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SUPPLIER QUALITY MANUAL

1. Responsibility for Quality

The supplier will be responsible for the quality of parts supplied to any Reell Precision Manufacturing location including contract manufacturers acting as an agent for Reell Precision Manufacturing. The supplier must have adequate systems in place to assure quality. Contact Reell if you have any questions regarding these requirements or need assistance in developing an effective quality plan.

2. Purchase Order Terms and Conditions

Refer to Reell Spec 291 for Supplier Purchase Order Terms and Conditions. The latest revision is called out on the Supplier Purchase Order. Contact Global Purchasing to obtain a copy of this specification, (as needed).

3. Supplier Declarations

Reell expects its suppliers (including packaging or contract manufacturers) to conform with the following statutory / regulatory requirements: (Note: Reell suppliers are responsible for complying with the latest requirements). Examples, but are not limited to the list, can be Restriction of Hazardous Substances (RoHS), Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), California Prop 65 and Conflict Minerals.

Reell will send out an annual Supplier Declaration.

4. Revision Level

Upon order for tooling and/or parts, Reell will issue a released print specifying revision level. All quality records submitted to Reell must include the revision level of the parts that the record represents.

5. Measurement Reports

Inspection data and material certifications for each lot shall be retained by supplier and reviewed by authorized supplier personnel to ensure the quality of parts produced. This inspection data must be filed and be available upon request for audit purposes. Where required by REELL, a Certificate of Conformance (CoC) documents must accompany product shipment and reflect each production lot contained in the shipment. Inspection data, deviation issued by Reell, and material certification shall be maintained for a minimum of 5 years plus 1 year (10 years preferred plus 1 year).

6. Part Submission Warrant (PSW)/Production Part Approval Process (PPAP) Requirements

On new parts or products, tool changes, or significant drawing changes, Reell will require a level 3 PPAP (Production Part Approval Process). Specific requirements will be communicated via a PSW form or an industry standard PPAP such as Continuous Quality Improvement (CQI) or Special Process Assessment Document.

The PSW may include the following or additional requirements:

- **First Article Inspection** (per cavity if applicable) – Reell requires the supplier to submit data and components for a 3- piece first article inspection for all items on the drawing (dimensions and notes). This is required for tooling samples (if applicable) or first shipment from production “hard” tooling (parts measured will be serialized and submitted).
- **Process Control Plan** – The control plan may also be referred to as a Quality Plan. Quality/Control plans should include incoming quality control (IQC), in-process quality control (IPQC) and outgoing quality control (OQC) requirements and any special process characteristics required by Reell.

- **Capability Study** – Capability studies are to be conducted on those items indicated on the Part Submission Warrant (PSW). The Capability Study must include documentation of average (mean), standard deviation, process capability (Cp) and process performance index (Cpk). Sample size quantity is 32 pieces unless otherwise specified on the PSW. Cpk minimums are either defined on the drawing or in the supplier's Quality Control Plan. Suppliers are encouraged to perform process studies, even when not required in the PSW.

When submitted PSWs or PPAPs are approved, tooling will be approved, and tooling payment can be issued. All items not meeting the print must be corrected by the supplier at the supplier's expense unless Reell issues a written deviation accepting the tool in its present condition or pending a print revision.

7. Quality Control: Nonconforming Materials, and Supplier Correct Action Reports (SCARs)

If a supplier's parts are found to be nonconforming, but does not warrant a SCAR or documentation follow-up with Reell, the supplier will be notified by Reell's Quality Engineer using a Supplier Notification form.

If a supplier's parts are found to be nonconforming, but does warrant a SCAR or documentation follow-up with Reell, the supplier will be notified by Reell's Quality Engineer using a SCAR form. When a SCAR form is sent, the SCAR form is sent when a nonconformance occurs that requires a supplier disposition (parts return or credit), significant rework, or expense. An initial response and containment plan is required within 48 hour of receiving a SCAR form. The completed SCAR form (or a supplier's internal form such as an 8D, 5D, etc.) must be returned to Reell within 21 days of receiving the SCAR form. Implementation of identified long term corrections may exceed 21 days, but the completed form with root cause, short- and long-term corrections with implementation date and responsible person must be returned within 21 days.

Parts requiring a supplier disposition shall be addressed per the Terms and Conditions.

Reell Precision Manufacturing reserves the right to recover from the supplier all costs reasonably incurred with mutual consent in the course of addressing a supplier caused nonconformance including, but not limited to, rework, labor, customer charges, travel, etc.

8. Quality Control: Deviations and Required Reviews prior to shipment

Items that do not meet drawing specifications or satisfy Cpk targets require a written deviation from Reell prior to shipment. The deviation must accompany the shipments.

In addition, the following changes require review and written approval from Reell prior to shipment:

- Changes in manufacturing location
- Process changes that may affect fit, form or function
- New tools
- Changes in sub-contract/sub-tier suppliers
Note: Sub-contract/sub-tier suppliers already approved for one part are not automatically approved for use on another part.
- No changes shall be allowed in material(s), regardless of whether material is considered equivalent, without prior written approval by Reell.

9. Agreement Verification

Reell or Reell's Contract Manufacturer's reserve the right to audit each supplier and any supplier's sub-contract/sub-tier suppliers at reasonable times as needed.

10. Customer Owned Tooling

Supplier must identify, control, maintain and store customer supplied tooling as communicated by Reell Supplier Quality usually during the FAI phase. This may be followed up during subsequent on-site visits or audits.

11. Additional controls for Contract Manufacturer's

For IQC, the Contract Manufacturer (CM) is required to verify through documented IQC inspection records that sub-tier Suppliers are providing product that meets Reell requirements. Reell reserves the right to audit these IQC inspection records.

12. Product Identification and Traceability

The following information shall be identified on all shipping cartons and shipping documentation.

Examples of product identification and traceability fields are:

Reell part number

Reell revision letter

Quantity

Lot number

Reell purchase order number

Supplier Name

Country of Origin

Ship Date

Box __ of __