



# SUPPLIER MANUAL

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# SUPPLIER MANUAL



## 1. INTRODUCTION:

The purpose of this manual is to give suppliers to IER Fujikura, Inc. a document that communicates IER Fujikura, Inc.'s requirements and expectation for those companies that wish to supply product and services to IER Fujikura, Inc. These requirements are in addition to the terms and conditions of the purchase order.

The basis for this manual is the requirements of AS9100, ISO 9001, TS 16949, AIAG reference manuals and our own requirements.

Our processes, procedures and this manual as well as the performance of each supplier are reviewed on a continual basis.

This manual is the property of IER Fujikura, Inc. and is for the exclusive use of the suppliers to IER Fujikura, Inc. This manual must not be used in part or whole for other purposes or companies.

This supplier manual has been approved by the following:

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Purchasing Manager

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Quality Assurance Manager

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## 2. SCOPE:

This manual was developed for those suppliers who produce raw materials, products, components or provide some kind of service to IER Fujikura, Inc.

The requirements contained in this manual are intended to be applied to all suppliers regardless of the type, size, or volume that you produce for us.

## 3. REFERENCE MATERIAL:

When we developed this supplier manual the following reference sources were used and will be referenced throughout this manual. Requirements from these reference documents are stated within the context of this manual.

- APQP
- PPAP
- MSA
- FMEA
- SPC
- AS9100
- ISO 9001
- TS 16949

## 4. SUPPLIER APPROVAL PROCESS:

### Minimum Supplier Quality Requirements

Supplier Type	Requirement
Calibration Service	ISO 17025
Testing Service	ISO 17025
Raw Material (Manufacturer)	ISO 9001
*Sub-component (insert, plating, etc.)	ISO 9001
Tooling	Supplier overview form
Manufacturing Supplies	None
Manufacturing Services	None
Customer Mandated/Approved	Per customer requirement

#### \*Sub-Component

Automotive Industry = new supplier must be a minimum ISO 9001 with the goal of working toward TS16949 or TS16949 when required by our customer; unless they are customer specified.

Aerospace Industry = new supplier must be a minimum ISO 9001 or AS9100 when required by our customer.

Suppliers of products and materials must be approved according to the supplier approval process described below. IER Fujikura, Inc. purchasing department will coordinate the supplier approval process.

## 4.1 CANDIDATE SELECTION

After the quoting process, Purchasing considers a new supplier for a new or existing product or material. Purchasing will send the candidate supplier a Supplier Quality Manual and Supplier Company Overview.

## 4.2 SUPPLIER COMPANY OVERVIEW

The next step in the approval process is the assessment of the Supplier's Quality System.

IER Fujikura, Inc. will ask the supplier to complete the Supplier Company Overview and send a copy of their Quality Management System certifications.

It may be decided that an on-site assessment and/or project review is appropriate.

## 4.3 APPROVED SUPPLIER STATUS

Once the supplier has met the above requirements, The New Vendor Add form will be completed with the proper approvals to add the supplier's name to the "Approved Supplier" list.

Suppliers must send current copies of their certifications as they are renewed.

Suppliers must send notification if their certification is suspended.

## 4.4 ADDITIONAL REQUIREMENTS

The supplier must flow down to the supply chain any applicable requirements including customer requirements.

Records must be legible, identifiable, readily available and maintained for a minimum of seven years unless otherwise specified

The supplier must allow right of access to IER Fujikura, Inc., 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.

The supplier must establish and maintain documented procedures for identifying training needs and achieving competence of all personnel performing activities affecting product quality including part-time, temporary, seasonal, and contracted personnel. Personnel performing specific assigned tasks must be qualified, as required, with particular attention to the satisfaction of IER Fujikura, Inc. requirements.

## 5. PRODUCT APPROVAL PROCESS

- 5.1 Suppliers may be required to utilize the AIAG Core Tools.
- 5.2 Initial submission requirements will be defined in IER Fujikura's purchase order.
- 5.3 Designated Control Characteristics will be defined on IER Fujikura, Inc. Drawings.

Characteristics with these symbols must meet the required Ppk and Cpk requirements as outlined in the PPAP manual and IER Fujikura, Inc. prints.

- 5.4 All material supplied must conform to applicable statutory and regulatory requirements.

## 6. ON-GOING PRODUCTION

- 6.1 After production approval, suppliers are to deliver products according to IER Fujikura, Inc. schedules and Pull System. The supplier is responsible for shipping product that conforms to all delivery schedules and all IER Fujikura, Inc. customer specifications as described by the purchase order and documentation referenced in the purchase order.
- 6.2 IER Fujikura, Inc. may perform receiving inspection on samples taken from production shipments. If nonconformities are found, the lot will be placed on hold and a notification will be submitted to the supplier, which may include a corrective action.

IER Fujikura, Inc. will determine the usability of product that does not meet specification. We will work with the supplier to address issues of containment and/or replacement.

6.3 For rejections that require corrective action, suppliers must submit a corrective action report using the 8D problem-solving format.

## 6.4 PROCESS CHANGE AND PRODUCT RE-APPROVAL

The supplier must manufacture the product using the same process and quality systems used for the product approval samples. If the supplier wants to change a process, the supplier must notify in writing requested change. Process changes include changes in suppliers, manufacturing location, product, and manufacturing processes.

Supporting information for a change request should include:

- A description of the current process,
- A description of the proposed process, and
- A summary of the reason for the change.

Changes may required additional data or reporting and may not proceed without written approval from IER Fujikura, Inc.

## 6.5 PERIODIC ASSESSMENTS

Supplier performance will be evaluated quarterly and may be reported to the supplier.

## 6.6 CUSTOMER VERIFICATION OF PRODUCT

Requirements for test specimens for inspection, verification, investigation, or auditing may be requested.

# 7. SUPPLIER ASSESSMENT PROCESS

IER Fujikura, Inc. will develop suppliers on their ability to meet our requirements and expectations including the supplier's commitment to continuous improvement. Suppliers will be rated on a quarterly basis in the areas of quality and delivery performance.

The rating is intended to develop and give feedback to the supplier. It is also a part of the Supplier Certification criteria. A description of the rating criteria follows:

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## On-Time Rating

Zero days late, five days early (within the month due) = On-Time

On-Time/Shipments Received = On-Time Rating

100% = Excellent

95% - 99% = Acceptable

Below 95% = Improvement required

## Quality Rating:

Shipments received without an NCMR / Shipment Received = Quality Rating

100% = Excellent

95% - 99% = Acceptable

Below 95% = Improvement required

IER Fujikura, Inc. may send a summary report to key suppliers annually. Any rating that requires improvement needs an action plan submitted within 30 days of receipt.



## Revision Record

<b>Revision</b>	<b>Description of Change</b>	<b>Date</b>
None	Original	November, 1996
A	Re-write to QS Third Edition	10/01/02
B	Re-write to TS-16949, AS9100A	01/09/04
C	Section 5 - Clarified supplier requirements	03/12/07
4	Added section 4.4, Additional Requirements, added requirement for test specimens in section 6.6	01.11.2013