Qualified Program Participant Company Manual

Test Services Company
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Introduction

The IDEA Qualified Program Participant Company (Test Services) Manual has been assembled for use by IDEA Qualified Program Participant Companies (QPCCs) that are Test Services Companies. The information contained herein is written and compiled to assist QPPCs in more fully understanding and complying with the IDEA standards and requirements to retain QPPC status in good standing.

In addition to implementing and maintaining the included requirements, all QPPCs are encouraged to become familiar with IDEA’s history, mission, programs, and services to the Industry and regularly engage in IDEA activities. Informed and involved QPPCs are better equipped to promote their company, their company’s association with IDEA and assume positions of participation and leadership in the industry.
1 Purpose and Mission Statement

1.1 Purpose
IDEA is the leading resource for Independent Distributors to find relevant quality information and to participate in advancing industry ethics, ensuring customer satisfaction, establishing standards, and promoting education.

1.2 Mission Statement
The Independent Distributors of Electronics Association (IDEA) is a global trade association comprised of organizations dedicated to quality initiatives that provide Responsible Procurement Solutions™ to the supply chain.

IDEA seeks to fulfill this mission through sustained leadership in the implementation of quality standards, certifications, best practices, and counterfeit detection methods as well as the cooperation and education of all stakeholders through the development and dissemination of relevant standards, training, and certification programs that promote industry quality, knowledge, and integrity.

2 Bylaws
The Member Representative of the Member Company is provided a copy of the current revision of the IDEA Bylaws upon Membership approval. The Member Representative may then share the document with his/her employees. The Member Company is encouraged to read and become familiar with the content, as a number of provisions and policies for Membership and processes included in this manual derive from the Bylaws.

3 Qualified Program Participant Company

3.1 Qualified Program Participant Company Provisions
Qualified Program Participant Companies (QPCCs) shall be limited to companies who (i) can make a significant contribution toward achieving the Association goals set forth in Article III of the Bylaws, as indicated by their meeting all criteria for admission, (ii) submit such fees as may at such time be required, and (iii) complete and submit such application for QPPC status and other materials as may from time to time be required; in each case as from time to time determined by vote of the Membership and Ethics (M&EO) Committee.

QPCCs shall be entitled to attend and participate in Association affairs, but shall have no vote.

3.2 Qualified Program Participant Company (QPPC) – Test Services Program Requirements
To be approved as an IDEA Qualified Program Participant Company (QPPC) – Test Services and to maintain QPPC status in good standing, the Company must meet and maintain the requirements outlined in this section.

- Company must be in business for at least five (5) years or be owned by a parent company that has been in business for at least five (5) years.

- Company must be AS9100 (Revision C or newer) certified by a registrar who is accredited by a certifying body who is an Accreditation Body Member of the International Accreditation Forum (IAF) or certified to an equivalent certification as determined by IDEA Staff.

- Company must be certified to ANSI/ESD S20.20 by an ESDA Accredited Certification Body, IEC 61340-5-1, or equivalent as determined by IDEA.
• Company must provide objective evidence via a copy of documentation from its certified Quality Management System (QMS) (i.e., Quality Manual, procedures, and instructions) that IDEA-STD-1010 is part of the company’s inspection program and documented as such in their QMS.

• Company must provide objective evidence via a copy of documentation from its certified Quality Management System (QMS) (i.e., Quality Manual) that a Moisture Sensitivity Level (MSL) management program for the identification and handling of MSL product is established, including the training of personnel, and is documented as such in their QMS.

• Company must provide objective evidence that it clearly states the following in any solicitation of services, quotes, statements of work, invoices, and test reports:
  
  o The clear distinction between functional tests, parametric tests, and counterfeit detection services.
  o Clarification of what constitutes its counterfeit detection services.
  o A successful functionality test does not conclusively guarantee authenticity.

• Company must provide a copy of its standard quote and/or test form that includes the following information:
  
  o Quote date
  o Identification of the specific part(s) that shall be tested.
    ▪ Part number
    ▪ Part manufacturer
    ▪ Quantity to be tested
    ▪ Date code(s) and/or lot code(s) (as applicable)
  o List of the specific test(s) that shall be performed on the identified part(s).
    ▪ Include type of test(s) (electrical, counterfeit detection, or both)
    ▪ Include testing temperatures and conditions where applicable.
  o If testing to a specification or a datasheet, the specific parameters tested should be listed or exceptions identified. A list of specific result(s) shall also be obtained from the specific test(s) performed.
  o For all independent distributor customers and at the completion of test development, a data log of one tested device shall be provided to prove what was tested matches the quoted parameters.
    ▪ Parameters or tests that are not identified on the data log should be clarified in a description provided by the test lab.
  o Price
  o Completion date
  o Any deviation from the Company’s policy and its standard terms and conditions.
  o Length or period of time the quote is valid.

• Company must complete at least one IDEA-ICE-3000 Inspector Certification for each ship-to-customer location. Thereafter, the certification is non-transferable and may not be advertised by the third party. Upon approval of Qualified Program Participant status by the Membership and Ethics Oversight (M&EO) Committee, a new Qualified Program Participant has forty-five (45) days to attain at least one Inspector Certification for each ship-to-customer location in order to be approved as an IDEA Qualified Program Participant.
• Company must provide objective evidence confirming possession of all minimum equipment required per the Equipment and Tools table in IDEA-STD-1010. Please include equipment list, quantity, and photos of at least one (1) of each item required.

• The Company’s IDEA Representative must be a member of Executive Management in the Company as approved by IDEA Staff.

• Company must agree to abide by the IDEA Code of Ethics through signature by the designated IDEA Representative and circulate it once a year to IDEA-ICE-3000 Certified Professional Inspectors.

• Company must agree to abide by the IDEA Qualified Program Participant Manual through signature by the designated IDEA Representative.

• Company must fulfill a minimum of fifteen (15) hours of contribution to IDEA activities per year to maintain qualified status.

• Company and any equity holders that hold in excess of 20% of shares or company officer(s) must pass a thorough background check and shall not have a criminal record involving conduct relevant to the Industry or postings on public places that could reasonably be expected to embarrass IDEA, or cause harm to IDEA or its Members’ brands and images.

• Company cannot operate out of a residential structure or shipping services address.

• Company may not use multiple aliases without acceptable explanation as determined by IDEA.

• Company must provide its state and municipal business licenses and certificates of “Good Standing.”

• Company must submit information about any ERAI and GIDEP reports that have been filed on the Company within four (4) years prior to applying to become an IDEA Qualified Program Participant or while an IDEA Qualified Program Participant.

• Company cannot appear on any of the following lists found on the U.S. Department of Commerce Bureau of Industry and Security website within four (4) years prior to applying to become an IDEA Qualified Program Participant or while an IDEA Qualified Program Participant:
  o The EPLS Government listing*
  o The Denied Persons List**
  o The Unverified List**
  o The Entity List**
  o The Specially Designated Nationals List**
  o The Debarred List**
  o The Nonproliferation Sanctions List**

  *[http://www.sam.gov](http://www.sam.gov)

• Company, company owners, employees, and common principals shall not generate revenue or profit solely as a result of component purchasing services and/or trading or brokering.

