



Quality Management System

SABRITEC
 17550 Gillette Ave.
 Irvine, California 92614

- Instruction -

SUPPLIER HANDBOOK

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DOCUMENT No. QMI-742	ISSUE D	PAGE 1/19
--------------------------------	-------------------	---------------------



REVISION RECORD

REV.	DESCRIPTION OF CHANGE	RELEASED DATE	RELEASED BY
NC	Initial release of document.	2/14/04	P. Golzari
A	Removed AS9102 and QMI-703 from Section 3. Added QMP-822 to Section 3. Revised 6.0, 6.3.3, 6.3.4, 6.5.1, & 6.5.2 Revised 8.2	10/27/04	E. Whitmire
B	Insert ANSI/NCSL Z540.1, ASTM D 3951, ISO 9001, ISO10012-1, SAE AS 9120, SAE AS 7003 to section 3 Insert NADCAP to section 4 Revised 6, 6.1.2, 6.2.1, 6.2.3, 6.3.1, 6.3.1.1, 6.3.1.2.1, 6.3.1.2.2, 6.3.1.3, 6.3.4, 6.3.5, 6.3.6, 6.5.2, 8.2	6/9/06	E. Whitmire
C	Revised 5, updated Quality Policy statement Revised 6.1.2, limited to open orders only for Limited status. Revised 6.3.2, PO will reference numbered SQAR codes Revised 6.3.6, removed certification from composite calculation Inserted 6.4.3 ITAR, sections that followed were renumbered Revised 6.4.4, Ethics, added reference to Smiths code of business ethics Revised 6.4.5 Website, added terms and conditions, quality clauses Moved Supplier Performance Classification from 8.1 to 6.3.6. SQAR 8.2 became 8.1. T & C 8.3 became 8.2 Revised 8.1 and 8.2, text of SQAR and T & C replaced with title reference to website.	2/3/10	E. Whitmire
D	Revised 6.1.1 & 8, added export compliance screening, forms Non-Disclosure Agreement & Supplier Maintenance, added Setup to paragraph title of to 6.1.1. Revised 6.3.6, increase supplier rating thresholds Revised 7, changed 7 years to 10 years	1/12/11	E. Whitmire



CONTENTS

1. **PURPOSE** 7

2. **SCOPE** 7

3. **REFERENCE DOCUMENT(S)** 7

4. **DEFINITIONS** 8

5. **GENERAL** 9

6. **PROCEDURE** 10

6.1. Supplier Approval Process 10

6.1.1. *Capability Assessment/Setup* 10

6.1.2. *Approved Supplier List* 12

6.2. Purchasing Requirements 13

6.2.1. *Request for Quote (RFQ)* 13

6.2.2. *Purchase Order (PO)* 13

6.2.3. *Purchase Order Changes/Amendments (POA)* 13

6.2.4. *Delivery* 14

6.2.5. *Payment* 15

6.3. Quality Requirements 15

6.3.1. *Supplier Quality Program* 15

6.3.2. *Supplier Quality Assurance Requirements* 18

6.3.3. *Control of Nonconforming Material* 18

6.3.4. *Data and Documentation* 19

6.3.5. *Supplier Corrective Action Requests* 20

6.3.6. *Supplier Performance Monitoring* 20

6.3.7. *Returned Material* 22

6.4. Communication/Information transfer 23

6.4.1. *Point of Contact* 23

6.4.2. *Proprietary Information* 23

6.4.3. *ITAR* 24

6.4.4. *Ethics* 24

6.4.5. *Website* 25

DOCUMENT No.	ISSUE	PAGE
QMI-742	D	3/19



6.5. Certification Programs 25

 6.5.1. Certified Supplier 25

 6.5.2. Certified Part/Process 26

7. RECORDS 27

8. APPENDIX 28

 8.1. Supplier Quality Assurance Requirements 28

 8.2. General Terms and Conditions of Purchase 28

 8.3. FI742-01 Non-disclosure Agreement form 28

 8.4. FI742-02 Supplier Maintenance form 28

9. FLOWCHART 29

DOCUMENT No. QMI-742	ISSUE D	PAGE 4/19
--------------------------------	-------------------	---------------------



1. **PURPOSE**

To communicate to the Sabritec supply base; the expectations, requirements, methodology and procedure for the procurement of goods and service. In essence to document a guide to doing business with Sabritec.

