Supplier Quality Manual

Supplier Quality Manual Table of Contents:

1. Purpose of Manual
    a. The requirements of this manual define the fundamental quality systems, procedures and work instructions required for suppliers who provide materials and services to Vanamatic Company unless otherwise noted on the purchase order. ○
    b. This manual defines and describes performance requirements for suppliers since purchased products and services can directly impact the quality of the products that Vanamatic makes.
    c. Vanamatic values suppliers who share our innovative approach to safety, quality and productivity. Our ability to supply our customers with quality products depends on our supplier's ability to deliver quality products and or services, on time, at a competitive price.

2. About Vanamatic
    a. Vanamatic Company is a global supplier of precision machined components to the aerospace, automotive, fluid power and general fittings industry and has been family owned and operated since 1954.
    b. See www.vanamatic.com for more information.
        i. Vanamatic Supplier Quality Manual and PO terms and conditions are located on the website.
        ii. Acceptance of Supplier Quality Manual and PO terms is deemed when seller issues acknowledgement, begins work on the goods or deliveries of the goods. Vanamatic Supplier Quality manual and PO terms are located on our website: www.vanamatic.com. Please Review twice per year for changes.

3. Supplier Responsibility
    a. It is the responsibility of all suppliers to review, understand and ensure compliance with this manual as part of doing business with Vanamatic.
    b. PPAP process, when required by as a requirement of the PO.
    c. Notify Vanamatic of non-conforming product as soon as reasonably possible.
    d. Suppliers are required to comply with all Local, State and Federal regulations.
    e. Implement Quality Management System as required
    f. Use Vanamatic approved suppliers as required
    g. Ensure persons are aware of their contribution of product or service conformity and safety.

4. Ethics
    a. Vanamatic values our vendors and suppliers and assumes that vendors, in turn, value Vanamatic' s business. No token or display of appreciation is necessary or encouraged. All vendors are asked to comply with Company standards by not offering incentives, gifts, or services to individual personnel. Ethical business standards shall govern all procurement transactions and is covered under Vanamatic' s procurement policy.

5. Confidentiality
    a. Documents submitted by Vanamatic to the Supplier for the purpose of quoting or production, shall be controlled by the Supplier. These documents shall not be transmitted to others without the consent and approval of Vanamatic Company.

6. Conditions affecting viability of supplier operations.
    a. Significant changes in business conditions such as loss of Third-Party Certification, Loss of Key Personnel, Significant changes in Operations and Significant events that affect the viability of the operations must be communicated to Vanamatic.

7. Vanamatic Customer requirements

a. Vanamatic customer requirements are reviewed during the Vanamatic Internal Planning process (APQP). Customer requirements are flowed down to the sub tier supplier via purchase order or electronic communication.

8. Counterfeit Parts Prevention
   a. Suppliers shall implement processes appropriate for their organization for the prevention of counterfeit part use. Ref. SAE AS6174.
   b. Suppliers contracting with Vanamatic for recycling services of all product dispositioned for scrap shall be positively controlled until physically rendered unusable and sent for remelting.
   c. Product dispositioned for scrap shall be controlled to prevent reentry into the supply chain.

9. Supplier Performance Review
   a. Supplier Performance Reviews are performed during the selection, re-evaluation and through periodic submissions to suppliers of Key Performance Measures.

10. Supplier Selection Process – Guidelines for Supplier Selection and Re-evaluation are detailed in the Purchasing – Control of Suppliers work instruction.

11. Record Retention
    Supplier shall maintain quality records for a minimum of 15 years. Flow down all applicable record retention requirement to sub-tier suppliers and sub-contractors involved in the fulfillment of the purchase order. Supplier shall notify Vanamatic prior to the destruction of records.

12. Change Management
    a. Customer print revisions are submitted to purchasing by Engineering. Purchasing communicates customer revisions via E-mail and / or on Purchase order.

13. Quality, Safety, & Delivery Management
    a. The supplier may be issued a Corrective Action or Action Report for non-conformance. Non-conformance are classified as Rejections, Warnings, Concerns, Late Delivery and Premium Freight.
    b. PPAP Submission: Requirements for PPAP submission will be communicated to the supplier as required. Changes to the manufacturing process or changes to a different manufacturing facility require notification to Vanamatic Company. Vanamatic Company will then determine if a PPAP submission is required.
    c. Materials purchased must be manufactured and shipped in a manner that shall satisfy current governmental and safety constraints on restricted, toxic and hazardous materials; as well as environmental, electrical and electromagnetic considerations applicable to the country of manufacture and sale.
    d. When applicable, the supplier shall meet requirements for test specimens, (e.g., production method, number, storage conditions), for design approval, inspection, investigating, or audit.

e. Supplier shall notify Vanamatic of non-conforming product and make arrangements for the disposition of non-conforming product by Vanamatic prior to shipping.

14. Right of Entry

a. Supplier shall provide provisions for Vanamatic, Vanamatic customers, and regulatory agencies the right of entry to any place necessary to determine and verify the quality of contracted work, records and material. This requirement must be flowed-down for any subcontracted processes.

Revision Record			
Rev. #	**Change**	**Revised By**	**Rev. Date**
0	Original Document	JDW	1/29/2016
1	Add record retention on section #11 for Aerospace. Added 8G.	JDW	9/6/17
2	Change wording in 1a. #8 overview of supplier expectations moved to control of supplier.9b moved to control of supplier. 10a supplier selection moved to control of supplier document. Supplier record retention moved to review worksheet. Removed suppler sign off acceptance. Added PO terms and conditions to 2B. Added 3 c & d. Removed Approved supplier record retention from #10	JDW	2/19/18
3	Added #7 counterfeit part prevention	JDW	9/12/18
4	Revised record retention to 15 years to align with Parker. #8 VIP changed to APQP	JDW	7/29/2020
5	Included Right of Entry, Quality, Safety, and Delivery management, Acceptance of PO terms, & Scrap positively controlled statement.	ALW	9/30/2024
6	Added g: to Supplier Responsibility.	JJW	11/8/2024
7	Revised 11. Record Retention: Supplier shall maintain quality records for a minimum of 15 years. Flow down all applicable record retention requirement to sub-tier suppliers and sub-contractors involved in the fulfillment of the purchase order. Supplier shall notify Vanamatic prior to the destruction of records. From Vanamatic will retain necessary quality records for length of time required by our customer.	MAW	10/15/2026