

1.0 Purpose

- 1.1 This procedure describes the process for controlling and recording samples of our products provided to customers prior to their orders for their testing and evaluation. Procedure includes all sample system documents.

2.0 Responsibilities

- 2.1 Management is responsible for assigning all aspects of sample records and documents.
- 2.2 The sample Team Leader is responsible for sample documents, creating related forms, getting a document number and submitting the document to the sample department manager for review.
- 2.3 Sample Department managers are responsible for approving documents for their area of responsibility.
- 2.4 The Management Representative is responsible for assigning document numbers, maintaining the master list, posting new and revised documents on the network, distributing hard copies of documents and revising documents.
- 2.5 Sample Coordinator is responsible for reviewing the documents as they use them and submitting document change requests to update documents as necessary. Sample Coordination maintains sample master list of all samples which includes pending shipping dates, approval notice by customers, and any modifications to part number.

3.0 Sample Approval Process

Xmultiple provides customers with a Sample Approval Form to complete before ordering new products. This is to be submitted after the testing of the sample has been performed by the customer. This form is to assure the product meets the customer's requirement and is being ordered based on approved evaluation of the samples we provide prior to ordering.

The Sample Approval Form is to be signed by two people within the company, therefore providing a double verification on all the specifications of the sampled product which meets the customer needs. Signing our Sample Approval Form is not a mandatory requirement, however this does provide a means to document and control your approval process with Xmultiple.

Sample testing should include a complete physical and operational test to assure the part meets the requirement. Samples are provided to assure a customer tests Xmultiple's connectors or components on their product prior to ordering. The testing should include the review of the technical specifications, and

documentation such as tests reports, engineering analysis, installation procedures, etc.

Xmultiple provides samples for customers to evaluate, test and approve our connectors and components. If the Xmultiple product is ordered after samples have been provided, the customer assumes responsibility to use the approved parts they order. This responsibility is assumed whether or not our Sample Approval Form is filled out or signed by the customer.

The Sample Approval Form has a checklist of specification features which include:

- Connector Type - RJXX
- Transmission Speed (10/100Mbps, 1GB, 10GB or None)
- Number of Ports
- Number of Positions
- Number of Contacts
- Unshielded or Shielded
- PCB Mount - Thru-Hole or SMT
- Type of PCB Mount - Right Angle or Vertical mount
- Polarity of LEDs
- Footprint - Layout on PCB
- Verification of all connector dimensions which are on product drawing.
- Verification of schematic if Magnetic Jack
- Contact Pin Plating
- LED Color (If LEDs included)
- Shielding EMI tabs or No EMI tabs and description of EMI tab placement and number
- Series Type with Tab Up or Tab Down
- Surge Protection (Yes/No)
- PoE (Yes/No)
- Length of contact pins
- Standard PBT Housing Material or Optional Nylon High Temperature Housing Material

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- 3.1 Procedure: Document outlining specific sample orders, tracking and documenting processes and how the requirements of the ISO 9001 standard are being met.
- 3.2 Sample Approval Form: Check list for Customer
- 3.3 Attachments: Documents used to further clarify or show examples of information described in the procedures and work instructions.

- 3.4 Forms: Documents used to make a record of completing all or part of the process described in procedures and work instructions.
- 3.5 Records: Completed forms or information generated as a result of the process described in a document and retained as indicated in the Control of Quality Records Procedure.
- 3.6 References: external documents or sources used in preparing documentation and completing work.
- 3.7 Related Documents: Other documents that may need to be altered if the current document is revised or changed.
- 3.8 Templates: Electronic documents used to create documentation.
- 3.9 Software Inventory Spreadsheet: List of software being used, indicating current revisions and locations.

4.0 Equipment/Software

- 4.1 Not Applicable.

5.0 Instructions

5.1 Xmultiple has a dedicated sample department which works closely with our research and development team responsible for samples. A sample coordinator is responsible to follow all sample tracking and documentation procedures. When a customer reports a problem with a sample the sample coordinator is responsible to correct and modify a documents including changes required in a part number. Anytime a customer requires a change or if there's an issue with samples, the specifics are to be documented. Parts are to be resampled and a change in the part internal part number is to be created and issued. As a preventive procedure a second sample coordinator will review all documents. This second sample coordination will assure that human error cannot happen. Therefore two people have to check and sign off on the samples. In addition the team leader will review the documents as well. For any change of samples or any issue in which samples were provided and are not acceptable, this procedure now involves the required approval of our research and development supervisor as well. In addition to the product development QC manager and engineering to insure the changes have been properly documented.

Sample Document Creation

5.1.1 When the need for a Sample is identified, and a customer makes a request for a sample, management will assign a person for the sample coordination and documentation.

5.1.2 The sample department will write the document and prepare related forms.

Documents include:

- Sample Approval Form
- Attachments
- Forms
- References

5.2 Approval

5.2.1 The author submits the documents to the department manager and management representative for review and approval; they sign the revision history and approval page as a record of their approval.

The Management Representative inserts the approver's initials into the electronic copies when posting approved documents to the network.

5.3 Document Identification and Distribution

5.3.1 All documents contain the following information:

Company name

Title

Document Number

Current Revision

A unique document number

5.4 Document numbering

5.4.1 Procedures, work instructions, forms and attachments are numbered using the following number scheme:

Document revisions

5.5 Documents are reviewed during regular use and during internal audits. Documents are updated as found necessary during these reviews.

5.6.1 Documents are revised to update or clarify information using the Microsoft Word revision tool.

5.6.2 Revisions are made electronically and changes are indicated in the document using the Microsoft Word revision tool. (*Select "tools", "track changes", and all changes to the document will be marked*)

5.6.3 Revisions to documents go through the preceding document approval,

6.0 Forms and Records

6.1 F-423-001 Master Document List

7.0 Attachments

7.1 None

8.0 Related Documents

8.1 Sample Approval Form

9.0 References

9.1 None

10.0 Revisions

Revision	Date	Section	Paragraph	Summary of change	Authorized by
A	8/08/11			Initial issue	AP, DP, MB
B	1-2-2014	5.1	1st	As a preventive procedure a second sample coordinator will review all documents. This second sample coordination will assure that human error cannot happen. Therefore two people have to check and sign off on the samples.	AP,DP, MB
		5.1	1st	In addition the team leader will review the documents as well. For any change of samples or any issue in which samples were provided and are not acceptable, this procedure now involves the required approval of our research	AP, DP, MB

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