



Supplier Quality Assurance Requirements

1. **GENERAL:** EGC requires that suppliers can assure consistent quality of product and/or services. This requires that a supplier must agree to and be able to meet all the specified or implied requirements of our purchase orders. Although EGC recommends third party certification such as ISO9001, AS9100, or IATF 16949, it is not required at this time. But EGC does expect that a quality system be in place that is appropriate for the type of goods and services provided. In most cases the system should be documented, and, in all cases, the system must provide evidence of adequate control. The requirements of this document shall be satisfied, in addition to all detailed requirements specified or referenced in the purchase order, drawings, and specifications. Any deviations from these product/process requirements must be approved by EGC. Acceptance of the Supplier's quality system and any other plans or procedures shall not be construed as cause for acceptance of material or service.
2. **QUALITY MANAGEMENT SYSTEM, QMS:** The Supplier shall establish, implement, and monitor an effective and economical quality system, which shall provide for control and identification of material throughout the processing cycle; prevention and detection of non-conformances; timely corrective action; disciplines required to produce material that is representative of good workmanship; and analysis of information to evaluate quality effectiveness.
3. **COMPETENCE:** The Seller shall determine the necessary competence / qualifications of person(s) doing work under its control that affects the performance and effectiveness of the QMS. Competency shall be based on appropriate education, training or experience.
4. **QUALITY AWARENESS:** The supplier shall ensure that all their personnel are aware of their contribution to product or service conformity, product safety, and the importance of ethical behavior.
5. **COMMUNICATING LANGUAGE:** The Seller shall have the capability to communicate in English. All documentation shall be in English. In cases where the Seller maintains copies in their native language as well as in English and there is a conflict, the English document shall take precedence.
6. **NOTIFICATION OF CHANGES:** The Seller shall notify EGC of any changes in the certification / registration / accreditation within (2) business days of receiving notification of the change. Examples of changes in registration include new certification, suspension, or expiration.
The Seller shall notify EGC of changes that may affect quality within (7) days. Examples of changes include ownership, company name change, management, manufacturing location, process, product, and inspection techniques.
7. **NOTIFICATION OF INABILITY TO SHIP** - The supplier shall notify EGC as soon as it has been determined that the supplier is not able to ship as contracted.
8. **RIGHT OF ACCESS** - The supplier shall grant EGC, its customer, & regulatory authorities right of access to applicable areas of all facilities at any level of the supply chain involved in the order & to all applicable orders. This includes EGC or its customers the right to conduct or witness manufacturing operations,



inspections, and tests as necessary to verify conformance of material or services to purchase order requirements.

9. **CONTROL OF PURCHASES** - Suppliers are responsible for the quality of purchased materials and services and shall develop plans to assure they are appraised to the extent required for adequate assurance of quality. The nature and extent of control shall be dependent upon the type of material or services, demonstrated capability, and the quality evidence furnished.
10. **FLOW-DOWN TO SUB-TIER SUPPLIERS.** - The subcontracting of work to other suppliers that are not specified on the PO can only be performed with EGC approval. If approved, all of the requirements outlined in this document and the PO applies and must be flowed down to the sub-tier.
11. **IN-PROCESS CONTROLS:** The Seller shall have a system for controlling the material/product throughout the manufacturing process. This may be accomplished using a manufacturing outline, part traveler, shop routing or other suitable method which details the planned step by step operation sequence, inspection points and provisions for controlling the drawing / specification revision status during the manufacturing process.
12. **CRITICAL ITEMS / KEY CHARACTERISTICS:** if “Critical Item” or “Key Characteristic” is identified on the PO, additional action(s) from the Seller is required. These special instructions shall also be called out on the PO, and how they are to be addressed.
13. **INSPECTION / TESTING** - Inspection and testing activity should be established to adequately verify the conformances of the product or material at incoming, in-process, and final production activities. This should include a uniform method for performing inspection and test, and reporting results. Statistical process control should be employed as appropriate.
14. **CALIBRATION:** The Seller shall implement and maintain a system for control and use of inspection and / or processing equipment in accordance with a recognized standard like ISO/IEC 17025:2017, ANSI Z540.1:1994, or ANSI Z540.3:2006. All inspection and / or processing equipment shall be calibrated against certified standards which have known valid relationships traceable to National Standards.
15. **NON-CONFORMING MATERIAL / CORRECTIVE ACTION:** The Supplier shall have a system that addresses the control of non-conforming material, including provisions for:
 - a) Prompt identification, segregation, documentation, and disposition of non-conforming material. Identification shall be in a manner to prevent unauthorized use, shipment, or combination with conforming material.
 - b) Identification of cause and consideration of corrective action on non-conforming material.

Note: In those instances where it is indicated that nonconforming material may have been shipped, the system shall provide EGC with prompt notification. The supplier will obtain EGC approval for disposition of any returned material.



16. **COUNTERFEIT PART PREVENTION:** The Seller shall plan, implement, and control processes appropriate to its organization and the product for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to EGC.
17. **PRODUCT / MATERIAL / PROCESS CERTIFICATION** –EGC may require the submission of material or product certifications to ensure compliance with applicable standards and/or specification. In many cases these certifications are required by our customers and could be passed along with the final product. The requirements for these certificates will be identified on the EGC Purchase Order.
18. **RECORD RETENTION** - The supplier shall retain & maintain quality records related to the product shipped to EGC for a period of seven years. EGC should be contacted prior to record disposal to assure EGC customer retention requirements have not changed.
19. **HANDLING AND STORAGE** - The system shall provide for handling and storage of material and parts in a manner to protect product quality by preventing damage, loss, commingling deterioration, contamination, corrosion, degradation or substitution Storage control shall be such that prevents unauthorized withdrawal of materials or parts.
20. **FOREIGN OBJECT DEBRIS/DAMAGE (FOD):** The Supplier shall review their manufacturing processes to identify and eliminate foreign object entrapment areas and paths through which foreign objects can migrate. Supplier shall ensure work is accomplished in a manner preventing foreign objects/material in deliverable items. Supplier shall maintain work areas and positive control of tools, parts, and materials in a manner sufficient to preclude the risk of FOD incidents.
21. **PREPARATION FOR SHIPMENT:** The Supplier shall ensure that parts are completed to P.O. requirements and that all manufacturing and product acceptance requirements have been satisfied prior to shipment. The system shall ensure the material is packaged adequately to prevent damage to material or product shipped to EGC.
22. **HAZARDOUS MATERIAL:** The supplier shall furnish relevant Safety Data Sheets designated by industry, state or federal agencies as hazardous materials
23. **PERFORMANCE MONITORING:** EGC monitors the Seller’s delivery and quality of products received. EGC may issue a Corrective Action Request (CAR) as deemed necessary. The supplier is required to address the root cause(s) and implement corrective action(s) when CAR’s are issued. To prevent further action, the Seller shall provide an acceptable Root Cause and Corrective Action. by the date requested.
24. **ANTI-BRIBERY & CORRUPTION:** EGC requires that all U.S. suppliers are compliant with the Foreign Corrupt Practices Act (“FCPA”) in prohibiting bribery of foreign government officials and falsification of books and records.
25. **REGULATORY COMPLIANCE REPORTING:** EGC may require suppliers to complete regulatory compliance reporting for materials provided. Reporting must be completed in a timely manner to ensure requirements can be met.