



## Procurement Quality Requirements

### STANDARD REQUIREMENTS

1. Purchase Order Definition Errors or Inconsistencies: The supplier shall review purchase order requirements prior to starting work. If errors or inconsistencies are noted with the purchase order or any other document referenced by the purchase order, the supplier must immediately notify the buyer. Supplier proceeding with work without written concurrence of buyer does so at his own risk. Product shall not be accepted until the purchase order and all documentation accurately describes the product delivered.
2. Nonconforming Material/Product Review: A supplier request for Deviation (304-138) shall be used by the supplier for reporting any departure from drawings, specifications, or other purchase order requirements. The deviation form shall be requested from the buyer, and then submitted to buyer for material review. A copy of the deviation will be returned to the supplier directing further action. Supplier shall not ship a discrepant item without buyer's concurrence as defined by reference to the applicable deviation serial number. The Deviation shall also be used by Polara Enterprise LLC (Polara) when ordering parts for the same reasons listed above. IE: custom made parts with exceptions to the drawing, specification, etc.
3. Changes in Process, Materials: Supplier shall not change any process and/or material that will affect fit, form, or function without prior approval from Polara Engineering and Quality. Product, which has been subjected to customer and/or regulatory specified qualification procedure to qualify the product or to permit the supplier to become a qualified source for the product the supplier shall not change any process, material used to qualify without the prior notification and approval by the buyer, customer and/or regulatory agency as appropriate.
4. Corrective Action Request: When a quality problem exists, Polara QA will request corrective action from the supplier. Requests require timely responses and include the following information: Analysis of the cause of the problem, containment, statement of the action taken, and the effectiveness of the action. When corrective action required for regulatory parts, the supplier shall coordinate such action with the regulatory quality representative assigned to that location.
5. Charge Back: Polara reserves the right to seek reimbursement for expenses resulting from late delivery, non-conforming products, or counterfeit materials, depending on the severity of the non-conformance and its impact on Polara or its customers. These expenses may include, but are not limited to, costs associated with sorting, testing, or reworking conducted by Polara or a contracted third party as directed by Polara, as well as downtime experienced on Polara's production line, material replacements, material recalls, charges incurred by Polara's customers for removal, replacement, or return, and penalties imposed by Polara's customers for late delivery.
6. Identification of Limited Shelf Life: Materials with limited shelf life i.e. (epoxy, paint, adhesives, etc.) shall reflect the date of manufacture, Lot number, and applicable specification on the container. The time lapse between expiration date or manufacturing date and date of scheduled receipt by the buyer under the purchase order shall not exceed one-fourth of the material's shelf life without prior approved Deviation (304-138) from the buyer as to each shipment.
7. Prohibited Practices Unauthorized Repairs: Without Polara's Engineering approval, suppliers may not repair by welding, brazing, soldering or use adhesives on parts damaged or found to be faulty during fabrication. Defects in product shall not be repaired by any method unless authorized by the buyer in writing.
8. Notification of Facility Change: Supplier shall not relocate any production, manufacturing, and processing facilities during the performance of purchase order, without promptly notifying the buyer and affording Polara an opportunity to examine such facilities for compliance with quality system requirements. Supplier shall not subcontract any product or service that was awarded to the supplier without written approval from Polara.
9. Improper Re-submittal: Articles rejected by Polara and resubmitted shall be clearly and properly identified as resubmitted items. Seller's shipping document shall contain a statement that articles are replacement or reworked and shall also refer to buyer's rejection document.
10. Certification of Conformance: Certification that states material shipped meets all technical and safety requirements of the purchase order, shall be included with each shipment of items made specifically to Polara custom part numbers or as requested. This requirement does not apply to COTS (commercial-off-the-shelf), distributor pass-through products, or products shipped/purchased from an end user. Certificate shall be signed by the duty authorized supplier's representative and be traceable to buyer's purchase order and material shipped.
11. Regulatory Review of Quality or Inspection: The supplier's quality system and manufacturing processes are subject to review by authorized customer or regulatory representative upon notification.
12. Right to Verify: Polara, its customers and/or regulatory representatives shall be afforded the right to verify, at supplier's premises; that subcontracted material and/or product conforms to specified requirements.
13. Right of Entry: Polara, its customers and/or regulatory agency's representatives shall be afforded right of entry to verify at the supplier's premises that material or products adhere to specified contractual requirements when required.