2. **SCOPE**

This procedure applies to potential and current suppliers to Sabritec.

3. **REFERENCE DOCUMENT(S)**

- ANSI/NCSL Z540.1 American National Standard for Calibration: Calibration Laboratories and Measuring and Test Equipment - General Requirements
- ASTM D 3951 Standard Practice for Commercial Packaging
- ISO 9001 Quality Management Systems -- Requirements
- ISO 10012-1 Quality Assurance Requirements for Measuring Equipment - Part 1: Metrological Confirmation System for Measuring Equipment
- QMP-420 Control of Documents and Records
- QMP-740 Purchasing
- QMP-822 Quality Audits
- QMP-830 Control of Nonconforming Product
- SAE AS 7003 Nadcap Program Requirements
- SAE AS 9120 Quality Management Systems - Aerospace Requirements for Stockist Distributors

4. **DEFINITIONS**

ASL: Approved Supplier List

NADCAP: National Aerospace and Defense Contractors Accreditation Program

DOCUMENT No.	ISSUE	PAGE
QMI-742	D	5/19



PMRB/MRB: Authorized members of the Sabritec Review Board responsible for the disposition of nonconforming material.

PO: Purchase Order. A formal document specifying goods and/or service requirements.

POA: Purchase Order Amendment. A revision or change to an original purchase order issued to reflect a change in information or addition to the original order.

RFQ: Request For Quote. A formal supplier inquiry for pricing, delivery and terms of goods/services.

SET: Supplier Evaluation Team. A team consisting of representatives from Quality and Purchasing responsible for the monitoring and evaluation of suppliers.

SQAR: Supplier Quality Assurance Requirements. Quality requirements for goods or services that are included in a purchase order to a supplier.

Supplier: Any organization that supplies goods or services to Sabritec.

Supplier Control: A function of Quality Assurance/Purchasing responsible for monitoring Supplier Performance.

5. GENERAL

Sabritec Suppliers are an integral part of the Sabritec business and have a direct impact on our ability to continually improve Customer satisfaction. The significance for which has been incorporated into the Sabritec Quality Policy:

SABRITEC QUALITY POLICY

Our goal is to provide a high quality interconnect product to our customers through innovative design and continuous improvement of manufacturing processes and operational performance.

We will accomplish this through:

- Anticipating the needs of our market.
- Listening to and understanding our customer’s expectations.
- Investing in tools and equipment to expand our technology.
- Investing in our people through training and education.
- Evaluating/improving our internal capabilities.
- Partnering with a knowledgeable and capable supply base.

DOCUMENT No. QMI-742	ISSUE D	PAGE 6/19
--------------------------------	-------------------	---------------------



- Providing a challenging and rewarding company environment.

6. PROCEDURE

The Sabritec purchasing activity is governed internally by QMP-740.

6.1. Supplier Approval Process

All procurement of goods and services which end up in or directly support Customer delivered product are acquired from approved sources. This approval is based on a capability assessment derived from onsite visits or requested information relative to the suppliers potential to deliver cost effective, quality goods and service, on time.

6.1.1. Capability Assessment/Setup

Sabritec Purchasing evaluates the need for supplier services. This evaluation includes consideration of existing supplier capability, capacity, and cost or schedule issues.

Purchasing requests information from the supplier as required to adequately evaluate the supplier's potential.

Financial statements, Annual Reports, Dunn and Bradstreet ratings, capability (facility/equipment) list, capacity, lead time, pricing, and other pertinent information are included in the initial evaluation as deemed appropriate.

To verify supplier exports are conducted legally in regards to controlled goods and technologies; and/or restrictions on shipping, Purchasing performs Restricted Party and Denied Party screening against all relevant U.S. Government lists, including Specially Designated Nationals and Blocked Persons.

Once potential has been established, Purchasing sends a Supplier Evaluation Checklist (Form FP822-0X) to the supplier. The supplier conducts a self-evaluation, records results, and returns the completed form to Sabritec.

Purchasing also sends a Non Disclosure Agreement form, FI742-01. The supplier agrees to the terms of the non-disclosure agreement, completes the form, and returns the signed form to Sabritec.

