



*The Leader in EMI/RFI Shielding, Thermal,
Absorber and Cable Management Solutions*

LEADER TECH SUPPLIER QUALITY MANUAL

LT SQM-001
Revision A
06/17/2026

The following clauses apply to each Leader Tech purchase order
(excludes general warehouse supplies)

1. **Quality Management System (QMS)** – Supplier must implement and maintain a QMS, preferably certified with a third-party registrar to ISO 9001 and/or AS9100.
2. **Certificate of Conformance** – Each shipment must include a signed certificate of conformance stating that product meets PO, drawing, and specification requirements. This document shall contain at a minimum the Purchase Order number, part number, quantity, manufacturer, and shelf-life information (as applicable). Shelf-life information shall include the manufacture date and the expiration date.
3. **Shelf-life Sensitive Materials** – Materials that have a shelf life shall have at least 90% of the shelf life remaining at time of receipt at Leader Tech. Supplier may seek approval for deviations for any products that do not meet this requirement.
4. **Raw Material Certification** – Each shipment must include the original manufacturer's raw material certification, including any certifications for special processes performed on the raw material (plating, heat treat, etc.). Metal raw materials shall be traceable back to the mill.
5. **Plating** – Certificates of Analysis (CoA) shall be sent with each shipment of plated product. The CoA shall include XRF plating thickness results using the Table 2 sampling plan from ASTM B762. Plating adhesion testing (peel, also known as a tape test per ASTM B571) shall be performed on these same sample parts and the results included on the CoA. Please note any additional requirements specified on the purchase order.
6. **Identification and Traceability** – The supplier shall maintain lot/batch traceability and shall have a process for managing revision control. Traceability documentation must be made available upon request.
7. **Record Retention** – Supplier must maintain quality and manufacturing records for at least 10 years and make them available upon request.
8. **Right of Access / Audit** – Leader Tech, our customers, and regulatory authorities must be granted access to applicable areas, records, and processes for audits, inspections, or investigations.
9. **Nonconforming Product and Escapes** – The supplier must notify Leader Tech of nonconforming product, though they may seek approval for any deviations. The supplier must immediately disclose escapes if discovered after shipment.
10. **Corrective Action** – The Supplier must acknowledge formal corrective action requests within 2 business days and must provide a full response within 10 business days.

11. **Prevention of Counterfeit products/ materials** – The supplier shall implement and maintain a process that prevents the use of counterfeit or suspect counterfeit product in products delivered to Leader Tech. Counterfeit product prevention processes should include awareness training of appropriate personnel.
12. **Packaging, Handling, and Preservation** – Unless specific requirements have been flowed down, products and materials shall be handled and packaged using best practices to avoid damage during transit.
13. **Employee Awareness** – Supplier shall ensure that their employees are aware of each person's contribution to product quality and product safety, as well as the importance of ethical behavior.
14. **FOD Control** – Supplier shall maintain a Foreign Object Debris (FOD) prevention program.
15. **Change Notice** – Supplier must notify Leader Tech of change to processes, products, or services, including changes of their sub-tier suppliers or location of manufacture. Supplier must obtain Leader Tech's approval prior to implementing the change.
16. **Flow down to Sub-tier Suppliers** – Supplier shall flow these requirements and other product specific requirements to their sub-tier suppliers.
17. **Anti-Trafficking and Anti-Child Labor** – Supplier shall comply with Leader Tech's Anti-Trafficking / Anti-Child Labor Policy (F-840-008). Please visit our website for a copy of the latest policy and provide a signed copy acknowledging receipt of and compliance with the policy.
 - a. An STRT (Slavery and Trafficking Risk Template) shall also be supplied to Leader Tech if requested.
18. **Conflict Minerals** – Supplier shall be compliant with the requirements of the Conflict Minerals legislation (section 1502 of the US Dodd-Frank Act) and shall provide supply chain information via the standard CMRT (Conflict Material Reporting Template) upon request.
 - a. An EMRT (Extended Material Reporting Template) shall also be supplied to Leader Tech if requested.
19. **CMMC Requirements** – Suppliers who will be interacting with Controlled Unclassified Information (CUI) must be CMMC2 compliant.