



Supplier Quality Requirements

Clause	Topic	System Requirements
A	Approved Supplier	Suppliers placed on EMF's Approved Supplier List is evaluated to determine Supplier's capability to conform to EMF's quality requirements. Supplier ratings are based on <i>quality performance and delivery performance</i> . Suppliers whose quality systems are not currently certified to ISO9001, AS9100 or NADCAP are re-evaluated every 3 years through a Supplier Quality Survey and at the very least reviewed annually for continuing suitability. Suppliers are also subject to an Audit to be conducted by EMF at Supplier's premises. If Supplier is ISO9001, AS9100 or NADCAP registered, a copy of the certificate must be on file and made available upon request.
B	On Time Delivery	Deliveries that fall within a ± 3 day window is considered on time. Supplier must communicate any delays in shipment to EMF as soon as possible. Suppliers are expected to maintain a $\geq 85\%$ delivery rating to remain as a satisfactory Supplier. Orders containing DPAS (Defense Priorities and Allocations System) rating in support of materials and services necessary to promote national defense must be prioritized over non-rated orders in accordance with provisions of 15 CFR 700 and FAR 52.211-15. Supplier must communicate immediately if there are any delays in meeting specified due dates.
C	Packing Slips	All orders shipped to EMF must be accompanied with a packing slip containing at the very least: <ul style="list-style-type: none"> a. Manufacturer Name b. Packing slip number c. Part Number and Revision Level (if applicable) d. Quantity e. Ship Date f. EMF PO# or Vendor-assigned PO# or SO# (for traceability purposes)
D	Certificate of Conformance	Supplier is required to submit a Certificate of Conformance containing at the very least the following information and shall be on file and available upon request: <ul style="list-style-type: none"> a. Manufacturer Name b. Part Number and Revision Level (if applicable) c. Quantity d. Ship Date e. EMF PO# f. Statement certifying that all products listed on C of C conform to all applicable drawing(s) and specifications as well as the customer purchase order.
E	Quality Checkpoints	Supplier is required to perform quality checkpoints to ensure product conforms to drawing requirements and/or instructions listed on EMF Purchase Order. Other special instructions may be communicated to Supplier prior to start of work on a project. EMF shall have the right to survey, audit and/or inspect Suppliers' facilities and processes to determine compliance to order requirements. Suppliers are expected to maintain a $\geq 85\%$ quality rating to remain as a satisfactory Supplier.
F	Nonconforming Materials	In the event that nonconforming material is detected after delivery to EMF, a Nonconformity Report form (NCR) may be submitted to Supplier to be signed by a quality representative per nonconforming part. Supplier will be required to state root cause of the material discrepancy. EMF shall make final disposition of the nonconforming material. Any reworked material must be inspected 100% before returning to EMF.
G	Corrective Action Request	If deemed necessary by EMF, Supplier may be issued a Corrective Action Request if repeat nonconformities occur. Supplier will be required to respond to all NCR (nonconformance report) and CAR (corrective action requests) within 10 business days. Noncompliance with this requirement could result in non-placement of future orders. Nonconformities are taken into consideration when re-evaluating Suppliers.
H	Measuring and Test Equipment	Supplier shall be responsible for maintaining updated calibration records for all tools, gages and test equipment. Records shall be on file and made available for EMF to review upon request
I	Document Control	All documents and records related to EMF orders must be retained on file and available upon request for a minimum of 3 years. Documents and records must be legible and easily retrievable.
J	Packaging, Preservation and Storage	Supplier shall use good commercial practice to ensure preservation of product. Materials shall be protected from any damage that may occur during handling, shipment or storage (if any extra quantities are stored for future orders). Supplier shall identify each package with part number and revision level.