Purchasing and Quality Assurance representatives review all pertinent information regarding the supplier, solicit input from Sabritec supporting disciplines as required, and determine the appropriate action as follows:

DOCUMENT No.	ISSUE	PAGE
QMI-742	D	7/19



- add supplier to the Approved Supplier List,
- schedule an on-site survey,
- request additional information from the supplier,
- eliminate the supplier from further consideration.

On-site supplier evaluations are performed to established checklists and/or specific agendas developed by the auditor or evaluation team IAW QMP-822. The results (completed checklists, trip reports) are documented and maintained in the supplier file.

Following a supplier survey or request for additional information, the supplier is either added to the Approved Supplier List or eliminated from consideration as detailed above.

For suppliers that are approved, Purchasing completes a Supplier Maintenance form, FI742-02, and submits form to accounting. Accounting will enter pertinent data into the Oracle database. The completed form is maintained in the supplier file by Purchasing.

6.1.2. Approved Supplier List

Successful qualification to the Approved Supplier List (ASL) completes the initial phase for new suppliers. Sabritec Quality Assurance maintains the ASL for use by Purchasing, Engineering, and Manufacturing personnel. The list contains pertinent information on suppliers of material, parts and service used in the manufacturing of a Sabritec deliverable product. Data maintained on the ASL includes; general supplier information, commodity codes, and approval status including limitations or restrictions.

Limitations may be restrictions relative to processes and/or part numbers based on capability. Supplier status is identified as described below:

- Preferred: Certified parts/process not requiring Sabritec verification at receipt.
- Approved: Qualified for orders within the Suppliers or their subcontractor's capabilities.
- Conditional: Qualified for orders within the suppliers or their subcontractor's capabilities with additional controls.
- Limited: Qualified for orders within a stated scope of capabilities and limited to open orders only.
- Disapproved: Not qualified for any new orders. Once current orders are complete, supplier is removed from the Approved Supplier List

DOCUMENT No.	ISSUE	PAGE
QMI-742	D	8/19



6.2. Purchasing Requirements

6.2.1. Request for Quote (RFQ)

Sabritec Purchasing will initiate Request for Quotation from qualified sources. The RFQ will include: part number and/or description, revision, quantity, terms, associated drawings and/or specifications as applicable.

The Supplier is expected to respond to the RFQ within 48 hours or as specified, with price, lead time and any exceptions to the RFQ package.

6.2.2. Purchase Order (PO)

Sabritec Purchasing will notify Suppliers of contract award with a Purchase Order specifying: part number and/or description, revision, quantity, delivery date – due on dock, price and associated terms, drawings and/or specifications as applicable.

The Supplier is responsible for assuring work is performed in accordance with the configuration (revision) specified. Where referenced specifications are called out without reference to a revision, the latest configuration in place at time of contract award shall be used.

Sabritec's Standard Terms and Conditions (See Appendix 8.3) are incorporated as part of every Supplier PO except where specifically delineated otherwise.

6.2.3. Purchase Order Changes/Amendments (POA)

Sabritec Purchasing will communicate all changes to the Purchase Order with a Purchase Order Amendment. The POA will reflect the same PO number and be identified with a revision change identifier (1, 2, 3, etc.). The Supplier is responsible for reviewing proposed and incorporated changes for impact to open PO's and the stated negotiated terms. Any resultant impact shall be communicated to the Sabritec Buyer for incorporation into the Change Notice or appropriate Sabritec action.

6.2.4. Delivery

6.2.4.1. Packaging

Unless otherwise specified packaging shall be in accordance with ASTM D 3951, Standard Practice for Commercial Packaging, and shall ensure the integrity of product delivered against damage or degradation. Packaging shall be suitably labeled to identify the purchase order, part number and quantity at a minimum.

DOCUMENT No.	ISSUE	PAGE
QMI-742	D	9/19



6.2.4.2. Ship to Address

Unless otherwise specified the ship to address shall be:

Sabritec
17550 Gillette Avenue
Irvine, CA
92614

6.2.4.3. Transportation

Unless otherwise specified the method of shipment is at the discretion of the Supplier. (F.O.B. – destination) When shipping costs are incurred by Sabritec, the carrier and method will be specified on the Purchase Order.

6.2.5. Payment

Payment is made in accordance with Sabritec Standard Terms and Conditions or the negotiated terms of the Purchase Order.