• Company, company owners, employees, and common principals shall not be owned (in part or in total) by a distributor (broker) and/or shall not have ownership of a distributor (broker).
• Company must provide three (3) government, medical, automotive, or aviation OEM references, three (3) independent distribution references, one (1) of which must be an IDEA Member; and three (3) supplier business references.

• Company must not have any unresolved issues that the M&EO Committee considers inconsistent with IDEA’s mission and Code of Ethics. Such issues include, but are not limited to, credit or nonsufficient funds issues, counterfeit parts issues, or poor business practices. At the M&EO Committee’s discretion, any unresolved issues may require a written explanation followed by a subsequent review by the M&EO Committee.

• Company shall agree to an annual audit of test records to be included in the annual QPPC renewal process. The audit shall be conducted as a desktop or paper audit. This audit ensures that the tests performed match the tests quoted to the end customer and that the requirements by the end customer for testing were completed. If the customer required testing that was not performed, documented evidence of the customer’s approval must be available. The data log shall be compared to the customer specification as well as to the test program.

*Note: All IDEA Qualified Program Participant Companies and Applicants shall agree to be subject to an onsite compliance verification audit by IDEA Staff or their contracted services at the discretion of the IDEA Executive Director.*

• Various items of objective evidence as requested by IDEA are listed in the application to become an IDEA Qualified Program Participant Company Requirements Confirmation Checklist to evaluate conformance with the above requirements.

Approval of IDEA Qualified Program Participant status will only be granted if the applicant has been found to meet the above requirements, as demonstrated by at least a supermajority (75%) vote of the M&EO Committee after reviewing or receiving a report of the Applicant’s compliance with the above requirements.

### 3.3 Qualified Program Participant Company (QPPC) – Test Services Application Requirements Compliance Checklist

- Company must tender the application fee with the completed application. The application fee is processed upon receipt at IDEA and is a non-refundable fee.

- Company must tender the first annual program fee (separate from the application fee) in the form of a check or completed credit card information with the application. If Qualified Program Participant Company (QPPC) status is approved, the funds will be deposited or processed into IDEA’s bank account. If the QPPC status is not approved, the check will be returned to the applicant or credit card information will not be processed.

- Signed and notarized Qualified Program Participant Company (Test Services) Application and Agreement.

- Signed IDEA QPPC Policy and Agreement for Informational Data Access and Provision.

- Signed IDEA QPPC Share Program Disclosure and Confidentiality Agreement.

- Signed IDEA QPPC Intellectual Property Rights (IPR) Policy and Agreement.
• Signed IDEA QPPC Code of Ethics Acknowledgement.

• Signed Trademark Usage Policy for the IDEA QPPC Logo, including Internet domain name where logo will be used.

• Objective evidence of being in continuous business for at least five (5) years.

• Copy of AS9100 (Revision C or newer) Certification certificate by a registrar that is recognized by an accreditation body that is identified and accepted by IAF or equivalent certification as determined by IDEA Staff.

• Copy of ANSI/ESD S20.20 Certification certificate by an ESDA Accredited Certification Body, IEC 61340-5-1 Certification certificate, or equivalent as determined by IDEA.

• Copy of company’s Quality Management System (QMS) policy/procedure stating that its QMS incorporates the following:
  - IDEA-STD-1010 (most current revision) is incorporated into the inspection program.
  - A Moisture Sensitivity Level (MSL) Program, which has been established and is maintained, that incorporates a process to maintain product quality and an MSL knowledge/awareness and training program for personnel who handle product.

• Copy of company’s solicitation of services, quotes, statements of work, invoices, and test reports demonstrating that it clearly states the following to the customer:
  - The clear distinction between functional tests, parametric tests, and counterfeit detection services.
  - Clarification of what constitutes its counterfeit detection services.
  - A successful functionality test does not conclusively guarantee authenticity.

• Copy of company’s standard quote and/or test form demonstrating it includes the following information:
  - Quote date
  - Identification of the specific part(s) that shall be tested.
    - Part number
    - Part manufacturer
    - Quantity to be tested
    - Date code(s) and/or lot code(s) (as applicable)
  - List of the specific test(s) that shall be performed on the identified part(s).
    - Include type of test(s) (electrical, counterfeit detection, or both)
    - Include testing temperatures and conditions where applicable.
  - If testing to a specification or a datasheet, the specific parameters tested should be listed or exceptions identified. A list of specific result(s) shall also be obtained from the specific test(s) performed.
  - For all independent distributor companies and at the completion of test development, a data log of one tested device shall be provided to prove what was tested matches the quoted parameters.
    - Parameters or tests that are not identified on the data log should be clarified in a description provided by the test lab.
• Price
• Completion date
• Any deviation from the Company’s policy and its standard terms and conditions.
• Length or period of time the quote is valid.

• Provide the following documentation as applicable:
  
  ▪ Copy of all required business licenses.
  ▪ Copy of seller’s/reseller’s permit.
  ▪ Certificate(s) and/or statement of Good Standing from the Company’s city, state, country, or government entity.

  *Note: The above items help IDEA substantiate the Applicant for QPPC status. IDEA encourages all Applicants to submit as many of the items as applicable.*

• All Company Headquarters and ship-to-customer physical locations and phone numbers.

• List of all DBAs, operating entities, divisions, and uniquely named subsidiaries and their locations and phone numbers. If multiple DBAs or aliases exist, please provide an explanation for this.

• Trade references and DUNS Number. This information is treated with confidentiality and is for IDEA administrative use only during the application process and thereafter. Please provide a contact name and detailed contact information, including phone and email, for the following references:
  
  ▪ Six (6) customer references consisting of:
    ▪ Three (3) government, medical, automotive, or aviation OEM companies.
    ▪ Three (3) independent distribution companies, one (1) of which must be an IDEA Member.
  ▪ Three (3) supplier business references.

  If these sources do not yield sufficient data for evaluation, other sources such as industry reports, etc. may be used at the discretion of the IDEA Executive Director in order to acquire information indicative of a company’s reputation within the industry.

• List of all ship-to-customer locations and provide at least one completed IDEA-ICE-3000 Certified Professional Inspector application complete with exam fees for each location. Certification for each candidate must be obtained within forty-five (45) days after QPPC status approval by the M&EO Committee.

• Organizational chart that includes the names, titles, and lines of authority and responsibility of equity holders that hold in excess of 20% of shares and/or company officer(s), executive management, and the Quality Management Representative (QMR). This information is treated with confidentiality and is for IDEA administrative use only during the application process and thereafter for issue resolution and for knowing how to move up the chain of contact within a company.

• Biographical/background summary for Company Contacts identified on Page 1 of the Application.

