

Quality Assurance for Purchase orders for DJE Subcontractors/Suppliers

1. General

- 1.1. This document will be under the responsibility of DJE Purchasing Department will be recorded on each purchase order directed to the DJE Subcontractors or Suppliers.
- 1.2. This document is an integrated part of the Purchase orders and should be distributed to all suppliers and subcontractors or alternatively addressed to the company website location on the PO.
- 1.3. The objective of this document is to set a uniform high-quality level for all items, services and products received from DJE Subcontractors and Suppliers

2. Relevant Quality Standards: AS9100 or ISO9001

3. Definitions: The term “supplier” or “subcontractor” in this procedure applies to every Service, Process, Raw Material, Component or assembly provided by International Providers.

4. General Requirements:

- 4.1. Proof of compliance to Quality Management System Standards – ISO9001 or AS9100 certification or inhouse quality audit by DJE company QA Manager.
- 4.2. Compliance to EC/2002/95 RoHS regulations, initial statement on Supplier questioner F 8.4-1 (in event that a review has been performed by DJE Representative) and a repeated statement/ specific to each CoC certificate.

- 4.3. DJE Ltd. and/or any of its customers or statutory authorities related to the Purchase order may perform an audit or have free access to all of the manufacturer production facilities at manufacturer grounds or their subcontractor grounds upon pre coordination, including access to all documentation connected to the specific purchase order (production documentation, supplies, order tracking and handling).
- 4.4. The Subcontractor/Supplier will inform DJE of any changes in his plant.
- 4.5. The order/job will not be transferred to any subcontractor without the approval of DJE in writing.
- 4.6. The Supplier will forward all company quality assurance requirements to their subcontractors concerning the specific PO and will verify their fulfillment upon receipt of goods from the subcontractor.
- 4.7. Nonconforming Product – Any nonconforming product that does not conform to the order requirements, specifications, drawings etc. will be forwarded to MRB board and will be reported immediately to the DJE QA manager. Same applies to nonconforming items from subcontractors of the supplier.
- 4.8. The supplier will inform DJE of any changes of product/service or processes that effect the Purchase order for approval.
- 4.9. Subcontractors engaging in special processes of the supplier who received the Purchase order will be approved in writing by DJE – as a condition for their engagement.
- 4.10. Awareness: Assurance that the vendor:
 - 4.10.1. Be aware of DJE's quality policy.
 - 4.10.2. Aware of their contribution to tailoring services and products.
 - 4.10.3. Be aware of their contribution to product safety.
 - 4.10.4. Be aware of the importance and ethical behavior.

5. General Documentation Requirements:

- 5.1. Subcontractors providing measurable products will provide a Final Test Report.
- 5.2. The subcontractor/supplier will provide clear readable compliance certificates for the product/component/raw material (COC,COT,COA)
- 5.3. The subcontractor/supplier will provide a COT for special processes such as: coating, thermal treatment, painting, welding, molding, etc. COT will include evidence of proper process performance according to the quality requirements and relevant specifications.
- 5.4. Certificates for Nonconforming approval, discrepancies and changes.
- 5.5. Prevention of counterfeit parts according to AS6274A/1 standard.
- 5.6. **AS9103 standard and regulations will apply for critical key characteristics according to the drawings and will provide information on the Measured CPK.**
- 5.7. Documentation Requirements for First Item Inspection (FAI): - If indicated on the Purchase order, Shall be executed according to AS9102 standard.
- 5.8. Define the use of only new material (no excess materials) by the subcontractor/supplier. Performing services and procedures only with suppliers/subcontractors that have an approved Quality Assurance system according to AS9100 or ISO9001.
- 5.9. Control & Traceability of products and material for destruction.

6. Measuring, Sampling and attributes

- 6.1. In lack of specific requirements on the Purchase Order, The following sampling measures shall be used for final testing:
According to: Squelia AQL=2.5% (C=0)

- 6.2. When discovering a nonconformance for one of the parameters, A complete testing must be performed 100% for this parameter, rework or request approval for the nonconformity via MRB form.
- 6.3. DJE Ltd. holds the right to escalate the sampling level in cases that the quality level is not satisfactory.
- 6.4. Threaded holes after coatings will be resampled/inspected according to the specific requirements.
- 6.5. Precise measurements (over 0.01) after coating will be resampled/inspected according to the specific requirements.

7. Marking, Packaging & Transportation

- 7.1. The items must be supplied in clean, suitable packaging including labeling that indicates the Part number, product/component description, qty & name of the supplier/contractor.
- 7.2. The supplier will produce, pack & transport the parts in a way that ensures prevention of any damage to the quality of the items including mechanical damage, corrosion, electrostatic protection or Foreign Object Damage protection (FOD).
- 7.3. The supplier shall verify packing instruction on the Purchase order. In lack of packaging instructions, the supplier shall pack to the best of his knowledge as long as the packaging protects the products from any mechanical or electrostatic damage.

8. Corrective Actions:

- 8.1. In case of detection of nonconformance in process or product at DJE premises or one of the end customers, A nonconformance notice will be sent to the supplier. A Non-Conformance Report shall be filled and dealt out properly and will include proof of corrective action that will prevent the mentioned deviation in the future. The Report shall be returned to DJE within 10 days.

9. Preservation of Quality Assurance Records:

9.1. In lack of any other requirement or demand, the Subcontractor/Supplier shall save on file all Production & Quality Assurance documentation for 7 years Min. These documents will be made available to DJE at any point or time upon request. After this time period, the Subcontractor/Supplier will ask for approval to shred the documents.

9.2. Quality Assurance Records include certificates for raw material, hardware, tests FAI, ATP, COC, ESS, Set up Reports, Final Processing monitoring.

9.3. Special Processes – Approval & Certification

9.4. Subcontractors for Special Processes, will be certified according to Customary Standard specifications. Special Processes will include monitored actions and significant variables and will be documented. The Supplier/Subcontractor will certify his employees accordingly and will provide proof of these certifications as requested by DJE or the final customer.

9.5. Special Processes: Spray and design, chemical etching, heat treatment, Surface & Coating treatment, Electrochemical Processing, Casting, Welding, Soldering, NonDestructive Test (NDT), Electrical Continuity Test.

9.6. **Foreign Object Damage Prevention (FOD):** The Supplier/Subcontractor shall provide completely clean parts. Without any particles, dust or wire scraps.

Supplier/Subcontractor Declaration:

I confirm that I have read and completely understood all of the Purchase /Service Order requirements and demands including all of its supplements and I commit to all of the mentioned above.

Company Name + stamp

Company Representative