



# AMERICAN CIRCUITS

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## American Circuits Supplier Requirements

### 1.0 Purpose

The Purpose of this document is to provide American Circuits, Inc. (ACI) suppliers the minimum quality requirements that supplement (and are superseded) by those specified in the purchase order.

### 2.0 Scope

This procedure is applicable to all ACI suppliers and all members of their supply chain that provide components, production supplies, and custom products. These requirements are in addition to those specified in the purchase order, engineering drawings, and specifications.

### 3.0 Drawing Requirements – Engineering Changes – Specifications

- 3.1 It is the supplier's responsibility to have available all current specifications and/or documents required by ACI drawings or purchase orders. It is also the supplier's responsibility to assure all applicable ACI Engineering changes are incorporated into the product. The supplier shall notify ACI if any Engineering Changes result in additional charges or require changes to terms of the purchase order, including lead time, the supplier shall notify of such
- 3.2 The supplier is required to comply with the requirements of the purchase order and all referenced drawings and/or specifications. However, where circumstances dictate, the supplier may desire to request permission to deliver non-conforming items or material. Authorization from ACI must be received prior to shipment of material.
- 3.3 In the event it is discovered that nonconforming product(s) have previously been delivered to ACI, the supplier shall notify the ACI of the discovery. The notification shall be in the form of a letter, a receipt acknowledged e-mail, or other positive notification method. The letter must include all pertinent information concerning the condition (i.e. part numbers, purchase order number, quantities, time frame, description of condition, etc) and the corrective action taken to prevent recurrence.
- 3.4 Suppliers shall inform ACI of any product changes, discontinuations, or anticipated delays in manufacturing, delivery, or required materials.



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### 4.0 Product Condition, Handling, Preservation, and Packing

- 4.1 All supplied products shall be new, original, and free of modifications, defects, and environmental or handling damage
- 4.2 Suppliers shall assure that materials are packaged in a manner that will prevent damage, deterioration, corrosion and preclude moisture, foreign matter, contamination, or ESD damage.
- 4.3 All manufacturer's handling instructions and recommendations shall be followed.

### 5.0 Counterfeit Material Control

The supplier shall have processes and controls to ensure no Counterfeit Material is delivered to ACI. Supplier shall maintain documentation, i.e. Certificates of Manufacture, Certificates of Compliance, Independent 3rd party testing, etc., necessary to assure traceability of the parts to the Original Equipment Manufacture specified on the ACI drawing.

### 6.0 Exemptions and Exceptions

- 6.1 The supplier is required to comply with the requirements of the purchase order and all referenced drawings and/or specifications. However, where circumstances dictate, the supplier may desire to request permission to deliver non-conforming items or material. Written authorization from ACI must be received prior to shipment of such items or material.
- 6.2 ACI may allow exceptions to Quality Requirements where absolutely necessary. Any exception allowed to this agreement shall not invalidate the other requirements outlined in this document.

### 7.0 External Provider Audits and Visits

- 7.1 American Circuits (ACI) monitors supplier competence, efficacy and deliverables on a continual basis from the corporate office and does not require a visit to a vendor's site to approve a vendor for use of their goods and/or services. However, ACI may request a site visit or audit if deemed necessary by Management either from a quality/capability standpoint, or because of a request mandated by ACI's own customers.



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## Document Revision History

Revision Level	Revision Date	Revised By	Approved By	Description
A	03/28/18	T. Streletsky	K. Gondha	Original Revision