Product Assurance Requirements

& Guidelines For

Purchase Order Quality Review

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GENTEX® CORPORATION

QEP-065

Revision / Change Log

Rev.	Date	Description of Change
A	4/6/87	Revised Scope and Responsibility
B	10/2/91	Added PAR 14 - Vendor Inspection Requirements
C	2/3/93	Revised Exhibit 1 - Certificate of Compliance form to add shelf life data. Added Appendix III (Instructions for Certificate of Compliance/Shelf Life Form). Deleted Exhibit 3 (Shelf Life Form). Added reference to DPSCM 4155.3 for computerized material certification (page 2).
D	1/31/97	Rewritten in its entirety to conform to the provisions established in SOP 606 and procurement manual PM 0116.
E	1/27/99	Revised para 4.2.1 per DCO 99-013
E / 1	6/7/99	Deleted Form QEP-65-1 to comply with audit findings
F	3/3/00	Advent of inter-group purchase order and special provisions to exempt the orders from PAR Clauses
G	4/4/01	Changed para. 4.0, 4.1.1, 4.2.
G/1	5/16/01	Paragraph 4.2.2.1 sub para. (a) and (b). Correct word requisitioner.
H	01/22/02	Change to para. 4.1.2 adding First Piece Report Added para. 4.1.8 concerninf First Piece Test Report Misc. updates resulting from internal audit.
I(-)	02/05/04	DCO # 03-078 Page 2, at B): added last part of sentence "or the drawing…". Page 3, in Matrix: PAR #5 added "X" unber B column.
I(1)	3/12/04	DCO # 04-025 Page 3, legend #3, Deleted last sentence was "A list of shelflife items by part number will be maintained in the Product Assurance office."
J(-)	8/10/05	DCO #05-053 Page 1 Added requirement to check the po group to be in concert with the Procurement Manuel; also, formatting updates.
K(-)	1/10/08	DCO #08-017 Page 7 Added Number 15 and 16, Updated PAR Clause Matrix
K(1)	3/27/09	DCO #09-019: Page 7 added to Number 12: If supplier has a Process Control Plan that they are following, there is no need to furnish it to Gentex,. This will be reviewed during normal Quality Audit.
L	5/12/09	DCO#09-027: Revised Certificate of conformance. Added additional PAR clauses to be on all orders.
L(1)	3/23/10	DCO#10-038: Update to Right of Access clause in Appendex 1 to include sub tier suppliers. Changed 11. Right of access.
M	11/10/10	General Update for AS9100 compliance
M(1)	12/14/10	DCO# 10-125: typo #17

DCO#	Rev	Change	Page(s)	Date	Training Required	Description
11-017	M	(2)	All	3/1/11		Update for AS9100
6/13/11	M	(3)	All	6/13/11		Typo - PAR 1 missing in para 4.1.2.1
13-025	M	(4)	Pages 9, 10, 11	3/20/13		Revised Par. 11 and Par. 16
13-040	N	(-)	Pages 1-7	4/29/13		Update to add TipQA, reference document, corrected typos added para 5.
15-153	P	(-)	Page 10	1/24/15		Changed wording in PAR 9 to not request a separate C of C for counterfeit parts.
16-101	R	(-)		7/25/16		Update signature block on cover page; Strengthened the Berry amendment wording in par. clause 15; To mandate the berry be flowed down on all production orders.
17-035	T	(-)		4/5/17		Modified to accommodate a new part group classification; See redline.
18-120	U	(-)		9/14/18	No	Update signature block on cover page and Revision/Change Log; Changed to reflect AS9100 Rev. D updates; Changed MAPICS review procedure to Power Link; Fixed formatting.
22-044	U	(1)	All	3-16-22	No	Update signature block on cover page. Remove the Gentex Proprietary mark in the footer of the document.

Table of Contents

1.0 Scope

This QEP applies to the Quality review of Purchase documents generated by Gentex Corporation as described in Gentex SOP 606 (Purchasing) and Procurement Manual (PM-0116).

2.0 Purpose

The purpose of this QEP is to establish the requirements and guidelines for Product Assurance review of Purchase documentation, to insure that quality provisions are adequately defined to the supplies. It is the responsibility of the Product Assurance Manager to insure that the provisions of this procedure are implemented.

