https://inertiallabs.com/policies-and-disclosures/

https://www.viavisolutions.com/en-us/support/support-resources/warranty-quality-and-compliance-policies

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1 Purpose

The purpose of this document is to specify the quality requirements for suppliers & outsourcing service providers who provide products or services specified in Purchase orders and other Contractual requirements from Inertial Labs / VIAVI. It defines the requirements for efficient control of quality through the different phases of manufacturing, assembly, inspection and test.

2 Scope

The requirements defined in this document are applicable to all suppliers & outsourcing service providers providing products and services to Inertial Labs / VIAVI.

3 Definitions

Key Characteristics: Key characteristic is an attribute or feature whose variation has a significant effect on product fit, form, function, performance, service life or produce-ability that requires specific actions for controlling variation.

Special Process: Process whose results cannot be detected at full extent by inspecting/measuring its outcomes such as heat treat, plating, chemical conversion.

4 Requirements

4.1 - Application

The requirements specified herein are applicable when this document is imposed on suppliers by Inertial Labs / VIAVI POs and other contractual documents. Inertial Labs / VIAVI retains the unilateral right to withhold acceptance of supplier`s products and services due to failure to comply with the requirements of this document. When stated in

this document, PO or contractual document means the official agreement between Inertial Labs / VIAVI and the Supplier to provide products and services to Inertial Labs / VIAVI.

4.2 – Order of Precedence

In case of a conflict between requirements in this document and other documents, the order of precedence shall be:

1. Applicable statutory, regulatory or contractual requirements
2. Purchase Order (PO), Statement of Work (SOW)
3. Technical Specs, Drawings
4. Basic Quality Requirements, Q Codes

4.3 – Approval Provisions

The seller shall have provisions, as appropriate, for the approval of:

1. The products and services provided to VIAVI.
2. The methods, processes, and equipment in the production of products and services provided to VIAVI.
3. The release of products and services provided to VIAVI.

4.4 – Quality Management System

Supplier shall establish and maintain a Quality Management System (QMS) that covers the products and services to be provided to Inertial Labs / VIAVI under Inertial Labs / VIAVI` PO and other contractual requirements.

The QMS shall address the design, development, production, distribution, repair (as applicable) activities and it shall be based on the latest revision of standards such as ISO9001, AS/EN/JISQ 9100.

4.5 – Organization Changes

Supplier shall notify Inertial Labs / VIAVI, in writing, at least 90 days in advance of any sale, relocation, or transfer of Supplier's manufacturing operations.

For ongoing orders, supplier shall notify Inertial Labs / VIAVI, in writing, within 48 hours if there is any change in supplier’s processes or procedures that affects conformity of any ordered item.

4.6 – Review of Requirements

Supplier shall review the Drawings, Fabrication notes, other applicable engineering documents as well as Quality Codes provided by Inertial Labs / VIAVI with each order. This

review shall be conducted prior to Supplier`s commitment to supply a product or a service to Inertial Labs / VIAVI. Any engineering document provided as part of previous orders shall not be used for new orders and shall be deleted from supplier`s Document management system.

The review of requirements shall ensure that requirements are defined, any requirements differing from those expressed are resolved and the supplier has the ability to meet the defined requirements. The applicable statutory and regulatory requirements shall also be considered during review.

The seller shall have provisions, as appropriate, for the special requirements, critical items, or key characteristics for products and services provided to VIAVI.

In case the supplier is not able to meet any of the requirements, supplier shall request a waiver and get the approval, prior to approving the PO.

The Supplier shall manage risks to the achievement of applicable requirements.

4.7 - Procurement

Supplier shall include, as applicable in the PO/contract from Inertial Labs / VIAVI, all applicable requirements including drawing/specification number, drawing/specification revision, approved sources, special processes, inspections, tests, and acceptance criteria in PO/contract with their sub-tier supplier.

Supplier shall ensure that applicable drawings/specifications and other directives are available and used by sub-tier suppliers.

Supplier shall be responsible for the qualification and control of manufacturing processes, whether the activity is performed at its facility or at its sub tiers or subcontractors.

