

 <b>ACCESSIBILITY SERVICES</b>	<b>Supplier Quality Requirements</b>	Document #	ASI9000010A
		Revision	00
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The following is requirements of suppliers that provides products and services to Accessibility Services.

**Quality Management System:** The supplier should as a minimum maintain and implement a documented quality management system similar in nature to ISO 9001:2015 requirements, available in the English language. Form ASI9000010A will be sent to new suppliers and returned signed. Approval of supplier will be given after three consecutive and satisfactory deliveries. This system is subject to review and a periodic evaluation by Accessibility Services.

**Certificate of Conformity:** A certificate of conformance shall be supplied at the initial shipment and include a statement that the product provided meets the controlling engineering and purchase order requirements. Distributors of hardware or raw materials are required to include the legal name of the product manufacturer on the packing slip immediately following the part number and provide copies of the original manufacturer certifications.

**Packaging:** Product must be boxed, banded, or shipped in a manner that will ensure that no damage will occur. All supplied product must be segregated by part number and lot.

**Substitution:** Notice of substitution must be provided to Accessibility Services of any part, component, material, or assembly that the seller believes to be of equal or better quality, function, reliability, etc. prior to being delivered. The suggested substitution must be a direct replacement. Substitutions delivered without Accessibility Services authorization shall be rejected and returned to seller.

**Changes:** The seller shall not make any changes to the product defined in the purchase order without prior written approval.

**Record Retention:** Unless otherwise specified in the purchase order, seller records shall be maintained for a period of six (6) years from the date of delivery. As a minimum, these records shall consist of inspection and test results and data, certifications, lot control data, physical test data and other records for traceability, processes, etc.

**Corrective Action:** In response to buyer initiated corrective action requests, the seller shall advise the buyer of action taken to correct the reported non-conformances on supplier corrective action request form furnished by buyer. Such requests require timely responses.

**Personnel Qualification:** Supplier shall provide adequate training and certification to persons performing work to provide products and services to Accessibility Services Purchase Order.

**Supplier performance rating:** Accessibility Services expects suppliers to perform within the parameters set by expectation of our customers. To this extent, supplier performance will be monitored for on-time delivery and product quality on an annual basis using Accessibility Services initial inspection form.

**Inspection of product:** Supplier shall conduct inspection/testing of products and services under the purchase orders to ensure that all requirements are accounted for and verified for compliance.

**Foreign Object Debris/Damage:** Supplier shall implement adequate preservation methods and best practices to prevent FOD.