

2012 F

Supplier Quality Manual





SUPPLIER QUALITY MANUAL		
Flash Technology	Revision: F	Page 1 of 20

Table of Contents

1 Vision..... 2

2 Our Goal..... 2

3 Purpose..... 2

4 Quality Management System..... 3

 4.1 System Requirements 3

 4.2 Document Requirements..... 3

 4.2.1 General..... 3

 4.2.2 Manual 3

5 Purchased Material Specifications and Requirements..... 4

 5.1 Fabricated Materials and Assemblies 4

 5.2 Specification Documents and Revisions 4

 5.3 Engineering Changes 4

 5.4 Bill(s) of Material 5

 5.5 Vendor Required Documents 5

 5.6 New Suppliers 12

 5.7 First Article Approval 12

 5.8 Deviation Request 14

6 Control of Nonconforming Product..... 15

 6.1 Vendor Debit Memo 17

7 Inbound Material Specifications 17

 7.1 Purchase Order and Invoice Requirements 17

 7.2 Packaging and Labeling Specifications..... 18

8 Flash Technology Owned Assets..... 18

9 Metrics 18

10 Revision History 20

11 Reference Documents 20

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SUPPLIER QUALITY MANUAL

Flash Technology

Revision: F

Page 2 of 20

1 Vision

Our vision is for all Flash Technology suppliers to implement and maintain a Quality System that allows them to produce and deliver products and services that help us become a world class leader in lighting and monitoring solutions that protect critical assets.

2 Our Goal

The goal of Flash Technology is to provide a standard communication of our minimum requirements expected of our supply chain.

3 Purpose

This manual's purpose is to define our Quality System expectations for our supply chain that helps guarantee the delivery of quality product, services and promotes continuous improvement. An acknowledgement letter will accompany this manual and is expected to be reviewed, signed and returned back to Flash Technology within 30 days of receipt.



SUPPLIER QUALITY MANUAL		
Flash Technology	Revision: F	Page 3 of 20

4 Quality Management System

4.1 System Requirements

Suppliers shall have a documented Quality Management System that is implemented, maintained and continuously improved upon.

4.2 Document Requirements

4.2.1 General

Documentation shall be provided for:

- Management policies and objectives
- Quality Manual approved by management
- Process flow for where and how quality assurance takes place in overall process
- Escalation matrix of who is responsible when a quality issue arises

4.2.2 Manual

Manual shall include and cover:

- Purchasing/Receiving inspection
- Manufacturing and in process inspection
- Final acceptance inspection
- Equipment calibration control



SUPPLIER QUALITY MANUAL

Flash Technology

Revision: F

Page 4 of 20

5 Purchased Material Specifications and Requirements

This section provides an explanation of the specifications and requirements for materials purchased by Flash Technology including fabricated materials and assemblies.

5.1 Fabricated Materials and Assemblies

A **fabricated material** is any material having a specification document of some type such as a drawing but which does not have a Bill of Material (i.e. metal parts and enclosures). Transformers and Inductors are typically considered fabricated materials. An **assembly** is any material having a Bill of Material (i.e. wiring harnesses, modules, and Printed Circuit Boards).

5.2 Specification Documents and Revisions

The Supplier is responsible for ensuring that all fabricated materials and assemblies comply with the current Revision of all product specification documents applicable to the material. These specification documents may include some or all of the following:

- Fabrication Drawing(s)
- Assembly Drawing(s)
- Bill(s) of Material
- Wire Lists (Harnesses)
- PCB Specification Document
- Gerber Files (PCB's)
- Firmware Files (PCB's)
- applicable Vendor Requirement Documents (VRD)
- other as needed

The **Revision** of the material to be supplied and the specification documents to be used in its production shall be the current Revision **at time of Purchase Order issue**. The Revision shown on the Purchase Order document shall determine the overall Revision of the material to be supplied. For a material with multiple specification documents, the different specification documents may not all have the same Revision letter.