Records shall be retained and shall be furnished upon request as per the requirements stated in section 4.18.

Supplier shall not transfer any part of or the whole contract/purchase order to third party suppliers/sub-tier suppliers without informing Inertial Labs / VIAVI.

Supplier shall have provisions, as appropriate, for the need to:

- Use VIAVI designated or approved external providers, including process sources, for products and services provided to VIAVI.
- Prevent the use of counterfeit parts.

- Notify VIAVI of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain VIAVI's approval

4.8 – Receiving Inspection

Supplier shall maintain a receiving inspection function to ensure that parts/materials received from its suppliers are inspected to PO/contractual requirements.

Records of receiving inspection done, Certificate of Conformance (CoC) and Test reports received as part of delivery, shall be retained by the Supplier.

Records shall be retained and shall be furnished upon request as per the requirements stated in section 4.18.

4.9 – Design and Development

Supplier shall plan and control the design and development of the product or service by its own procedures.

As part of design and development planning, supplier shall determine the design and development stages, criteria for verification and validation of design, review criteria for each design and development stage and the responsibilities and authorities for design and development.

The seller shall have provisions, as appropriate, for :

- The need to provide test specimens to VIAVI for design approval, inspection/verification, investigation, or auditing as required
- Verification or validation activities that VIAVI, or its customer, intends to perform at the seller's premises.

4.10 – Manufacturing Process

Supplier shall identify and plan the manufacturing, assembly, inspection and testing processes which directly affect quality and shall ensure that these processes are accomplished under controlled conditions.

Controlled conditions include the following but not limited to:

- Qualification of manufacturing, assembly, inspection and testing processes as per process specifications.
- Qualification and maintenance of tools & equipment used in manufacturing, assembly, inspection and testing processes.

- Qualification of personnel performing manufacturing, assembly, inspection and testing processes.
- Awareness for personnel about their contribution to product conformity, product safety and the importance of ethical behavior.
- Manufacturing planning system that ensures control of raw materials, purchased or manufactured items, assembly, inspection and delivery operations.
- Accomplishment of manufacturing, assembly, inspection and testing processes according to approved data such as Drawings, BOMs, Process flow charts, Manufacturing plans, Travelers, Routers, Work instructions, Process cards and Inspection documents.

4.11 – Calibration/Verification

Supplier shall have a documented system that defines the process employed for calibration/verification of measuring, inspection and test equipment including details of equipment type, unique identification, location, frequency, method and acceptance criteria for calibration/verification.

Tooling shall be maintained and controlled such that it remains acceptable for production usage.

Inspection, measuring and test equipment shall be calibrated or verified at specific intervals, or prior to use, against measurement standards traceable to international or national measurements standards.

The Supplier may use external laboratory activities for calibration. Calibration shall be performed by a laboratory certified to ISO-IES-17025 standard by an accredited certifying body.

4.12 – Maintenance

Supplier shall control and maintain the facilities, machines, tools, jigs, manufacturing, assembly, inspection and test equipment in accordance with manufacturer instructions, including periodical inspections.

Supplier shall maintain a documented system for maintenance.

4.13 – Document and Data Control

Any document and data including digital data, drawings, specifications and work instructions shall be controlled to the extent necessary to ensure that only data and documents of the revision contractually specified are used.

If information received from the customer is marked as sensitive, supplier shall maintain procedures of cyber-security, based on international standards (e.g., ISO 27001).

4.14 – Special Process

Supplier may approve and control its own special processing sources, including their in-house special processes. It shall conform to the specifications called out in Inertial Labs / VIAVI drawings, specifications, or purchase orders.

Records of approval of special processes shall be maintained. Personnel operating special processes shall be qualified/certified when specifically required by the governing specification.

Inertial Labs / VIAVI is entitled to request objective evidence of the above and shall have the right to conduct an audit by its representatives.

Supplier shall provide a CoC for every lot shipped to Inertial Labs / VIAVI. The CoC shall contain, title and specification number (including revision) of the special process, date the parts were processed, actual results of tests/inspection, part numbers as shown on the PO and signature and title of an authorized agent of the supplier.