• Document confirming possession of all minimum equipment required per the *Equipment and Tools* table in IDEA-STD-1010. Please include equipment list, quantity, and photos of at least one (1) of each item required.
• Document containing information regarding any ERAI and GIDEP reports that have been filed against
  the Applicant Company within four (4) years prior to applying to become an IDEA Member.

3.4 Qualified Program Participant Company Application and Determination Process

The Membership and Ethics Oversight (M&EO) Committee conducts the review, evaluation, and determination
of all Qualified Program Participant Company (QPPC) applications. The M&EO Committee is a Subcommittee
of the Board of Trustees and includes two IDEA Staff members.

Upon completion of the application review process by the M&EO Committee, the M&EO Committee shall vote
on the Applicant. The outcome of the vote on prospective applications shall be submitted to the Board of
Trustees.

The QPPC Application and Determination Process shall be reviewed by the Board of Trustees and legal
counsel on an annual basis or from time to time as needed to evaluate the effectiveness of the process.

3.4.1 Process Outline

Application Preparation Phase
  • Applicant downloads and thoroughly prepares application and supplementary information.

Phase 1: Initial Application Submission ~ 4-8 weeks
  • Applicant submits complete application with payment.
    o $500 non-refundable application fee
    o Identification of ship-to-customer locations and payment for IDEA-ICE-3000 Exam fees
      (Processed upon approval of Qualified Program Participant Company (QPPC) status by the
      Membership and Ethics Oversight (M&EO) Committee)
    o Payment for first annual program fee (Application fee is deducted from the total and program fee
      payment is processed upon approval of QPPC status by the M&EO Committee)
  • IDEA Staff processes application fee and confirms application is complete.
  • IDEA Staff alerts Applicant that the application will proceed to Phase 2.

Phase 2: Membership and Ethics Oversight Committee Review and Vote ~2-8 weeks
  • Applicant’s Qualified Program Participant Company (QPPC) Application is presented to the
    Membership and Ethics Oversight (M&EO) Committee for review and vote.
  • Applicant conditionally approved? NOTE: Conditionally Approved Applicant shall not advertise this
    status.
    o YES – Phase 3: IDEA-ICE-3000 Inspector Certification(s) ~within forty-five (45) days of
      QPPC Approval
      • IDEA processes all payments and sends Conditionally Approved Applicant notification
        that QPPC approval is contingent upon the completion of applicable IDEA-ICE-3000
        Inspector Certification(s).
      • Conditionally Approved Applicant completes IDEA-ICE-3000 Inspector
        Certification(s)?
        o YES – Phase 4: Qualified Participant Program Company Status
          Granted ~2-4 weeks
          • IDEA Staff completes Conditionally Approved Applicant’s QPPC
            status.
• Full QPPC privileges are activated for complying new program participant (e.g., listings on website, use of logo, certificates, etc.) and other benefits are sent in official QPPC packet.
  
  o NO
  ▪ Conditionally Approved Applicant is rejected for QPPC status. All fees (except the $500 non-refundable application fee) that were accepted by IDEA are refunded within thirty (30) days of notification to the Rejected Applicant.
  ▪ Rejected Applicant’s QPPC application is closed.
  ▪ Rejected Applicant may reapply for QPPC status twelve (12) months after the date of the last attempted audit.

  o NO
  ▪ IDEA notifies Rejected Applicant and check(s) are returned or credit card information destroyed within five (5) days of notification of the Applicant. Note: The $500 application fee is non-refundable and not returned.
  ▪ IDEA Staff provides Rejected Applicant with a summary report that outlines the cause(s) of rejection.
  ▪ Rejected Applicant accepts decision?
    • YES
      ▪ Rejected Applicant’s Qualified Program Participant Company (QPPC) application is closed.
      ▪ Rejected Applicant may reapply for QPPC status twelve (12) months after the date of the original application.
    • NO
      ▪ Rejected Applicant may request an appeal no later than thirty (30) days after notification of the initial decision.
        ▪ The M&EO Committee arranges for a forum with the Rejected Applicant to discuss its decision.
        ▪ The M&EO Committee votes to overturn initial decision and approves Applicant’s QPPC status.
          • Conditionally Approved Applicant proceeds to Phase 3: IDEA-ICE-3000 Inspector Certification(s) (see process above).
        ▪ The M&EO Committee votes to uphold initial decision.
          ▪ Rejected Applicant’s QPPC application is closed.
          ▪ Rejected Applicant may reapply for QPPC status twelve (12) months after the date of the original application.

**END**

3.4.2 Incomplete Application Submission
The Applicant is responsible for submitting a complete application that contains all items listed in the Qualified Program Participant Company (Test Services) Application Requirements Confirmation Checklist.

Incomplete applications will not be accepted. If an application is submitted with missing requirements/items, IDEA Staff will return the application. The Applicant is required to wait thirty (30) days before resubmitting the application. The Applicant may only resubmit an application one (1) additional time after initial submission. If the application is not complete in the resubmission, IDEA Staff will inform the Applicant that the application is
closed. The Applicant must wait twelve (12) months from the date of notification to submit a new application for Qualified Program Participant Company (QPCC) status.

3.4.3 Qualified Program Participant Company Approval/Rejection Criteria
The Membership and Ethics Oversight (M&EO) Committee shall determine Qualified Program Participant Company (QPCC) approval/rejection based upon criteria including, but not limited to, the following items that are from time to time established or adopted by the Board of Trustees:

3.4.3.1 Qualified Program Participant Company Approval Criteria
- Compliance with all Qualified Program Participant Company Requirements.
- Submission of all required application documents, acknowledgements, and agreements.
- History of ethical and quality business transactions.
- Positive background and reference checks.

3.4.3.2 Qualified Program Participant Company Rejection Criteria
- Failure to comply with all Qualified Program Participant Company Requirements.
- Failure to submit all required application documents, acknowledgements, and agreements.
- Discovery of fraudulent and substandard business transactions.
- Negative background and/or reference checks.
- Discovery of media coverage of the Applicant that the M&EO Committee determines to put IDEA or its brand at risk for devaluation.
- Discovery of publicly documented behavior or statements by the Applicant deemed by the M&EO Committee to put IDEA or its brand at risk for devaluation.

3.4.3.3 Qualified Program Participant Company Rejection Appeal Process
The Applicant has the right to appeal the Membership and Ethics Oversight (M&EO) Committee’s decision and must contact IDEA with its appeal request in writing by mail, fax, or email immediately but no later than thirty (30) days after receiving the notification of the M&EO Committee’s decision. The Applicant’s request must contain the following:
- A specific explanation of the reason for appeal. Appeals must be based upon any errors or inconsistencies in the facts of the review and determination, not upon the Qualified Program Participant Company (QPCC) Application process or the M&EO Committee’s decision.
- Any extenuating circumstances that should be considered.
- Any additional information and explanations relevant to the situation.

If a request for appeal is not received by IDEA within thirty (30) days, the M&EO Committee’s initial decision shall stand as the final decision.

