

QUALITY	QUALITY SYSTEM	
LEVEL 2: DOCUMENT #:	QMS-040	
TITLE: SUPPLIER REQUIREMENTS MANUAL	Date:	JAN 2018
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Approved By: President - Sath Sivasothy	No. of Pages:	17

Executive Summary

Vyrian is a global distributor of electronic components. Vyrian Incorporated, “Vyrian,” is a leading broad-line distributor of semiconductors, active and passive components, electro-mechanical components, displays, LEDs and connectors. We are a premier supply chain partner to a wide variety of industry sectors including defense, aerospace, medical, IT and commercial. Vyrian’s exclusive component distribution network spans across Europe, Asia and the Americas to allow quick market access to the critical electronic components its partners need today.

Vyrian offers a menu of options for comprehensive parts testing to ensure authenticity, conformance and functionality. As an ERAI and GIDEP member organization, Vyrian actively works with its partners to reduce component non-conformance and the proliferation of high-risk components in the supply chain.

Supplier Requirements Overview

Vyrian recognizes the very important role our Suppliers have in the value we offer our customers. As an extension of our own operations, we rely on our Suppliers to provide material, products, and services that meet all of the requirements of Vyrian contracts, applicable specifications, and the quality management requirements outlined herein.

The purpose of this manual is to provide an overview of the requirements and expectations that Vyrian has for its Suppliers. Our suppliers play an integral role in our ability to continuously provide products of the highest quality possible to our customers. Your continued engagement with Vyrian as a supplier is your acknowledgement of the awareness of your contribution to product/service conformity and product safety. In addition to the requirements Vyrian has set, some industries or business sectors that Vyrian serves may require placing additional requirements upon suppliers. All industry-specific requirements that apply to each supplier will be communicated through documents including but not limited to this manual, purchase orders, written procedures, terms and conditions or other quality agreements/contracts.

This manual specifies additional requirements for Vyrian Aerospace Suppliers. Current and prospective suppliers must make all reasonable efforts to comply with all specified Vyrian requirements. For questions regarding any requirement, please contact Vyrian’s Quality Manager whose information has been provided to you.

More information is available on the *Supplier Portal* on our website: www.vyrian.com.

1.0 Supplier Code of Conduct

Code of Conduct and Policy Enforcement

This policy applies to Suppliers and their sub-tier sources. It is the responsibility of the Supplier to verify and monitor compliance of this code at their operations and sub-tier source operations.

Vyrian's Suppliers shall ensure that their operations are being performed in a manner that is appropriate, as it applies to their ethical, legal, environmental, and social responsibilities. Our basic requirements are as follows:

- **Compliance with Local Laws and Regulations**
Suppliers must adhere to the laws and regulations in the locality in which they reside. This includes all local, state, and federal laws/regulations in the country of origin.
- **Compliance with Environmental, Health, and Safety Laws**
The Supplier must maintain and operate its manufacturing/production facilities and processes in accordance with local, state, and federal laws/regulations in the country of origin. For items with inherent hazards, safety notices must be clearly visible. As applicable, documented safety handling and protection information must be provided.
- **Performance Commitment**
Supplier commits to working with Vyrian to allocate responsibility for assuring that all performance, endurance, maintenance, safety and warning requirements are met. It is preferred that this allocation of responsibility be in writing.
- **Non-Discrimination**
Suppliers shall not participate in or condone discrimination against any protected class of people as prohibited by local, state, and federal laws/regulations in the country of origin.
- **Compliance with Labor Standards**
Suppliers shall employ workers of minimum legal age in accordance with local, state, and federal laws/regulations in the country of origin. Child labor laws must be followed. Suppliers shall not practice the use of forced or indentured labor, or exceed the daily and weekly working hours as permitted by local, state, and federal laws/regulations in the country of origin. Suppliers shall compensate workers in accordance with local, state, and federal laws/regulations in the country of origin. This includes minimum legal wage, overtime wages, and benefits (required by law).
- **Ethical Behavior & Anti-Corruption**
Evidence of corruption, bribes, improper advantage, or any other form of illegal practice or unethical behavior by the Supplier or associated operations will terminate all relations with Vyrian.

