

**PURCHASE ORDER ATTACHMENT Q-1  
SOURCE INSPECTION**

- I. Supplies or services on this purchase order are subject to inspection, surveillance or testing at the seller's facility at the Buyer's discretion.
- II. Scope may include review of the production system, witnessing processes, in-process inspection and testing or final inspection and testing as needed to verify conformance to the purchase order requirements.
- III. A Review of the Quality system covering areas affecting product conformance such as calibration of equipment, inspection reports, inspection instructions, procedures and configuration control, skills, training and certifications, and packaging methods may be performed.
- IV. Buyer's Quality representative may conduct final inspection or testing to validate product conformance to the purchase order.
- V. **Seller shall not ship items without completion of the Source Inspection unless one of the following has occurred:**
  - A. Permission to ship has been previously authorized in writing by Buyer.
  - B. A shipment authorization letter has been issued in conjunction with an implemented Supplier Verification Plan by the Buyer's Quality representative.
  - C. Buyer's representative did not arrive on the agreed upon scheduled date for the Source Inspection and did not communicate to the supplier the need to change the date scheduled by Buyer. In this case, Seller may ship the product, attaching a completed copy of "**Source Inspection Waiver**" form (see figure 1)
- VI. Seller shall not ship items suspended by the Buyer's Quality Representative unless authorized in writing by Buyer and marked in accordance with instructions provided by Buyer.

VII. **PROCUREMENT PACKAGE:** The Seller shall create a procurement package which will be available to Buyers Quality Representative upon request.

The package shall contain the following, as applicable:

- A. Purchase Order and Change Notices
- B. Current Configuration of Drawings
- C. Supplier Planning Documents (or supplemental documentation)
- D. Current Configuration of Specifications
- E. Subcontract Data Items; i.e. Acceptance Test Procedure (ATP)
- F. Data Letter of Approval
- G. Buyer's Source Inspection Report or **SOURCE INSPECTION WAIVER** form as applicable for each submitted lot.

Seller shall make the procurement package available during Source Inspection upon request.

VIII. **MANDATORY BUYER INSPECTION POINTS.** In addition to surveillance, the Buyer may designate mandatory points of inspection in the purchase order, i.e., in-process, pre-potting, final, pre/post, burn-in, etc. or by the Buyer's Quality Representative. In the absence of the purchase order identified inspection points, the inspection points shall be performed at final assembly.

VIII **NOTIFICATION.** Seller shall notify Buyer of readiness for source inspection as far in advance as possible, but in no case less than **48 hours in advance of the desired source inspection date.** Once Seller and Buyer have agreed on the schedule both are responsible for informing the other of events affecting the schedule and establishing a revised schedule if needed.

VIII **DOCUMENTATION.** Each shipment against this purchase order shall include a copy of the completed Buyer's source inspection report,

X. **OBLIGATIONS.** The source inspection results shall not constitute final acceptance and shall not modify or limit any representations, warranties, or commitment made elsewhere or in any way affect the obligations of the Seller to perform strictly in accordance with the provisions of the purchase order.

FIGURE 1

## SOURCE INSPECTION WAIVER

**Shipment of items when Source Inspection has been waived by Buyer.**  
(Attach completed copy to packing list)

Spectrolab P.O. Number \_\_\_\_\_ Part Number \_\_\_\_\_

Date Supplier Notified Spectrolab, Inc. of Source Inspection need:

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_: \_\_\_\_ am/pm.

Shipment has been made without Source Inspection for the following Reason:

- ☐ Written Communication from Buyer Authorizing shipment without Source  
**Copy of Letter / EMAIL / FAX** must be attached to Packing List.
- ☐ No response received from Buyer to Seller's request for source surveillance  
appointment. Notation must be made on Packing List or documents.
- ☐ Buyer's Source Inspection Representative not available for scheduled appointment.
- ☐ Other (Please Explain) \_\_\_\_\_

Supplier Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Phone Number (     ) \_\_\_\_\_