

The following is requirements of suppliers that provides products and services to Toolless Plastic Solutions.

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 QF-16 will be sent to new suppliers to complete and return for review and approval as a supplier for Toolless. This system is subject to review and a periodic evaluation by Toolless Plastic Solutions.

Certificate of Conformity: A certificate of conformance shall accompany each shipment and include a statement that the product provided meets the controlling engineering and purchase order requirements. The certificate of conformity shall also include traceability (batch/lot number) to the product provided. Distributors of hardware or raw material are required to include the legal name of the product manufacturer on the certificate of conformance 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 Toolless Plastic Solutions Quality Assurance 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 substitutions must be a direct replacement. Substitutions delivered without Toolless Plastic Solutions’ authorization shall be rejected and returned to the seller.

Changes: The seller shall not make any changes in 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 Actions: 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 Toolless Plastic Solutions’ Purchase Order.

Supplier performance rating: Toolless Plastic Solution expects suppliers to perform within the parameters set by expectation of our customers. To this extend, supplier performance will be monitored for on-time delivery and product quality on an annual basis using Toolless Plastic Solutions’ supplier evaluation 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.