Supplier Conduct & Quality

Supplier conduct has a direct impact on Vyrian's ability to provide quality services to its customers. Our Suppliers are expected to adhere to the above policies and to apply them in all dealings with, and on behalf of, Vyrian. Acceptance of a purchase order from Vyrian is your acknowledgement of your importance to our quality management system and your agreement to abide by the policies set forth herein. Failure to abide by Vyrian's ethics and quality policy in business dealings may result in disqualification from consideration for business, and/or future business, with Vyrian. Suppliers are fully responsible for ensuring that any employee, subcontractor, agent, or other third party assigned to provide services to Vyrian, as permitted by agreement with Vyrian, acts consistently with this Policy. As a Supplier, you agree to flow down these requirements to your employees, subcontractors, agents and suppliers.

Confidentiality

The Supplier shall ensure the confidentiality of Vyrian-contracted projects under development, and related product information, as well as intellectual property shared as a result of our working relationship. Documents furnished by Vyrian to the Supplier are furnished solely for the purpose of doing business with Vyrian. Proprietary documents may be furnished to the Supplier in hard copy, electronic or other media. The Supplier is responsible for controlling and maintaining such documents to preclude improper use, loss, damage, alteration and/or deterioration.

Unless authorized by the Vyrian Buyer in writing, the Supplier may not transmit or furnish any Vyrian furnished documents, or copies of such documents, to anyone outside the Supplier's business organization except to a sub-tier source used by the Supplier for performance of work on the Vyrian order. Suppliers may be required to sign a non-disclosure agreement, and the requirements of this section must flow-down to all subcontractors.

2.0 Supplier Quality System Requirements

Suppliers shall maintain a Quality Management System (QMS) suitable to the products and services provided to Vyrian. We strongly recommend that Supplier Quality Management Systems be certified by an accredited third-party certification body and to the latest version that meets Vyrian's needs.

2.1 Documented Quality System

Suppliers are required to have a fully documented and implemented quality system that is focused on prevention of process non-conformities. Supplier quality systems at a minimum should reflect established processes and procedures to ensure quality. ISO 9001, or an equivalent quality control program, is recommended. Vyrian's Purchasing Managers conduct reviews of Suppliers to determine if Suppliers meet Vyrian's minimum standards, and acceptance for business is at their discretion.

- a. Suppliers that are outside of Vyrian's direct sourcing control must meet any applicable Vyrian customer requirements regarding registration and are strongly encouraged to document and implement a quality management system that is compliant to the ISO 9001 standard.
- b. Upon request, the Supplier shall furnish Vyrian with a copy of the Supplier's Quality Management System Manual, which is to be current and approved by the Supplier's management, including or making reference to related documents. The quality management system documentation shall include Supplier's statements of a quality policy and quality objectives. Top management shall define quality objectives and measurements that should address customer expectations and be achievable within a defined period of time. The Supplier shall promptly notify the Vyrian Purchasing Department Buyer of any substantive changes to the Supplier's quality management system or personnel.
- c. In some circumstances and depending on the product, its application, value, and criticality, Vyrian may authorize the acceptance of other evidence of quality compliance in the absence of third-party QMS certification. This may include a Vyrian audit, an orders subject to testing requirement (OSTT), site visits, past performance, business history review, and Supplier (self)-assessment to the applicable criteria above, or to a set of alternative basic quality requirements.

2.2 Additional Registration requirements

Some industries and market segments that Vyrian serves may necessitate registration with additional quality standards. Suppliers will be informed of any additional registration requirements that apply and the necessary documentation that will need to be provided to prove compliance.

2.3 Contact Information

Suppliers are required to have on file a primary and back up contact as well as escalation contacts. The supplier is required to notify Vyrian in writing when there are significant facility or organization changes such as company name, location, or senior quality management. Vyrian expects all suppliers to provide support to Vyrian and facilitate rapid response to delivery, quality or unresolved issues. Any changes to the contact information should be communicated at the time of change.

3.0 General Requirements

3.1 Compliance to Contractual Requirements

Upon accepting a Vyrian contract or purchase order, the Supplier is responsible for compliance to all contract (ex. engineering drawing, specification, purchase order) requirements. All documents, drawings and specifications, regardless of origin, are applicable to the Supplier when specified in the contract or documents referenced in the contract, and are required to be used at all levels of the supply chain. Neither audit, surveillance, inspection or tests made by Vyrian, representatives of Vyrian or its customer(s), at Supplier's facilities, at any sub-tier facilities, or upon receipt at Vyrian, relieves the Supplier of the responsibility to furnish acceptable products or services that conform to all contract requirements; nor does it preclude subsequent rejection by Vyrian or its customers.