3.0 Applicable Documents

PM-0116	Procurement Manual
QEP-161	Inspection Instructions
SOP 303	Contract Review
SOP 606	Standard Operating Procedure for Purchasing
SOP 615	Material Handling and Storage
AS9100	Quality Management Systems
QEP-56	Quality Control Plan for Receiving Inspection
QEP-0208	Quality Engineering Procedure Subcontractor Evaluation Number

4.0 Procedure

All purchase requisitions for production orders (which will ultimately have the prefix designation “P”) will be routed to the a Quality Engineer, Design Assurance Specialist, or other designee. The criteria for the Quality review will be as defined in section 4.1

All purchase requirements for engineering development orders (which will ultimately have the prefix designation “S”) will be routed to the Design Assurance Specialist responsible for the specific program the items are being procured for. The criteria for the Quality review will be as defined in section 4.1 and 4.2.

4.1 Quality Evaluation Criteria – P Orders

4.1.1 The Product Assurance representative will type the appropriate “Group” purchase (I, II, IIA, III or IV) in accordance with the guidelines specified in QEP-0208, Subcontractor Evaluation Number 7.4.1, on the purchase requisition form.

4.1.2 The reviewer will determine the part or material is being ordered to the latest drawing revision, by comparing the attached drawing with the description on the requisition. If the item being ordered has material specifications or other specification references, the reviewer will insure that the specification references are the latest revision obtainable from the Document

Control Center; or Department of Defense Internet site such as WWW.GlobalEngineeringDocuments.html or WWW.USAINFO.COM

4.1.3 The reviewer will make a determination if a First Piece Test Report, additional material certifications, or end item certifications are required with the shipments. Guidelines for determining the applicability of requesting material certification include:

4.1.4 Complexity of the Part

Criticality of the part to the end item performance. The reviewer will determine which Product Assurance Requirements (PAR) clauses will be flowed down to the supplier. All requisitions for parts or materials which are group I or II will have PAR clauses 1, 2, 4, 9, 10, 11, 15, & 17 included as a minimum (except for those Inter-group purchase orders with an IG suffix. These orders will have been tested and accepted as in-process or end-item product within the supplier business group. Any additional PAR clauses are extraneous). PAR clauses will either be preprinted on the purchase requisition or filled in by the reviewer in the applicable PAR section on the requisition form. Guidelines for determining the applicability of additional PAR clauses are listed in the table below: The reviewer will use the following criteria to determine the necessity to invoke additional PA requirements:

A. The product/material being ordered will be complex (a subassembly or assembly or complex raw material).

B. The part or material being ordered will have a significant effect on the performance of the end-item or the drawing has a specific test procedure associated with it (i.e. ATP, ITP, PATIP etc.).

C. The monetary value of the purchase order is over $20,000.

D. The critical performance characteristics cannot be verified by Gentex receiving inspection or test laboratories.

E. The supplier on the purchase requisition has a history of quality problems with the commodity being procured, or the supplier has a vendor rating of “Conditional” or “Unacceptable”.

F. If required by flow down of the customer contract.

G. Other criteria as defined in the footnotes.

PAR Clause Matrix

PAR Number	A	B	C	D	E	F	G
PAR #1	Invoked on all purchase orders						
PAR #2	Invoked on all purchase orders						
PAR #3	O	O	O	O	O	O	1
PAR #4	Invoked on all production purchase orders except IIA						
PAR #5	M	M	O	M	O	M	
PAR #6	M	O				M	
PAR #7	M	O				M	2
PAR #8	M	O			O	M	
PAR #9	Invoked on all purchase orders						
PAR #10	Invoked on all purchase orders						
PAR #11	Invoked on all purchase orders						
PAR #12						M	
PAR #13						M	4
PAR #14	O	O		O		O	
PAR #15	Invoked on all purchase orders						
PAR #16						O	4
PAR #17	Invoked on all purchase orders						
PAR #18						M	O
PAR #19						M	3
PAR #20					O		O
PAR #21				O		M	
PAR #22						M	
PAR #23	O					M	
PAR #24							M
PAR #25	O	O		O		M	

Legend:

M	Required for the PAR clause to be implemented. However, PAR clause implementation is not mandatory (except for PAR 1, 2, 4, 9, 10, 11, 15, 17).
O	Optional consideration (at the discretion of the reviewer) for the PAR clause to be implemented.
1	Implementation of Government Source Inspection requires interface and approval of the local Government Quality representative for proper delegation.
2	Gentex will designate if lot numbering or serialization is required. This is made in addition to markings required by drawing.
3	Chemicals, adhesives, and paints require shelf life clauses.
4	Certain customer flow down requirements not covered by the current list of PAR clauses will be flowed down to lower level suppliers as required by the individual contract. This information will be published during the Quality portion of Contract review (SOP 303) under the heading of Special QA requirements. This may include the necessity of incorporating Quality requirements into a Statement of Work (determined by the cognizant Program Manager).