5.3 Engineering Changes

Flash Technology retains the right to revise specification documents. The changes will be communicated to the Supplier by an **Engineering Change Order (ECO)** along with applicable revised documents.



SUPPLIER QUALITY MANUAL

Flash Technology

Revision: F

Page 5 of 20

Flash Technology retains the right to request a first article after any ECO is approved or released.

First shipment of new EC shall be identified with a label on each skid, container, etc.; stating 'New EC, Rev (current revision)'.

5.4 Bill(s) of Material

For assemblies, the **Bill of Material (BOM)** provides a specification of components and parts which make up the assembly. The components and parts may be of two types 1) **purchased** components (supplier purchases an off the shelf component, i.e. wire, resistor, connector, etc.), and 2) **fabricated** components (a custom component, i.e. metal part, bare PCB, PCB assembly, etc.).

For **purchased** components, if only specific parts are permitted to be used, the BOM lists the manufacturer and manufacturer part numbers of all approved parts. No deviations or substitutions without Flash Technology Engineering approval prior to shipment and receipt are permitted. For **fabricated** components, the Revision of the component will be provided on the BOM. If the fabricated component is itself an assembly, its BOM will be provided separately.

With each Purchase order for an Assembly, a current Bill of Material (BOM) will be provided. It is the Supplier's responsibility to review each BOM provided for any changes. It is important to recognize that Flash Technology typically does not generate ECO's for changes to approved parts such as manufacturer or manufacturer part numbers.

For older PCB's, a separate Reference Designator List is sometimes provided. This document is solely for associating component reference designators with Flash Technology part numbers; any part descriptions or manufacturer part numbers should be ignored.

A BOM may include three letter codes to represent the name of part manufacturers. Please contact Flash Technology for the latest revision **Manufacturer Code List**. This document is subject to change without notice.

5.5 Vendor Required Documents

The Vendor Requirement Documents (VRD) shown on the following pages are specification documents which provide general or additional requirements for supplied materials. The Supplier is responsible for reviewing all VRD's to determine which if any apply to the material to be provided.



SUPPLIER QUALITY MANUAL		
Flash Technology	Revision: F	Page 6 of 20



Vendor Requirement Document

Document Number	VRD001
Document Revision	A
Effective Date	May 15, 2008
Revision Date	May 15, 2008
Document Title	Approved Parts
Applicability	The requirement applies to the following: All purchased parts whether supplied alone or as part of an assembly
Exceptions	The requirement does not apply to the following: N/A
Vendor Requirement	All parts, components, and materials supplied to Flash Technology either alone or as part of an assembly must be as specified on the Specification Document(s) or for assemblies, the current Bill of Material. The BOM takes precedence over all other documents. No deviations or substitutions without Engineering approval are permitted.
Notes:	<p>For assemblies, the Bill of Material (BOM) specifies the approved part number(s), manufacturer(s), and any alternate approved parts. Due to frequent changes in the electronics industry, changes to these specifications occur frequently and do not require a change to the BOM revision. A newly generated BOM should be requested for each PO.</p> <p>Only the exact part number(s) specified may be used. An exception is unspecified nonfunctional characteristics (Ex: packaging) which are left to the discretion of the supplier. If no part number is specified, any component meeting the Part Description may be used. Any substitution or alternate request must be submitted to Engineering for approval along with data sheets; sample parts may be required for testing.</p> <p>In the BOM, part numbers are specified in two places, the "Description" and "Text" fields. Normally the part number is shown between asterisks and is followed by a three letter Manufacturer Code which specifies the manufacturer. See the Flash Technology Manufacturer Code List for a complete listing.</p> <p>Example: SPACER 3/8" ROUND *617A-7716-17*CON Part Number: 617A-7716-17 Manufacturer: CON = CONCORD</p> <p>Note: The "text" notes should be read carefully. Some later notes may override earlier part approvals, however the earlier notes are maintained for reference. Therefore, all part numbers shown in the text area may not be currently approved.</p> <p>For PCB's, a Reference Designator List may be supplied; this list is an assembly aid only and any part numbers specified on it should be disregarded.</p>