3.2 Subcontractor Control and Flow-down Requirements

The Supplier, as the recipient of the contract or purchase order, is responsible for meeting all requirements, including work performed by the Supplier's subcontractors. When the Supplier uses sub-tier sources to perform work on products and/or services scheduled for delivery to Vyrian, the Supplier shall include (flow-down) on contracts, to its sub-tier sources, all of the applicable technical and quality requirements contained in the Vyrian purchase order contract, including quality system requirements, regulatory requirements, the use of Vyrian-designated sources, and the requirement to document and control 'key characteristics' and/or 'key processes,' and to furnish certifications and test reports as required. Vyrian and its customers reserve the right-of-entry to sub-tier facilities, subject to proprietary considerations.

3.3 E-Business and the Use of Electronic Documents

To facilitate the flow of information between Vyrian, Suppliers and Vyrian's customers, the use of electronic business tools is key. Contracts, delivery schedules, notification of product rejections, requests for corrective action, etc. may be transmitted to Suppliers electronically, and Vyrian expects that Suppliers will adopt these tools to reduce errors and improve efficiency. The accuracy and authenticity of electronic documents and forms submitted to Vyrian is of highest importance.

The following rules apply and may be subject to review by Vyrian at Suppliers facilities:

- The issue of electronic documents and application of electronic signatures must be under the direct control of the individual whose name appears on the electronic document
- The electronic signatures may only be applied at the place where the individual is located and the individual must have direct access and responsibility for the products or services described in the electronic document
- The application of the electronic signature certifies that the signature (individual) represents an authorized company official.

For Vyrian Aerospace, the use of electronic forms and signatures must be described in and governed by Supplier's documented procedures.

3.4 Business Continuity

The Supplier should have a business continuity plan that would allow for the safeguarding, storage and recovery of engineering drawings, electronic media, and production tooling in the

event of damage or loss. This plan should also contain contingency plans to satisfy Vyrian requirements in the event of significant utility interruptions, labor shortages, equipment failure and field returns.

3.5 Site Visits

Suppliers shall allow Vyrian's employees or representatives to visit all manufacturing, processing or storage facilities of Supplier or its subcontractors in which the Products are being processed, stored or built/assembled; provided that, (1) Vyrian gives Supplier reasonable advance notice of each visit; and (2) such visit does not unreasonably disrupt the operating capability of Supplier or subcontractor, or violate any safety or clean room procedures.

3.6 Product Conformance Data

Suppliers may be requested to provide data showing product conformance to specifications and requirements. The content and submission requirements / frequency will be communicated to the supplier. Suppliers are expected to comply with Vyrian's requests to provide this information.

3.7 Commitment to Continuous Improvement

All suppliers are expected to have a process in place for continuous improvement and should focus on continued reduction in variation, improvement in efficiencies and elimination of waste.

3.8 Conflict Minerals Policy

Certain regions, where several minerals used in the electronics industry originate, have been identified as "conflict" regions. The Democratic Republic of the Congo and adjoining countries are identified as conflict regions due to reported human rights abuses, environmental concerns and actions against citizens. Certain minerals that originate (are mined) from this region have been identified as "conflict minerals" and include gold (Au), tantalum (Ta), tungsten (W) and tin (Sn). Suppliers are required to undertake due diligence in reviewing / assessing their supply chain to assure that these minerals, if they are contained within the product supplied, are not sourced from mines that are in this conflict region which are controlled by non-government military groups, or unlawful military factions.

Suppliers are expected to, wherever applicable:

- Have in place (and provide information about upon request) a conflict free sourcing policy and controls for assuring only conflict free minerals are procured
- Monitor their supply chain as reasonably necessary to help avoid procuring "Conflict Minerals"
- Provide, upon request, supporting data / information confirming status and compliance, and
- Support the Electronic Industry's activities and initiatives in this area

4.0 Supplier Approval Process

Vyrian requires all Suppliers to be approved prior to the issuance of contracts or purchase orders. All Suppliers must be approved by Vyrian, regardless of approvals by customers or other entities.