Upon receipt of an appeal, the M&EO Committee shall arrange for a forum with the Applicant to discuss the M&EO Committee’s decision.
Based upon consideration of the information provided to the M&EO Committee in the Applicant’s request for appeal and in the forum, the M&EO Committee will vote on a final decision. The vote requires a supermajority (75%). The Applicant will be notified of the final decision by email and certified letter.

The M&EO Committee, by a supermajority (75%) vote, may overturn the initial decision and approve the Applicant’s QPPC status on such terms as it deems appropriate, consistent with the IDEA Bylaws. The Applicant shall be notified of QPPC approval by email and certified letter that contain the official approval date.

If the M&EO Committee, by a supermajority (75%) vote, upholds the initial decision to reject the Applicant’s QPPC status as the final decision, the Applicant shall be notified, and the official rejection date will be included in the notification by email and certified letter. The Applicant may reapply for QPPC status twelve (12) months after the date of the original application.

Any Applicant that does not receive QPPC approval is not eligible for the monetary refund of the non-refundable application fee.

3.5 IDEA Qualified Program Participant Company Code of Ethics

Qualified Program Participant Company (QPPC) status in the Independent Distributors of Electronics Association (referred to below as IDEA, or the Association) is a privilege extended to those organizations who meet the eligibility requirements, and is not a right. QPPC status may be continued unless the Membership and Ethics Oversight (M&EO) Committee determines that the conduct of a QPPC has been such, that in the best interests of IDEA, the QPPC should be suspended or their QPPC status terminated.

This Code of Ethics has been duly adopted by the Board of Trustees under the authority vested in it by the IDEA Bylaws.

- The QPPC will support and acknowledges that it is subject to the IDEA Bylaws (as applicable), as from time to time amended, and all such applicable resolutions, and policies as may from time to time be established or adopted by the Board of Trustees of IDEA.

- The QPPC will conduct commerce in a moral and ethical manner so as to bring no discredit to IDEA, nor to diminish the prestige of Membership and other QPPCs therein. The QPPC will make commercially reasonable efforts to ensure all of its employees and representatives will conduct themselves in accordance with all federal, state, and local laws. Any act or behavior that is deemed to be in violation of QPPC program standards, upon review of the M&EO Committee, may result in QPPC status termination under such rules relating to termination as may from time to time be in force.

- The QPPC will employ commercially reasonable efforts to ensure that all services it provides conform to all applicable IDEA Standards that are then in force.

- The QPPC will not knowingly misrepresent services. The QPPC will employ commercially reasonable efforts, and in any event not less than such efforts as may from time to time be required under all IDEA Standards then in force, to ensure truth in advertising.

- The QPPC will give advice to its clientele in the course of its business operations to the best of its ability.

- The QPPC will only use the IDEA QPPC Logo(s) authorized in accordance with the Association’s Trademark Usage Policy for the IDEA QPPC Logo.
• If a QPPC is found to have breached this Code, that fact may be disclosed to the public.

• If a Formal Inquiry (as defined in form number IDEA-1002) is filed against a QPPC, resignation will not preclude the completion of the Formal Inquiry Process by the M&EO Committee if it elects to continue such process and the publication of the results of its investigation, and the QPPC shall continue to cooperate in the conduct of that process until its completion.

Approved and adopted by the IDEA Membership and Ethics Oversight Committee on February 12, 2014.

3.5.1 Formal Inquiries
A Formal Inquiry Procedure utilizing the Membership and Ethics Oversight (M&EO) Committee has been created to moderate and help to resolve disputes should they occur with an IDEA Qualified Program Participant Company (QPPC) during ongoing business. The M&EO Committee’s findings are primarily intended to ascertain an IDEA QPPC’s status.

3.6 Qualified Program Participant Company Program Fee
The Qualified Program Participant Company (QPPC) program fee is paid on an annual basis in an amount determined and fixed from time to time by the Board of Trustees.

QPPC program fee amounts are subject to revision as determined by the Board of Trustees. The QPPC shall pay the annual fee on the anniversary date of QPPC approval and shall be billed in advance for payment.

QPPC status may be terminated in accordance with Article V, Section E, Suspension, Termination, Resignation, and Reinstatement of Qualified Program Participant Company, in the IDEA Bylaws if the annual fee is not paid within sixty (60) days after the QPPC receives notice that it is due and payable.

3.7 Qualified Program Participant Company and Inspector Certificates
All IDEA Qualified Program Participant Company (QPPC) and IDEA-ICE-3000 Certified Professional Inspector certificates are issued in hard copy format and contain the official IDEA seal, serial number, and barcode for authentication and security purposes. IDEA does not issue electronic copies of any certificate.

The QPPC shall maintain an internal record of all certificate expiration dates. The QPPC is responsible for completing the annual QPPC and IDEA-ICE-3000 Certified Professional Inspector certification renewals prior to the expiration date.

IDEA encourages the QPPC to publicly display the IDEA certificates in a prominent place for viewing by customers and other visitors of the Company’s facility. IDEA also encourages the QPPC to scan each certificate so that it may be posted on the QPPC’s website.

If a QPPC requires a replacement of the current year’s QPPC certificate or of an IDEA-ICE-3000 Certified Professional Inspector’s certificate, a formal request must be submitted to IDEA in writing by mail, fax, or email with an explanation regarding the loss of the original certificate. After the request is received and approved, IDEA will prepare the replacement certificate(s) and send to the QPPC. The QPPC should allow at least seven (7) to ten (10) business days for the replacement certificate(s) to arrive.
3.8 Annual Qualified Program Participant Company Renewal Process

3.8.1 Purpose
IDEA conducts an Annual Qualified Program Participant Company (QPPC) Renewal Process to ensure QPPCs have maintained compliance with all QPPC Requirements and fulfilled all QPPC Responsibilities for the year. The process also requires the QPPC to modify or update any information that may have changed throughout the year.

3.8.2 Process
The renewal date of each Qualified Program Participant Company (QPPC) is the anniversary date of QPPC approval. It is the responsibility of the QPPC to download the Annual QPPC Renewal Form from the IDEA website and to complete it prior to submission of fees for renewal. The Annual QPPC Renewal Form must be submitted concurrently with the payment of annual fees.

After submission of the Annual QPPC Renewal Form, IDEA Staff will conduct a review of the information and confirm the QPPC’s continued compliance with the QPPC Requirements and fulfillment of QPPC Responsibilities. A confirmation of receipt will be sent to the designated Representative by email, and IDEA Staff will contact the designated Representative if additional information or documentation is needed. When the Annual QPPC Renewal Form and documentation have been approved, IDEA Staff will prepare the QPPC’s renewal certificate and send to the designated Representative. The QPPC should allow at least seven (7) to ten (10) business days for the renewal certificate to arrive.

If IDEA Staff discovers any issue that indicates noncompliance with a QPPC Requirement and/or the failure to fulfill all QPPC Responsibilities, this information will be presented to the Membership and Ethics Oversight (M&EO) Committee for further review and recommendation.