6.3. Quality Requirements

6.3.1. Supplier Quality Program

Sabritec products support the aerospace, military, commercial and medical markets. Sabritec's Customers expect its Quality Program to meet the requirements of globally accepted Quality Standards and to flow down these same requirements and expectations to its supply base.

The requirement for a documented and effective Quality Program is specified in the Purchase Order Supplier Quality Assurance Requirements clauses. The program requirements are commensurate with the criticality and/or complexity of work subcontracted. Suppliers are required to flow down to subcontractors all applicable Purchase Order requirements, clauses, terms and conditions.

6.3.1.1. Material/Product Producers

Sabritec products are designed to meet exacting Customer and internal performance specifications. Manufacturers of goods subcontracted by Sabritec must be produced by capable and controlled processes to ensure product integrity.

DOCUMENT No.	ISSUE	PAGE
QMI-742	D	10/19



At a minimum, Sabritec requires a Quality Program compliant to the requirements of ISO 9001. While certification is not required as a prerequisite for business, it does benefit the supplier's rating from which procurement decisions are made.

Independent certification or a Sabritec on-site evaluation is a prerequisite for becoming a Certified Sabritec Supplier.

6.3.1.2. Service Providers

6.3.1.2.1. Special Processes

Sabritec products are designed for durability and reliability over the expected service life. Special process suppliers play a critical role in Sabritec's ability to meet and exceed its warranty commitments.

At a minimum, Sabritec requires a Quality Program compliant to the requirements of the applicable sections of ISO 9001 with process controls in place according to the governing process specification. While NADCAP accreditation (SAE AS 7003) is not required as a prerequisite for business, it does benefit the supplier's rating from which procurement decisions are made.

Independent certification is a prerequisite for becoming a Certified Sabritec Supplier.

6.3.1.2.2. Calibration

The verification and validation of Sabritec products is dependent on the accuracy and precision of measuring and test devices calibrated by outside sources.

At a minimum, Sabritec requires a Quality Program compliant to the requirements of ISO 10012-1 and or ANSI/NCSL Z540-1. While certification is not required as a prerequisite for business, it does benefit the supplier's rating from which procurement decisions are made.

Independent certification is a prerequisite for becoming a Certified Sabritec Supplier.

DOCUMENT No.	ISSUE	PAGE
QMI-742	D	11/19



6.3.1.3. Distributors

Industry standard components, materials and hardware may be procured through distribution channels. Distributors are required to acquire material from approved sources and to maintain traceability to the manufacturer.

Certifications of material and/or processing requirements in accordance with the Sabritec drawing, applicable or governing specifications shall be retained on file.

Independent certification (SAE AS9120) is a prerequisite for becoming a Sabritec Certified Distributor.

6.3.2. Supplier Quality Assurance Requirements

Quality Assurance requirements are communicated to the supplier via numbered codes referenced on the purchase order. The Supplier is required to comply with the clauses as specified by the Purchase Order. Text of the Quality clauses can be found on our web-site at <http://www.sabritec.com/aboutus/supplier.html>.

6.3.3. Control of Nonconforming Material

Sabritec suppliers are required to have a system in place to prevent the unauthorized shipment of nonconforming material to Sabritec. When nonconforming material is detected, it shall be identified, segregated, documented and dispositioned.

Sabritec suppliers are NOT AUTHORIZED to disposition nonconforming material; Use As Is or Repair, for product under Sabritec design authority.

Where the Supplier proposes such a disposition, a Material Disposition Report (MDR) shall be requested from the Sabritec Buyer. Upon receipt of the form, the Supplier will complete the required information and return the form to the Buyer who will refer the MDR to the Sabritec MRB, in accordance with QMP-830, for disposition. If the MDR is approved, a copy will be provided to the Buyer and forwarded to the Supplier. The Supplier shall reference the MDR number on the accompanying certification and/or attach a copy of the MDR included with product shipment.