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14. Control of Quality Records: Suppliers shall maintain quality records within their quality system. Parts records shall be retained for a minimum of 5 years including traceable/serialized part records. Electronic media shall be backed up to prevent document loss. After the retention period, these records may be disposed of in such a manner not affecting the confidentiality/nondisclosure agreement. Records shall be maintained in such a manner to prevent loss or deterioration of records as well as being readily retrievable.
15. Preservation of Product: (FOD): The supplier shall preserve the conformity of the product during internal processing and delivery and have provisions for the prevention, detection, and removal of foreign debris, contamination, or damage. . Preservation shall also apply to the constituent parts of a product.
16. Counterfeit/Suspect Parts: Supplier represents and warrants that only new and authentic materials are used in products required to be delivered to Polara and that the Work delivered contains no Counterfeit Parts. No other material, part, or component other than a new and authentic part shall be used unless approved in advance in writing by the Polara Management and Procurement Representatives. To further mitigate the possibility of the inadvertent use of Counterfeit Parts, Supplier shall only purchase authentic parts/components directly from the Original Equipment Manufacturers ("OEMs")/OCMs (Original Component Manufacturer) or through the OEM's/OCM's authorized distribution chain. Supplier must make available to Polara upon request, OEM/OCM documentation that authenticates traceability of the components to that applicable OEM/OCM.

### ADDITIONAL SUB-CONTRACTOR STANDARD REQUIREMENTS

(Suppliers performing services or making products for Polara Enterprises, LLC.)

17. Calibration Services: Calibration suppliers used for calibration services shall meet the requirements of ANSI-2020, ISO 10012 or ISO\IEC\EN 17025.
18. Quality Management System: The supplier shall maintain a quality program which is in conformance with ISO 9001 or equivalent, "Quality Management System Requirements".
19. Electrical, Electronic Assemblies, Cable, Wire, and Harness Assemblies Quality Requirements: of IPC 610 class 2, IPC 620 class 2

### SPECIAL REQUIREMENTS

1. First Article Submissions Manufactured and Fabricated: Supplier shall provide buyer with a first article report on any new part prior to production. Subsequent lots shall require a new first article inspection in the event of a change in sub supplier, design, supplier's tooling, or material. First Article data sheets shall be from each tool if multiple tools exist and from each cavity of the mold for castings. First articles shall be inspected and approved by Polara Engineering and QA. Supplier shall not submit parts from a production run prior to buyer's acceptance of first article. The first article may include the red-lined print's, detailed inspection report, calibration information of measuring instruments used, C of C, Special Process Certs, Applicable test data and raw material certifications. Quality Clause 9 is used if First Article Report is not required to be submitted but prepared and kept at seller's facility.
2. Certificate Qualification: First Article Report (i.e., inspection and/or test data) shall be submitted to buyer for review and approval prior to first shipment. The supplier shall furnish proof part for acceptance (first article) of the tooling. The proof part shall be represented of the end/final condition.
3. Controlled Procurement: The supplier shall not subcontract the parts, materials, or services without buyer's approval of the source or buyer's approval of supplier's procurement system. When subcontracting is carried out with buyer's approval, all drawings, specifications, key characteristics and/or purchase order requirements shall be passed on to each sub-supplier and shall be certified by the sub-supplier.
4. Source Inspection: Source inspection by Polara QA/Engineering may be required at supplier's facility during and upon completion of manufacture/testing. Supplier shall provide all necessary inspection data, facilities, and equipment. Supplier shall notify buyer at least 48 hours in advance of performing acceptance test or intent to ship and shall withhold shipment pending the necessary actions by the buyer's quality representative. Final acceptance of material or product will be at the Polara's incoming inspection. Evidence of acceptance at source must accompany each shipment.
5. Drop Shipments: For any material that is ordered and shipped to facility other than the buyer a copy of Certificate of Conformance shall be mailed or e-mailed to the buyer on the same day that shipment is made.

If you have any questions about these terms, feel free to contact a Buyer at 903-366-0300.