4.2 Quality Evaluation Criteria – P Orders (continued)

4.2.1 The PAR listing is shown in Appendix I (form QEP 65-F1).

4.2.2 The PAR clauses are written into PAR blank on the purchase requisition, the requisition is electronically signed and dated in the “Product Assurance” signoff block, and the requisition is forwarded to the next on the router.

NOTE: At any point if the reviewer requests the invoking of a PAR clause and it does not meet all of the required criteria for that PAR clause in the matrix listed above, The PAR clause may be implemented with approval of the Product Assurance Manager and concurrence of Purchasing.

4.2.3 The Product Assurance Reviewer will verify the inspection criteria is in TipQA for the parts being ordered.

If the inspection criteria is not available in TipQA, the reviewer will create, IAW QEP-161, and add the inspection criteria to TipQA.

NOTE: The part number must be entered into INFOR XA Item Master before the inspection criteria can be entered into TipQA.

NOTE: In order to avoid holding up the PR routing, the PR may be signed off and sent forward prior to completion of the inspection criteria. The reviewer has the responsibility to ensure that the inspection criteria is added to TipQA prior to receipt of the goods in Receiving Inspection.

4.2.4 **Product Assurance Notes –** The Product Assurance reviewer may impose standardized notes that are part number and vendor specific. These notes may relate to specific sections of the items performance specifications, quality systems of the proposed vendor, or any other area that requires additional detail or clarification. The notes will be entered into the Warehouse Vendor Items file by the Product Assurance Representative as they review the requisitions and available for recall as needed.

4.2.4.1 Procedure For Entering Product Assurance Notes

a) From the INFOR XA Power Link menu, select *Procurement*, and then *Warehouse Vendor Items*

b) Search for the item number. If multiple entries display, select the one that corresponds to the vendor identified on the Purchase Requisition and Warehouse 1 (Carbondale).

c) Verify the revision matches the current drawing revision in DCC. Edit and/or delete the revision in Vendor Description field if it does not match the current revision.

d) Select the *Comments* tab and verify the Product Assurance Notes are present and correct. Add the Product Assurance Notes if needed.

e) If any changes were made, select Update otherwise select Continue.

4.2.3 At the discretion of the PA reviewer, a First Piece Test Report can be requested from the vendor. The following guidelines shall be used to make this determination.

A. When notified by vendor, purchasing, or engineering of new or modified tooling.

B. When an engineering change order (ECO) has been issued that changes the dimensions or material since the last First Piece Inspection/Test.

C. New vendor or supplier.

D. If last First Piece exceeds one year.

E. When identified on QA Requirements for sales order or when required on inspection instructions.

4.3 Quality Evaluation criteria: (S orders)

4.3.1 If the item being ordered is a Gentex part number, the reviewer will follow the procedure from paragraph 4.1.1-4.1.6.

4.3.2 The reviewer will look at the part number of the material being ordered. If the part number has a 7MRD prefix, it denotes that the item(s) being ordered are for R&D purposes only and are not to be used for deliverable hardware. An item ordered using a 7MRD part number could only be delivered on a customer order if one of the following occurs.

A).The Reviewer will review the released drawing to insure the vendor can provide objective evidence of conformance against the drawing prior to shipment.

B). The customer order clearly states that they are buying Non-qualified Functional Prototype Hardware. This type of requisition will be handled in the following manner:

4.3.2.1 There may not be a controlled signed-off drawing to specify the item being ordered. It may be a vendor part number, a sketch, or word description. If that is the case, two notations must be made in the requisitions;

a) “identify with Grey “Prototype Only “ label, identifying “acceptable for use Engineering and/or marketing prototypes only. Not for use on customer deliverables unless labeled as prototypes and acknowledged by the customer”

b) “ Notify purchase requisition originator upon arrival.”

The reviewer should contact the requisitioner if any questions exist regarding the validity of the 7MRD designation.

In cases where the item being ordered is a non-process related service (i.e. consulting or design), is used to make a tool or fixture a notation will be made “No Inspection Required.”

