



# Supplier Quality Requirements

## A. SUB-TIER CONTROL

The supplier shall be responsible for flow down of all the requirements and provisions of the Tapemation, Inc. purchase order applicable to the supplier's sub-contractors. Additionally, the supplier shall comply with special processor requirements when imposed (e.g. – NADCAP, AMS, Customer approvals, etc.).

## B. RIGHT OF ACCESS

During the performance of this purchase order, your Quality Assurance or Inspection and Manufacturing process are subject to review, verification and analysis by Tapemation, Inc., Tapemation, Inc. customers, and/or Government/Regulatory Agency representative(s). This requirement is applicable to your facilities where Tapemation, Inc. products and services are processed as well as your sub-tier's facilities. This 'Right of Access' must be flowed down to all of the sub-tiers that you utilize in performance of the contract.

## C. SUPPLIER NON-CONFORMANCE APPROVAL REQUESTS

*The supplier shall notify Tapemation, Inc. of non-conforming material.* Requests for any departures from drawings, specifications, or other purchase order requirements must be submitted for consideration by Tapemation, Inc. in writing. Tapemation, Inc. will in turn either approve or deny approval of the request in writing. *Non-conforming material may NOT be shipped to Tapemation, Inc. without such written approval.* Non-conforming material shipped on an approved non-conformance must be accompanied by a copy of the signed Tapemation, Inc. approval document.

## D. RECORDS RETENTION

The Supplier shall maintain adequate records of all aspects of the fulfillment of the purchase order for a period of not less than five (10) years from the closing of the purchase order unless stated otherwise on the purchase order.

## E. CERTIFICATIONS

Material and Plating certification are required for all purchase orders issued by Tapemation, Inc.

## F. PROCESS CHANGES

Any changes to the product, process, suppliers, or facility that could impact ability of product to meet Tapemation, Inc. requirements must be communicated to Tapemation, Inc.

## G. COUNTERFEIT CONTROL

All suppliers must have a process in place to prevent counterfeit product.

## H. BUSINESS ETHICS AND PRODUCT SAFETY

All suppliers must communicate to their employees their impact on product quality and safety, and ethical business practices.