4.15 – Control of Nonconformances

Supplier shall maintain a documented procedure for the identification, documentation, segregation and disposition of nonconforming items.

It shall define the responsibility and authority for the review and the process for approving the personnel making these decisions.

Supplier shall have provisions, as appropriate, for the need to notify VIAVI of nonconforming processes, products, or services and obtain approval for their disposition.

4.16 – Corrective and Preventative Action

The Supplier shall maintain a documented procedure for corrective and preventive action. Corrective and preventive action process at supplier shall ensure that necessary measures are taken at Supplier's facility to prevent the recurrence of nonconformities.

The following events are subject to root cause and corrective action (RCCA) by the Supplier.

- Any nonconformity referred to Inertial Labs / VIAVI to obtain disposition instructions.

- Any nonconformity determined or suspected by supplier on items already delivered to Inertial Labs / VIAVI.
- Any nonconformity determined and reported by Inertial Labs / VIAVI back to supplier on its delivered items or on its quality management system.

Supplier shall fill in and return Supplier Corrective Action Report (SCAR) received from Inertial Labs / VIAVI prior to the due dates mentioned in the SCAR. The SCAR response shall be in English, unless agreed otherwise. Instructions for filling in the SCAR will be provided by Inertial Labs / VIAVI. If the supplier has own CAR format, supplier is allowed to use that format.

4.17 – Identification and Traceability

Supplier shall establish a lot or serial number identification and traceability system that tracks from the raw material or component to assembly (up to the supplied product level) through manufacturing, assembly, test and inspection operations.

It shall have the ability to trace all products from the same batch of raw material or component, or from the same batch of manufacturing.

Upon request, the Supplier shall be capable to supply Inertial Labs / VIAVI with the required information within 48 hours.

4.18 – Inertial Labs / VIAVI Furnished Item

Supplier shall exercise utmost care with Inertial Labs / VIAVI furnished items while they are under the control of Supplier and/or Supplier's sub-tier suppliers or being used by Supplier and/or Supplier's sub-tier suppliers.

Supplier (and/or Supplier's sub-tier suppliers through Supplier) shall notify Inertial Labs / VIAVI within 48 hours, if items provided by Inertial Labs / VIAVI are lost, damaged, or otherwise found to be unsuitable for their intended use in accordance with contract/purchase order.

The notification by the Supplier shall include a non-conforming report stating the name and the part number of the defective item, how the damage happened, and the appropriate corrective action taken to prevent the recurrence.

Inertial Labs / VIAVI furnished items shall neither be scrapped nor returned back to their original supplier without prior approval of Inertial Labs / VIAVI.

4.19 – Quality Records

Supplier shall record the manufacturing, assembly, inspection and tests conducted on a Route-card/Traveler (an Electronic tracking system is permitted).

Each unit shall have a separate Route-card/Traveler corresponding to the specific manufacturing inspection and test process. Route-card/Traveler for a batch of assemblies is acceptable.

The serial number of a unit shall not be duplicated or reused.

Supplier shall retain all records of procurement, receiving inspection, manufacturing, assembly, inspection, tests and shipping for at least 3 years from product delivery. If Quality code REC-00 is stated in the PO, then this Quality code will precede over this clause.

The records shall remain legible, readily identifiable and retrievable and shall be made available to Inertial Labs / VIAVI upon request during the record retention period.

Inertial Labs / VIAVI has the right to request a copy of such records when deemed necessary. Supplier shall locate the records in less than 48 hours, if required.

4.20 – Alerts

Supplier shall alert Inertial Labs / VIAVI within 48 hours on any event that may introduce a risk or has an impact on Safety, Quality or Delivery. The following events shall be posted immediately to Inertial Labs / VIAVI:

- Escape - a failure or nonconformance in a product already supplied.
- Development of a significant problem with cost, delivery schedule, quality or technical impacts (even if Supplier hopes to be able to implement a recovery plan).
- Development of a significant problem that may affect Supplier's ability to complete the work successfully.

The alert shall include the relevant products impacted and the recommended containment action.