5.0 Abbreviation, Acronyms and Definitions

QEP	Quality Engineering Plan
SOP	Standard Operating Procedure
PAR	Product Assurance Requirements
ATP	Acceptance Test Procedure
ITP	Intregrated Test Procedure
PATIP	Production Acceptance Test and Inspection Procedure
PR	Purchase Requsion
PA	Product Assurance
ECO	Engineering Change Order
QA	Quality Assurance
R&D	Research and Development
C of C	Certification of Conformance
P/N	Part Number
SPC	Statistical Process Control
PO	Purchase Order
TipQA	Enterprise Quality Management Software used by Gentex Corporation

Applicable Documentation to be Provided With Each Shipment

Appendix I

Gentex Product Assurance Requirements

GENERAL: This is applicable to all Purchase Orders for components, processes and/or materials which go into a delivered product. All material furnished must be as specified and will be subject to Gentex inspection and approval after delivery. Gentex reserves the right to reject and return at the risk and expense of the Seller such portion of any shipment which may be defective or fail to comply with specifications, without invalidating the remainder of the order. If goods delivered under this purchase order are rejected, they will be held for disposition at Sellers risk and expense.

1. The supplier shall document and maintain a higher level Quality system meeting the requirements of an established, recognized standard (9000, ISO-17025, AS9100,ISO, Military standard, AQAP, or others).
AS9100D 4.4

2. The supplier shall maintain records of all inspections and tests performed on representative lots/material delivered to GENTEX and records of all incoming materials acceptance documentation. GENTEX reserves the right to request or review on site any inspection or test records used to form the basis of acceptance. All inspection records and/or certifications must be retained for a period of seven (7) years, unless otherwise specified in the PO.
AS9100D 7.5.3

3. Government Source Inspection - is required prior to shipment from your plant. Upon receipt of this order, promptly furnish a copy to the government representative who normally services your plant so that appropriate planning for government inspection can be accomplished. Gentex has notified the appropriate government representative.
AS9100D 8.2.1, 8.4.3

4. CERTIFICATE OF CONFORMANCE

   A certificate of conformance signed by a quality assurance representative of the organization must accompany each lot of material and/or parts submitted to GENTEX. The certificate will indicate that the parts or materials supplied against the purchase agreement meet all drawing and/or all purchase order requirements. Cert must have the statement “all inspection records and/or certifications are on file and available for GENTEX examination”. Cert must include GENTEX part number, revision, quantity shipped and PO Number.
   AS9100D 8.4.2

5. INSPECTION REPORT

The vendor shall furnish a copy of the final inspection report, signed by the quality control manager or his authorized representative. The report shall be identifiable to each vendor lot item furnished and must represent the lot being shipped and include the GENTEX part number and revision as part of the report heading or information. The report must include all dimensional characteristics required by the drawing (unless otherwise agreed by GENTEX Quality Personnel), including tolerance bands and drawing notes information. Sampling inspection to ANSI/ASQ Z1.4 or Z1.9 is acceptable. Nonconforming materials may only be included if processed IAW PAR-10.

6. Identification and Traceability - The seller shall provide and maintain a system to identify sources of all materials, components, and parts parts and maintain records:

- The organization shall identify the product status with respect to monitoring and measurement requirements throughout product realization.
- When acceptance authority media are used (e.g. stamps, electronic signatures, passwords), the organization shall establish appropriate controls for the media.

Where Traceability is a requirement, the seller shall include:

- identification to be maintained throughout product life,
- the ability to trace all products manufactured from the same batch of raw material, or from the same manufacturing batch, to the destination (e.g. delivery, scrap),
- for an assembly, the ability to trace its components to the assembly and then to the next higher assembly, and
- for a product, a sequential record of its production (manufacture, assembly, inspection/verification) to be retrievable.

AS9100D 8.5.2

7. Physical marking - All parts on this order shall be marked with a lot/batch number or nonrecurring serial number (Gentex to circle which is applicable). GENTEX to provide the serial number range when required by the purchase order.
AS9100D 8.5.2

8. First Article inspection - The first production piece, article, or assembly shall be submitted to Gentex for approval. Seller inspection results shall be recorded and accompany the submittal. Any production prior to approval is Sellers risk. Report must include all dimensional characteristics required by the drawing, including tolerance bands and drawing notes information. Certifications must be provided for all materials and processes required by the applicable drawing and specifications. Nonconforming materials may be included only if processed IAW PAR-10.
AS9100D 8.5.1.3

9. COUNTERFEIT WORK

The supplier shall certify by means of a standard C of C (per PAR 4) that no counterfeit materials, parts or components make up any portion or content of the shipment to GENTEX and the certification shall accompany the shipment along with our other Quality Assurance Requirements noted on your Purchase Order. The certification shall attest to the validity of sub-tier components as being traceable to OEM/OCM sources, including authorized franchised dealers that, in no way, are associated with Counterfeit Work.