4.1 Supplier Identification and Approval

Vyrian employs an evaluation process for suppliers being considered for addition to Vyrian Supply Chain strategies lists. Examples of methods used to consider sources for addition to these lists include:

- a. **Supplier Initial Assessment-** Vyrian may request the Supplier to provide a copy of its quality management system certificate and/or complete a self-assessment of its business and quality management system and capabilities (i.e., quality, delivery, technology, cost, and continual improvement objectives).

Vyrian may also review the following information to determine qualification: Supplier websites and web presence, Facility type and address confirmation, Supplier ratings on 3rd party sourcing tools, Historical experience with procuring product from the particular source, A listing or reference to any unresolved documented problems noted by external sources (e.g., ERAI, GIDEP, IDEA, customer referrals or equivalent), Test reports received on supplier's product, Evidence that the supplier has acceptable terms for product warranty, returns and liability, financial means to support contractual guarantees, and Supplier's ability to accept secure terms of payment such as net terms escrow, credit card, T/T after test.

- b. **Documentation Audit-** In those cases where a Supplier's quality management system has not been certified by an accredited certification body, Vyrian may request a copy of the Supplier's Quality Manual and supporting procedures (and perhaps internal audit reports) to determine if the Supplier's quality management system meets Vyrian requirements.
- c. **Completion of an on-site assessment-** Generally, when a Supplier is certified to a related standard by an accredited certification body, Vyrian will not conduct an on-site assessment of the Supplier's quality management system against the same criteria. However, Vyrian and/or its customers, due to product/process complexity or criticality, may elect to conduct on-site assessments of a Supplier's product or process capabilities.

Vyrian may review:

- Business and Manufacturing Operations to determine whether the Supplier has the financial resources, production capacity, and other business resources needed to fulfill project needs and continuity of supply.
- Continual Improvement Initiative to determine if the Supplier's culture, methods and skills are present to actively pursue continual improvement.
- Technology Assessment to determine whether the Supplier has the needed technical resources, including production and inspection equipment, facilities, engineering resources to perform project.

- Subcontractor Control to evaluate the effectiveness of the Suppliers sub-tier management processes and ensure that products or services procured from sub-tier sources and delivered to Vyrian conform to all applicable Vyrian requirements.
- d. A combination of the above

The requirements that need to be satisfied in order to be added to the list are communicated to suppliers that are being considered for addition. Corrective actions for items identified during this process are expected to be completed and submitted to Vyrian in a timely manner. The timeliness and quality of provided responses are also considered in the evaluation process.

5.0 Product Qualification & Requirements

This section defines the generic requirements for production part qualification and approval. The purpose is to determine if the Supplier properly understands all Vyrian requirements. Supplier's products or services may be subject to source inspection by Vyrian, representatives of Vyrian or applicable government or regulatory agencies.

Source inspection requirement may be included on the contract and may apply to any and all operations performed by the Supplier or the Supplier's sub-tier sources, including prior to delivery of products to Vyrian. The Supplier shall provide the necessary access, equipment and resources required to effectively accomplish the source inspection.

5.1 Packaging, Labeling, Delivery & Record Retention

The Supplier shall be responsible for ensuring that items provided under this any purchase order are packaged in such a manner that the dimensional integrity is preserved, contamination and corrosion are prevented, and no physical damage occurs. Packaging, when specified, shall be in accordance with the drawing, appropriate ASTM, MIL, or other applicable customer specified requirement and prevents damage, deterioration, substitution or loss in transit.

The Supplier shall label the exterior of the package to ensure adequate identification of precautions needed to ensure the integrity of the product being shipped. The Supplier must specify the handling and shipping methods that ensure proper and on-time delivery without damage to the product. The Supplier shall ensure that special labeling requirements shall also be listed in the appropriate shipping documents and on each package. Preservation, packaging, labeling, and shipping methods must comply with common industry practices and Vyrian requirements specified on the contract or purchase order.