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K	External Document Control	Any documents (i.e. customer drawings, purchase orders, etc.) are considered proprietary documents and may not be reproduced or redistributed. They may be used only as reference for applicable orders and may not be distributed to any outside sources other than the Supplier whom work was originally granted. Supplier shall keep confidential all information, drawings, specifications, or data and return, upon request, all documents furnished by EMF, and shall not divulge or use such information, drawings, specifications, or data for the benefit of any other party. Except as required for the efficient performance of this purchase order, Supplier shall not make copies or permit copies to be made without the prior written consent of EMF.
L	Foreign Object Debris/ Damage (FOD)	Some orders may contain a provision requiring an FOD Prevention Plan. In such cases, Supplier shall develop, implement and maintain a Foreign Object Debris/ Damage (FOD) process that meets the intent of NAS 412, Foreign Object Debris/ Damage (FOD) Prevention, utilizing the guidance provided to establish an effective FOD prevention program for their particular product or program.
M	Export Control Compliance	Technical information is controlled by U.S. Government export control laws and regulations, including ITAR (International Traffic in Arms Regulations) and EAR (Export Administration Regulations). Technical information including data, part numbers, drawing numbers, and drawing specifications, may not be exported to or accessed by Foreign or non-US persons. Providing export-controlled goods, data, or services to Foreign or non-US persons is prohibited without prior, specific written authorization from the U.S. Government and EMF. Violations of these export laws are subject to severe criminal penalties. This requirement shall flow down to all sub-tier Suppliers. All EMF Suppliers are required to comply by these controls prior to the start of any jobs that include export-controlled documents. If you are not in compliance with these export control laws, EMF must be informed immediately.
N	Outsourced Work	Supplier shall inform EMF of any intentions of outsourcing to a sub-tier Supplier. EMF shall reserve the right to approve the outsourced sub-tier Supplier prior to start of any work. Any transfer of work must be approved in writing by EMF. All EMF quality requirements <i>shall</i> be flowed down to any sub-tier Suppliers.
O	Suspect/Counterfeit Parts	Supplier represents and warrants that it has policies and procedures in place to ensure that none of the supplies or materials furnished under this Purchase Order are "suspect/counterfeit parts" and certifies, to the best of its knowledge and belief, that no such parts have been or are being furnished to EMF by Supplier. "Suspect/counterfeit parts" are parts that may be of new manufacture, but are misleadingly labeled to provide the impression they are of a different class or quality or from a different source than is actually the case. They also include refurbished parts, complete with false labeling, that are represented as new parts or any parts that are designated as suspect by the U.S. Government, such as parts listed in alerts published by the Defense Contract Management Agency under the Government-Industry Data Exchange Program (GIDEP). If EMF reasonably determines that Supplier has supplied suspect/counterfeit parts to EMF, EMF shall promptly notify Supplier and Supplier shall immediately replace the suspect/counterfeit parts with parts acceptable to EMF. Supplier shall include the substance of this clause in all applicable purchase orders or subcontracts issued in the performance of this order. Notwithstanding any other provision contained herein, Supplier shall be liable for all costs incurred by EMF to remove and replace the suspect/counterfeit parts, including without limitation EMF's external and internal costs of removing such counterfeit parts, of reinserting replacement parts and of any testing necessitated by the reinstallation of Supplier's goods after counterfeit parts have been exchanged. In addition, EMF may unilaterally terminate this order for Convenience depending on the impact of the delivery of Suspect/Counterfeit parts on the Supplier's overall performance on this order. Supplier's warranty against suspect/counterfeit parts shall survive any termination or expiration of this Purchase Order.
P	Traceability	Raw material and hardware (if provided) must be traceable and material test reports shall be made available upon request. If specialty metals are required, DFAR 252.225-7014 shall be applicable. The use of conflict minerals is strictly prohibited.



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Supplier Name: _____

Address: _____

Quality Contact: _____

Phone : _____

Fax: _____

E-mail: _____

*Signatures from both a Quality Representative and Upper Management personnel/representative **is required** due to the Export Control clause.*

By signing below, I understand and agree that any goods and/or services to be provided to EMF under a purchase order or contract may be subject to U.S. government export control laws and regulations including ITAR and EAR. I understand that providing access to U.S. export-controlled goods, data, or services to non-U.S. persons either in the U.S. or abroad is prohibited without prior written authorization from the U.S. government and EMF. I certify that my company/organization shall be responsible for ensuring that the requirements above are conveyed to all sub-tier Suppliers that will receive EMF's technical data and goods.

I hereby acknowledge and understand all of EMF's Supplier Requirements. This document shall apply to all request for proposals, purchase orders or subcontracts received from EMF. Furthermore, I am responsible for notifying EMF of any changes in status affecting this document.

 Signature of Quality Representative

 Name (Print)

 Date

The person identified below is authorized to discuss, verify, and confirm the export compliance requirements associated with this document.

 Signature of Upper Management Personnel/Representative

 Name (Print)

 Date

Please keep a copy of Electronic Metal Fabrication, Inc.'s Supplier Quality Requirements on file for reference for future orders.

Please return this page via fax (858) 530-2123 or e-mail to emfsd@aol.com.