



DEFENSE LOGISTICS AGENCY

LAND AND MARITIME
POST OFFICE BOX 3990
COLUMBUS, OH 43218-3990

October 3, 2013

Name
Address #1
Address #2
Address #3
Address #4

Dear Sir/Madam:

Re: Requesting an audit, Hybrid Microcircuits MIL-PRF-38534, FSC 5962,
VQ (VQH-13-), Control # .

In order to schedule an audit to MIL-PRF-38534, you should provide a formal request to:

FedEx, UPS, etc.

Defense Supply Center Columbus
Attn: DLA Land and Maritime-VQH
3990 East Broad Street
Columbus, OH 43213-1199

U.S. Post Office

Defense Supply Center Columbus
Attn: DLA Land and Maritime-VQH
P.O. Box 3990
Columbus, Ohio 43218-3990

MIL-PRF-38534 Certification

Before an audit will be scheduled, a sample documentation review is performed by DLA Land and Maritime-VQH. A list of the sample documents is provided below. You are encouraged to come to Columbus to discuss the documentation with us. We can also provide feedback by phone, letter, or electronic media. If the documentation indicates that you are likely to succeed in an audit, then an audit date will be arranged. Additionally, prior to a formal audit request you may submit samples or draft documentation to us for comment and feedback.

Sample Documents To Be Submitted

1. A Quality Manual (QM) as described in appendix A (para A.3.2.1) of MIL-PRF-38534. Please note that the heading "Product Assurance Program Plan" was used in previous revisions of MIL-PRF-38534. The QM may act as a pointer or road map to other controlled procedures, rather than containing detailed information already documented elsewhere.
2. Incoming Inspection procedures including examples of procurement documents and receiving acceptance instructions for active die, packages, adhesives, getter (if used), and passive elements. This information should demonstrate how you meet C.3 of MIL-PRF-38534.

3. Procedures and example travelers (in accordance with A.3.12) for screening, and groups A, B, C, D testing as described in C.5 and C.6 of MIL-PRF-38534.
4. An indication of which class levels and product types (D, E, G, H, K of Table I, MIL-PRF-38534) your facility will produce, and facility location(s). Ideally all your hybrid and MCM products will be produced under one or more of the QML class levels. Our intention is to only certify manufacturers who are committed to selling QML products and expanding their QML capability as additional processes/materials are brought into production.
5. A plan to qualify core processes and materials resulting in a QML listing. This may consist of a test plan in accordance with C.7 of MIL-PRF-38534 or a plan showing how existing data will be used as evidence of the quality and reliability of your processes and materials.
6. Indications of military or space business for the United States of America to be maintained or gained as a result of this certification/qualification.
7. Results of a self-audit as described in 4.4.1 and A.3.17 of MIL-PRF-38534 which demonstrate that all aspects of MIL-PRF-38534 have been implemented.
8. Procedures for all MIL-STD-883 test methods performed at your facility and an outside lab procedure for those test methods to be performed at an outside lab.
9. Some examples of process procedures. Include wirebonding and process control as defined by C.4.2 of MIL-PRF-38534.
10. Procedure for environmental control including clean room practices and particle count (see A.3.15.2 of MIL-PRF-38534). Also include example particle count data.
11. Handling procedure to assure product is not damaged by electro-static discharges (ESD) (see A.3.15.1).
12. Personnel training procedures as described in A.3.18 of MIL-PRF-38534.

ISO 9001 Registration

We can offer you a DLA Land and Maritime ISO 9001 audit in conjunction with a MIL-PRF-38534 audit. As a result of a successful ISO audit we will issue an ISO registration. Our interest in offering ISO 9001 audits is to provide a value-added service to our manufacturers to help them remain globally competitive.

In addition, DLA Land and Maritime has a Memorandum of Understanding (MOU) with another registrar to recognize DLA Land and Maritime ISO 9001 audits. This additional registrar will provide European accreditation. If you choose to use this registrar, you are eligible to receive their ISO 9001 registration (for a reduced fee) based on a successful DLA Land and Maritime ISO 9001 audit.

In order to obtain an ISO 9001 audit in conjunction with a MIL-PRF-38534 certification audit, you must submit the following information 60 days before your company's MIL-PRF-38534 audit so we can review and approve the information before the audit.

- a. A formal request in writing to this office.
- b. A statement describing the scope of the ISO 9001 audit.
- c. A matrix indicating how your company meets each ISO 9001 element (including subparagraphs).
- d. A self-audit that includes ISO 9001 requirements.
- e. Method and results of management review of the quality system.
- f. Controlled copy of your Quality Manual. (The ISO requirements and the MIL-PRF-38534 Appendix A quality plan requirements can be met by one document.)
- g. A milestone outline of your present and future ISO activities.
- h. Other information as requested by DLA Land and Maritime-VQH.

As with the MIL-PRF-38534 certification, your company must maintain and use your joint ISO 9001 MIL-PRF-38534 system. This is to ensure that continuous capability to meet these requirements is maintained.

As stated above, our intent in offering ISO 9001 audits in conjunction with the "QML" audits is to provide a value-added service to our manufacturers, and help them remain globally competitive. It is not a requirement of our military specifications to obtain ISO 9001 registration. DLA Land and Maritime ISO registration audits are only performed in conjunction with regularly scheduled audits and reaudits.

Additional Information

Additional information can be obtained at the DLA Land and Maritime-VQ home page¹ or the VQ downloads page². Some items you may wish to download include:

- Qualified Manufacturers List Certification and Qualification Procedures for MIL-PRF-38534 Hybrids and MCM Microcircuits
- Quality Manual for DLA Land and Maritime Sourcing & Qualifications Division (DLA Land and Maritime-VQ)
- Newsletters
- Design and Construction Baseline form 42H
- Authorization to conduct Qualification Testing form 19H
- Alternate Method Information

The following DLA Land and Maritime -VQH personnel can be contacted to answer questions or to provide paper copies of any of the above items.

Rick Barker	614-692-0596
Joe Buben	614-692-0592
Jackie Cunningham	614-692-0584
Chris Hancock	614-692-1309
Dan Miller	614-692-2908
Ned Raybould	614-692-0582
Jonnie Schneider	614-692-0585
Binh Tonnu	614-692-0586

We welcome you and thank you for your active participation in this program. Direct your responses and any questions to _____ at (614) 692 – _____.

Sincerely,

JAMES ESCHMEYER
Chief
Hybrid Devices Branch

¹ http://www.landandmaritime.dla.mil/offices/sourcing_and_qualification/default.aspx

² http://www.landandmaritime.dla.mil/offices/sourcing_and_qualification/resource.aspx