- a. **Preservation:** In order to detect deterioration, the condition of product in stock should be assessed at appropriate planned intervals. A process should be in place to detect and prevent against *foreign object debris*, or FOD. To assist with FOD prevention:
 - Work areas and tools should be cleaned as required to ensure no particles or contaminants are present.
 - Cleaned components and subassemblies should be covered if not being worked on.
 - Waste-producing operations should be performed in designated areas separate from assembly areas.
 - Work stations should be maintained cleanly and neatly with only essential items present.
 - Any FOD issues are documented and investigated by the appropriate individuals. FOD performance is monitored and corrective actions are initiated.
- b. **Packaging:** Components and assemblies shall be appropriately packaged to exclude foreign objects and contaminants. The Supplier must adequately plan for packaging designed to prevent product contamination, deterioration or loss and to eliminate shipping damage. Suppliers should provide expendable packaging or returnable containers, where appropriate, that provide for sufficient density and

protection from any likely damage that may occur. Expendable materials and packaging must meet local and national standards for safe disposal and/or recycling.

- c. **Labeling:** Labeling and bar code requirements may vary among Vyrian divisions. The Vyrian Buyer will provide the Supplier with the necessary specifications if required.
- d. **Delivery:** The Supplier should systematically inform Vyrian of any delay in delivering product and provide a new dispatch date. The Supplier is responsible for additional transport costs due to delays.

5.2 Certificates of Conformance (CoC)

A signed CoC by the Supplier's head of quality or company officer (or their authorized delegate) attesting that all products and/or services delivered are in compliance with all contract requirements shall be furnished with each shipment to Vyrian, All CoC's must be in the English language and may be in electronic format with electronic signatures. All signatures or signature blocks must clearly show title of the signatory.

The CoC shall include:

- Manufacturer
- Part numbers
- Quantity Delivered
- Drawing/specification revision (when applicable)
- Vyrian contract/order number
- Shipping terms
- Packing list/shipper number (when applicable)

When additional certifications/test reports are required for special processing, raw material, etc. the requirements will be specified on the contract.

5.3 Government Compliance

Suppliers must comply with all applicable governmental, regulatory and environmental requirements (including those of the country where products are manufactured as well as where it is shipped to Vyrian). This applies to the design, manufacture and delivery of products to Vyrian. Suppliers are required to have processes in place to monitor changes in applicable governmental, regulatory and environmental requirements, determine the impact of the changes to their operations and products that are supplied to Vyrian and take appropriate actions to ensure continuing conformance.

5.4 Record Retention

The Supplier shall retain quality records for a time period specified by Vyrian's purchase order contract or related reference documents. Upon request, the Supplier shall be capable of retrieving and delivering required records to Vyrian within 48 hours from time of request by Vyrian.

Prior to discarding, transferring to another organization, or destruction of such records, the Supplier shall notify the Vyrian Buyer in writing and give Vyrian the opportunity to gain possession of the records. These requirements are applicable to records generated by Supplier's sub-tier sources.

6.0 Supplier Performance & Review

6.1 Supplier Performance

Vyrian applies a combination of service factors to develop an overall Supplier performance rating. This rating serves as an objective measure to determine whether Vyrian expectations are being met. At Vyrian's discretion, the Vyrian purchasing team with support from Operations may determine that to address the Supplier's performance deficiencies a corrective action and improvement plan is required.

6.2 Supplier Assessment

Vyrian assesses potential and current sources of supply by conducting supplier evaluations including: surveys, audits, review of product alerts (e.g., GIDEP, ERAI or equivalent), on-time delivery reports, supplier cancellations, reviews of supplier ratings elsewhere and other quality data to determine past and future performance.

Suppliers whose performance is deemed to need improvement in one or more categories may be requested prepare and submit a corrective action plan to Vyrian to address any issues. Supplier review is an ongoing process, and necessary to ensure that Vyrian and its customers' needs are being met.

A supplier's status on Vyrian's preferred or qualified suppliers list(s) can be impacted by ongoing performance issues. Vyrian's supplier approval and source selection criteria is documented, maintained, and available to its Customers upon request.

6.3 Preclusion of Purchases from Sources

Vyrian does not purchase from sources of supply who have repeatedly failed to detect and avoid fraudulent/counterfeit parts or otherwise failed to exercise due diligence in the detection and avoidance of such parts. Approved suppliers who have repeatedly failed to detect and avoid fraudulent/counterfeit parts or otherwise failed to exercise due diligence in the detection and avoidance of such parts or that have more than 3 major nonconformities within 1 calendar year, shall be placed on probation, suspended or removed until an acceptable corrective action is implemented.

