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**MANDATORY QUALITY ASSURANCE/PROCUREMENT
REQUIREMENTS
FOR
AS9100 DESIGNATED ITEMS**

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DATE 7/2/14

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DATE 8/27/14

G. Barnhard, Director of Mfg.

DATE 7/2/14

REVISION RECORD				
Revision	Affected Paragraphs	Brief Description of Revision	Date	Approval Signature
Orig.	All	Original Release per E.O. QP-15854	7/2/14	<u>G. Barnhard</u>
A	3.0, 4.0, Table 1 and Table 2	Changes per ECN-190475	05/28/19	<u>G. Barnhard</u>

1.0 **PURPOSE**

This document specifies the mandatory quality assurance and procurement requirements which shall be imposed on all purchase orders for AS9100 designated parts, materials and/or services. AS9100 parts and materials are those which have a Conax drawing number and/or part numbers which are prefixed with the letter "A".

2.0 **APPLICABLE DOCUMENTS**

N/A

3.0 **MANDATORY REQUIREMENTS**

When this document is referenced on Conax Technologies Purchase Orders, Clauses AP1 through AP8 as listed in Table 1 of this document are considered mandatory requirements for parts, materials or services to be supplied under the applicable purchase order.

The supplier shall ensure that all personnel (as applicable) involved in satisfying the requirements of the applicable purchase order are aware of;

- (a) their contribution and responsibility to ensure product or service conformity
- (b) their contribution and responsibility to product safety
- (c) the importance of ethical behavior. Additional information on the expectations for ethical behavior are contained in the Conax Code of Conduct and Global Anti-Corruption Handbook which can be found in the Supplier Resources tab at <https://www.conaxtechnologies.com/supplier-resources/>

4.0 **OPTIONAL REQUIREMENTS**

Optional requirements as listed in Table 2 are required when the optional clause number(s) is specifically listed on the invoking purchase order.

Table 1

**Procurement
Clause No.****AS9100 Mandatory Procurement/Quality Clause Requirements**

- AP1** **Quality Record Retention** - All records related to the manufacturing, testing and inspection of parts supplied to a Conax Technologies Purchase Order shall be maintained for a minimum of ten (10) years from date of shipment, unless otherwise specified. These records shall be retained in a safe and suitable environment, and shall be accessible, upon request, to Conax Technologies, customers of Conax Technologies, or to applicable regulatory and statutory authorities. All records submitted are subject to Conax Technologies review and approval prior to acceptance. Suppliers that are in danger of/ or in the process of bankruptcy or closure of business, are required to contact Conax Technologies to arrange shipment of all retained records in their possession.
- AP2** **Notification of Non-Conforming Product** – Any departure from drawing, specifications or Purchase Order requirements must be submitted to Conax Technologies Purchasing in writing via Conax’s Supplier Deviation Request (SDR) Form, which is available on-line at www.conaxtechnologies.com . Disposition of such deviations/discrepancies must be approved by Conax Technologies in writing prior to shipment. A copy of the approved SDR must accompany each affected shipment. Any rejected material that is being resubmitted by a Supplier shall be clearly identified as such on the shipping documentation and must reference the Conax Technologies SDR document. Parts which are non-conforming but have been approved for use shall be segregated within the shipment of material and clearly marked with the SDR number. Post shipping discovery of any deviations that affect testing, inspection and/or calibration results must be reported, in writing, to Conax Technologies. This requirement also includes previously unknown deviations that affect results already submitted to Conax Technologies.
- AP3** **Foreign Object Debris (FOD) Prevention and Part Cleanliness** - The Supplier shall conduct production processes appropriate to prevent, detect, and remove all FOD from product(s) during manufacture and provide parts clean and free of all FOD prior to shipment. FOD contamination will be cause for rejection of material.
- AP4** **General Notification Responsibility** - Conax Technologies shall be immediately notified in writing of any major changes to the Suppliers Quality Management System (QMS) and additionally any changes to the Supplier’s Quality Management Team responsible for company products, other significant changes in the Supplier’s organization, changes in financial condition, changes in location, or a change in ownership of the Supplier. Supplier shall also be responsible to notify Conax, prior to the start of production, of any process changes which affect parts and/or services being provided to Conax Technologies.
- AP5** **Post Delivery Notification Responsibility** - The Supplier shall inform Conax Technologies immediately when there is a reason to suspect that products previously supplied to Conax Technologies may not be in accordance with the applicable Conax Technologies drawing(s), specification, or purchase order requirements. The Supplier shall promptly inform Conax Technologies of any circumstance related to materials, manufacturing, processing, methods, design, etc. which may make a product susceptible to premature failure or otherwise place the safe operation of that product at risk. The notification shall describe the nature of the discovered anomaly, its applicability to Conax Technologies part number(s), purchase order numbers, lot numbers (or any other relevant traceability information), quantities affected and the probable impact to the proper function/performance of the item supplied.

- AP6** **Right of Access** Conax Technologies, its customers and/or applicable regulatory agencies reserve the right to witness the manufacture or processing of any items in this Purchase Order to determine and verify the quality of work, records and material at any location in the supply chain, including the Supplier's facility. When visits are made to the Supplier by personnel other than Conax Technologies employees, and when such visits are for the purpose of witnessing the manufacture or processing of work, and/or related documentation, pertaining to this Purchase Order, Conax Technologies reserves the right to refuse such visits based upon proprietary design, or processes. Furthermore, a Conax Technologies representative shall be present during such visits.
- AP7** **Flow Down Requirements** - All requirements defined in Conax Technologies Purchase Orders must flow down to sub-tier suppliers as applicable.
- AP8** **Counterfeit Parts** – The supplier shall certify that only new and authentic materials are used in products or goods delivered to Conax Technologies and that the products/goods delivered contain no Counterfeit Parts.

Table 2

**Procurement
Clause No.**

AS9100 Optional Procurement/Quality Clause Requirements

- OP1** **Product Specimens** – When this optional clause is listed on the invoking purchase order, the supplier is required to provide test specimens for design approval, inspection/verification, failure or other types of investigations or for product or process or other audit related requirements.

(END OF DOCUMENT)