4.21 – Audits / Surveys / Monitoring

Inertial Labs / VIAVI shall have the right, under proper coordination with supplier, to conduct audits and surveys of supplier's facility or facilities of supplier`s sub-tier suppliers. The seller shall have provisions, as appropriate, for the right of access by VIAVI, their customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain. This access may be given without offending privacy, security regulations or confidentiality of the supplier.

The supplier shall address the findings or gaps, if raised during the audit, by the due date that was agreed upon during the Audit. The supplier shall answer these gaps with root-cause and corrective action.

The seller shall have provisions, as appropriate, for the control and monitoring of the seller's performance to be applied by VIAVI.

4.22 – Configuration Control

Supplier shall review revisions to engineering drawings, specifications and requirements from Inertial Labs / VIAVI in a systematic manner.

Supplier shall ensure that all affected parties are aware of those revisions to engineering drawings, specifications and requirements.

When documented information is managed electronically, data protection processes shall be implemented, to enable protection from loss, unauthorized changes, unintended alteration, corruption and physical damage.

4.23 – Risk Assessment

Supplier shall perform risk analysis, in a methodological way, on the business operations of the organization and manage those risks.

Supplier shall maintain a Disaster Recovery Plan that includes processes and procedures to recover from a disaster that interrupts the business operations of the supplier for a significant period of time. (Examples of disasters: Fire, earthquake, flood, building collapse, accidental data erasure, etc.).

4.24 – Obsolescence Management

Inertial Labs / VIAVI wants to protect its products against obsolescence issues and avoid a possible need for redesign or modification of the products due to obsolescence.

Supplier shall provide a written notification of all existing and impending obsolescence issues at least 18 months in advance.

4.25 – Electrostatic Discharge (ESD) Control Program

Suppliers providing Electrostatic Discharge Sensitive (ESDS) items shall maintain and implement an ESD control program that complies with ANSI/ESD S20.20 for the protection of ESDS components, devices and assemblies.

4.26 – Statistical Process Control (SPC)

Supplier shall perform Statistical Process Control (SPC), for Key characteristics that are marked in the drawing and/or specified in a document attached to the drawing.

Upon request, the Supplier shall be capable to supply Inertial Labs / VIAVI with the required information within 48 hours.

4.27 – Repair Process

Supplier shall physically separate production and repair processes. Products under production and repair shall not be processed simultaneously at the same workstation.

Supplier shall supply the repaired product, with a COC and Repair report, that includes all details of the PO, repair description, ATP performed, and parts replaced.

4.28 – Packing and Shipping

Supplier shall ensure that items are packed and shipped as specified in the purchase order and other contractual requirements. When none are specified, where practical, supplier shall pack each item separately in such a manner that the item will not be damaged during shipment and storage.

As a minimum, part number, manufacturer identification, quantity and manufacturer lot number or serial number (if applicable), shall be marked on the package and a packing list shall be provided.

Supplier shall legibly and permanently identify each item (if applicable) using the marking requirements prescribed by the specification or drawing.

Packaging for ESDS items shall be in a shielded one (Grey color bag instead of pink) as defined in ANSI/ESD S20.20.

Packaging for Moisture Sensitive Devices (MSD) shall be as defined in J STD-033. Supplier shall provide COC and a waiver (if applicable) for each shipment.

Records shall be retained and shall be furnished upon request as per the requirements stated in section 4.18.

4.29 – Q-Codes (Quality Codes)

Inertial Labs / VIAVI will include Quality codes in the Purchase Order, and it specifies relevant quality requirements. The different Q-codes and their definitions are available in the document, QMS-QCD-P.

Supplier shall review the Q-Codes and ensure that they are able to comply with all the Q-Codes specified on every row of the P/O before committing to supply products or services to Inertial Labs / VIAVI.

5. – Change History

Revision	Issue Date	Description of Changes
00	09/30/2024	Initial release
01	12/15/2025	Updated Sections 4.5, 4.9,4.15 & 4.18
02	05/01/2026	Updated Sections 4/3 (added), 4.6, 4.7 4.9, 4.15, 4.21 & Updated Co Name