

## Supplier Quality Requirements for Purchased Materials or Services

### 1. Purpose:

- 1.1. The purpose of this document is to define the terms and conditions relating to the quality of materials and services supplied to Gowanda Electronics that are used in the final component or production of product.

### 2. Gowanda Quality Policy:

- 2.1. To supply superior quality products and services to our customers that will meet or exceed their requirements, both real and perceived. Every employee must share in the responsibility of a quality product.

### 3. Scope:

- 3.1. The requirements outlined in this document apply to all suppliers and their sub-tier suppliers.
- 3.2. Supplier shall supply materials and/or services in compliance with the terms stated herein.
- 3.3. In some cases, the supplier may be required to comply with additional Gowanda Electronics requirements that may not be covered in this document or that may differ from the requirements referenced herein. In these cases, Gowanda Electronics will communicate and document the mutual agreement of said requirements.
- 3.4. The interaction of supplier as external provider to Gowanda Electronics is further described herein.

### 4. Quality Requirements:

- 4.1. Supplier agrees to implement and flow down any purchase order and or drawing requirements to sub tier suppliers that directly impacts the deliverable end product to Gowanda. This includes but not limited to any DO or DX rated materials that are identified on the purchase order.
- 4.2. Gowanda Electronics' goal is to achieve and maintain a zero defect level for incoming quality levels. The percentage of acceptable lots to received lots is maintained and reviewed by Gowanda at regular intervals.
- 4.3. Supplier shall maintain an outgoing quality inspection system suitable to detect discrepant materials from being delivered to Gowanda Electronics. Records of inspections shall be made available upon request.
- 4.4. Supplier shall utilize properly trained personnel of product manufactured for Gowanda Electronics. This training shall be evaluated at specified intervals for effectiveness.

- 4.4.1. Supplier shall ensure personnel are aware of their contribution to product or service conformity and product safety and the importance of ethical behavior.
- 4.5. The supplier is expected to have a system in place to flow down all pertinent quality and or material related clauses to its suppliers that impact the form, fit or function of materials or end product being delivered to Gowanda Electronics. Evidence to confirm the effectiveness of this system may be requested at any time as determined necessary.
- 4.6. Unless otherwise specified and approved by Gowanda Electronics, it is recommended the supplier have an established Quality Management System (QMS) in place that is operated in accordance with ISO 9001 and ISO 17025 for calibration at a minimum. Although certification is not required in all cases it is highly recommended.
- 4.7. Supplier shall use a sampling plan based upon a recognized statistical program such ANSI Z1.4 & Z1.9 that is appropriate for use, 100% screening is also acceptable with acceptance made on C=0 defectives only.
- 4.8. Where the supplier suspects that non-conforming product may have been shipped to Gowanda Electronics, the supplier shall immediately contact Gowanda Electronics and provide the part number and P.O. of the suspected lot.
- 4.9. When the supplier identifies non-conforming product prior to shipment, the supplier shall immediately contact Gowanda Electronics and obtain Gowanda's final disposition of the non-conforming product applicable to that purchase order.
- 4.10. Supplier is expected to have a counterfeit avoidance program in-place to prevent the shipment and receipt of any counterfeit materials from being delivered to Gowanda Electronics.
- 4.11. The supplier is expected to have a formal root cause and corrective action system in place and will be required to respond to a Supplier Discrepancy Notice (SDN) upon verification of the non-conforming item. Once an issue has occurred and been identified, an immediate action plan will be required to contain and prevent any non-conforming material from being shipped. A final response will be required within the date given on the SDN. Failure to respond within the allowed time-frame may result in removal from the approved vendors listing, and recoup of any labor cost at the current burdened rate.
- 4.12. Supplier shall notify Gowanda Electronics of any proposed changes that would affect the form, fit, function, or quality of the material being supplied. Notification shall be provided via an engineering and/or process change request. This notification shall take place at least 45 days prior to the change taking place.
- 4.13. Quality records / test data will be maintained by the supplier and be made available to Gowanda Electronics upon request. These records will be maintained for a minimum of 3 years from the date of shipment to Gowanda.
- 4.14. Supplier shall permit Gowanda Electronics, its customers, and any regulatory authorities to enter supplier's facilities upon 48 hours' or more notice. Any and all goods, inventories, machinery,

*Verify revision level prior to use.*

documentation, or records used to manufacture product for Gowanda Electronics shall be available. Supplier will ensure that Gowanda has the same rights of access with prior notice to and subcontractors of the supplier for the purpose of carrying out an audit.

- 4.15. All products, where possible, shall be labeled at the lowest level of packaging to provide adequate traceability of all materials back to the original purchase order. The label must contain, at a minimum:
  - 4.15.1. Gowanda Electronics part number
  - 4.15.2. Gowanda Electronics purchase order number
  - 4.15.3. Supplier name
  - 4.15.4. Supplier part number
  - 4.15.5. Product description
  - 4.15.6. Manufacturing date and lot code
  - 4.15.7. Quantity contained in the individual reel, tube, tray, or other packaging method
- 4.16. If a product has a specified shelf life usable within a given time limit, the supplier must indicate the expiration date on the product or package along with any special storage or handling requirements that might also be needed.
- 4.17. Supplier shall ensure that any material ordered with a “LF” suffix, or specified on the purchase order, must be in compliance with the RoHS directive 2002/95/EC.
- 4.18. A Certificate of Conformance will be required with each shipment stating that the material will, at a minimum, meet the purchase order requirements along with any related engineering drawing specifications with records being available upon request. The document shall include at a minimum the following information:
  - a) Gowanda part number and revision level
  - b) Supplier part number and revision level
  - c) Supplier manufacturing lot number
  - d) Gowanda Purchase Order No
  - e) Ship Qty
  - f) Date Code (can be date of shipment as long as traceable back to original mfg lot)
- 4.19. Gowanda maintains a vendor rating system to track the overall performance of its suppliers. The rating system consists of two categories: Quality and On-Time-Delivery (OTD) and is used in part to determine your position as an approved supplier for Gowanda. A summary report outlining the overall performance score and shipment details will be sent periodically as determined necessary.
- 4.20. Please notify Gowanda Electronics in writing if you would like to ask for any exceptions to the purchase order or if you cannot comply with any of the quality requirements listed in this document before placing any orders.
- 4.21. For your convenience, this can be considered the current revision level of this document and related content. Please forward any questions or concerns to [info@gowanda.com](mailto:info@gowanda.com).



- 4.22. Supplier shall maintain a system for validating processes and products compatible with AS9100D Quality System, or other system as required by purchase order.
- 4.23. Seller shall designate personnel with responsibility and authority to ensure that buyer requirements are addressed. This includes selection of appropriate product design and development to ensure that all special requirements, critical items or key characteristics are addressed.