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| Viasat, Inc.  | Process Area:<br><b>Quality</b>     | Document Number:<br><b>PR000551</b> | Revision:<br><b>011</b> |
| Name of Document:<br><b>Request for Source Inspection (RFS)</b> | Process Category:<br><b>Quality</b> | Page:<br><b>1</b>                   |                         |

## 1 Purpose and Scope

The Request for Source Inspection (RFS) process applies to all Viasat Suppliers who provide assemblies to Viasat and request source inspections. The term “assemblies” as used in this context includes: PWAs, Printed Wiring Boards (PWBs), Housings, Chassis, Electronic Enclosures, RF Modules, Cable Assemblies, Machined Parts, etc. For circuit card assemblies (CCAs), the requirements of QAPP 15 or 15.A have not changed in any way.

## 2 Process

**If a Supplier is a candidate for the Supplier Self Source Inspection Certification Process (PR000953), then stop here and send the document to the Supplier.**

- 2.1 Suppliers send Requests for Source Inspection (RFS) by E-mail only. The E-mail RFS header will be completed as follows:
  - a. To: Manager, primary coordinator(Donna Weisshaupt) – [donna.weisshaupt@Viasat.com](mailto:donna.weisshaupt@Viasat.com)
  - b. c.c.Source Inspector Lead, secondary coordination assistant (Harumi Croy) – [Harumi.croy@viasat.com](mailto:Harumi.croy@viasat.com)
  - c. For Tempe Source Inspection Request, cc: primary coordinator(Ellen Bailly) – [ellen.bailly@Viasat.com](mailto:ellen.bailly@Viasat.com)
  - d. c.c. Receiving Inspection Lead, coordination assistant (Neil Lee) – [neil.lee@Viasat.com](mailto:neil.lee@Viasat.com)
  - e. c.c. Resident contracted onsite QA Inspector,– as applicable
  - f. c.c. Viasat Purchasing Representative – e-mail as applicable
  - g. c.c. Viasat PQE Representative – e-mail as applicable
  - h. c.c. Viasat NPI Representative – e-mail as applicable
- 2.2 The RFS e-mail will contain the following, as the body of the e-mail:
  - a. **PN: (part number requesting for source) Note: When QAPP 15A is invoked on a TLA (Top Level Assembly), the supplier shall identify the Assembly level source request as an “in-process source request” or “Before TLA request.”**
  - b. **Rev:** (revision of the part number requesting for source)
  - c. **Qty:** (quantity requesting for source)
  - d. **Material that was “repaired” internally within the Suppliers facility must be pre-approved and identified on the Source request with an asterisk.**
  - e. **P.O./Line Item:** (reference the Purchase Order and line item against which the assembly will be sourced)
  - f. **BI No. & Revision:** (reference the Viasat Build Instruction number and revision to which you are complying. Pertains only to Prototype and Pre-Production builds.)
  - g. **SN:** (List all serial numbers that are being requested for source at the present time)
  - h. **Shortages:** (List any shortages that apply to the current source request)
  - i. **Material Acceptance:** If Source Inspection per QAPP 15 or 15.A is invoked on this order, the Certificate of Compliance must be completed by the Supplier and presented to the Source Inspector at the Supplier’s facility at the conclusion of the Source Inspection. The Source Inspector shall review the Certificate of Compliance and indicate acceptance on the Certificate (stamp or signature.). A C of C not required for in-process inspection.
  - j. **Scheduling Authorization:** Viasat reserves the right to perform source inspections at the Suppliers facility. The inspections, when deemed required, are to be scheduled through the Quality Assurance and Purchasing organizations.

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- k. **Authorization To Waive Inspection:** The Quality Assurance and Purchasing organizations reserves the right to waive inspection requirements at the Suppliers facility and perform a Receiving inspection at the Viasat facility
- l. **Authorization To Waive NPI Material Inspections:** The responsible NPI representative which was identified on the Build Instruction in Agile also reserves the right to waive inspection requirements “only on NPI material” at the Suppliers facility and perform a Receiving inspection at the Viasat facility.
- m. **Both exceptions should be noted as follows;** Reply to ALL and state:

We have decided **not** to conduct a Source Inspection on all items listed in the above attachment at your facility. We **will** conduct a Source Inspection of this material at our facility. Please ship material to Viasat as soon as possible.  
Please include with the shipment:

- All required documentation
- A copy of signed C of C
- A copy of this e-mail

- n. **Waiving Process or Board Level Inspections:** This exception can only be authorized by the responsible PQE or a QA representative. Evidence of this shall be by e-mail and a copy of same shall be included with final shipment.
  - o. For all **product returns**, Supplier shall notify Viasat of shipment of material from lot(s) previously rejected by Viasat, and such lots shall be clearly identified as “resubmitted” items on the Supplier’s shipping document. If the initial rejection resulted in a Viasat NMR this number shall be referenced on the Supplier’s shipping documentation.
- 2.3 The Supplier will designate a primary contact and a secondary contact. The primary contact is to initiate all RFS and respond to all inquiries regarding RFS. The secondary contact acts on behalf of the primary contact in their absence.
- 2.4 Viasat informs the Supplier of where and when source inspection will be done via e-mail. Viasat responds to the Supplier’s primary contact and will c.c. the secondary contact. In addition, Viasat will c.c. their internal contacts as listed above.
- 2.5 The Supplier will make every reasonable effort to logically group source inspection requests so as to minimize the number of separate source inspection visits that are required. These requests for source should be received by Viasat by 5:00PM daily. If the Supplier is under schedule and delivery pressures by other Viasat entities, it should be made clear to the Viasat inspection contact ahead of time. Viasat will make every reasonable effort to avoid putting our Suppliers in this situation.