



Industri-Tech Supplier Quality Requirements

Revision 3

Issue Date: 11/21/2023

Page 1 of 4

This document defines the quality assurance requirements for Suppliers of materials and services to Industri-Tech. The supplier is responsible for assurance and upon request, to provide objective evidence that all materials and services provided are in compliance with the purchase order requirements whether materials are manufactured, or services are rendered by the supplier directly or obtained through purchase agreements with sub-tier suppliers.

Additional quality requirements may be stated directly in the purchase order. In the event of a conflict between the quality requirements and other purchase order requirements, the supplier shall obtain clarification from Industri-Tech.

The following clauses apply to all purchase orders:

- Q-1 **Quality System Certification** – The supplier shall maintain an effective Quality management system, preferably one that complies with ISO 9001, AS9100, or AS9120 for distributors, however other Quality System certifications may be approved. To request approval for such, submit a copy of the active certification and applicable specifications to Industri-Tech for review. Once reviewed and deemed appropriate, the supplier will be contacted as well as added to Industri-Tech’s approved supplier list (ASL). Industri-Tech reserves the right to approve or disapprove suppliers based on the performance of said suppliers.
- Q-2 **Use of Customer Designated Suppliers** – When required by the purchase order, the supplier must use customer-designated or approved external providers.
- Q-3 **Nonconforming Product** – Supplier shall notify Industri-Tech immediately upon discovery of any nonconforming product, process, or service, and obtain organizational approval for any disposition related to nonconforming product associated with the subject Purchase Order.
- Q-4 **Counterfeit/Unapproved Parts** – Only new and authentic materials are to be used in products delivered to Industri-Tech (Buyer). No counterfeit/unapproved or suspected counterfeit/unapproved parts are to be contained within the delivered product. Parts shall be purchased directly from the OCMS/OEMS, or through the OCMS/OEMS franchised distributor. Documentation must be available that authenticates traceability to the applicable OCM/OEM. If suspect/counterfeit/unapproved parts are furnished under Buyer’s purchase order or any other written agreement between the Buyer and Seller, and found in any of the goods delivered hereunder, such items will be impounded by Buyer. The Seller shall promptly replace such suspect/counterfeit/unapproved parts with parts acceptable to the Buyer and Seller shall be liable for all costs relating to the removal and replacement of said parts. Buyer reserves all contractual rights and remedies to address grievances and detrimental impacts caused by suspect/counterfeit/unapproved parts.
- Q-5 **Supplier Changes Affecting Product** – When required by the Purchase order, the supplier shall not make any facility location change or change of sub-tier suppliers that affect the items defined in the contract without prior and written consent of Industri-Tech.



Industri-Tech Supplier Quality Requirements

Revision 3

Issue Date: 11/21/2023

Page 2 of 4

- Q-6 **Product Obsolescence Requirements** – Supplier shall notify Industri-Tech in writing if a product listed on this order or any of its components are planned for obsolescence by you or your suppliers. All efforts must be made to keep Industri-Tech informed of the future viability of the item(s) listed on this order.
- Q-7 **Requirement Flowdown** – The supplier shall flow down to their sub-tier supplier(s) all applicable requirements for work being performed, including this and other applicable Quality Clauses.
- Q-8 **Record Retention/Disposal** – As a minimum, all quality records shall be maintained for a period of 10 years and available for review upon request. After the retention period has been maintained, all information considered confidential shall be disposed of in a manner that it cannot be copied, read or re-produced.
- Q-9 **Right of Access** – The supplier shall provide “Right of Access” of its facilities to Industri-Tech, their customer, and regulatory authorities. Access shall include all facilities and quality records involved in this order. The supplier will be notified if access is needed at a mutually agreeable time.
- Q-10 **Certifications of Conformance (C of C) and Certifications of Analysis (C of A)** – All C of C’s and C of A’s shall be provided with each shipment, and bear the name, signature, and title of an authorized supplier representative stating that materials furnished to Industri-Tech are in conformance with the applicable requirements of the contract, drawings, and specifications. At a minimum, all C of C’s and C of A’s shall include the following:
- Supplier Identification
 - Industri-Tech PO Number
 - Quantity Delivered
 - Manufacturers Part Number
 - Lot and/or Batch Number
 - Material Date of Manufacture
 - Material Date of Expiration (as applicable)
 - Name/Title and signature of an authorizing representative of the supplier
- Q-11 **Traceability** – Product shall be identified with a manufacturer’s date code, serial number, lot number, or equivalent, to ensure traceability to production records and materials.
- Q-12 **Shelf Life** – Unless otherwise specified by the PO, all shelf-life limited items shall have 80% or more of their shelf life remaining at the time of shipment under this PO. All shelf-life sensitive articles and materials shall be identified with the applicable lot, batch, or date coding numbers, the manufacturing date, date of expiration and storage requirements.
- Q-13 **Packaging** – Packaging shall conform to all requirements specified on drawings, specifications, and the applicable Purchase Order. All material shall be wrapped, bagged, and enclosed in cartons, boxes, or other containers to the extent necessary to provide protection from hazards of contamination and physical damage encountered in general handling, shipping, and storage and in accordance with good commercial practice.



