall provide a test report/calibration certificate for each item calibrated. Each test report/calibration certificate shall contain as a minimum: 1. Description or identification of the item. 2. List of standards used for traceability. 3. Date of calibration. 4. Procedure used for calibration. 5. Test results/values. 6. Test report/calibration certificate number as applicable. When an instrument has been adjusted or repaired, the calibration results before and after adjustment or repair shall be reported. If the reading cannot be taken without repair, the certificate shall state that information and the item shall be tagged.

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QCAL-002	Buying new test equipment	The Supplier shall provide a test report/calibration certificate for each item calibrated. Each test report/calibration certificate shall contain as a minimum: 1. Description or identification of the item. 2. List of standards used for traceability. 3. Date of calibration. 4. Procedure used for calibration. 5. Test results/values. 6. Test report/calibration certificate number as applicable. 7. Record of supplier certification to ISO 17025:2015, or equivalent traceability to a national metrology institute, accredited laboratory, certified reference material, or equivalent.
QDS-001	Drop shipment	Seller shall forward the items to destination as instructed by Purchase Order upon Buyer's approval of documentation for performed services.
QOPN-001	Planned open work is to be received	It is agreed that the Seller is providing item(s) to Buyer with planned open work.
QQ-001	Confidentiality	Seller agrees to hold confidential any and all information which it receives from Buyer or through its association with Buyer under this PO/quote, and shall not divulge or use such information for its own benefit or for any other person or company unless the prior written permission of Buyer is obtained. Seller acknowledges that any invention or process developed by using MDA Space's information, will be the property of MDA Space. This covenant shall survive termination of the PO. Seller also agrees to execute such further documentation as MDA Space may reasonably require from time to time to evidence the above undertakings.
QO-001	Internal use, to identify Customer property (CF-E/CF-STE/CF-ST)	Article procured under this control shall be subject to identification with a Program Specific Sticker or an MDA Space tag and Customer Property sticker by Stores upon receipt at MDA Space. Photographs shall be taken of items as received upon receipt and attached to receiving documentation. Project Engineer to delegate POC for photographs and communication of receipt to the customer.
QO-002	Internal use, to identify procured parts / materials as Canadian Government Property	Items received under this Purchase Order are to be identified as "Inventory" and marked as Canadian Government Property and received into project Flight or Non-Flight stores as applicable.
QO-003	For use on all US Government Property Items, used for equipment sent for calibration/repair	In accordance with Federal Acquisition Regulation Clause 52.245-1 subparagraph (vi) (A), "Loss, damage, destruction or theft", the Vendor shall investigate and furnish a written narrative of all incidents of loss, damage, destruction or theft to buyer as soon as the facts become known or when requested by the Buyer. Such reports shall, at a minimum, contain the following information: Date ; The name, commercial description, manufacturer, model number, and national Stock Number(if applicable); Quantity; Unique Item Identifier (if available) ; Purchase Order number ; Cause and Corrective action taken to prevent recurrence ; Copies of all supporting documentation; Last known location.
QO-004	For use when U.S. Government Property requirements are in place	The article(s) provided to the Seller under this purchase order are U.S. Government Property (e.g. any material and/or equipment). Seller shall have a system of internal controls to manage (control, use, preserve, protect, repair and maintain) U.S. Government property in its possession. The system shall be adequate to satisfy the requirements of Federal Acquisition Regulations (FAR) Clause 52.245-1, Government Property. In doing so, Seller shall initiate and maintain the processes, systems, procedures, records, and methodologies necessary for effective and efficient control of U.S. Government property. Seller's responsibility extends from the initial acquisition and receipt of property under this PO, through stewardship, custody, and use until formally relieved of responsibility by authorized means, including delivery, consumption, expending, sale (as surplus property), or other disposition, or via a completed investigation, evaluation, and final determination for lost property. This requirement applies to all U.S. Government property under Seller's accountability, stewardship, possession or control, including its sub-tier vendors. U.S. Government property shall be stored separately and not co-mingled or combined with property of others.

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QO-005	For use when Canadian Government Property requirements are in place	The article(s) provided to the Seller under this purchase order are Canadian Government Property (e.g. any material and/or equipment). Seller shall have a system of internal controls to manage (control, use, preserve, protect, repair and maintain) Canadian Government Property in its possession. Seller shall initiate and maintain the processes, systems, procedures, records, and methodologies necessary for effective and efficient control of Canadian Government Property. Seller's responsibility extends from the initial acquisition and receipt of property under this PO, through stewardship, custody, and use until formally relieved of responsibility by authorized means, including delivery, consumption, expending, sale (as surplus property), or other disposition, or via a completed investigation, evaluation, and final determination for lost property. This requirement applies to all Canadian Government Property under Seller's accountability, stewardship, possession or control, including its sub-tier vendors.
QCYB-001	Tamper Proof Seals	Seller shall provide tamper seals according to NIST 800-53 requirements for all equipment provided.
QCYB-002	Cybersecurity System	The Seller shall acknowledge and confirm that they maintain and use a Cybersecurity assurance system which is in accordance with industry standard practices (e.g., NIST Special Publication 800-53 Rev. 5 as may be amended). The Cybersecurity assurance system shall include a plan for managing supply chain risks associated with the research and development, design, manufacturing, acquisition, delivery, integration, operations and maintenance, and disposal of systems, system components or system services, which is regularly reviewed and updated and protected from unauthorized disclosure or modification. The Cybersecurity assurance system shall include a process or processes to identify and address weaknesses or deficiencies in the supply chain elements and processes.
QCYB-003	Cybersecurity Control Documentation	Seller shall provide Cybersecurity Control history related documentation for all equipment provided.
QCYB-004	Advance Notification of Cybersecurity Issues	In the event of cybersecurity defects, incidents, etc., affecting the product and/or services, Seller must inform Buyer within 72 hours of identifying the issue.
Quality Record Submission	Level I	Certificate of Compliance Note: Suppliers can use their own Certificate of Compliance template and submit to MDA Space
Quality Record Submission	Level II	Level I + Quality Record Submission Cover Page MDA Space Compliance Checklist Note: Supplier shall only use MDA Space's provided Cover Page & Compliance Checklist
Quality Record Submission	Level III	Level II + Inspection Report CMM Report (When requested by MDA Space Quality Assurance Team) Note: No MDA Space Quality Assurance review and approval required prior shipping. Only acknowledgment of receipt of the report required prior shipment.
Quality Record Submission	Level IV	Level III + Photograph of Part (When requested by MDA Space Quality Assurance Team) Source Inspection Photograph of Packaged Item Approval from MDA Space Quality prior to Shipment
Quality Record Submission	Level V	Level IV + Mandatory Inspection Points (MIP) Test Procedures EIDP Package

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