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SUPPLIER QUALITY MANUAL		
Flash Technology	Revision: F	Page 7 of 20



Vendor Requirement Document

Document Number	VRD002
Document Revision	A
Document Title	Wiring Harness Lead Tinning
Effective Date	May 15, 2008
Revision Date	May 15, 2008
Applicability	The requirement applies to the following: Wiring Harness Assemblies
Exceptions	The requirement does not apply to the following: N/A
Vendor Requirement	For all wiring harnesses manufactured for Flash Technology, do not tin or dip solder leads which are to be inserted in Phoenix plugs. Existing documentation which specifies tinning of leads or dip solder ("DS") will be corrected when the documentation is revised. Terminal specification to be changed to "STRIP". Vendor to strip wire 5/16" to 3/8".
Notes:	This document replaces a letter to vendors dated December 8, 2004 "WiringHarnessLeadTinning.pdf" which specifies the above stated vendor requirement. This requirement is based on recommendation of Phoenix (following taken from Phoenix Combicon product catalog): Conductor Pretreatment: Phoenix clamping parts are designed so that all kinds of copper conductors can be clamped without pretreatment. It is forbidden to solder the conductors. The solder tin yields and fractures under high pressure. The result is increased contact resistance and excessive temperature rise. In addition, corrosion has been observed with soldered conductor ends caused by pickling or fluxes. Notch fractures at the transition point from the rigid to the flexible conductor parts are also possible.

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SUPPLIER QUALITY MANUAL		
Flash Technology	Revision: F	Page 8 of 20



Vendor Requirement Document

Document Number	VRD003
Document Revision	C
Document Title	Printed Circuit Board Specific Requirements
Effective Date	May 15, 2008
Revision Date	March 16, 2011
Applicability	The requirement applies to the following: Printed Circuit Boards
Exceptions	The requirement does not apply to the following: N/A
Vendor Requirement	See the <u>PCB Specification</u> document for the particular PCB for requirements including: <ul style="list-style-type: none"> • Document, File, and Firmware Revisions • Vendor Testing Requirements • Conformal Coating Requirements • Programmable Part Vendor Responsibilities • Bare PCB Specifications
Notes:	<p>Note on Vendor Testing All supplied vendor test procedures must be performed before shipment to Flash Technology unless accompanied by a deviation.</p> <p>Note on Conformal Coating</p> <ol style="list-style-type: none"> 1. Should conflicts occur in documentation, the PCB Specification document shall prevail. Please notify Flash Technology in the event of a conflict. 2. Mask Appropriately (or conceal) the following components prior to coating: <ul style="list-style-type: none"> • Headers • Connectors • Shunts • Test Points • Potentiometers • Fuses • Fuse Clips • Sockets • Switches • Plated Mounting Holes • Revision Fields • Serial Number Fields <p>Note on Noncritical Components If no manufacturer part number is given, a compatible component that meets description specs is permissible to use.</p>

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SUPPLIER QUALITY MANUAL		
Flash Technology	Revision: F	Page 9 of 20



Vendor Requirement Document

Document Number	VRD004
Document Title	Labeling of Fabricated Components and Assemblies
Document Revision	A
Effective Date	May 15, 2008
Revision Date	May 15, 2008
Applicability	<p>The requirement applies to the following:</p> <p style="padding-left: 40px;">Fabricated components and assemblies including:</p> <ul style="list-style-type: none"> Capacitors Coils, Chokes, Windings, Inductors Trigger Transformers Transformers Printed Circuit Board Assemblies Wiring Harness Assemblies
Exceptions	<p>The requirement does not apply to the following:</p> <ul style="list-style-type: none"> Standard Purchased "Catalog" parts Wire Jumpers (Single wire with crimped terminals) RC and Capacitor Networks Metalwork Molded Parts (lenses, Flashhead base, etc) Info Cards and Labels Flashtubes
Vendor Requirement	<p>The applicable components and assemblies as specified on this document when supplied to Flash Technology shall be labeled with the following information:</p> <ul style="list-style-type: none"> Flash Technology Part Number (7 or 11 digits) Part Revision Vendor Code (6 digits) Date Code (YYWW) (optional for wiring harnesses) Serial Number (optional) <p>For custom cables and cable assemblies, labeling shall be as specified in the cable specification document.</p>
Notes:	<ol style="list-style-type: none"> 1. The information must be human readable; barcodes are optional. 2. The Vendor Name must not appear on any part or assembly.

