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1.0 PURPOSE

As a supplier to Intevac Photonics we've outlined below some general business requirements we require of our suppliers. This information will help guide you in working with Intevac Photonics.

2.0 QUALITY MANAGEMENT SYSTEM

Intevac encourages its suppliers to implement and maintain a robust Quality Management System. Suppliers that are certified to AS9100 or ISO are preferred.

3.0 TERMS AND CONDITIONS

Intevac suppliers are bound by the Intevac Terms and Conditions. These can be found at the following link: <http://www.intevac.com/company/suppliers/>. Any issues or concerns with Intevac terms and conditions must be communicated and/or negotiated prior to purchase order placement. Contact Intevac Photonics Supply Chain.

4.0 DIRECT AND SUB-TIER CONTROLS

Intevac suppliers shall apply appropriate controls to their direct and sub-tier external suppliers to ensure that requirements are met.

5.0 MANUFACTURING PROCESS, ISSUES, LOCATION, MATERIALS OR MACHINERY MOVEMENT NOTIFICATION


Intevac Photonic suppliers are required to notify and get prior approval from Intevac of any revisions or any changes to the manufacturing process, location, material change or machinery movement involved in the manufacture and/or development of Intevac ordered parts(including changes in sub-tier providers, sub-tier location or manufacturing change) and this requirement must be flowed through the supply chain. In addition, any manufacturing issues or concerns must be communicated to Intevac in real time.

Should Intevac require the supplier to use specific sub-tier suppliers, Intevac shall communicate that requirement to the supplier.

6.0 QUOTATIONS

Response: After receipt of quote request, any quote requiring more than two working days will require notification to Intevac when date quote will be available. All quote responses to Intevac Photonics must include Photonics purchasing.

Format: Quotes should be supplied on company letterhead. Quotes in the body of an email may be accepted on a case-by-case basis (determined by Intevac purchasing). Quotes, as a minimum, should always include the Intevac part number, part number revision, your internal part number and lead time for traceability of pricing to Intevac part number. Additionally, any exceptions to the part being quoted (i.e., special tooling, obsolete or long lead time parts, tolerances or material exceptions, etc.) must be called out in the quote.

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7.0 P.O. ACKNOWLEDGEMENT/SHIP DATES/FLOW DOWNS

Acknowledgements of purchase orders are required. Acknowledgements should include P.O #, Intevac Part #, revision, quantities, ship dates, and shipping method.

Any change or potential change in ship date after P.O. acknowledgment must be communicated to Intevac purchasing immediately.

Flow down of all applicable quality, processing, and contract requirements (including customer requirements) is mandatory. Where a government contract is called out in our P.O., that government contract number and DFARs clauses must be flowed down to your supplier in your P.O. placed to support Intevac’s P.O.

8.0 PAYMENT TERMS AND PAYMENT METHOD. INTEVAC PAYMENT TERMS ARE AS FOLLOWS:

Electronic payment: Intevac pays its suppliers in net 30 day terms via Paymode. Intevac will provide paymode sign up information. Paymode is no cost to suppliers.

Paper check: Intevac pays its suppliers in net 45 day terms.

All other terms must be negotiated prior to first P.O. issuance.

9.0 FOB, SHIPPING, INVOICING

FOB is destination. Freight charges are Pre-pay and add. Invoices should be emailed directly to Intevac finance to the following email address: IntevacAP@intevac.com. Invoices must match the purchase order. If part number, revision, unit cost, qty. or P.O. number on the invoice do not match purchase order exactly, the invoice cannot be processed for payment until the issue(s) are cleared up.

10.0 RETURNED PARTS FREIGHT CHARGES

Freight charges for defective parts returned will be picked up by supplier. Intevac does not pay return freight for defective materials being returned to suppliers for replacement, rework or credit.

11.0 AS9102 REPORTS, FIRST ARTICLES AND CERTIFICATES OF CONFORMANCE

AS9102 First Article Requirements.


Anytime an AS9102 first article report is required it will be called out in the purchase order. Basic rules for requirement of an AS9102 report: Upon 1st delivery of a part (new part or new supplier) or 1st delivery of a part to a new revision, or part not ordered in two years.

Seller shall provide first article samples, test specimens as specified by an Intevac Purchase Order.

