



Supplier Requirements  
Manual

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# Electro-Matic Ventures, Inc.

and its subsidiaries

# Supplier Requirements Manual


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## 0.0 Summary

This Manual is provided to assure that the suppliers of Electro-Matic Ventures, Inc. and its subsidiaries are aware of the requirements necessary to meet the needs of Electro-Matic Ventures, Inc. and its subsidiaries and of any and all Quality System requirements.

## 1.0 Revision and Approval

Please see Released Documents Database.

## 2.0 Definitions

Electro-Matic: Electro-Matic Ventures, Inc. and its subsidiaries: Electro-Matic Products, Inc.; Electro-Matic Integrated, Inc.; Electro-Matic Visual, Inc.; and RAF Automation.

PPM: Parts per Million

## 3.0 Scope


This Manual applies to all product and service suppliers to Electro-Matic unless waivers are obtained from the Purchasing Manager and/or Warehouse Facilities Manager.

## 4.0 Responsibilities

The Purchasing Manager is responsible for the implementation and maintenance of this procedure as well as for direction of the systems of the department.

## 5.0 General Information

- 5.1 It is the responsibility of the Supplier to obtain specifications that are defined by Electro-Matic engineering drawings, where applicable.
- 5.2 It is the responsibility of the Supplier to request engineering drawings that meet the engineering revisions required by the purchase orders, when applicable.
- 5.3 It is the responsibility of Electro-Matic to supply specifications only for engineering drawings. Quality or manufacturing standards (such as ISO, ANSI, or like standards) are the responsibility of the Supplier.
- 5.4 It is the responsibility of the Supplier to obtain all specifications as noted on the purchase order.
- 5.5 It is the responsibility of the Supplier to comply with shipping instructions as noted on the purchase order.

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## 6.0 Electro-Matic Mission Statement

Electro-Matic Ventures, Inc. and its subsidiaries are suppliers of a complementary group of high technology automation components targeting the users and manufacturers of industrial automation equipment. Customer driven value-added services are emphasized and include product selection assistance, application engineering, packaging design, and training.

## 7.0 Electro-Matic Quality Policy

Electro-Matic Ventures, Inc. and its subsidiaries are committed to meeting our customers' requirements. We are responsible for initiating actions to continuously improve processes and practices while ensuring quality.

## 8.0 Supplier Requirements and Information

Electro-Matic operates within our quality policy and has the expectation that the suppliers of Electro-Matic perform in the same or like manner.


### 8.1 ISO 9001:2015 Summary

- 8.1.1 ISO 9001:2015 defines the fundamental quality system expectations internationally. Electro-Matic wants to assure the implementation of quality systems in conjunction with their supply base to assure there is a conscientious effort toward the reduction of waste, defect prevention, the reduction of variation as a constant driving force, and continuous improvement.
- 8.1.2 It is the expectation of Electro-Matic that all suppliers' materials and services implement effective quality systems that are based on ISO 9001:2015 system requirements or a proven quality system.

### 8.2 Approved Supplier Listing

#### 8.2.1 Eligibility

- 8.2.1.1 Electro-Matic evaluates, reevaluates, and selects new suppliers on their ability to meet our requirements. This selection process takes place with the use of supplier data regarding performance and quality systems review. Electro-Matic selectively uses the following criteria for eligibility:
- a) ISO 9001 certification
  - b) Recent acceptable audit by Electro-Matic
  - c) Customer Directed
  - d) Electro-Matic Engineering department Directed
  - e) Successful audit by Electro-Matic personnel
  - f) Acceptable self-audit using Electro-Matic's Supplier Development survey

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#### Additional Criteria

- g) Position in industry, technology, and/or capacity
- h) Competitiveness regarding the assumption of engineering costs, delivery capability

#### Service and Support

- i) Responsiveness to quotes and requests for technical assistance
- j) Effective problem resolution
- k) Proactive approach to defect prevention and continuous improvement

### 8.2.2 Maintaining Position on the Approved Supplier List


Suppliers who are currently on the Approved Supplier list remain in good standing by providing a high level of service in the areas of on-time delivery, quality, and support of their products and/or services. Criteria for remaining on the Approved Supplier list are as follows:

