

## TDC Systems' Policies

**QMS Requirements:** TDC Systems prefers but does not require registration to an ISO 9001 based Quality Management System unless it is a requirement that must be flowed down from our customer. Unregistered companies may be limited in the projects on which they may be solicited. TDC Systems' customer requirements shall override exemption to a registered Quality Management System.

**Policy Acceptance and Questionnaire Completion:** In order to become/remain a supplier to TDC Systems you must complete this questionnaire and update it as required.

**Corrective Action:** If a nonconforming product, service or supplier performance issue is discovered by TDC Systems or its customer, a request for corrective action may be issued by TDC Systems. You must respond to the corrective action with a plan within 5 days of receipt. Permanent corrective action is required within 30 days unless otherwise agreed upon.

**Process Changes:** Once TDC Systems has accepted your product or service the first time, you are required to notify TDC Systems before changing any processes used to produce the product or service. This would include supplier changes and any changes to your production process.

**Right of Access:** During the time that TDC Systems' product is being manufactured or serviced at your facility, TDC Systems, its customer or applicable regulatory authority will have the right of access to your facility to observe processes or inspect product. In addition, TDC Systems, its customer or appropriate regulatory authority shall be granted access to records related to the product for up to 10 years after they were produced or processed. All suppliers are also subject to Quality Management System audits.

**Inspection:** All suppliers are expected to verify the compliance of all products or services prior to shipment to TDC Systems or its designated destination. TDC Systems reserves the right to inspect the product at its facility or at an approved 3rd party prior to acceptance.

**Confidentiality:** The supplier may not copy any engineering specifications or product related data supplied by TDC Systems. TDC Systems may not share engineering specifications or product related data with any outside source without prior approval from TDC Systems.

**Record Retention and Documentation:** All documents and records collected as evidence for product acceptance, whether generated by the supplier or the supplier's contracted parties, shall be in English and shall be maintained for a period stated in the quality system specification imposed by the purchase order. If no systems requirement is imposed, or if the specification does not state retention periods, then the period shall be not less than ten years from the date of the last shipment covered by those records. The supplier shall offer such records to TDC prior to the cessation of business or at the end of the retention period, whichever comes first.

**Notification:** The suppliers shall notify TDC when nonconforming product has been produced prior to delivery. TDC should also be notified upon the discovery of process nonconformities which may indicate product previously delivered is suspect. Such notification should occur within 48 hours of discovery.

**Counterfeit Parts:** Supplier shall not deliver counterfeit items (such as, but not limited to, software, materials and electrical parts/assemblies). SAE AS5553 provides guidance for counterfeit prevention.

**Awareness:** The supplier shall ensure that persons under their employ have been educated about and are aware of their contributions to product or service conformity as well as to product Safety

**Ethics:** aware of the importance of ethical behavior. At a minimum, such an awareness should include the need for establishing anti-corruption measures, adhering to fair business practices and in managing partner relations

**Supplier Flowdown** – All applicable requirements including customer requirements must be flowed down to your external providers

**Updates to Requirements:** Updates to these policies shall be posted on line at [www.tdcsystems.com](http://www.tdcsystems.com)