QUALITY ASSURANCE SELF SURVEY FACT SHEET

I) GENERAL INFORMATION

a) Company Name: Data Device Corporation - ISO 9001 Registered
AS9100 Registered
Manufacturing Line Certified by DLA to MIL-PRF-38534 (Class H & K)

b) Address: Facility Location: 105 Wilbur Place, Bohemia, NY 11716
Remit To: P.O. Box 933083, Cleveland, OH 44193

c) Internet Address: WWW.DDC-WEB.COM

d) Telephone: (631) 567-5600

e) Fax - Main - (631) 567-7358 Fax - QA - (631) 244-8252

f) CAGE Code: 19645 D & B Number: 05-497-8952 Tax ID No.: 11-2226748

g) Facility Area: 100,000 sq. ft.

h) Manufacturing Area: 29,000 sq. ft.

i) Clean Room: Class 10,000/100,000

j) Sales: Military: 90% Commercial: 10%

k) Number of Employees: Total: 125

Product Assurance: 10 Manufacturing: 32 Engineering: 32

l) In Business since 1964

m) Supplies/Services: Data Device Corporation is a leading designer and manufacturer of Data Conversion products offering a complete line of MIL-STD-1553 Data Bus and Fibre Channel, for military, aerospace and commercial applications.

II) SENIOR ORGANIZATION CHART

President Adam Crossman

VP, Operations Monica Montgomery	Director Human Resources Nancy Schreck
VP, Finance Jennifer Filippone	VP, Engineering/Quality Frank Bloomfield
VP, Sales/Marketing Adam Hollander	Director, Quality Steven Biondi

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III) **MAJOR CUSTOMERS**		
a) BAE	c) Benchmark	e) General Dynamics Land Systems
b) Lockheed Martin	d) Raytheon	

IV) **QUALITY PROGRAM CHARACTERISTICS**	
4.1 -	DDC is ISO9001 Registered – DQS, Inc. [Certificate is available on DDC website.]
4.2 -	DDC is AS9100 Registered – DQS, Inc. [Certificate is available on DDC website].
4.3 -	DDC's Product Assurance Manual (PAM) can be provided upon request.
4.4 -	DDC's Hybrid Assembly lines are certified by DLA to MIL-PRF-38534 for Classes "K," "H," "G," and "D" Products. [Certificates are available on DDC website.]
4.5 -	DDC has an independent Quality organization reporting directly to the Vice President of Engineering.

V) **DRAWINGS, SPECIFICATIONS AND PROCEDURES**	
5.1 -	All DDC drawings and specifications are controlled using a central documentation control system.
5.2 -	The documentation control system ensures that only the latest revision of drawings and specifications are used.
5.3 -	The documentation control system provides for the removal of obsolete and superseded or changed documents.
5.4 -	The documentation control system is maintained by the Engineering Documentation group.
5.5 -	Design, Drawing and Change Control is the responsibility of the Engineering Department.

VI) **METROLOGY AND CALIBRATION OF INSPECTION, MEASURING AND TEST EQUIPMENT**	
6.1-	DDC's calibration and control system conforms to the requirements of ANSI/NCSL Z540.3-2006.
6.2 -	All standards are traceable to the National Institute of Standards and Technology (NIST).
6.3 -	Historical calibration records are maintained.
6.4 -	All tools and test equipment are labeled showing evidence of calibration status.
6.5 -	DDC maintains written procedures for calibration.
6.6 -	All tool calibrations are performed by DDC's metrology lab or by approved outside calibration laboratories.
6.7 -	All electrical equipment calibrations are performed by DDC's metrology lab or by approved outside calibration laboratories.
6.8 -	DDC Equipment List is available on request.