Industri-Tech Supplier Quality Requirements

Revision 3

Issue Date: 11/21/2023

Page 3 of 4

- Q-14 **Document Revisions** – Unless otherwise specified, all parts lists, drawings, and specifications on the PO are to be completed to the latest revision. This includes internationally recognized standards (i.e. ASTM, MIL-SPEC, etc.). If there is a conflict between the purchase order and any specification or drawing, it is the supplier's responsibility to notify Industri-Tech prior to starting work.
- Q-15 **Personnel Qualifications** – The supplier's Quality System shall ensure all relevant Purchase Order requirements are met and all applicable processes affecting the final quality of the product in the Purchase Order were rendered by qualified personnel.
- Q-16 **Nonconforming Product** – Supplier shall notify the Industri-Tech immediately upon discovery of any nonconforming product and obtain organizational approval for any disposition related to nonconforming product.
- Q-17 **Calibration System Compliance** – compliance to ISO/IEC 17025, ISO10012-1, AS9100, ANZI Z540.1/3 (MIL- STD-45662) or equivalent is required.
- Q-18 **Personnel Contribution** – Industri-Tech reserves the right to require and request evidence of External Providers ensuring that their personnel are aware of:
- Their contribution to product or service conformity
 - Their contribution to product safety
 - The importance of ethical behavior
- Q-19 **Supplier Performance** – Industri-Tech expects external providers to provide a minimum of 95% quality, and 95% on time delivery of products. Quality is measured by the external provider's ability to meet all contractual flow downs on the purchase order. On-time delivery is measured by the external provider's ability to deliver products on or before the expected delivery date on the purchase order. The supplier will be evaluated on a quarterly basis. At the request of the supplier these results can be made available for review. Cost, timeliness in responding to questions, and lead time may also be considered when evaluating supplier performance. Failure to meet these requirements may result in the issuance of corrective actions or a change of status on the approved supplier list.
- Q-20 **Functional Test Reports** – If functional test reports are required per the purchase order, the shipment must be accompanied by a legible and reproducible copy of the actual test results identifiable with the test parameters and products submitted. These reports must contain the signature and title of the authorized representative for the agency performing the test and must conform to specific requirements flowed down on the purchase order.



Industri-Tech Supplier Quality Requirements

Revision 3

Issue Date: 11/21/2023

Page 4 of 4

- Q-21 Use of Statistical Techniques – When required per the Purchase order, the supplier shall use only statistical techniques for product acceptance that have been approved by Industri-Tech.
- Q-22 FOD Prevention – Deliverable items shall be free of Foreign Object Debris (FOD) that can be detected by a visual inspection. The supplier shall document and investigate all FOD incidents ensuring elimination of the root cause. Industri-Tech shall have the right to perform inspections and/or audits as a method of verification that the supplier’s FOD control procedures are functional, documented, and effective.