

## MEI SUPPLIER QUALITY CLAUSES

- A: Review attached and/or included requirements for approval of applicable product, equipment, processes and procedures, if applicable.
- B: Supplier must have qualified personnel to perform set tasks, if applicable.
- C: If applicable, review attached and/or included process requirements, inspection instructions or other applicable specs/drawings/technical data. Unless otherwise specified on the Purchase Order, use the latest revision of specs/drawings/technical data.
- D: Review and agree to the clauses and specifications on the purchase order prior to shipment.
- E: Supplier shall maintain Test data on file for a minimum of 10 years, if applicable.
- F. Any requirements for design, test inspection, verification, use of statistical techniques for product acceptance and related instructions will be included with MEI's purchase order.
- G: Any non-conforming product must be approved by MEI before shipping. When preapproved to ship nonconforming material, the acknowledgment letter must be included with the shipment and attached to the Packing slip.
- H: Any changes in product and/or process definitions, changes of suppliers, change of manufacturing facility location, where required, must obtain MEI approval in writing.
- I: MEI, MEI's customer, and/or any regulatory authorities have the right of access to all facilities involved in this order; including all applicable records.
- J: Supplier must flow down requirements, **including documentation and record retention**, and/or key characteristics in the purchasing documents to sub-tier suppliers as applicable.
- K: The Seller shall review and retain copies of the Manufacturer's original Certificate of Conformance (C of C) for each electronic part for a minimum of 10 years.  
Manufacturer CoCs shall, at minimum, include the following:
- a) Manufacturer name and address;**
  - b) Manufacturer's part number;**
  - c) Batch identification for the item(s) such as date codes, lot codes, serializations, or other batch identifications;**
  - d) Signature or stamp with title of seller's authorized personnel signing the certificate;**
  - e) Certification to testing specification and revision level that parts are certified to.**
- L: As applicable, supplier will include: 1.) test reports 2.) Airworthiness certificate.
- M. Records of product origin, conformity and shipment shall be maintained in accordance with customer, statutory and regulatory requirements.