



# Supplier Quality Requirements

The following quality conditions of purchase apply to all orders placed by Holmes Circuit Design (HCD), unless agreed otherwise, in writing:

- a. Suppliers shall provide the products and services requested, to the technical and release requirements stated within the Purchase Order or any other referenced document. Suppliers shall provide a certificate of conformity, test reports, or authorized release certificate, as applicable. Such documents must refer to the configuration status (revision / issue) of products / services provided where applicable.
- b. Suppliers shall retain and provide when requested, documented evidence that provides traceability back to the original source of parts sold.
- c. Suppliers shall undertake sufficient test, inspection and/or verification activities to ensure that the parts supplied conform to the requirements as stated on the Purchase Order. When key characteristics / special requirements or critical items are referenced on drawings / technical specifications, then suppliers must consult with HCD in order to determine what controls / actions are to be taken.
- d. Suppliers' performance will be monitored / measured by HCD. Under performing suppliers will be notified and improvement actions will be agreed.
- e. In the event that HCD or its customers require to undertake verification or validation activities on the product at the supplier's premises, then arrangements shall be agreed in writing.
- f. In the event that a supplier should look to use statistical techniques for product acceptance, then agreement with HCD is required.
- g. Suppliers shall implement and maintain a quality management system ideally to the requirements of ISO9001, AS9100, 9110 or 9120. Suppliers shall ensure that HCD are notified as to their status of such approvals.
- h. Should a supplier need to outsource any work contracted by HCD, then approval of the sub-tier supplier must be agreed with HCD. Additionally, all applicable requirements placed by HCD (or its customers) on the supplier, must further be flowed down to the sub-tier. When drawings / technical specifications require use of specific suppliers / sub-contractors, then suppliers must adhere to such requirements, unless arrangements have been agreed in writing with HCD.
- i. Suppliers must notify HCD of nonconforming processes, products, or services and obtain approval for their disposition. This must include notification at any point in product realisation, including post delivery.
- j. Suppliers must prevent the use of suspected unapproved, unapproved, and counterfeit parts and have processes in place that proactively seek to identify these. Suppliers must consider applicable standards such as AS6081, AS6174, AS5553.
- k. Suppliers must notify HCD of changes to processes, products, or services, including changes of their external providers or location of manufacture.
- l. Suppliers must retain documented information associated with the conformity of parts / services sold to HCD, for at least 10 years. In the event that a supplier would seek to dispose of such information, then HCD are to be notified.
- m. Suppliers shall provide HCD, its customers and regulatory authorities, right of access to the applicable areas of facilities and to applicable documented information, at any level of the supply chain;
- n. Suppliers shall ensure that persons it employees are aware of: their contribution to product or service conformity; their contribution to product safety; the importance of ethical behaviour.