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VII) **PURCHASING AND RECEIVING INSPECTION**	
7.1 -	DDC maintains an Approved Supplier List (ASL).
7.2 -	DDC maintains records of supplier evaluations, Source Inspection and on-site supplier evaluations.
7.3 -	DDC collects and maintains incoming inspection supplier performance data.
7.4 -	Supplier performance data is utilized by other departments in making procurement decisions.
7.5 -	All supplier PO's are available for use by receiving inspection personnel.
7.6 -	All incoming material is subject to inspection per DDC's Standard Operating Procedure.
7.7 -	Periodic analysis is performed on raw materials. (Ex. Inks, Epoxy, Getter, etc)
7.8 -	Historical records are maintained on all incoming material including acceptance and rejection results, as well as quantities received.
7.9 -	ESD precautions are implemented in accordance with ANSI/ESD S20.20.
7.10-	Incoming Inspection maintains segregated and secured areas for nonconforming material.
VIII) **IN-PROCESS, FINAL INSPECTION AND TEST**	
8.1 -	DDC maintains records of all inspections and tests performed.
8.2 -	Inspection/Test status maintained by use of travelers and stamps.
8.3 -	Current specs, drawings, procedures, ECN's, etc., are readily available for use by inspection personnel.
8.4 -	DDC maintains Quality records for a minimum of 7 years.
8.5 -	In-process inspection and test are performed under the surveillance of Quality Assurance.
8.6 -	Final inspection is performed by Quality Assurance personnel.
8.7 -	Lot traceability is maintained by the use of a serial number and lot numbering system.
8.8 -	Nonconforming material is identified and segregated from acceptable material.
8.9 -	Appropriate ESD precautions are implemented in accordance with MIL-STD-1686.
8.10 -	Periodic audits are performed by Quality Assurance Engineering to assure compliance to documented procedures, and quality system requirements.

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IX) **FAILURE ANALYSIS**	
9.1 -	DDC maintains a failure analysis system.
9.2 -	When failure analysis is required, all defective product and related data is analyzed to determine the root cause and the extent of the discrepant condition.
9.3 -	The data received from failure analysis is used to formulate corrective action and prevent recurrence.
9.4 -	Failure analysis is performed by DDC Manufacturing, Quality, and Process and Test Engineering personnel.
9.5 -	DDC maintains an in-house, real time, digital x-ray system.
X) **CONTRACT REVIEW**	
10.1 -	DDC Inside Sales Department is the central point-of-contact for all contractual documentation.
10.2 -	During the quotation phase, for non-standard products, the Contracts Department distributes all pertinent customer documentation to Engineering and Quality Assurance Engineering for review and comments.
10.3 -	DDC Quality Assurance, Design, and Test Engineering review all customer specification control drawings for non-standard products. These non-standard products are identified by unique part numbers or suffixes assigned by DDC.
10.4 -	DDC Quality Assurance Engineering reviews all Quality provisions of customer purchase orders for non-standard product flow down through manufacturing and product delivery.
10.5 -	Any comments or exceptions from the quotation and/or purchase order review for non-standard products are given to Inside Sales for communication to and resolution with the customer.
10.6 -	A Product Assurance Plan (PAP) is generated as a checklist by Quality Assurance Engineering for defining the quality requirements for non-standard products.
10.7 -	The PAP provides all planning elements for Engineering, Manufacturing, Quality Assurance, and Quality Control, to assure compliance to contractual requirements for non-standard products.
XI) **GENERAL INFORMATION**	
11.1 -	ESD protective packaging is used when shipping and storing static sensitive devices.
11.2 -	DDC maintains written instructions for ensuring proper methods of Packaging and Shipping.
11.3 -	DDC does not use loose fill when packaging product.
11.4 -	DDC utilizes Statistical Process Control (SPC) in manufacturing.
11.5 -	Sampling plans are in accordance with ANSI/ASQC Z1.4.
11.6 -	Special Processes: DDC does not perform any special processes as defined by AS9100.
11.7 -	Counterfeit Material Avoidance Process Requirements: DDC maintains a counterfeit item risk mitigation process with its suppliers that is designed to meet AS6081 by purchasing only from OEM's and OEM franchised distributors.

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XII) **TRAINING**	
12.1 -	Personnel are hired and qualified based on education, experience and on-the-job training.
12.2 -	Supervisors assess individual training needs based on job requirements and responsibilities.
XIII) **CONTINUAL IMPROVEMENT**	
13.1 -	The company has a Process Improvement Steering Committee that has the responsibility to identify, select and oversee projects and their progress.
13.2 -	DDC evaluates customer ratings/scorecards to identify areas of improvement and to increase customer satisfaction. The following email address has been established for this purpose: **pacustrating@ddc-web.com**
XIV) **CORRECTIVE AND PREVENTIVE ACTION SYSTEM**	
14.1 -	DDC maintains a root cause corrective action system and in certain cases follows the '8D' problem solving methodology.
14.2 -	Inputs to this system come from, customer complaints, inspection rejects, internal audits, qualification test failures and external audit findings.
14.3 -	DDC maintains a preventive action system that reviews several data streams for adverse trending.