1.0 Purpose

1.1 Provide Dutek and Dutek Customer requirements to electronic component suppliers.

2.0 Definitions

2.1 COTS - Commercial-off-the-shelf or commercially available off-the-shelf (COTS) products are packaged or ready-made hardware or software, which are adapted aftermarket to the needs of the purchasing organization, rather than the commissioning of custom-made, or bespoke, solutions.

3.0 General Requirements

3.1 Each shipment must be accompanied by a certificate of conformance signed and dated by a company representative, stating that this product meets all purchase order requirements, PO number, reference PN(s), quantities, date codes, lot #'s, and/or SN's log and Country Of Origin

3.2 Records - Records of manufacturing, testing (when applicable), processing, inspection, packaging, and shipping shall be retained for a minimum of 12 years. Records shall be made available for review on request.

3.3 Counterfeit parts Mitigation - Electronic components shall be procured from the OEM/OCMs or their Franchised (licensed) Distributors. No electronic components shall be purchased through or from Non-Franchised Distributors or Brokers without express written approval from Dutek Account Management.

3.4 Competence, Training and Awareness - The supplier shall ensure personnel processing orders are trained and aware of the relevance and importance of their activities in relation to meeting the requirements of Dutek purchase orders and associated documentation.

3.5 Product Safety & Ethical Behavior - The supplier shall ensure personnel processing orders or performing work affecting conformity to product or service are aware of their contribution to product safety and the importance of ethical behavior.

3.6 Right of Access - Right of access shall be given to Dutek, our customer and regulatory authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.

3.7 Regulated Materials - Materials contained in any deliverable product shall conform to applicable regulatory requirements.

4.0 Packaging

4.1 When material is not sensitive to shipping or handling damage, the entire lot must be bagged/boxed, and the bag/box must be identified. Parts must not be co-mingled with different part numbers or different lot numbers.

4.2 All incoming ESD sensitive products must be packaged in antistatic and / or conductive packaging material. Outer shipping container shall be marked as ESD sensitive material.

4.3 Moisture sensitive components shall be packaged in sealed bags with desiccant and a humidity indicator card.

5.0 Lot traceability – when required by Dutek Purchase Order, documented proof of traceability back to the OEM shall be included with each lot shipped. COTS only require traceability to Dutek receiving identification.

6.0 Revision History

Revision	ECN	Revision Date	Paragraph(s)	Description
A	2313	11/22/24	All	New Release