



Supplier Quality Clauses

Revision History Table

Revision	Date	Reason for Change	Change Author
A	11/5/17	Initial Release	E. Doody

1. Purpose

1.1. The purpose of this procedure is to outline requirements for suppliers doing business with CSI. In addition to the clauses outlined below, suppliers will be responsible to adhere to any customer specific clauses flowed down to them either through CSI or from customers directly.

2. Scope

2.1. This procedure applies to all suppliers providing material and/or products to CSI and its customers.

3. Responsibilities

3.1. The CSI Administration department is responsible for attaching CSI and customer specific quality clauses with PO's submitted to suppliers on an annual basis.

3.2. **The Quality department is responsible for reviewing and updating the CSI Supplier Quality Clauses document as well as ensuring the correct revision of customer supplier quality clauses documents are being communicated to suppliers. All purchase orders indicate the requirement for suppliers to comply with this document.**

4. Procedure - CSI Specific Clauses

- All suppliers must adhere to CSI quality system requirements. Suppliers must be qualified by CSI as approved suppliers. Suppliers failing to maintain compliance with these quality system requirements may be removed from the approved suppliers list.
- Suppliers must respond to any requests for corrective action in a timely manner.
- Suppliers must use customer-approved special processes.
- As applicable, suppliers must notify CSI of nonconforming product and arrange for approval of supplier nonconforming material disposition. If authorization is given for a supplier to scrap nonconforming product, it must rendered unusable if the end user is an aerospace company.
- Suppliers are required to prevent the use of counterfeit parts. Components must be purchased from OEM or authorized distributors as applicable.
- Suppliers shall notify CSI. Of any changes to their products and/or processes, changes of suppliers, and changes of manufacturing facility location and obtain approval as required.

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7. Suppliers shall, if necessary, provide right of access, to CSI, their customer, and authorities to all facilities involved in the order and to all applicable records.
8. As required, CSI's customer or their representative will be allowed to verify at our supplier's premises that, subcontracted product conforms to specified requirements.
9. As applicable suppliers shall flow down to sub tier suppliers the requirements in CSI purchasing documents, including critical items. These purchasing documents shall be available for review upon request.
10. Record retention requirements: Suppliers will retain records that provide evidence of compliance to requirements outlined in purchasing documents. Specific record retention length is described below:
 - Minimum 3 year requirement unless otherwise stated on purchase order.
 - Suppliers will notify CSI prior to disposal of any records.
11. Suppliers will implement and maintain processes and controls for Foreign Object Detection as applicable.
12. Suppliers must adhere to any customer specific requirements communicated by CSI, including special requirements, critical items, key characteristics, or product safety requirements. See purchase order if applicable.
13. Suppliers must supply certificates of analysis, certificates of conformance, test reports and inspection reports as required by CSI purchasing documents.
14. Changes to accepted purchasing documents will be communicated by the CSI Purchasing Department via a purchase order revision.
15. Material shipped against purchasing documents will be free of any evidence of poor workmanship that would render the material unsuitable for its intended use.
16. Suppliers will package all items to prevent damage during shipment and storage.
17. Suppliers must ensure their employees are aware of their contribution to product conformity and product safety and the importance of ethical behavior.
18. Suppliers must qualify their employees against the required competencies to ensure product and process conformity. Records of this qualification or training must be maintained.
19. Suppliers performing design and development activities must apply configuration management controls, ensure identification and traceability of components, and utilize change control. Design changes require written approval from CSI.
20. If sampling inspection is to be utilized for product acceptance, the sampling plan used must be justified on the basis of recognized statistical principals and appropriate to product criticality and process capability.