



Supplier Quality Requirements

The following purchase terms and conditions will be applicable to all purchases of engineering products and services when referenced on Purchase Orders from DornerWorks, unless otherwise negotiated.

The clauses in the section denoted "Unique Quality Requirements" are applicable to a Purchase Order only when enumerated on the Purchase Order.

1. Definitions. In this document, "Supplier" shall mean the independent legal entity selling goods or services to DornerWorks, Ltd.
2. Acceptance. Any provision of goods or invoice by the Supplier constitutes acceptance of the DornerWorks Supplier Quality Requirements.

General Quality Requirements – Applicable to all Orders

3. Quality Management System (QMS). The supplier shall maintain an effective QMS that conforms to ISO 9001 (latest revisions), and supplier shall ensure that their employees are aware of their contribution to product conformity, product safety and the importance of ethical behavior.
4. Nonconforming Product. The supplier shall notify DornerWorks of all non-conforming product, and obtain written approval for disposition of all non-conforming product. Supplier shall prevent the use of counterfeit parts or services.
5. Notification. The supplier shall notify DornerWorks of all changes in product and/or process, changes of suppliers and changes of manufacturing facility location, and obtain DornerWorks approval prior to implementing the proposed change.
6. Records. The supplier shall retain and make available to DornerWorks all documentation related to the product for at least 7 years or as otherwise specified. Such documentation includes but is not limited to the following:
 - a. Specifications – includes but not limited to: specifications, documentation, and data received from DornerWorks.
 - b. Design Documents – includes but not limited to: mechanical design, optical design, electrical design and software design.
 - c. Validation Documentation – includes but not limited to: description of tests run, test data, and corrective actions taken if any.
7. Rights of Access. DornerWorks, their customers and regulatory authorities has the right to access all applicable areas of all facilities, at all levels of the supply chain that are involved in the order, and to all applicable records. Records for all raw materials shall be maintained as stated in section 2. These records shall be made available for review as deemed necessary by DornerWorks.
8. Sub-tier Suppliers. The supplier shall flow down the supply chain any and all applicable requirements, including customer requirements.

Unique Quality Requirements – Applicable only when Enumerated

9. Certified Quality Management System (QMS). When required by our customer contract, DornerWorks will only use suppliers that are certified to AS9100 or ISO 9001 by a recognized agency and will require that those suppliers only use subcontractors meeting this same requirement.
10. Calibration System. The supplier shall maintain a calibration system compliant with a recognized standard.

11. Inspection. The supplier shall have inspection plans that show the sample size, methods of inspection, descriptions of the attributes inspected and provisions for inspection results. The supplier shall use ANSI/ASQCZ1.4 (corresponds to MIL-STD-105) when a sampling plan is used, but shall functionally test and final inspect 100% of serialized assemblies (e.g., motors, electronic assemblies, transducers).
12. First Article Inspection (FAI). First article inspection per AS9102 Rev A is required on hardware from the first qualification or production run of all new products. The supplier shall include the FAI report with the product shipment. The completed FAI report shall include the FAIs for the assembly, subassemblies, and detail parts, the functional test results, if applicable, and verification of assembly and test operations and tooling.
 - a. Delta FAI. A Delta, or partial, FAI shall be performed for affected characteristics, for the following events:
 - Change in the design affecting fit, form or function of the part.
 - Change in manufacturing source, location, process, inspection method, tooling or materials that can potentially affect fit, form or function.
 - Change in numerical control program or translation to another media that can potentially affect fit, form or function.
 - Natural or man-made event that may adversely affect the manufacturing process.
 - Lapse in production of two years or as specified by the customer.
13. Batch/Lot Control. The supplier shall complete a batch record for each batch of devices completed. The batch record shall include the following information at a minimum. A batch can be a single device.
 - Quantity, device name and part number
 - All serial numbers included in the batch
 - Date when batch was started and completed
 - Signature and title of the certifying person or authorized representative
 - Description and identification of calibrated equipment used to test the devices
14. Authorization to Release Product. When DornerWorks verifies the Supplier's product on the Supplier's premises, the supplier shall hold completed product until it has been verified as conforming to specified requirements by DornerWorks. DornerWorks key personnel shall email supplier's key personnel to release product when approved for release.
15. Shipping Documentation. Certificates of Compliance (C of C) are required on all shipments and shall include the following items:
 - Supplier's name, address.
 - Date of shipment.
 - Date of DornerWorks purchase order.
 - Quantity, part number, revision and nomenclature listed on the purchase order.
 - Signature and title of the certifying person or authorized representative.
 - Statement of conformance to the specifications and requirements. Example: "This certifies that the above supplies are of the quality called for, and are in all respects in accordance with the applicable drawings, specifications, PO..." Avoid statements like "to the best of our knowledge."
16. Marking and Traceability. All material shall be identified either by bag and tag (smaller parts) or by individual permanent ink stamping (larger parts). The marking shall include part number, part revision and supplier identification. Suppliers with a Certified QMS shall also assign a lot number to each shipment and include it on the C of C and the part marking. The lot number shall provide traceability to the supplier's and/or its subcontractor's quality records for the shipped parts. Suppliers shall maintain records such that all parts are traceable to the raw material and manufacturing history.
17. Preservation of Product. Suppliers must ensure that deliveries are free from damage, corrosion and other forms of deterioration. The supplier shall define and clearly indicate on the package any special storage or environmental requirements.

- a. Electrostatic Discharge (ESD) Control: Suppliers that provide ESD sensitive products shall protect parts, assemblies and equipment from the effects of ESD per the requirements of ANSI/ESD S20.20-2007.

Regulatory Requirements

18. Equal Employment Opportunity. **DornerWorks and its subcontractors shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.**