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1.0 Scope

- 1.1 Applies to materials or components purchased to meet Dutek drawings and specifications for use in production.
- 1.2 Does not apply to standard off-the-shelf or catalogue items, office supplies, administrative consumables, furniture, etc.

2.0 Definitions

- 2.1 Z items – material purchased to Dutek specifications that require receiving inspection.
- 2.2 Z1 items – material purchased to Dutek specifications that have satisfied requirements to be accepted to stock with document review only.
- 2.3 A items – Assemblies or modified parts purchased to Dutek specifications.
- 2.4 X items - Standard off-the-shelf or catalogue items

3.0 Supplier Quality Requirements

3.1 Corrective Action


- 3.1.1 Supplier shall have a system for tracking and responding to all complaints and requests for Corrective Action.
- 3.1.2 Corrective Action response shall include containment, investigation of root cause and solution of the reported problem.

3.2 Records

- 3.2.1 Supplier shall maintain records concerning quality to show compliance with specified requirements. The records must consist of data and results from training, manufacturing, inspections, release, and handling of nonconformities.
- 3.2.2 Record retention – records shall be maintained for a minimum of 3 years or in the case of medical devices for the life of the product.

3.2.3 Records shall include

- Product acceptance
- Calibration
- Equipment Maintenance
- Employee Training
- Corrective Action

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3.3 Purchasing

3.3.1 Supplier is responsible for the conformity of all products purchased from sub-tier suppliers, including product from sources defined by Dutek.

3.3.2 Supplier is required to establish a means of preventing use of counterfeit parts.

3.4 Control of Production

3.4.1 The Supplier shall plan and carry out production, inspection and testing according to the specifications, including material specifications provided by or agreed with Dutek.

3.4.2 Upon receipt of purchase orders, the supplier must review the requirements, documents and revision numbers. If any misalignment Dutek must be contacted before Order confirmation is issued.

3.4.3 Supplier shall ensure that, where applicable, inspection, measuring, and test equipment is subject to calibration; that calibration is performed according to an established schedule; and that calibration records are maintained.

3.5 FOD

3.5.1 Foreign Object Debris (FOD) Prevention and Part Cleanliness: The Supplier shall conduct production processes appropriate to prevent, detect, and remove all FOD from product(s) during manufacture and provide parts clean and free of all FOD prior to shipment FOD contamination will be cause for rejection of material.


3.6 Traceability

3.6.1 Supplier shall establish traceability for products as required by Dutek Quality Assurance.

3.7 Nonconforming Material

3.7.1 Supplier must ensure that nonconforming defective Products cannot be mingled or be mixed up with approved Products

3.7.2 Observed nonconformities at Supplier must be investigated and evaluated by Supplier and corrective action must be taken where necessary. Nonconformities and corrective/preventive action must be documented,

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and records shall be maintained. Dutek must be notified in writing and approve the rework, where applicable, before reworking of Products takes place.

3.8 Quality

3.8.1 Dutek shall have the right to inspect and test all material at source or destination before acceptance. Seller hereby warrants that the material and workmanship of material delivered here under is of the quality specified, is free from all defects, and complies with the drawings, samples or other specifications if any, in all respects. Payment to seller shall not constitute acceptance of material. Seller shall pay the cost of inspecting and testing material rejected and all transportation charges thereon. If product is found defective, Dutek has the right to return product for full credit or rework product at the expense of the supplier, within one year from the date of acceptance or initial use, whichever is later.

3.9 Training

3.9.1 Supplier must ensure that its personnel have the relevant skills and receive the necessary training in order to meet Suppliers obligations under this Agreement. Training must be documented, and records shall be maintained by Supplier.


3.9.2 Supplier personnel shall be made aware of:

- Their contribution to product or service conformity;
- Their contribution to product safety;
- The importance of ethical behavior

3.10 Handling, storage, and distribution

3.10.1 Supplier shall ensure that handling, storage, and distribution is carried out in such a way throughout the process that the Products are not subject to any mix-up, damage, deterioration, contamination, or other undesirable consequences.

3.10.2 Foreign Object Debris (FOD) Prevention and Part Cleanliness: The Supplier shall conduct production processes appropriate to prevent, detect, and remove all FOD from product(s) during manufacture and provide parts clean and free of all FOD prior to shipment FOD contamination will be cause for rejection of material.

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3.10.3 Electrostatic Discharge Shipping Requirements: Seller shall externally label packaging to alert personnel that contents require special handling, when applicable. Seller shall package ESD sensitive product in ESD protective wrap per IPC-A-610B standards.

3.10.4 Moisture Sensitive Product: Moisture sensitive product (primarily printed circuit boards) shall be packaged with desiccant, sealed moisture barrier bags and a humidity exposure card.

3.11 Changes

3.11.1 Changes must not be implemented until the change is approved in writing by Dutek. Supplier must notify Dutek, Inc. in due time prior to, at minimum, the following changes:

- Product changes
- Change of sub-supplier regarding subcontracting
- Changes in the production process which could affect the product and/or requires validation
- Relocation of production site or product transfer
- Changes to shipping methods
- Discontinuation of materials/components/products

3.12 Release


3.12.1 When Products are released, Supplier must ensure that the delivered Products have been manufactured, handled and have passed all inspections during the process with satisfactory results, such that all specified requirements are met. The release must be documented by Supplier and records shall be maintained.

3.12.2 The Supplier shall at minimum be able to document the following: Product number, lot number, date code and number of products supplied.

3.12.3 For materials built to Dutek specifications, the supplier shall provide a Certificate of Compliance (CoC) with each shipment

4.0 Additional Quality Requirements specified by Dutek’s customers may require flow down to Dutek suppliers. This is particularly the case for Medical or Aerospace components. Dutek will notify suppliers of any additional Quality Requirements from our customers at the time of requests for quote.


5.0 Reference Documents

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- 5.1 DI-8.2.6 – Standard Terms and Conditions
- 5.2 QSP-7.4 - Purchasing

6.0 Revision History

Revision	ECN	Revision Date	Paragraph(s)	Description
A	2191	9/16/22	All	Complete revision – separate Quality Requirements document from Purchasing T&Cs

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