Counterfeit Work means work that is or contains items misrepresented by means of deception to make the buyer think the items were designed and produced under an approved system. The term Counterfeit Work includes work that has reached a design life limit or has been damaged beyond the point of rework and/or repair, but is altered and misrepresented as if to be acceptable.AS9100D 8.4.3, 8.7

10. Nonconformance - The Seller is not authorized to deliver any material, which deviates from the requirements specified on this purchase order. Such nonconformance must be identified, in writing, to Gentex for approval prior to shipment. Supplier shall cooperate with the Corrective Action Process of GENTEX, which includes root-cause investigation and corrective action implementation and associated documentation, when it is determined that the supplier is responsible for the non-conformity.

AS9100D 8.7

11. Right of access - The Gentex Corporation reserves the right of access to applicable areas of the seller's facility where product acceptance activities take place (e.g. inspection and testing) – not to include Supplier deemed proprietary areas. This includes right of access by GENTEX, GENTEX' 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 documentation and records with prior written consent between GENTEX and the supplier(s).
AS9100D 8.4.3

12. The Seller shall provide a Process Control Plan to serve as a basis for inspection and acceptance of the deliverable material. The plan shall describe the quality requirements including identification of inspection points and resources to be applied to a specific product, project or contract from materials receipt to shipping. The plan shall be submitted to Gentex Product Assurance for review and approval prior to execution of purchase contract.
AS9100D 8.1

13. Special Requirements (reference _____) (fill in the blank with a reference [e.g. Statement of Work, GENTEX Customer requirements, requirements for test specimens (production method, number, storage conditions for design approval, inspection/verification, and investigation or auditing). Applicable requirements, including customer requirements shall be flowed down to the supply chain of the supplier including customer-approved special process sources and/or qualification of personnel as required. Where GENTEX provides

no documented statement of requirement, the customer requirements shall be confirmed by the organization before acceptance.
AS9100D 8.2.4, 8.4.3

14. Items covered by this purchase agreement require GENTEX source inspection prior to assembly and/or shipment. GENTEX Purchasing department must be notified a minimum of three (3) working days to schedule source inspection. All applicable documents and inspection equipment must be made available by the supplier. Only parts which have been accepted by the vendor may be submitted. Source inspection does not relieve the vendor of any of the requirements of the purchase agreement, and GENTEX reserves the right to accomplish final acceptance at destination.AS9100D 8.4.3, 8.4.2

15. COUNTRY OF ORIGIN CERTIFICATION, DOMESTIC COMMODITIES AND / OR HAND OR MEASURING TOOLS
The supplier and all of their sub tier suppliers shall provide certification of the qualified country of origin for all materials used to produce or supply product under this Purchase Order. The supplier and all their sub tier suppliers shall certify to the qualified country of origin and state Berry Amendment Compliance per DFARS 252.225-7012 (Preference For Certain Domestic Commodities) and / or DFARS 252.225-7015 (Restriction on Acquisition of Hand or Measuring Tools). DFARS 225.872-1 provides a listing of those countries outside of the United States of America that are qualified to supply materials to this Quality Clause. Annotation of the compliance must be provided on the Certification of Conformance required in PAR 4 or in a separate document provided by the supplier. Records of traceability of the compliance must be on file to the raw material level."
AS9100D 4.4

16. RESTRICTION ON THE ACQUISITION OF CERTAIN ARTICLES CONTAINING SPECIALITY METALS
In accordance with DFARS 252-225-7009**,** it is the responsibility of the supplier and all their sub tier suppliers to provide certification of qualified country of origin for any material used in the production or supply of product in support of a Government contract except as provided in paragraph (c) of this clause. Any specialty metals as defined in paragraph (a) incorporated in items delivered under this contract, not exempted, shall be melted or produced in the United States, its outlying areas, or a qualifying country. DFARS 225-7002 provides a listing of qualified countries to supply materials to this Quality Clause. This certification may be a separate document or the supplier may incorporate the information into an existing Certification of Conformance.