Submission of the Annual QPPC Renewal Form in a timely manner enhances program participant interaction and is crucial for the operation and integrity of IDEA. If an Annual QPPC Renewal Form is not submitted with payment of fees within sixty (60) days after the QPPC receives notice, QPPC status will be terminated.

4 Qualified Program Participant Company Privileges

Once approved as an IDEA Qualified Program Participant Company (QPPC), the Company receives the following privileges if maintaining QPPC status in good standing.

4.1 Exclusive Recognition by the Industry
The industry recognizes IDEA Qualified Program Participant Companies (QPPCs) - Test Services as:

- Recognized by an Industry peer group as ethical and professional businesses.
- Recognized by the industry for being comprised of a group of companies committed to the highest quality and ethical standards and business practices.
- Actively contributing to the advancement of Industry ethics, standards, professionalism, techniques, and quality.
- Maintaining an AS9100 or equivalent certified quality management system or equivalent certification as determined by IDEA Staff.
- Maintaining an ANSI/ESD S20.20 certified ESD program, IEC 61340-5-1, or equivalent certification as determined by IDEA.
• Having incorporated IDEA-STD-1010 into its inspection protocol in its quality management system.

• Maintaining a documented Moisture Sensitivity Level (MSL) program.

• Maintaining clear and consistent information regarding test services performed in all documents and communication.

4.2 IDEA-ICE-3000 Professional Inspector Certification
IDEA Qualified Program Participant Company (QPPC) status provides QPPC approved test services companies with the eligibility to submit candidates to the IDEA-ICE-3000 Certified Professional Inspector Exam.

Qualified Program Participant Company (QPPC) certification fees are paid on a per candidate basis in an amount determined and fixed from time to time by the Board of Trustees.

QPPC certification fee amounts are subject to revision as determined by the Board of Trustees. The QPPC shall pay the certification fees at the time of candidate enrollment for certification or recertification.

4.3 Display of Qualified Program Participant Company Information on the IDEA Website
IDEA Qualified Program Participant Company (QPPC) information shall be displayed prominently on the QPPC webpage on the IDEA website. Information shall include company name, contact information, company logo, and number/status of all IDEA-ICE-3000 Certified Professional Inspectors.

4.4 Eligibility to Participate in IDEA Committees
IDEA Qualified Program Participant Companies (QPPCs) are eligible to participate in IDEA Operating Committees by Committee Chair invitation and subsequent approval by the Executive Director.

4.5 Promotion of Qualified Program Participant Company Status
IDEA Qualified Program Participant Company (QPPC) status, its requirements, and its responsibilities shall be communicated by prominent display on the IDEA website.

5 Qualified Program Participant Company Responsibilities
Once approved as an IDEA Qualified Program Participant Company (QPPC), the Company must successfully fulfill the following responsibilities throughout the year to maintain QPPC status in good standing and to obtain QPPC renewal.

5.1 Annual Qualified Program Participant Company Renewal Form
The Qualified Program Participant Company (QPPC) must submit the Annual QPPC Renewal Form concurrently with the payment of the annual program fee. If an Annual QPPC Renewal Form is not submitted with payment of the fee within sixty (60) days after the QPPC receives notice, QPPC status will be terminated.

5.2 Annual Program Fee
The Qualified Program Participant Company (QPPC) must pay the annual program fee on the anniversary date of QPPC approval and shall be billed in advance for payment.

QPPC status may be terminated if the annual fee is not paid within sixty (60) days after the QPPC receives notice that it is due and payable.
5.3 Required Certifications
The Qualified Program Participant Company (QPPC) must submit proof of the following certifications concurrently with the payment of the annual program fee:

- Copy of AS9100 (Revision C or newer) Certification certificate by a registrar that is recognized by an accreditation body that is identified and accepted by IAF or equivalent certification as determined by IDEA Staff.

- Copy of ANSI/ESD S20.20 Certification certificate by an ESDA Accredited Certification Body, IEC 61340-5-1 Certification certificate, or equivalent as deemed by IDEA.

QPPC status may be suspended if any certificate(s) is not provided at the time of QPPC renewal.

5.4 Required Test Services Communication
The Qualified Program Participant Company (QPPC) must clearly communicate accurate and detailed information regarding the specific test services it shall provide to the customer. To fulfill this requirement, the QPPC must submit the following documents concurrently with the payment of the annual program fee:

- Copy of company’s solicitation of services, quotes, statements of work, invoices, and test reports demonstrating that it clearly states the following to the customer:
  
  o The clear distinction between functional tests, parametric tests, and counterfeit detection services.
  o Clarification of what constitutes its counterfeit detection services
  o A successful functionality test does not conclusively guarantee authenticity.

- Copy of company’s standard quote and/or test form demonstrating it includes the following information:
  
  o Quote date
  o Identification of the specific part(s) that shall be tested.
    - Part number
    - Part manufacturer
    - Quantity to be tested
    - Date code(s) and/or lot code(s) (as applicable)
  o List of the specific test(s) that shall be performed on the identified part(s).
    - Include type of test(s) (electrical, counterfeit detection, or both)
    - Include testing temperatures and conditions where applicable.
  o If testing to a specification or a datasheet, the specific parameters tested should be listed or exceptions identified. A list of specific result(s) shall also be obtained from the specific test(s) performed.
  o At the completion of test development, a data log of one tested device shall be provided to prove what was tested matches the quoted parameters.
    - Parameters or tests that are not identified on the data log should be clarified in a description provided by the test lab.
  o Price
  o Completion date
  o Any deviation from the Company’s policy and its standard terms and conditions.
  o Length or period of time the quote is valid.
Please reference the section entitled *Test/Test House Relationship Management* in IDEA-STD-1010 for more information and guidance.

### 5.5 Annual Audit of Test Records

The Qualified Program Participant Company (QPPC) shall agree to an annual audit of test records to be included in the annual QPPC renewal process. The audit shall be conducted as a desktop or paper audit. This audit ensures that the tests performed match the tests quoted to the end customer and that the requirements by the end customer for testing were completed. If the customer required testing that was not performed, documented evidence of the customer's approval must be available. The data log shall be compared to the customer specification as well as to the test program.

*Note: All IDEA QPPCs and QPPC Applicants shall agree to be subject to an onsite compliance verification audit by IDEA Staff or their contracted services at the discretion of the IDEA Executive Director.*

### 5.6 Employee Status

The Qualified Program Participant Company (QPPC) must notify IDEA within thirty (30) days in writing by mail, fax, or email of any changes in status for employees within the following designations:

- Owner(s) and/or most senior level Executive
- Executive Management
- Quality Management

Reportable changes in status include employee resignation or termination, employee title, employee name, employee contact information, etc.

### 5.7 IDEA-ICE-3000 Inspector Status

The Qualified Program Participant Company (QPPC) must notify IDEA within thirty (30) days in writing by mail, fax, or email of any changes in status for QPPC’s IDEA-ICE-3000 Certified Professional Inspectors. Reportable changes include resignation or termination, title, name, contact information, location, etc.

