



Supplier Quality Requirements

1. Purpose

Fabri-Tech requires defect free product from our suppliers. The quality system fundamentals outlined within this document are considered a foundation for ensuring that Fabri-Tech quality requirements are met.

This document further defines requirements that may or may not be covered by other procurement documentation. It is the responsibility of the supplier to understand and ensure compliance with these requirements.

It is Fabri-Tech's desire to form long-term, mutually beneficial relationships with our suppliers with a common goal of repeatable product quality and continuous improvement. Fabri-Tech requires its suppliers to operate in full compliance with all applicable labor and environmental laws, as well as, provide for a safe work environment.

2. General Requirements

Suppliers must be capable of sending and receiving data, including purchase orders, invoices, drawings and specifications via email.

3. Quality System

At a minimum, suppliers are required to implement and maintain a quality system that adheres to the following requirements.

4. Process Change

Suppliers are required to notify Fabri-Tech in advance of any planned change to the supplier's process, infrastructure, manufacturing location or key personnel that may impact the quality, or delivery, of Fabri-Tech parts. Planned changes need to be reviewed to determine the qualification requirements of the change.

Additional changes that require notification of are as follows:

Relocation or changes to manufacturing site

Material changes

End of life notification

Packaging Changes

5. Purchase Order Review

Suppliers are required to review Fabri-Tech purchase orders to ensure they are capable of meeting the purchase order requirements, including due date, quantity required, processing standards, and any regulatory standards required. Additionally, the supplier is responsible for ensuring any applicable Fabri-Tech issued drawings in their possession match the part revision listed on the purchase order. Delivery date is defined as the date it is due on Fabri-Tech's dock. If the Supplier cannot meet the delivery dates stipulated in the Purchase Order, the Supplier shall immediately inform Fabri-Tech of the Seller's best possible delivery date for Fabri-Tech's consideration. Fabri-Tech shall then have the right to accept or reject the proposed delivery date.

6. First Article Inspection Reports (must be provided in English)

First Article (FAI) or Delta First Article Inspections reports are required for first time build or first build against a new revision ONLY IF the requirement for FAI is listed on the PO. A copy of the FAI dimensional report is to be sent with the shipment of parts. The FAI must include confirmed compliance to all notes on the part drawing as well as physical and/or chemical reports when specified.

7. Inspection Requirements

Supplier is required to have an inspection, or verification, process in place to ensure that product being manufactured and/or shipped to Fabri-Tech is 100% compliant.

Compliance may be achieved through capability studies, mistake proof gaging, lot inspection, process validation, etc. Supplier's product is also subject to inspection at Fabri-Tech.

8. Nonconforming Product

Nonconforming product must be identified and immediately segregated from conforming product. Supplier must not knowingly ship nonconforming product to Fabri-Tech unless supplier receives authorization in writing from an authorized Fabri-Tech Quality representative (Fabri-Tech Deviation or Variance form). If so authorized, nonconforming parts must be tagged as nonconforming and a copy of the Fabri-Tech Deviation or Variance form must be included with the shipment. Failure to do so may result in a rejection of the product.

9. MRB

Suppliers are not allowed to disposition nonconforming material as "use as is" unless authorized by an authorized Fabri-Tech Quality representative (see paragraph 7).

Suppliers may disposition nonconforming product as "rework to print" or "scrap".

10. Nonconformance Notification and Request for Deviation

Suppliers are required to immediately notify Fabri-Tech if they suspect that nonconforming product has been shipped to Fabri-Tech. **If it is determined that nonconforming product has been sent, the supplier is required to notify Fabri-Tech within 24 hours, in writing, identifying the Fabri-Tech PO number, date shipped, quantity shipped, and lot number if available.**

11. Corrective Action

Fabri-Tech will notify the supplier if nonconforming product has been received. The supplier is required to take immediate action to isolate any additional nonconforming product at their facility. The supplier is expected to implement corrective and preventive action(s). Fabri-Tech may also require a written corrective action.

12. Shipping Documents (must be provided in English)

Fabri-Tech utilizes various suppliers. The documents required with each shipment to Fabri-Tech depend on the product being purchased from the supplier.

13. Shipping and Packaging Requirements

All parts shipped are to be packaged in a way to prevent damage during shipment. This may include double bagging or utilizing heavy gage plastic bags. Unless specific packaging requirements constitute a part of Fabri-Tech's purchase order requirements, best practices shall apply. **Cost associated with damage and/or loss incurred due to poor packaging shall be the responsibility of the supplier.**

14. Packaging and Shipping

The Supplier shall maintain a system which ensures adequate control of the packaging and shipping phases of the process, in order to protect material in consideration of expected shipping and storage conditions. Any special Fabri-Tech packaging requirements should be stated on the Purchase Order. Purchase Orders will state the method of shipment.

15. Quality Records

Supplier Quality Records serve as objective evidence that the purchase order requirements have been met. Supplier Quality Records must be legible and ultimately traceable to customer purchase orders. All records must be stored in a manner that ensures legibility and renders the records easily retrievable in the event of a customer recall.

16. Record Retention

Suppliers are required to retain all Quality Records (i.e., receiving documents, inspection records, material reports, purchase order, routers, etc.) for a minimum of 7 years.

17. Shelf-Life Requirements

Products with shelf-life requirements must have, at a minimum, 80% of shelf life remaining.

18. Notification of Quality System Changes

Suppliers are required to notify Fabri-Tech of any significant changes to their quality system.

19. Right of Entry Agreement

By accepting a purchase order from Fabri-Tech, the Supplier agrees that Fabri-Tech, its customers and regulatory agencies, may have access to the Supplier's facility, and all facilities involved in satisfying the order, for inspection and/or surveying purposes.