
SUPPLIER PRODUCT ASSURANCE REQUIREMENTS

Purpose

This document establishes Supplier Product and/or Service Quality Assurance Requirements.

Unless otherwise specified, requirements referenced herein shall be in effect and binding from the date of purchase contract.

Definition and Abbreviation

A. ORDER means the purchase order and or other written and binding contract with Supplier and or Vendor (Seller).

B. BUYER or PSP means Buyer

C. SUPPLIER and/or VENDOR means legal entity that contracts with Buyer under this Supplier Product Assurance Requirements.

D. SPAR means Supplier Product Assurance Requirements.

E. Special Processes are those yielding products which cannot be adequately evaluated for conformance through inspection or non-destructive testing. These include but are not limited to, welding, plating, heat treating, bonding, soldering. Special processes are evaluated through one or more of the following processes: certification, validation of process, training records of personnel involved in the process, process procedures or work instruction and/or destructive testing of samples.

SPAR-1 Prohibited Practices

Supplier shall not implement any changes to the purchased product and or process without prior notification to Buyer and written approval by Buyer. Changes can include but are not limited to product specification, product identification, material, processes.

Supplier shall not make any changes in product design, composition, configuration (including fit form and function), material or fabrication without prior approval by Buyer in writing.

SPAR-2 Unauthorized Submittal of Production Parts

When the order requires Buyer acceptance of first article, Supplier shall not continue production prior to Buyer's acceptance of first article. If supplier chooses to run production, without first article approval from Buyer, then Supplier accepts all risk and costs associated with any scrapped material/parts.

SPAR-3 Responsibility for Conformance

Purchased items and or processes must be certified to purchase order and drawing requirements.

Product must be inspected prior to shipping and meet specified requirements.

Outsourcing is not allowed without written approval from Buyer. Upon written approval, Supplier is required to flow down all SPAR requirements to sub-tier.

SPAR-4 Documentation

Buyer may refuse to accept items delivered under the Order if Supplier fails to submit the certification, test data or

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reports specified in the Order.

All records that are created by and/or retained by supplier shall be controlled and identified in such way to allow for traceability to the purchased service and/or process, cross-reference customer purchase order and or job number. All records shall be stored in such way to allow for timely retrieval, prevent damage and ensure legibility.

SPAR-5 Record Retention

Vendor/supplier must keep records and or documents involving the purchased service and or process for a minimum of 10 years unless otherwise specified.

SPAR-6 Certification of Conformance

With each shipment of items, Supplier shall submit a certificate of conformance, signed by a responsible representative, which shall constitute a representation by supplier that:

- a) Material and/or services used are those which have been specified and supplied by the Buyer. Supplier/Vendor may not purchase or use any material other than what is provided by the Buyer with the exception of receiving written approval from Buyer. All purchased material must have the certificate of conformance and a test report stating the material chemical or physical composition, verification of origin of material and any other required evidence of conformance of such items to applicable specifications noted on purchase contract and/or drawing. Must also have the Suppliers purchase order number located on the material certificate
- b) Processes used to fulfill the purchased contract were in compliance with applicable specifications noted on the purchase contract and drawing
- c) Certification furnished under the terms of the order shall be supported by test records, and data is subject to audit by Buyer. In case of drop shipment, a copy of the Certificate of Conformance shall accompany the shipment and a second copy shall be sent to the Buyer at time of shipment.

SPAR-7 Nonconformance/Corrective Action Request

Buyer will request a nonconformance report and/or a corrective action from Supplier when a quality problem exists. Supplier shall provide the CAPA within 10 business days. Corrective action shall include the following information: root cause, immediate action taken to resolve the problem, and long term corrective action, along with evidence of the correction and corrective action(s). If Supplier does not have a form or report to support this request, Supplier can request one from Buyer, or Supplier can send the information through email for Buyer to enter into their ERP system.

SPAR-8 Standards of Workmanship

Supplier must maintain written standards of workmanship directly applicable to the nature and level of work performed. A copy shall be supplied to Buyer upon request. Buyer reserves the right to perform inprocess inspections and or audits at any time during the life of the purchase order.

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All personnel involved in the purchased process must be qualified, and Supplier must be able to provide evidence of qualification.

SPAR-9 Access to Facilities

Supplier grants BUYER, BUYER's job-related customers, and regulatory authorities' right of access to all facilities and records involved in any orders pertaining to Buyer with a 48-hour notice. Buyer will notify the vendor/supplier if onsite inspection is required and will state the verification arrangements.

SPAR-10 Lot control and Product and/or Service Identification

Product must be clearly identified and separated according to purchase requirements listed on the purchase contract.

SPAR-11 Packaging and Shipping

Unless otherwise specified in the purchase contract, Supplier shall package all material in a manner to ensure protection against cross contamination, product mix-up and/or exposure to foreign objects, corrosion, oxidation, deterioration. Furthermore, all product shipped from Supplier facility must be packaged in a way to preserve the conformity and integrity of the product, protection from environmental conditions (such as extreme temperature and water) during storage, handling, and delivery to the intended destination. If any shipping damage shall occur, it is the full responsibility of the Supplier.

SPAR-12 Flow Down

Supplier shall flow down this requirement to any sub tier Suppliers that have been approved by the Buyer.

SPAR-14 Revision Level of Specifications

Supplier shall use the most current revision level at the time of the Purchase Order, for any specification.

NOTE 1:

All Suppliers to BUYER are required to disclose any use of "Conflict Minerals". BUYER reserves to right to cancel any purchase order whose content is manufactured or contains "Conflict Material".

All Material Certs need to clearly state the use of conflict material.

By accepting purchase order from Buyer, Supplier automatically accepts and will comply with all aspects of this SPAR document.