



Micro-Fab, LLC Vendor Agreement

PURPOSE & SCOPE: Operating under the standards of ISO 9001 and AS9100, Micro-Fab, LLC must meet certain requirements. This document flows down our customer and quality standards to our vendors to ensure that purchased products and services meet the necessary requirements.

PURCHASE ORDER/VENDOR PROCESS SHEET: Micro-Fab, LLC's Purchase Orders (PO) and Vendor Process Control Sheets (VPCS) are the primary documents of requirements for the vendor. The VPCS and our web site (<http://www.micro-fabllc.com>) reference this document. Material vendors receive this agreement via email.

CERTIFICATES OF CONFORMANCE (CofC): All items must be accompanied by a Certificate of Conformance (CofC) issued by the Vendor, certifying that all materials, processes and finished items supplied against the order were inspected and found to comply with all applicable requirements and specifications of the order. The Certificate shall bear the title, name and signature of an authorized Vendor representative. CofCs must include part number, quantity, specification, revision level and the special processes met. Test and inspection data shall be kept on file by the Vendor and be available for review by Micro-Fab, LLC on request. If available, a copy of the actual test results shall accompany each delivery.

CHANGES TO PROCESS/MATERIAL/SUPPLIERS/FACILITY: Any changes in product and/or process, changes of suppliers, changes of manufacturing facility location and, where required, obtain organization approval from Micro-Fab, LLC. These changes must be referenced in the vendor's CofC.

PACKAGING: All parts should be packaged the way they were received when requested by Micro-Fab, LLC. Finished parts shall be adequately protected to prevent damage during handling and shipment. Parts must be packaged to prevent tarnish and corrosion.

DELIVERY: All products must be delivered within agreed-upon date or date range according to Micro-Fab, LLC's PO/Vendor Process Control Sheet. If product will be earlier or later than due dates, Micro-Fab, LLC must be notified.

RAW MATERIAL/IDENTIFICATION: All raw material supplied under this order must be identified with the application, type condition, and manufacturer of the material. Raw material must be subject to physical and/or a mechanical and chemical analysis unless otherwise directed. These tests shall conform to the current material specification or acceptance tests. If available, a copy of the actual analysis shall accompany each delivery. The Vendor is also required to provide a Certificate of Conformance (CofC), which includes a statement that the parts delivered have been fabricated from the material certified.

NONCONFORMING PRODUCT/SERVICE: Product that does not meet purchase order requirements shall be communicated to Micro-Fab, LLC prior to product shipment or disposal. Vendors that receive notification of nonconforming product shall take appropriate action to contain the nonconforming product and prevent it from occurring again. The vendor will be notified if a formal vendor corrective action request (VCAR) is required to be submitted to Micro-Fab, LLC. All formal corrective action responses are expected to be returned before or on the due date. On the VCAR form, vendor must supply Root Cause, Corrective/Preventive Plan, Effectiveness Plan, and any evidence to support action plans.

QUALITY RECORD RETENTION: All certifications, test reports, and inspection reports called out on Micro-Fab, LLC's PO must be retained indefinitely. Records must not be destroyed without prior written authority from Micro-Fab, LLC.

TRACEABILITY: Evidence of traceability must be maintained for parts, processes and raw material. Each certification and purchase order should have a traceable feature.

CONFIDENTIALITY: All Micro-Fab, LLC prints/documents are proprietary in nature and should be confidentiality maintained.

VENDOR AUDIT: All vendors may be subject to an on-site audit by Micro-Fab, LLC to validate/evaluate the vendor's operating and quality systems.

RIGHT OF ACCESS: The organization and their customer and regulatory authorities have "right of access to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records."