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SUPPLIER QUALITY MANUAL		
Flash Technology	Revision: F	Page 10 of 20



Vendor Requirement Document

Document Number	VRD005
Document Revision	B
Document Title	ROHS Compliant Metalast finish replaces (Hexavalent Chromate - yellow) on metalwork
Effective Date	May 15, 2008
Revision Date	June 23, 2009
Applicability	The requirement applies to the following: All metalwork currently specified to be finished with either yellow chromate or alodine.
Exceptions	The requirement does not apply to the following: Metalwork that calls out for finishes other than yellow chromate or alodine.
Vendor Requirement	Use Metalast TCP-HF coating in lieu of the specified finish 'Yellow Chromate' or 'Alodine' Existing documentation which specifies 'Yellow Chromate' or 'Alodine' will be changed to 'Metalast TCP-HF' when the documentation is revised.
Notes:	NA

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SUPPLIER QUALITY MANUAL		
Flash Technology	Revision: F	Page 11 of 20



Vendor Requirement Document

Document Number	VRD006
Document Revision	A
Document Title	Metalwork Welded Drawing Tolerances
Effective Date	March 16, 2011
Revision Date	March 16, 2011
Applicability	<p>The requirement applies to the following: All welded metalwork drawings currently specified with the following dimension tolerances: .xx decimal +/- 0.02 .xxx decimal +/- 0.010</p>
Exceptions	<p>The requirement does not apply to the following: N/A</p>
Vendor Requirement	<p>Use the following tolerances in lieu of +/- 0.02 & +/- 0.010 for welded assembly ONLY: .xx decimal +/- 0.045 .xxx decimal +/- 0.030 However, use the following existing dimension tolerances for fabricated features (see Notes section below): .xx decimal +/- 0.02 .xxx decimal +/- 0.010</p> <p>Existing welded metalwork drawings which specify +/- 0.02 & +/- 0.010 tolerances in the title block are for fabricated features. A note will be added to include the below welding tolerances when the documentation is revised: .xx decimal +/- 0.045 .xxx decimal +/- 0.030</p>
Notes:	<p>Title Block Drawing Tolerances: (For fabricated features) .xx decimal +/- 0.02 .xxx decimal +/- 0.010</p> <p>To be added in drawing NOTES: (For welded assembly ONLY) .xx decimal +/- 0.045 .xxx decimal +/- 0.030</p> <p>*** Fabricated features are overall finish dimensions, surface finishes, hole/tap sizes, hole/tap locations, slots, cuts, bends and forming.</p>

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SUPPLIER QUALITY MANUAL

Flash Technology

Revision: F

Page 12 of 20

5.6 New Suppliers

An onsite assessment shall be allowed if requested by Flash Technology before sourcing is approved. This can include a financial evaluation of the supplier. Also a Supplier Self-Assessment could be requested to be completed before the onsite visit.

A non-disclosure agreement (NDA) might also be requested to be signed before sourcing is approved.



5.7 First Article Approval

First Articles shall be labeled as 'First Article' with attention to Purchasing and Quality

A supplier quality inspection report shall accompany each first article highlighting all critical dimensions and components where applicable. Any approved substitutions shall also be listed.

Disposition of the First Article will be given on the First Article Approval Form (sample embedded below).