6.3.4. Data and Documentation

Sabritec requires data and documentation to support product deliveries. Documentation is requested to ascertain whether contract requirements have been met and/or to have available for Customer verification the objective evidence of such. Typical data requirements include the following:

- Material certification

DOCUMENT No.	ISSUE	PAGE
QMI-742	D	12/19



- Process certification
- Test data
- Inspection data
- Nonconforming material reports
- 1st article Reports

Supplier documentation is to accompany the hardware shipment when specified. Material and/or process certifications, inspection and test data/reports are considered Quality records and are to be signed/stamped and dated by a supplier Quality Assurance representative. These types of Supplier documentation are considered Quality records and are controlled in accordance with QMP-420. When such records are not required to be provided with the shipment, the Supplier shall maintain this data in accordance with section 7.

6.3.5. Supplier Corrective Action Requests

A Supplier Corrective Action Report (SCAR) may be issued when products or services do not meet the purchase order requirements. The supplier will be advised of the discrepancy and requested to take immediate actions to contain any other product from reaching Sabritec and to implement corrective action. The supplier will investigate and report the root cause of the discrepancy and the actions taken to prevent recurrence with effectivity dates. If a SCAR is not answered by the due date (usually 10-15 days), it will adversely affect the supplier’s performance rating.

6.3.6. Supplier Performance Monitoring

Suppliers are evaluated on product quality and delivery performance in accordance with QMP-740.

This review is conducted in a forum with Purchasing and Quality Assurance held at quarterly intervals.

The delivery portion of the rating examines how well the supplier meets committed delivery schedules. Once a date has been agreed to, the supplier is expected to have parts on the receiving dock by that date. A delivery is considered “on-time” when it is received complete and between -5 to +0 days from the scheduled date.

The Delivery Rating is based on:

- 6 month performance period
- line items received within window / total line items due

DOCUMENT No. QMI-742	ISSUE D	PAGE 13/19
--------------------------------	-------------------	----------------------



The quality portion of the rating examines how well delivered product meets the stated drawing/specification and SQAR requirements. If nonconforming material is detected a Material Disposition Report (MDR) is initiated and the product dispositioned through Sabritec PMRB/MRB. Where the nonconformance is attributed to the supplier a Corrective Action Report is initiated.

The Quality Rating is based on:

- 6 month performance period
- parts rejected / parts received

The Supplier Overall Rating is calculated as:

- .55 (Quality Rating) + .45 (Delivery Rating)
- - .02 (for each overdue CAR)

This rating is the primary indicator of the Suppliers ability to contribute to the long term success of Sabritec. The supplier and Sabritec together therefore share in the responsibility for the accuracy of this data. Supplier performance goals and rating classifications are defined below:

LEVEL	QUALITY	DELIVERY	COMPOSITE VALUE	STATUS	CONSEQUENCE
BLUE	>= 99.8%	>= 98.0%	>= 98.99%	Qualifies for Certification	Preferred business partner for new and existing business
GREEN	>= 99.0%	>= 95.0%	>= 97.20%	Qualifies for Approved Sourcing	Business partner for new and existing business
YELLOW	>= 95.0%	>= 90.0%	>= 92.75%	Qualifies for Conditional Sourcing	Business partner for existing business
RED	< 95.0%	< 90.0%	< 92.75%	Qualifies for Limited Sourcing	Business partner for open orders

6.3.7. Returned Material

Where material received has been determined to be nonconforming to requirements, Sabritec will return the material to the Supplier for rework or replacement. The Supplier should take every effort to expedite the return of product so as not to impact

DOCUMENT No. QMI-742	ISSUE D	PAGE 14/19
--------------------------------	-------------------	----------------------



Sabritec delivery commitments. Reworked or replaced product shall be so identified by the Supplier for Sabritec receiving and inspection personnel.

In some cases where material is urgently required to meet Customer schedules, Sabritec may elect to rework the product. The Supplier may be required to cover some or all the associated costs for the rework. Such action would be negotiated between Sabritec and the Supplier.

6.4. **Communication/Information transfer**

6.4.1. **Point of Contact**

Sabritec realizes that the procurement activity is a partnership and that both sides must clearly state and communicate requirements and understanding. The focal point of all communication in regards to the Purchase Order is the Sabritec Buyer.

The Buyer will assure that questions relative to contract terms or technical data are forwarded to the responsible authority within Sabritec and communicated back to the supplier in writing or via change notice/amendment as appropriate.

The Supplier is also expected to notify the Sabritec Buyer of impacts to delivery schedules. The Supplier shall communicate the reason for delay and the revised delivery date.