Suppliers with pending corrective actions shall be placed on probationary status until a supplier corrective action report has been completed and accepted by Vyrian. If the SCAR is accepted, the supplier shall remain on probation for 90 days. During this period, the supplier will be reviewed and will be unable to supply Vyrian except with management approval. If the supplier's SCAR is not accepted, or not completed, the supplier will be immediately removed as a qualified supplier.

6.4 Product Quality Concern Resolution

Suppliers are responsible for the quality of the product that they supply to Vyrian. Product quality concerns can lead to disruptions in our customers' manufacturing operations and additional costs being incurred that impact our customer. Additional costs incurred as the result of a supplier quality concern may potentially be subject to a request for cost recovery.

Upon notification of a quality concern / request for corrective action, suppliers are expected to:

- a. Institute immediate containment action(s) for product within their facility(ies), in transit and at Vyrian or customer facilities.
- b. Submit an initial containment plan to the Vyrian requestor within 24 hours of notification.
- c. Provide approved product as requested
- d. Submit an initial failure analysis and corrective action update within 5 working days of notification
- e. Provide verification and recurrence prevention actions / evidence within 10 working days
- f. Provide a final corrective action report with supporting data within 30 days of notification.
- g. Continue containment activities until corrective action closure confirmation has been received from Vyrian.
- h. Provide additional support as may be required.

Any exceptions to the requirements stated above are at Vyrian's discretion and must be approved by the Vyrian requestor prior to the due date.

6.5 Shipment of Suspected Non-Conforming Product

In the event that a supplier suspects that non-conforming material has been shipped, they are required to immediately contact Vyrian to with the following information:

- a. Part number
- b. Quantity impacted
- c. The suspected non-conformance
- d. Lot number(s) impacted
- e. Date code(s) impacted
- f. Ship date, carrier, tracking number, etc.

Suppliers are expected to contain the suspect product, arrange for the shipment and receipt of approved replacement product to protect order and production requirements and the return of all suspect products.

When it is determined by Vyrian that the defect is the fault of the supplier, the supplier will be subject to actions regarding any costs incurred by Vyrian resulting from the non-conforming material. Such costs may include but are not limited to a) cost of raw product, b) transportation costs, c) product recall costs, d) Direct labor and material costs incurred by Vyrian or its customer prior to the discovery of the nonconformity, and e) other costs.

Supplier agrees that any material received by Vyrian suspected to be counterfeit should be contained by Vyrian. Upon determination that the material is counterfeit, supplier authorizes Vyrian to destroy the counterfeit material thereby removing it from the supply chain. Supplier acknowledges that Vyrian must comply with certain regulatory requirements including but not limited to, reporting to local regulatory groups, such as the Government Industry Data Exchange Program (GIDEP), and not releasing suspect material from its control.

6.6 Corrective Action Requests

Upon receipt from Vyrian, Supplier shall complete a Supplier Corrective Action Request (SCAR) form and return it to Vyrian supplier quality within the allotted time noted on the request. If the form cannot be returned within the allotted time a request for extension must be submitted to Vyrian within the original allotted time.

Vyrian reserves the right to disapprove the corrective action and request additional and/or amended corrective action, if needed. Failure to respond to requests for corrective action or subsequent information in a timely manner may result in an additional nonconformance against the suppliers' corrective action system itself.

7.0 Market/Industry-Specific Requirements (Aerospace)

Suppliers wishing to supply Vyrian for aerospace projects must meet additional selection criteria and contractual requirements. Monitoring of suppliers to ensure purchased products and services meet final customer requirements is paramount.