<h1>SUPPLIER QUALITY MANUAL</h1>		
Flash Technology	Revision: F	Page 13 of 20

	<small>FORM (REV D)</small> FIRST ARTICLE DISPOSITION	
PART NUMBER	DESCRIPTION	SUPPLIER <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING
SAMPLE INFO		
USED ON		
INSPECTION/TEST		
VENDOR TEST	NA <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
QUALITY VISUAL	NA <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
MEETS APPROVED PART/BOM REQUIREMENT	NA <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
MEETS APPLICABLE VENDOR REQUIRED DOC	NA <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
OTHER TESTING IF REQUIRED	NA <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
MEET DRAWING SPECIFIC REQUIREMENTS	NA <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
PART LABELING	NA <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
CONFORMAL COATING	NA <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
BURN IN SHORT TEST	NA <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
TUNNEL	NA <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
PRODUCT CAPABLE Cp: Cpk:	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
<small>25 PC SAMPLE MINIMUM...MIN Cp 1.33</small>		
PART DISPOSITION		
APPROVED <input type="checkbox"/>	REJECTED <input type="checkbox"/>	OTHER <input type="checkbox"/>
QUALITY SIGNATURE	DATE	
ENGINEER SIGNATURE	DATE	
COMMENTS		



SUPPLIER QUALITY MANUAL		
Flash Technology	Revision: F	Page 14 of 20

5.8 Deviation Request

Deviations are not permitted without documented permission from Flash Technology prior to shipment and receipt.

All product not built to Engineering Specifications and/or BOM's, cannot be shipped to Flash Technology without an approved Deviation. A copy of the Deviation must be attached to the outside of each individual box or skid in a location that is easily seen by our Receiving Department (sample embedded below).



Deviation

VENDOR	DATE OF DEVIATION	VENDOR CONTACT
PART NUMBER	DESCRIPTION	DEVIATION #
DEVIATION DESCRIPTION		
Approved / Misc. Requirements		
<input type="checkbox"/> DEVIATION APPROVED <input type="checkbox"/> OTHER		
FLASH TECHNOLOGY CONTACT INFORMATION		
ISSUED BY	EMAIL	PHONE #



SUPPLIER QUALITY MANUAL		
Flash Technology	Revision: F	Page 15 of 20



6 Control of Nonconforming Product

If nonconforming product is found at Flash Technology or if it becomes a warranty issue, the supplier shall:

- Provide containment at suppliers site, parts in transit and support if needed at Flash Technology
- Identify next lot of material to be shipped with a visual label stating parts have been inspected
- Issue a RMA # if required
- Initiate and provide corrective action
- Follow requirements listed on Vendor Quality Concern form (sample embedded below).



SUPPLIER QUALITY MANUAL		
Flash Technology	Revision: F	Page 16 of 20

	FORM (REV 8/1/25/03) QUALITY CONCERN		
VENDOR	DATE	CONTACT	
PART NUMBER	DESCRIPTION	PCS REJECTED	QC #
DETAIL			
ACTIONS REQUIRED			
<input type="checkbox"/> CONTAINMENT NEEDED AT VENDOR SITE		<input type="checkbox"/> OTHER:	
<input type="checkbox"/> RMA SENT TO MELISSA.ROBERTS@SPX.COM		<input type="checkbox"/> OTHER:	
<input type="checkbox"/> CORRECTIVE ACTION REQUIRED WITHIN 7 WORKING DAYS			
ISSUED BY	EMAIL	PHONE #	



SUPPLIER QUALITY MANUAL

Flash Technology

Revision: F

Page 17 of 20

6.1 Vendor Debit Memo

Per Flash Technology discretion, the debit memo can include:

- Purchase price of parts if returned to supplier or scrapped at Flash Technology.
- Standard administrative cost of \$100.00 per Vendor Quality Concern issued (multiple rejects from the same lot will be combined on one debit memo; if repeat rejects are found after containment is implemented, a new debit memo will be issued).
- Rework cost incurred at Flash Technology of a minimum of one hour at a rate of \$25.00 per hour if Flash labor is used.
- Freight cost if nonconforming parts are returned to the supplier (Supplier can provide account # of preferred shipping method or give written authority to scrap at Flash Technology).
- If nonconforming product is found in the field, Flash Technology retains the rights to charge the supplier any cost associated with labor for field visits, cost of replacement parts, and freight of shipping conforming product for replacement.