6.4.2. **Proprietary Information**

During the course of doing business, information and data will be exchanged; some of which will be considered proprietary.

Information relative to the Suppliers technology, processes and other pertinent company data will be considered proprietary. As such, Sabritec personnel will not divulge any such information to other parties.

Sabritec information such as; drawings, specifications, analysis and general company data shall be considered proprietary. As such, the Supplier shall not divulge this information to other parties. Specifically, engineering data is proprietary and the Supplier shall not produce product from this data for any other party unless authorized in writing by Sabritec.

6.4.3. **ITAR**

International Traffic in Arms Regulations (ITAR) is a set of United States government regulations that control the export and import of defense-related articles and services on the United States Munitions List (USML). These regulations implement the

DOCUMENT No.	ISSUE	PAGE
QMI-742	D	15/19



provisions of the Arms Export Control Act. The Department of State interprets and enforces ITAR. Its goal is to safeguard US national security and further US foreign policy objectives.

When a drawing is identified with the ITAR mark, Sabritec considers the drawings and any technical data related to the design ITAR controlled. The Supplier shall not divulge information and material to a foreign person (including organizations) unless authorization from the Department of State is received or a special exemption is used. US Persons (including organizations) can face heavy fines if they have, without authorization or the use of an exemption, provided foreign (non-US) persons with access to ITAR-protected defense articles, services or technical data.

6.4.4. Ethics

Sabritec employees will not offer to or accept from subcontractors; entertainment, gifts or other gratuities. See Sabritec's code of business ethics at <http://www.smiths-group.com/ethics.aspx> Business will be conducted within generally accepted professional codes of conduct. The aim of the Sabritec-Supplier relationship is that of a mutually beneficial partnership based on integrity and being consistent with the agreed upon terms.

6.4.5. Website

Sabritec general information, terms and conditions, quality clauses, contacts, data, and forms can be accessed via the internet at <http://www.sabritec.com>

6.5. Certification Programs

Sabritec's procurement objectives include doing business with suppliers for which redundant verification of goods and associated queues is minimized. To this end, Sabritec has developed programs for the certification of suppliers, parts and/or processes. Certified sources of goods and service to Sabritec are given priority in new/additional business growth.

All certification activities are coordinated and maintained through the SET. Status is reviewed and updated quarterly.

6.5.1. Certified Supplier

The criteria for becoming a certified source to Sabritec is as follows:

- Current status as APPROVED supplier
- Current Supplier performance ratings qualify

DOCUMENT No.	ISSUE	PAGE
QMI-742	D	16/19



- Independent accreditation/certification or successful completion of on-site Sabritec evaluation
- Approved 1st article reports for active part numbers

Once a Supplier is certified, Sabritec shall be notified of any; ownership, facility, Top Management changes or Quality Management System disapprovals.

6.5.2. Certified Part/Process

The criteria for part or process certification is defined below:

- Current status as APPROVED supplier
- Current Supplier performance ratings qualify for specific part/process
- Independent accreditation/certification or successful completion of on-site Sabritec evaluation
- Approved 1st article reports for specific part numbers or process control plan

Once a part/process is certified, the Supplier is required to notify Sabritec of any changes prior to implementation.

7. RECORDS

Sabritec requires Suppliers to maintain records for a period of 10 years in accordance with internal governing procedures. Records are to be available for Sabritec review and shall be retrievable in 48 hours or less from notification request. Records are to be maintained in a method that assures protection from deterioration or loss.

When required, Sabritec will request additional data and documentation through the Sabritec Buyer.

DOCUMENT No.	ISSUE	PAGE
QMI-742	D	17/19



8. **APPENDIX**

8.1. **Supplier Quality Assurance Requirements**

Sabritec current Supplier Assurance Quality Requirements can be accessed via the internet at <http://www.sabritec.com>

8.2. **General Terms and Conditions of Purchase**

Sabritec current General Terms & Conditions of Purchase can be accessed via the internet at <http://www.sabritec.com>

8.3. **FI742-01 Non-disclosure Agreement form**

8.4. **FI742-02 Supplier Maintenance form**

DOCUMENT No. QMI-742	ISSUE D	PAGE 18/19
--------------------------------	-------------------	----------------------



9. FLOWCHART