7.1 General Requirements

- i. Vyrian customer approved sources may be required to be used by Vyrian's suppliers. In the event that this applies, the requirement will be communicated to impacted suppliers. Suppliers may be asked to provide evidence of conformance, and need to ensure that all applicable requirements, including key characteristics are communicated to their sub-suppliers. Other specific requirements for sourcing will be communicated to the supplier should submission be required.
- ii. Vyrian only purchases new and authentic parts directly from manufacturers and their Authorized Suppliers. Subject to customer approval, Vyrian may source from suppliers who obtain such parts exclusively from the manufacturer or their Authorized Suppliers with Supply Chain Traceability when the parts are available from those sources and can meet Customer delivery requirement.
- iii. For orders where Vyrian has represented to the customer that parts are from authorized distribution, Vyrian requires suppliers of these parts to provide at the time of each individual quotation, documented evidence that the Supplier is authorized (franchised) for the item(s) being quoted, or has acquired the parts from authorized distribution, and is or is not providing full manufacturer's warranty on the quoted material.
- iv. Quote Revisions— Vyrian requires suppliers to issue a revised written quotation and risk assessment, if at any time the source of supply changes. Changes relative to the source of supply or traceability shall be approved by the Customer and made in advance of the shipment. Please note that submission of a Source or Product Change Notice to Vyrian does not indicate approval of a proposed source or product change. Vyrian reserves the right to reject any proposed change, require additional information or data to be supplied or seek customer(s) concurrence prior to granting approval. The supplier will be notified if any of these conditions apply to a proposed product change and the requirements for obtaining approval. Suppliers must maintain records of the date of implementation in production of each change.
- v. To submit a Source or Product Change Notice request to Vyrian, suppliers must send it via e-mail to: compliance@vyrian.com and include the expected implementation date, reason for change, and all part numbers that are to be impacted

7.2 Component Traceability – Labeling / Packaging

Suppliers should have an effective material control system in place that at a minimum includes production lot identification (the lot code number assigned to each particular product run), date of manufacture (date code) and traceability of all parts and materials utilized in the manufacturing process.

7.3 Control of Records

Records must be maintained and readily available for every production lot code / date code produced providing traceability capability.

7.4 Moisture-Sensitive Devices

For moisture sensitive products, packaging and labeling in accordance to JEDEC specification **JESD31 General Requirements for Distributors of Commercial and Military Semiconductor Devices** is required. Products that are deemed ESD Sensitive must be packaged and labeled per JEDEC specification **JESD625 Requirements for Handling Electrostatic-Discharge-Sensitive Devices**.

7.5 Packaging

The supplier shall ensure that packaging is used that is effective in protecting product through point of use from any potential damage. Packaging should conform to current industry specifications as well as all applicable current governmental and regulatory regulations.

7.5.1 Each individual media carrier (e.g. reel, bag, tube, tray, box, etc.) may contain no more than 2 date codes. More than 2 date codes require Vyrian agreement and approval. The date code(s) within each carrier must be clearly identified.

7.5.2 Component date code limitation (the time between the date of manufacture by the manufacturer and receipt at Vyrian on inbound components is two (2) years, except for the following:

- a. Customer specific limitations apply – will be communicated to supplier as applicable
- b. Components having lead finishes that typically exhibit poor storage life –12 months
- c. Finishes such as silver (Ag) and Palladium Silver (Pd-Ag) that do not use Nickel (Ni) barrier – 12 months
- d. Moisture sensitive components – 12 months from the bag seal date

7.6 First Article and /or Production Part Approval may be required prior to the first shipment of material to Vyrian or when a product undergoes a change. If this is required, suppliers will be informed of the documentation and data that will need to be submitted to receive approval to ship material.

7.7 Electro-static Discharge (ESD) Control

Suppliers scheduled to provide ESD sensitive devices to Vyrian for aerospace requirements shall, prior to processing product, establish, document and implement an Electrostatic Discharge (ESD) Control Program plan in compliance with industry standards.

APPROVAL

The signatures below certify that this management system procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Management		Signature	Date
Prepared by	Audrey Sivasothy	HR & Compliance Manager	Signature on File	1/5/2018
Approved by	Sath Sivasothy	CEO/ President	Signature on File	1/5/2018

Supplier Name	Contact Person
Location(s)	Job Title
	Address/Phone

Confirmation of Acceptance

_____ **Accepted** – The minimum Vyrian requirements will be met without reservations.

_____ **Rejected** – The minimum Vyrian requirements are considered to be not feasible by supplier.

_____ **Accepted with exceptions*** – The minimum Vyrian requirements can be met with the following exceptions:

***Requested Exceptions:** (Exceptions must be reviewed and approved by Vyrian)

Section #	Supplier Comments/Proposal	Vyrian Approval

Vyrian Review

_____ **Accepted**

_____ **Rejected**

Vyrian Representative/ Title

Date