



Exception PCB Ltd
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Quality Assurance Requirements Specification for Suppliers to eXception PCB LTD

1- Certificate of Conformity:

The manufacturer/supplier shall provide with each shipment a legible and reproducible copy of a certificate stating and declaring compliance to the requirements of the specific eXception PCB LTD Purchase Order listing the following items when relevant:

- Supplier's name
- eXception PCB LTD Purchase Order number
- Item name
- Technical drawing and/or specification number and revision
- Lot/batch number – Serial number

A copy of such Certificate of Conformity shall be sent to the following email address: or sent with goods CofC@exceptionpcb.com

2- Non-conforming Item control:

The supplier shall fulfill all requirements of the Purchase Order and the attached/referred specifications and technical drawing if applicable. When there is any deviation from any of these requirements, eXception PCB LTD shall be informed in writing and the non-conforming item shall not be delivered before written authorization of eXception PCB LTD. Unless authorized by eXception PCB LTD, "Repair" and "Use As Is" dispositions shall not be given by supplier.

3- Right of Access:

All activities and products covered by a Purchase Order from eXception PCB LTD may be subject to Customer's, Regulatory and Statutory Authority inspection. The supplier shall be notified about any Customer/ Regulatory or Statutory Authority activity to be performed.

4- Packaging:

Unless otherwise specified, the supplier shall package all the items covered by the Purchase Order in a manner that will ensure protection against corrosion, oxidation, damage or any effect that could lead the item into improper condition. Packaging markings shall at least include the following information:

- Supplier name
- Part name/ revision number
- Total quantity of parts inside
- eXception PCB LTD Purchase Order number

When a secondary packaging contains different items, the primary packaging of these items shall carry at least the part name and the quantity in the primary packaging.

5- Sub-Suppliers:

When a Sub-supplier is used to fulfill any requirements covered by the Purchase Order and any technical data attached, it is the responsibility of the supplier of eXception PCB LTD to flow-down all the requirements of the Purchase Order, any attached technical information and the present QA Requirements Specification for Suppliers to eXception PCB LTD.

Under any circumstances, the supplier to whom the eXception PCB LTD Purchase Order is sent to has the final responsibility for the products/service provided. eXception PCB LTD, Regulatory and Statutory Authority representatives shall have right of access to relevant records and audit these sub-suppliers.

6- Delivery Risk:

All goods will be delivered to the address as specified on the Purchase Order during normal business hours unless confirmed otherwise by eXception PCB Ltd. We require our orders to be delivered as per the date / time / quantity specified on the PO, any deviations from this must be communicated to eXception PCB Ltd at the earliest convenience.

7- Product Safety:

Supplier shall ensure that where applicable, Product Safety related issues have been appropriately considered and risks are mitigated for all goods / services provided. Where Product Safety issues have been identified and sufficiently mitigated, this information shall be provided to the purchaser in order to establish and maintain safe conditions for the lifecycle of the product. The Supplier shall have established and maintained a documented F.O.D. prevention program per AS9146 complimenting their current processes and demonstrate suitable practices to prevent handling damage and show best practice when handling product including use of PPE.

8- Ethics:

eXception PCB Ltd is committed to following the highest standards of product quality and business integrity and requires all of its suppliers to conduct themselves with the same standards of honesty, integrity and fairness in compliance with applicable laws and avoiding the appearance of impropriety. Supplier will have established policies demonstrating a commitment to a high standard of ethical business practice and legal compliance.

9- Anti-Corruption:

eXception PCB Ltd is committed to performing its business duties with integrity and in compliance with all anti-corruption laws and standards. We expect our suppliers to follow the same high standard and not engage in corrupt behaviors such as bribery, extortion or embezzlement whilst conducting itself with honesty, fairness and high ethical standards. Supplier will have established policies demonstrating a commitment to eliminate corruption from their business and encourage good business practice.

10- Human Rights:

Suppliers shall conduct business in accordance with all applicable Human Rights Laws.

11- Records:

Unless otherwise specified, all records related to procurement, design, production, inspection/test of the products covered by Purchase Order from eXception PCB shall be kept at least 5 **years** from the delivery date of the products or service provided. Right of access to these records shall be granted to eXception PCB LTD, Regulatory and Statutory Authority representatives. Product for Aerospace, defense and military. When specified on POs shall be retained for 10 years after part is out of production. Or as per P.O. requirements.

Exception PCB MUST be informed when records are to be destroyed

12- Counterfeit materials:

Suppliers will have a process for checking and confirming counterfeit materials are not present in their supply chain. Suppliers are required to purchase all materials from approved manufacturers or an approved 3rd party supplier and must supply documentation demonstrating the flow down from manufacturer to Supplier to Exception PCB by supplying a Certificate of Conformance upon request or as standard.

13- Obsolete products and Changes to Processes.

Suppliers shall have a process for monitoring and advising Exception of obsolescence and or potential obsolescence on supplied product ASAP.

Supplier shall provide adequate notification of changes which may potentially impact the quality of the product. Significant change could include but is not limited to:

- Any change in manufacturing location for the supplied goods
- Introduction of sub-tier, newly qualified goods which may be included in the processing of our product
- Changes to the manufacturing technique / processes which may impact performance

14- Product Special Requirements

All Special requirements and relevant specifications will be noted on the PO for compliance. Eg (Metallic thicknesses / Packing instructions / Customer requirements.

15- Ozone Depleting Substances

The manufacturer / Supplier of any materials purchased under this agreement is certifying their acceptance that the material is not manufactured with a substance which removes Ozone in the upper atmosphere or if it was manufactured with such a substance, that it has complied with the requirements of Environmental Protection (Control on Substances that Deplete the Ozone Layer) Regulations of 1996 (SI 1996/50) which are in accordance with EC Regulations 3093/94)

16- Exception supplier terms and conditions

Can be found on internet web: www.exceptionpcb.com

Rob Hunter QAM 26-09-2023