If a ship-to-customer location loses its only IDEA-ICE-3000 Certified Professional Inspector for any reason, the QPPC must notify IDEA Staff in writing by mail, fax, or email about the situation within five (5) days. If the QPPC has no other IDEA-ICE-3000 Certified Professional Inspectors at that ship-to-customer location, they must cease shipping from that ship-to-customer location immediately until a replacement Inspector has been certified at that location.

The replacement Inspector must be certified within forty-five (45) days to resume shipping from that ship-to-customer location. If a replacement Inspector is not certified within forty-five (45) days, the QPPC shall be subject to IDEA QPPC status suspension and/or termination.

### 5.8 Ownership/Management Status

The Qualified Program Participant Company (QPPC) must notify IDEA Staff within thirty (30) days in writing by mail, fax, or email of any legal change in executive ownership, including loss or gain of an Owner and/or Partner. Reportable changes in status include, but are not limited to, resignation or termination Owner(s) on record with IDEA Staff, change in title of Owner and/or Executive Management, sale of QPPC to new Owners, reduction of the number of Owners and/or Executive Management, etc. This information is treated with confidentiality for IDEA administrative use only and will not be shared by IDEA Staff.
IDEA Staff encourages the designated Representative to contact IDEA Staff in writing within thirty (30) days of any legal change in executive ownership to ensure that the change will not present a conflict of interest.

5.9 Organizational Chart Status
Pending any changes in employee, ownership, and/or management status, the Qualified Program Participant Company (QPPC) must submit a revised organizational chart that reflects the status at the time of QPPC renewal.

The organizational chart must include the names, titles, and lines of authority and responsibility of equity holders that hold in excess of 20% of shares and/or company officer(s), Executive Management, and the Quality Management Representative (QMR). This information is treated with confidentiality and is for IDEA administrative use only during the application and monitoring process and thereafter for issue resolution and for knowing how to appropriately escalate contact within the QPPC.

5.10 Change of Address / Additional Locations
The Qualified Program Participant Company (QPPC) must notify IDEA Staff within thirty (30) days in writing by mail, fax, or email of any of the following changes of business:

- Change of Headquarters address
- Change of other facility location address
- Closing of business location
- Opening of new/additional business location and address
- Change of any DBAs or aliases
- Change of any business location’s phone, fax, email address(es), website address, and any additional websites.

5.11 Participation in IDEA Activities
The Qualified Program Participant Company (QPPC) must fulfill a minimum of fifteen (15) hours of contribution to IDEA activities per year to maintain QPPC status in good standing. The QPPC must submit a record of contribution for the prior QPPC status year concurrently with the payment of the annual program fee.

Any appropriate expert employee of the QPPC is eligible to participate in IDEA activities to fulfill this requirement. Examples of contribution activities include, but are not limited to, operational committee participation, support at IDEA recognized Industry conferences and events, presentations on behalf of IDEA at Industry conferences and events, etc. IDEA recognized Industry conferences and events are listed on the IDEA website. If the QPPC plans to attend a conference or event that is not listed on the IDEA website, please contact IDEA in advance to determine if the conference or event qualifies as an activity that will contribute to the participation requirement.

If a QPPC fails to fulfill the aforementioned participation requirement or provide a record of previous year participation at the time of QPPC renewal, the QPPC may be subject to QPPC status suspension and/or termination.
5.12 Update of ERAI and GIDEP Report Status
The Qualified Program Participant Company (QPPC) must notify IDEA Staff within five (5) days of any new ERAI and GIDEP reports that have been filed against the QPPC and provide background information regarding each report.

Failure of the QPPC to notify IDEA Staff within the aforementioned time period may result in QPPC status suspension and/or termination.

5.13 IDEA Qualified Program Participant Company Email Distribution List
IDEA maintains an email distribution list for Qualified Program Participant Companies (QPPCs). The list is comprised of the designated Representative as well as those Management employees who the designated Representative has requested to be added to the email distribution list.

The QPPC shall provide the initial list of employees who should be included in these email distribution lists at the time of QPPC approval. The QPPC must send IDEA Staff a copy of the Email Distribution Participant List quarterly to ensure that IDEA may appropriately update the lists for removals and/or additions. The quarterly updates to the list must be received by the following dates:

- Quarter One: February 1
- Quarter Two: May 1
- Quarter Three: August 1
- Quarter Four: November 1

By submitting quarterly updates to the Email Distribution Participant List, the QPPC ensures receipt of important communication distributed by IDEA via the email distribution lists.

6 Board of Trustees: Numbers, Terms, and Elections
The Board of Trustees is made up of twelve (12) Membership Level Assigned Representatives as voted by General Membership and three (3) optional Non-Level Assigned Representatives as appointed by the Membership Level Assigned Representatives.

Trustees are selected from the General Membership. Qualified Program Participant Companies are not eligible to hold a Trustee Seat.

7 Qualified Program Participant Company Resignation
Any Qualified Program Participant Company (QPPC) may resign by filing a written resignation with IDEA Staff, but such resignation shall not relieve the QPPC of the obligation to pay any fees, assessments, or other charges, which had accrued and remained unpaid on the date of such resignation. Fees and assessments will not be prorated. If a Formal Inquiry (as defined in form number IDEA-1002 is filed against a QPPC, resignation will not preclude the Formal Inquiry Process and the Membership and Ethics Oversight Committee’s publication of the results.
8 Qualified Program Participant Company Suspension and Termination Process

IDEA Qualified Program Participant Companies (QPPCs) may be suspended and/or terminated from IDEA QPPC status in accordance with the following suspension and termination standards as from time to time adopted by the Board of Trustees.

8.1 Status Definitions

8.1.1 Suspension
A Company that is suspended from IDEA Qualified Program Participant Company (QPPC) status shall not be entitled to any rights, benefits, or privileges associated with IDEA QPPC status, except the right of resignation, but shall remain a QPPC and is subject to all terms, conditions, waivers, agreements, and requirements to which the QPPC agreed. The QPPC must remove all indications of IDEA affiliation from its website and collateral materials.

The QPPC’s status will be updated on the website to reflect the appropriate suspension status according to the allocated levels in Section 8.10, Qualified Program Participant Company Status and Publication Policy. The QPPC must also ensure that all employees who interact with the public are notified in writing of the suspension and are instructed to not refer to or imply that their employer is an IDEA QPPC in good standing.

8.1.2 Termination
A Company that is terminated from IDEA Qualified Program Participant Company (QPPC) status will no longer be an IDEA QPPC, will relinquish all IDEA QPPC rights and privileges, and will no longer be included in the List of IDEA QPPCs or appear on the IDEA website or any other IDEA materials. Terminated QPPCs are not eligible for any monetary refunds of any kind to include: non-refundable application fee, annual fees, or any other fees or donations to IDEA.

8.1.3 Grace Period
If a noncompliance issue is determined by the Membership and Ethics Oversight (M&EO) Committee to be resolved with the submission of additional information to IDEA Staff or is of a nature that may be corrected in a timely manner, the M&EO Committee may offer the Qualified Program Participant Company (QPPC) a grace period of a length to be determined by the M&EO Committee to correct the noncompliance issue and regain full compliance and QPPC status in good standing.