- a) On-time delivery performance – 100% delivery performance is Electro-Matic's expectation.
- b) Quality performance – PPM's will be monitored with the suppliers of concern being notified of their performance for the quarterly evaluation
- c) Suppliers not performing at an acceptable level will be asked to submit a corrective action.
- d) Failure to meet the above expectations could result in removal from Electro-Matic's Approved Supplier Listing.**

### 8.3 Corrective Action

When required or requested by Electro-Matic, Supplier shall respond to a Corrective action by:

- a) Providing a short-term solution which immediately remedies the situation (eg. replace parts) and prevent and isolate the issue from recurring again in the near future (eg. check drawings, verify bill of materials, inspect all similar parts, etc).
- b) Using a proven problem-solving technique to define and verify root cause(s), such as 5-Why, 8D, cause and effect diagrams, etc.
- c) Choosing and verifying permanent corrective action steps to prevent recurrence of the problem(s).

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## 8.4 Packaging and Labeling

Suppliers are responsible for assuring that all inbound material shall conform to Electro-Matic's handling and packaging requirements as stated below:

- 8.4.1 All shipments shall have all components identified with part number(s) verifiable against the packing slip.
- 8.4.2 Packing slip provided with shipment shall contain:
  - a) Purchase order number
  - b) Our part number (as shown on the purchase order)
  - c) Quantity shipped
  - d) Number of boxes
- 8.4.3 In cases where a shipment consists of multiple items for a single part number, and it is not conducive to put all material in one container, the packing list shall list the components.
- 8.4.4 Material ordered which consists of multiple items will be packaged (kitted) in a single container showing our part number as ordered and shall be identified as a kit. If possible, we prefer the packing list to list the components that make up that single part number.
- 8.4.5 All components shall be packaged in a manner that will prevent damage due to normal handling.
- 8.4.6 All multiple shipments shall be labeled accordingly. For instance, if there are three boxes total, they should be numbered: 1 of 3, 2 of 3, and 3 of 3.
- 8.4.7 Containers containing multiple part numbers (mixed merchandise) should be clearly separated and distinguished within the container.
- 8.4.8 Shipments consisting of palletized items shall be palletized prior to delivery.

## 8.5 Certificates of Analysis

- 8.5.1 Electro-Matic's Purchasing Manager and/or Engineering Manager shall define as to whether your product requires a certificate of analysis.
- 8.5.2 Certificates of analysis must include the chemical analysis of the material or engineering reliability data, if applicable. Conformance letters are not acceptable as certificates of analysis.

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## 8.6 Supplier Definition

- 8.6.1 Principles: Supplier with whom Electro-Matic has a contractual agreement to sell their manufactured products for a specified period of time. (P)
- 8.6.2 Wholesale Distributors: Supplier that furnishes industrial components from various suppliers to be used by Electro-Matic's customers, or Electro-Matic's assembled products. (D)
- 8.6.3 Manufacturer: Machine/Fabrication: Supplier that produces product specifically for Electro-Matic per our drawings or specifications. (MMF)
- 8.6.4 Manufacturer: Supplier that produces product based on their specifications and/or drawings and is used in Electro-Matic assembled products. (M)
- 8.6.5 Outside Contractors: Supplier who adds value to Electro-Matic's bill of material specifications and/or drawings. (OC)
- 8.6.6 Outside Service: Supplier who provides outside services that are integral to Electro-Matic meeting customer requirements. (OS)

## 8.7 Control at the Supplier's Facility

- 8.7.1 Electro-Matic may audit product and process quality at the Supplier's facility. Electro-Matic will schedule such audits with the Supplier.
- 8.7.2 If necessary, supplied components may be reviewed at the Supplier's facility by Electro-Matic.
- 8.7.3 If necessary, supplied components may be reviewed at the Supplier's facility by Electro-Matic's customers.

## 9.0 Questions and Direction

- 9.1 Our supply base shall gain direction regarding this manual from the Purchasing Manager or Warehouse Facilities Manager.
- 9.2 The Purchasing Manager or Warehouse Facilities Manager are the only people who may authorize deviations from these requirements and must do so in writing. Any deviation or authorization deviating from this manual must accompany shipments.