

Quality Clauses for Suppliers

<i>Clauses</i>	<i>Title</i>	<i>Description</i>
QA 01	<i>Certificate of Compliance</i>	Supplier must provide a certificate of compliance with each shipment of product, and include as a minimum - supplier name, address, date, part number, revision level, purchase order number, quantity shipped, statement of conformity indicating product meets all requirements, and signature of authorized supplier representative. Copy of this documents may also be emailed to <certificates@trimastermfg.com>
QA 02	<i>Certificate of Analysis</i>	Supplier must provide a certificate of analysis with each shipment of product, and include as a minimum - chemical and physical properties traceable to the delivered product, reference to standardized and requested specifications. In specific cases the supplier might be required to confirm and declare that the product supplied is free of restricted chemicals under RoHS, REACH and 3T&G regulations.
QA 03	<i>Control of NonConforming Product</i>	Supplier must have established internal controls to identify, disposition and report the detection of non-conforming product during its internal processes, covering also for any supplier change made to the product itself, and must immediately advise and receive approval from Trimaster prior to shipping of any non-conforming or changed product to Trimaster.
QA 04	<i>First Article Inspection</i>	Supplier must provide a First Article Inspection Report including as a minimum - dimensional inspection report, certificate for materials and/or processes utilized, and a first article piece identified. When there are revision and/or changes of the product specifications, or of the production processes, then a new First Article Report will be required.
QA 05	<i>Process Control</i>	Supplier must have established internal controls of its production process, including SPC controls for the defined Key Characteristics. Whenever required, the report format requirements will be transmitted to the supplier, and the supplier must provide a documented report with each shipment and traceable to the production lot.
QA 06	<i>Source Inspection</i>	When source inspection is a contractual requirement, the supplier will provide at no cost the necessary facilities and equipment to the Trimaster designated inspector. Supplier will notify Trimaster at least 24 hours before availability for adequate planning of the inspection. When government source inspection(s) is a contractual requirement the supplier will arrange with government authority(ies) for source inspection(s) of the product at the suppliers facility.
QA 07	<i>Special Certification</i>	In the cases where special process certification is a requirement (plating, painting, coatings, welding, heat treatment, surface treatment, NDT, etc ...) supplier must provide proof of certification, and in cases where only "approved" sources may be used, supplier will provide proof of that approval.
QA 08	<i>Right of Entry</i>	Trimaster reserves the right of entry into the supplier's facility(ies), either for its own agents or its customers agents or of any required regulatory authority, at any time during the performance of the contract / purchase order, in order to perform inspections / audits exclusively relating to the scope or product of the contract / purchase order.
QA 09	<i>Packaging, Preservation, Delivery and Labelling</i>	Supplier will ensure that all the product supplied, shipped and/or delivered to Trimaster, is adequately protected from damage, loss, deterioration, degradation or substitution. Each container must be properly marked or labelled with, as a minimum - part number, lot identifier, origin and destination. All product received is subject to Quality inspection for conformance to specifications and requirements.
QA 10	<i>Quality Program</i>	As a result of Trimaster flows down to its suppliers the requirements mandated by its customers, Trimaster requires its suppliers to have documented quality procedures in place, the existence of a quality program is preferable. Registration of the supplier quality program under a regulatory standard might be required, depending on Trimaster requirements, such as ISO9001, AS9100, ISO13485, MIL standards, NADCAP certification.
QA 11	<i>Record Retention</i>	Supplier must ensure that all documentation referring to the product supplied and to its execution of the contract / purchase order is kept available and in good condition as defined in the supplier's quality system, and when required as mandated by the flow-down of Trimaster customers specific document retention requirements.
QA 12	<i>Ethical Behaviour, Counterfeit Product</i>	Supplier will conduct its activities and its business demonstrating the expected ethical behaviour, and will deal with Trimaster in good faith and in an ethical fashion. Supplier will be aware and will demonstrate by its actions that it will prevent and fight counterfeit/fraudulent product. For specific electric/electronic components the supplier shall maintain OEM product integrity and supply chain traceability through OCM warranty, proper handling and storage, and failure and corrective action support. Trimaster may take validation actions on any product received by sending for analysis or testing to a 3rd party.
QA 13	<i>Product Safety, Product Conformity</i>	Supplier acknowledges and understands Trimaster's expectation of good product quality, and that supplier's quality and safety significantly impact and contribute to Trimaster's own product conformity and Trimaster's own product safety. Where FOD entrapment of foreign objects within supplied components, parts boards, etc... have the potential of migrating into Trimaster products, supplier shall have a prevention system and FOD prevention controls.
QA 14	<i>Non Disclosure Agreement</i>	Supplier must abide by the Trimaster expectations of confidentiality and good-keeping of all documents, data and other information provided by Trimaster to the supplier in relation to the contract / purchase order. In specific cases the supplier might be asked to sign a comprehensive Non Disclosure Agreement (NDA). Other specific requirements pertaining to specific regulations (ITAR, CGO, Fire Arms, ...) when existing might be included in the NDA.

Guidelines for the application of the TRIMASTER Quality Clauses for Suppliers

All Trimaster Suppliers	Clauses QA 01, 03, 08, 09, 10, 11, 12, 13, 14
Raw Materials Suppliers	(all suppliers clauses) plus QA 02
Manufactured Parts Suppliers	(all suppliers clauses) plus QA 02, 04, 05, 06
Processing Suppliers	(all suppliers clauses) plus QA 06, 07