8.2 Guidelines for Qualified Program Participant Company Compliance Review
IDEA is an Association recognized by the Industry for being comprised of a Membership and Qualified Program Participant Companies (QPPCs) committed to the highest quality and ethical standards and business practices; therefore, IDEA upholds its duty to ensure its QPPCs maintain continual compliance with all requirements and adherence to the Code of Ethics. IDEA employs the following principles as the framework for evaluation when a QPPC is identified to be in noncompliance with a QPPC requirement or is in violation of the Code of Ethics.

- Qualified Program Participant Company (QPPC) status in IDEA is a privilege extended to those Companies that meet the eligibility requirements, and is not a right.

- The foundation of IDEA’s accomplishments and the value it offers its QPPCs is the outcome of the Industry’s acknowledgement of IDEA Standards and QPPC Requirements, its perception of the integrity of the Association and its QPPCs, and the QPPCs compliance with the QPPC requirements.
• Each QPPC is expected to demonstrate ongoing compliance with the QPPC requirements and Code of Ethics.

• IDEA is obligated to investigate matters that are necessary for the preservation and growth of IDEA, the IDEA Brand, and/or the IDEA Membership, with primary concern awarded to IDEA Brand preservation and growth.

• The Membership and Ethics Oversight (M&EO) Committee conducts the review and determination regarding violations and noncompliance with the QPPC requirements that may have occurred and determines what actions should be taken.

• The M&EO Committee Members are each indemnified by each QPPC and held harmless for the execution of Committee duties.

• The M&EO Committee will take commercially reasonable efforts to ensure a prompt yet thorough review of all information regarding the noncompliance issue.

• IDEA shall perform due diligence to ensure an impartial balance of the following requirements during the process:
  o Maintaining confidentiality of information obtained from a QPPC
  o Upholding IDEA Standards, QPPC requirements, and Code of Ethics
  o Ensuring the QPPC does not encounter any undue damage to its reputation
  o Communicating clearly and accurately with the QPPC and the public

• These principles serve as a foundation for a process that safeguards the interests of the Association and its QPPCs in the identification of information and the maintenance of QPPC compliance in an unbiased and consistent method.

8.3 Qualified Program Participant Company Compliance Review Process
The Qualified Program Participant Company (QPPC) Compliance Review Process will typically adhere to the steps and actions listed below. However, the Membership and Ethics Oversight Committee and IDEA Staff may modify this process if it is determined a more comprehensive and impartial outcome will result.

8.3.1 Discovery
If IDEA identifies a potential noncompliance issue of a Qualified Program Participant Company (QPPC) during the regular Annual QPPC Renewal Process and/or from information received from a QPPC, Member Company, or the public per the IDEA Policy and Agreement for Informational Data Access and Provision, IDEA Staff will conduct an initial review. Additional information will be obtained from the source that provided information to IDEA Staff if IDEA Staff requires this for its review.

8.3.2 Information Compilation and Evaluation
If IDEA Staff validates that the noncompliance issue has occurred IDEA Staff will contact the Qualified Program Participant Company (QPPC) to notify them that they have been identified as being in noncompliance with a specific QPPC Requirement and to obtain all relevant background information regarding the noncompliance issue. IDEA Staff then compiles and prepares the information for evaluation by the Membership and Ethics Oversight (M&EO) Committee.
When a noncompliance issue is of a level of severity that requires immediate action, IDEA may omit the QPPC information gathering step and forward the noncompliance issue directly to the M&EO Committee or the Executive Director for review and/or emergency action.

### 8.3.3 Determination and Notification

The Membership and Ethics Oversight (M&EO) Committee shall conduct an evaluation of the noncompliance issue.

If a noncompliance issue is determined by the M&EO Committee to be resolved with the submission of additional information to IDEA Staff or is of a nature that may be corrected in a timely manner, the M&EO Committee may offer the Qualified Program Participant Company (QPPC) a grace period of a length to be determined by the M&EO Committee to correct the noncompliance issue and regain full compliance and QPPC status in good standing. If the noncompliance issue is not corrected by the end of the grace period, the M&EO Committee shall determine that the noncompliance issue warrants action and proceeds to the next step.

If the M&EO Committee determines that the noncompliance issue warrants action, a review is initiated, and the M&EO Committee conducts a vote on the modification of the QPPC status of the involved Company. The selected outcome requires a supermajority (75%) vote of the M&EO Committee. The M&EO Committee may vote for one of the following:

- Retain current QPPC Status in good standing.
- Suspend QPPC status pending the completion of a formal investigation.
  - If the QPPC is found to be in compliance, the M&EO Committee dismisses their investigation and returns the QPPC status to good standing.
  - If the QPPC is found to be in noncompliance, the M&EO Committee may vote to terminate the QPPC status.
- Terminate QPPC status effective immediately.

The QPPC will be notified of the M&EO Committee’s decision via email and certified letter that contain the grounds for the M&EO Committee’s action and is asked to provide additional information regarding the noncompliance issue if a formal investigation is initiated. All questions from the QPPC must be submitted in writing and received by mail, fax, or email.

If, after formal investigation the M&EO Committee votes to terminate QPPC status, the Company will be notified of the M&EO Committee’s decision via email and certified letter that contain the grounds for the termination, the official termination date, and any actions the Company must take to remove its association with IDEA as a QPPC.

While IDEA Staff shall maintain confidentiality regarding any proprietary information or process details, it may communicate to the public at the M&EO Committee’s discretion that an evaluation and/or investigation is taking place, any change in the QPPC status, and the M&EO Committee’s final decision.

### 8.3.4 Appeal Process

The Qualified Program Participant Company (QPPC) has the right to appeal the Membership and Ethics Oversight (M&EO) Committee’s decision and must contact IDEA Staff with its appeal request in writing by mail, fax, or email within thirty (30) days after receiving the notification of the M&EO Committee’s decision. The Member Company’s request must contain the following:

- A specific explanation of the reason for appeal. Appeals must be based upon any errors or inconsistencies in the facts of the review and determination, not upon the M&EO Committee’s decision.
• Any extenuating circumstances that should be considered.
• Any additional information and explanations relevant to the situation.

If a request for appeal is not received by IDEA within thirty (30) days, the M&EO Committee’s initial decision shall stand as the final decision.

Upon receipt of an appeal, the M&EO Committee shall arrange for a forum with the QPPC to discuss the M&EO Committee’s decision.

Based upon consideration of the information provided to the M&EO Committee in the QPPC’s request for appeal and in the forum, the M&EO Committee will vote on a final decision. The vote requires a supermajority (75%). The QPPC will be notified of the final decision by email and certified letter.

If the M&EO Committee, by a supermajority (75%) vote, upholds the initial decision to terminate QPPC status as the final decision, an official termination date will be included in the notification by email and certified letter as well as any actions the Company must take to remove its association and affiliation with IDEA as a QPPC.

