



## 1. PURPOSE AND SCOPE

This document establishes quality requirements and expectations for the Suppliers producing materials, parts and services to Sagetech drawings, specifications and requirements specified by a Purchase Order (PO) or a contract that may affect quality or delivery of Sagetech products.

When indicated on the Purchase Order, the following Supplier Quality Requirements will apply.

## 2. GENERAL REQUIREMENTS

The Supplier must ensure that raw materials, parts, and services comply with all engineering drawings, purchasing requirements and all applicable industry and regulatory requirements.

### *Supplier Quality System*

The Supplier must establish and maintain a documented Quality Management System to ensure adequate controls throughout the production process and to assure product compliance with specifications and purchase order requirements.

### *Sub-tier Suppliers*

When the Supplier sub-contracts a process or requirement to a sub-tier supplier, the applicable requirements must be flowed down to that supplier. Approval of sub-tier supplier by Sagetech does not relieve the Supplier of the responsibility of assuring that work performed or products supplied by the sub-tier supplier are in accordance with specified requirements.

### *First Article Inspection*

When specified on the PO, the Supplier must perform a First Article Inspection (FAI) for a new part representative of the first production run to verify that all dimensions, features and product attributes meet specified requirements. Documentation of the FAI must be submitted for review and approval to Sagetech prior to the first production shipment. The Supplier is responsible for flowing down FAI requirements to sub-tier suppliers.

### *Changes of Circumstances, Product, or Process*

The Supplier must notify Sagetech of changes to its Certification/Registration status and any other changes that may affect product quality, such as:

- Changes in ownership
- Change of manufacturing location



The Supplier is responsible for controlling changes and notifying Sagetech of all changes to the approved part design, manufacturing process, or testing procedures.

Such changes may require re-qualification or re-submission of FAI (First Article Inspection). A full or partial FAI must be performed for affected characteristics when requested by Sagetech.

All communications between the Supplier and Sagetech must be in writing.

### ***Non-Conformance***

The Supplier must obtain approval from Sagetech prior to the supply of any non-conforming product. A documented statement on non-conformance should be submitted to Sagetech for disposition.

If the Supplier finds non-conforming material or product prior to shipment, the Supplier must evaluate whether items already shipped to Sagetech may have the same nonconformance. If the potential exists, the Supplier must notify Sagetech of the potential or actual nonconformance of already delivered products.

When Sagetech identifies non-conformance caused by the Supplier, a Request for Supplier Corrective Action may be submitted to the Supplier. The Supplier should take action and provide response to Sagetech's request within 30 days of the date of receipt. Copies of all records related to the non-conformance should be sent to Sagetech upon request.

### ***Right of Access***

Right of access to Sagetech's authorized personnel or their customers must be afforded to all facilities involved in the order, and to all applicable records, as well as for verification of parts and materials at the Supplier's premises.

Sagetech may request that the Supplier provide documentation, including registration documentation, certification approval, audit reports, findings, corrective actions, test results etc.

The Supplier must provide assistance for on-site evaluation processes and completion of reports and surveys where appropriate.

### ***Records Retention***

Records related to the manufacturing and/or process operations, including inspections, tests and traceability are to be retained by the Supplier and made available upon request for verification by Sagetech, customers or regulatory authorities. Records should be identifiable, accurate and complete.

The Supplier must retain quality records of products and services provided to Sagetech for a minimum of 10 years or the life of the contract, whichever is greater. At the end of the retention period, the Supplier should provide the option for Sagetech to take the possession of the records.



### ***Manufacturer's Certificate of Conformance***

A signed Certificate of Conformance (CoC) must accompany each shipment and contain the following information:

- Name and Address of manufacturer
- Sagetech Purchase Order number
- Part Number, Revision (if applicable)
- Quantity
- Drawing number and revision level to which product was manufactured
- Special Processes (if applicable)
- Statement certifying product compliance and traceability as applicable
- Authorized signature and Date

### ***Counterfeit Parts***

No counterfeit parts or suspect counterfeit parts are to be used to manufacture products delivered to Sagetech. Parts must be purchased directly from Original Equipment Manufacturer (O.E.M.) or through the manufacturer's authorized suppliers or distributors. Upon request, the Supplier must make available to Sagetech documentation that authenticates traceability of the components to the applicable O.E.M. Purchase of parts or components from independent distributors is not authorized unless first approved in writing by the Sagetech Procurement Management.

When suspect or confirmed counterfeit items associated with any of Sagetech's order are discovered, the Supplier must issue a GIDEP report and must ensure that those parts are not delivered to Sagetech. If the Supplier becomes aware or suspects that already delivered parts are counterfeit or contain counterfeit items, the supplier must immediately notify Sagetech.

### ***Packaging and Shipping***

All parts and materials intended for Sagetech must be protected against the potential damage from shipping, ESD (Electrostatic Discharge), FOD (Foreign Object Debris), corrosion, moisture, contamination, deterioration or damage by processing, handling or storage at the Supplier, or in transit to Sagetech or from any sub-tier supplier.

All electrostatic discharge sensitive materials or assemblies must be wrapped in ESD protective bubble wrap or placed in anti-static bags prior to boxing.

All packages must be accompanied by a packing list detailing the contents.

### ***Delivery***

In the event of any anticipated or actual delay the Supplier must promptly notify Sagetech, in writing, of the reasons for the delay and the actions being taken to overcome or minimize the delay.



Procedure:  
**Supplier Quality Requirements**

**P015 Rev 02**

Rev	Revision Summary	Document Effective Date:	Approval
01	New document. Replaces DOC2020R01 Suppler Quality Manual, Revision Date 12 April 2011 to new document format, numbering system, and streamline procedure.	04/15/2015	DCO 060-15
02	Updated to include requirements for Counterfeit Parts prevention.	09/14/2015	DCO 176-15