7 Inbound Material Specifications

7.1 Purchase Order and Invoice Requirements

A Flash Technology buyer will order product through a purchase order sent to the vendor. Along with that a quantity contract may be provided. A quantity contract is an agreement between us and the vendor for a determined period (normally 3 months unless stated otherwise on the contract) that will also act as a forecast. A purchase order will be released in the amount of the specified release quantity defined in the quantity contract when we are ready to accept the material. Flash Technology is liable for only (1) one month's supply of goods procured to meet the quantity contract. If the vendor chooses to build the entire quantity specified in the contract ahead of the purchase order release without agreement, Flash Technology is not liable for the labor.

Oldest purchase order received by the vendor must be shipped complete before shipping the same product against a more recent purchase order.

If multiple items on the same purchase order are shipped same day, one invoice is to be used referencing each individual item instead of issuing separate invoices for each line item.



SUPPLIER QUALITY MANUAL

Flash Technology

Revision: F

Page 18 of 20

7.2 Packaging and Labeling Specifications

All inbound material must have a packing slip. All packing slips must reflect:

- quantity shipped
- Flash Technology purchase order number
- the total number of boxes shipped
- the Revision level of product

All inbound material containers must be labeled with:

- part number
- quantity
- purchase order
- total order box count if shipment exceeds 2 boxes, i.e. 2 of 4
- Revision level of product
- Bar code representing the part number in blank format

Mixed containers of inbound production goods will not be permitted without prior written authorization from Flash Technology Purchasing Department.

Any material received not in compliance with any of the above specifications will be treated as a nonconformance and any reasonable cost incurred by Flash Technology to relabel will be charged back to the vendor per the Debit Memo Process.

8 Flash Technology Owned Assets

Test fixtures, etc. built or purchased by Flash Technology and given to the Vendor for use at the Vendor Facility shall be labeled 'Flash Technology Property' and a list of each asset shall be kept by the Vendor. Assets must be returned to Flash Technology when requested. Flash Technology shall be entitled to recover all cost from the vendor reasonably incurred if assets are not returned.

9 Metrics

Supplier is expected to complete a Self-Assessment each calendar year. This will be sent out sometime during the first quarter and is expected to be completed and returned within 30 days of receipt.



SUPPLIER QUALITY MANUAL		
Flash Technology	Revision: F	Page 19 of 20

Supplier is expected to maintain a PPM rating under 500 parts per million. If prior years PPM was greater than 500 PPM, a recovery plan must be submitted to Flash Technology within 30 days once requested.

Supplier is expected to maintain an On-Time Delivery rating of greater than 95%. If prior years On-Time Delivery was less than 95%, a recovery plan must be submitted to Flash Technology within 30 days once requested.



SUPPLIER QUALITY MANUAL		
Flash Technology	Revision: F	Page 20 of 20

10 Revision History

Revision	Date	Change Description	Originator
1.0	6/18/09	Initial release	MS
A	7/14/09	Publish	MS
B	8/21/09	Revised 7.1	MS
C	7/8/2010	Deviation Request Updated 6.0	MS
D	1/13/2011	VRD 003 Revision B, Updated Section 5	MS
E	3/17/2011	New VRD, ECO update, Asset addition	MS
F	1/9/2012	Reviewed and Updated for 2012	MS

11 Reference Documents

Vendor Requirement Documents VRD 001 – 006

[First Article Submission Form](#)

[Deviation Request Form](#)

[Quality Concern Form](#)

Debit Memo

[Manufacturer Code List](#)

[Supplier Self-Assessment](#)

[Acknowledgment Letter](#)