Certificate of Conformance.

Anytime a CofC is required it will be called out in the purchase order. Your standard Certificate of Conformance should be included unless otherwise called out in the purchase order.

Note: If both CofC and AS9102 first article report are required, both will be called out in the p.o.

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12.0 ELECTRONICS/ELECTRONIC COMPONENTS

All electronics purchases require full traceability of electronic components to the original manufacturer upon request. All electronic components must come from franchised/authorized distributors or OEMs only. No 3rd party sources are allowed without written prior permission from Intevac.

Intevac Photonics requires immediate notification if suspicion of fraudulent/counterfeit or obsolete components in electronics supplied to or being manufactured for Intevac Photonics

13.0 ANNUAL CONFLICT MINERALS REPORTING

Annual conflict mineral reporting as required under SEC regulation may be required (based on nature of items sold to Intevac). Suppliers requiring conflict mineral reporting will be notified by Intevac Supply Chain.

14.0 RECORD RETENTION/DISPOSAL

Records related to purchases are to be retained for a period of 7 years. Disposal after 7 years is OK. Exceptions when a customer requires a longer time frame will be handled on a case by case basis.

15.0 PERFORMANCE

Intevac tracks suppliers on time delivery on a monthly basis. OTD of less than 95% may result in corrective action. Supplier quality is monitored through incoming or in process inspection. Inspection yield of less than 95% may result in corrective action.

16.0 RIGHT OF ACCESS

Upon request suppliers shall provide right of access by Intevac, Intevac customer or regulatory authorities to the applicable areas of facility and to applicable documented information, at any level of the supply chain.

17.0 USE OF NON-CONFORMING PRODUCT, PROCESSES, SERVICES


Intevac requires notification of any non-confirming products, processes or services and obtain approval for their disposition prior to shipping.

18.0 SPECIAL REQUIREMENTS

Any special requirements will be noted in Intevac’s specifications, work instructions, drawings, work documentation and purchase orders. Any issues concerning meeting special requirements should be communicated to Intevac immediately.

19.0 STATISTICAL TECHNIQUES

Intevac suppliers shall utilize SPC (statistical process control) as a preferred methodology to ensure production quality and conformity. SPC should be used to measure, analyze and eliminate sources of variations to product quality.

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20.0 TEST, INSPECTION AND VERIFICATION

Intevac suppliers are required to have adequate testing, inspection and verification processes (including production process verification).

21.0 CERTIFICATION OF OPERATORS

Intevac suppliers shall ensure that for operations where certification is applicable, employees will be certified to perform those operations.

22.0 IDENTIFICATION, PRESERVATION, PACKAGING

All shipments to Intevac must be packaged to avoid damage and deterioration and must be shipped to the address specified on purchase order unless otherwise noted. Packaging shall be in accordance with good commercial practices unless otherwise specified on the purchase order or as part of the part specification. Parts shall not be intermingled unless otherwise specified. Each box shall be labeled with the minimum information: 1) Part number and revision, 2) Purchase order number 3) Purchase order line, 4) Quantity, 5) Manufacturer's identification.

23.0 SOURCE INSPECTION

All items covered by an Intevac purchase order are subject to source inspection by an Intevac representative and/or Intevac's customer. In the event that source inspection is required, prior notification of the source inspection shall be communicated to the supplier

24.0 PRODUCT/SERVICE CONFORMITY, PRODUCT SAFETY, ETHICAL BEHAVIOR

Intevac suppliers shall ensure their employees are aware of their contribution to product or service conformity, product safety and the importance of ethical behavior.

- **Product Service Conformity:** Suppliers should take actions to ensure their products or services conform to required specifications. This can be accomplished through control of specifications, analysis of non-conformances and their associated processes, performing internal audits, and documenting/monitoring processes & procedures.
- **Product Safety:** Supplier shall plan, implement and control the processes needed to assure product safety during the entire product life cycle, as appropriate to the organization and the product.
 - Examples: *Assessment of hazards and management of associated risks; management of safety critical items; analysis and reporting of occurred events affecting safety; communication of these events and training of persons.*
- **Ethical Behavior:** Ethical business conduct is critical to our business. As a supplier, your responsibility is to respect and adhere to ethical business practices in all business activities both internally and externally.