8.4 Qualified Program Participant Company Reinstatement
The Membership and Ethics Oversight (M&EO) Committee, by a supermajority (75%) vote, may overturn the initial decision to terminate Qualified Program Participant Company (QPPC) status and reinstate it on such terms as it deems appropriate, consistent with the IDEA Bylaws. The Company shall be notified of QPPC status reinstatement by email and certified letter that contain the official reinstatement date.

8.5 Terminated Qualified Program Participant Company Reapplication Process
A former IDEA Qualified Program Participant Company (QPPC) that has received a final decision of termination from QPPC status may reapply after a minimum termination time period of twelve (12) months from the official date of termination. In addition to meeting the established QPPC Requirements, the Company must submit objective evidence that the noncompliance issue(s) that led to QPPC status termination has been resolved and corrected.

8.6 Infractions Resulting in Grace Period
Noncompliance with the following Qualified Program Participant Company (QPPC) requirements and responsibilities may result in the Membership and Ethics Oversight (M&EO) Committee granting the QPPC a grace period of a length to be determined by the M&EO Committee to correct the noncompliance issue and regain full compliance and QPPC status in good standing. If the noncompliance issue is not corrected by the end of the grace period, the M&EO Committee determines that the noncompliance issue warrants action, a review is initiated, and the M&EO Committee conducts a vote on the modification of the QPPC status of the involved QPPC.

• Failure to submit the Annual Qualified Program Participant Company (QPPC) Renewal Form at the time of payment of annual dues.
• Failure to submit payment for annual program fee by the anniversary date of QPPC approval.
• Failure to submit copies of all required certifications at the time of annual renewal and payment of fee.
• Failure to notify IDEA of any changes in IDEA-ICE-3000 Certified Professional Inspector status.
• Failure to submit information regarding change in ownership/management status.
• Failure to submit updated organizational chart.
• Failure to submit change of address and/or additional locations.
• Failure to submit quarterly updates to the Email Distribution Lists.
• Failure to submit addition or changes of websites, domain names, and URLs.

8.7 Infractions Resulting in Qualified Program Participant Company Suspension
Noncompliance with the following Qualified Program Participant Company (QPPC) requirements and responsibilities may result in the Membership and Ethics Oversight (M&EO) Committee voting to immediately suspend the QPPC status so that a formal investigation may be conducted regarding the noncompliance issue to ascertain final QPPC status of termination or reinstatement.

• Failure to correct any noncompliance issue(s) by the end of the given grace period for resolution.
• Failure to abide by and maintain all Qualified Program Participant Company (QPPC) requirements.
• Failure to abide by the IDEA QPPC Code of Ethics.
• Change of ownership and/or executive management or merger with a non-member Company.
• Failure to fulfill the minimum requirement of fifteen (15) hours of contribution to IDEA activities per year.
• Background or criminal issues that arise about the Company and/or owners that involve conduct relevant to the Industry.
• Postings on public places that could reasonably be expected to embarrass IDEA or cause harm to IDEA, its Member Companies’, or its QPPCs’ brands and images.
• Information obtained from ERAI and GIDEP reports filed on the QPPC.
• Violation of IDEA Trademark Usage Policy for the IDEA QPPC Logo.
• Discovery of fraudulent and substandard business practices.
• Discovery of media coverage of a QPPC that the M&EO Committee determines to put IDEA or its brand at risk for devaluation.
• Discovery of publicly documented behavior or statements deemed by the M&EO Committee to put IDEA or its brand at risk for devaluation.

8.8 Infractions Resulting in Qualified Program Participant Company Termination
Noncompliance with the following Qualified Program Participant Company (QPPC) requirements and responsibilities may result in the Membership and Ethics Oversight (M&EO) Committee terminating QPPC status.

• Any noncompliance issue(s) causing QPPC status suspension determined by the M&EO Committee’s formal investigation to warrant a final QPPC status of termination.
• Failure to pay the annual program fee within sixty (60) days after the QPPC receives notice that it is due and payable.

• Dissolution of QPPC.

• QPPC relocates to a residential structure or shipping services address.

• Violation of IDEA QPPC Share Program Disclosure and Confidentiality Agreement.

• Violation of IDEA QPPC Intellectual Property Rights (IPR) Agreement.

• QPPC is added to any of the following lists:
  o The EPLS Government listing
  o The Denied Persons List
  o The Unverified List
  o The Entity List
  o The Specially Designated Nationals List
  o The Debarred List
  o The Nonproliferation Sanctions List

• QPPC becomes subject of a formal investigation by any law enforcement body and/or government entity recognized by the United States.

• Harassment of a Board Member, e.g., threat to property, life, limb, or position.

• Harassment of an IDEA Employee, e.g., threat to property, life, limb, or position.

• Sexual harassment of a Member, Board Member, or IDEA Employee.

8.9 Emergency Qualified Program Participant Company Termination
The Membership and Ethics Oversight (M&EO) Committee may vote or the Executive Director may determine to immediately terminate a Qualified Program Participant Company (QPPC) upon discovery of a noncompliance issue that is of the level of severity that is determined to present imminent and extensive risk and damage to IDEA, its Members, its QPPCs, its Employees, and/or the public. The QPPC shall be notified in writing by email and certified letter that contain the date of termination, the grounds for the emergency action, and information regarding how to request an appeal within thirty (30) days of the emergency action.

If a request for appeal is not received by IDEA within thirty (30) days, the M&EO Committee or Executive Director’s emergency action shall stand as the final decision.

Based upon consideration of the information provided to the M&EO Committee in the QPPC’s request for appeal, the M&EO Committee will vote on a final decision. The vote requires a supermajority (75%). The QPPC will be notified of the final decision by email and certified mail.

If the final decision is to uphold the emergency termination, the Company shall be notified in writing by email and certified mail that contain the original date of termination, the grounds for the emergency action, and information pertaining to the specific status of termination.
8.10 Qualified Program Participant Company Status and Publication Policy
IDEA Staff maintains a current Qualified Program Participant Company (QPPC) status for each QPPC. IDEA QPPCs in good standing are found on the IDEA website. When a situation occurs in which QPPC status changes from that of good standing, IDEA Staff will update the status and may publicly share the change using one of the following status levels to identify the cause of the change in status in its communication with the public and on the IDEA website.

8.10.1 Status Levels

- Suspension while under formal review of compliance with one or more requirement(s).
- Resignation by non-renewal.
- Resignation prior to initiation of a formal review and investigation.
- Resignation during formal review and investigation.
- Terminated for failure to provide annual renewal information and current certifications.
- Terminated for failure to pay annual program fee within sixty (60) days of notice.
- Terminated for noncompliance with one or more requirement(s).
- Terminated for Company sale, merger or acquisition, or conveyance of controlling interest from the Company.
- Termination for dissolution of Company.
- Emergency termination for [cited cause(s)].

The QPPC may be described with multiple status levels if more than one noncompliance issue is under review and investigation.