

## **SE-MI Purchase Order Flowdown Requirements**

Please be aware that the following clauses apply to all purchase orders issued to you by SE-MI Automatics:

- Notify SE-MI Automatics of any non-conforming product.
- Obtain SE-MI Automatics approval for any non-conforming product prior to shipment to SE-MI Automatics.
- All suppliers must maintain a Quality System that is compliant to the requirements of ISO 9001:2015 and/or AS9100:2015.
- Notify SE-MI Automatics of any changes in product and/or processes, change of suppliers, changes of manufacturing facility location and. Where required, obtain SE-MI Automatics approval.
- Flow down to the supply chain the applicable requirements including customer requirements,
- All records must be retained for a minimum of 3 years.
- Where appropriate, all personnel shall be qualified to perform their job function.
- Right of access by SE-MI Automatics, our customer and regulatory authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.
- All packing slips/C of C's must include the revision status as per the SE-MI Automatics purchase order, if applicable
- Where appropriate, test specimens must be submitted to SE-MI Automatics inspection/approval
- Where appropriate, the supplier shall identify the requirements for design, test, inspection, verification, use of statistical techniques for product acceptance,
- Calibration houses Only: A calibration system in conformance with ANSI/NCSL Z540-1 must be maintained that is traceable to the National Institute of Standards and Technology and provides positive identification of calibration status. Adequate process controls, records, and certifications shall also be sufficiently maintained to satisfy purchase order requirements. Data is required with any out of tolerance condition(s) found.
- Use current revision of all referenced documents unless otherwise instructed.
- Ensure that all persons are aware of:
  - Their contribution to product quality
  - Their contribution to product safety
  - The importance of ethical behavior
  - Use current revision of all referenced documents unless otherwise instructed.