17. CHANGE APPROVAL
Gentex products are typically “qualified” products, therefore, approval must be obtained from GENTEX in writing prior to making any changes to drawings, specifications, or other documents pertaining to this purchase order. Supplier shall notify GENTEX of changes in product and/or process, product obsolescence, changes of suppliers, changes of manufacturing facility location and obtain Gentex approval. If there is doubt as to whether a change will affect GENTEX qualified products, GENTEX shall be contacted in writing to communicate the nature of the change, and to request approval for said change. Approval may be provided through mail, e-mail, or fax.
AS9100D 8.4.3

18. MATERIAL CERTIFICATION and CHEMICAL/PHYSICAL ANALYSIS OF RAW MATERIALS
One copy of each material certification as furnished by the raw material vendor must be submitted for each lot of raw material used in performing to this purchase agreement, or, at GENTEX prerogative, a statement substantiating that physical and chemical test data are on file at the facility of the material supplier. The report shall be as provided by the mill or equivalent source, or as obtained by the vendor from an accredited laboratory. A copy of the material Cert must be submitted with each shipment.
AS9100D 8.4.3

19. CONTROLLED ENVIRONMENT CONTROLS
For each item requiring controlled environment and/or storage, the Seller shall certify to the Date of Manufacture, Shelf Life and Storage Temperature or other environmental requirements. The remaining shelf life of each item shall be a minimum of 80% upon receipt by GENTEX. Materials with limited shelf life; such as paint, epoxy, resins, adhesives, o rings, elastomers, etc., shall be marked with the date of manufacture, lot/batch number, and expiration date on each container. Electronic components cannot exceed a date code greater than 18 months from specified dock date.
AS9100D 8.5.1, 8.5.4

20. PROOFREAD
The vendor shall submit one copy of the artwork produced or processed on this purchase agreement to GENTEX Vendor shall obtain a written acceptance from GENTEX Quality Representative before proceeding with production.
AS9100D 8.5.1.3

21. CALIBRATION SYSTEM
The vendor shall provide and maintain a calibration system in accordance with MIL-STD-45662, ISO 10012-1, and/or ANSI Z540-1, latest revision. *If an outside supplier is used for testing or calibration, the supplier should be able to demonstrate technical competence to a laboratory standard such as ISO/IEC 17025. Products and services provided by outside suppliers might require verification to the specified requirements.* This system shall be verifiable by GENTEX surveillance.
AS9100D 7.1.5, 7.2

22. SPECIAL PROCESS CERTIFICATE
The seller shall provide a copy of a certificate for each special process used in the production of parts under the terms of the agreement. Cert must have GENTEX part number and revision.
AS9100D 7.5.3, 8.4.1, 8.5.1.2

23. APPROVAL OF PROCESS SOURCES
GENTEX approval of vendor's special process procedures and/or special processors pertinent to this order is required.
AS9100D 8.4.2

24. MATERIAL FURNISHED BY GENTEX
Items manufactured under this purchase agreement shall be fabricated from materials furnished by GENTEX. The seller shall not substitute for, or dispose of, GENTEX-furnished material except as instructed in writing by the GENTEX Purchasing department. Unused material, properly identified, shall be returned with the last shipment of fabricated parts. The seller shall submit a certificate with each shipment of parts that reads substantially as follows: "(Seller Company Name) certifies that all materials used in the completion of GENTEX Purchase Order Number _____ were supplied by GENTEX, and no unauthorized substitution or disposal was accomplished." The seller shall provide a copy of the GENTEX shipping memo provided with the material, and a copy of the certificate.
AS9100D 8.5.3, 8.5.4

25. CERTIFIED SUPPLIER PROGRAM REQUIREMENTS
For each item being shipped to GENTEX Seller shall certify that the parts or materials supplied meet all drawings, specifications, and/or all purchase order requirements. Supplier shall supply Inspection Records, Test Reports, and SPC data as agreed with GENTEX Quality Representative and as called out in other QA Clauses on the PO. The Supplier shall be responsible for the conformity of all products purchased from sub-tier suppliers, including product from sources defined by GENTEX. Where GENTEX delegates verification activities to the supplier, the requirements for delegation shall be defined by GENTEX and a register of delegations shall be maintained by GENTEX. Supplier agrees to abide by all aspects of the Certified Supplier Program. Supplier is to stamp the shipper, C of C, and other related documents with the Certified Supplier Stamp.
AS9100D 8.4.2, 8.4.3

Instructions for Certificate of Compliance/Shelf Life Form

The attached exhibit is blocking numbered to correspond. (PAR 4, PAR 19)

Certificates of compliance are a requirement on all Gentex Corporation purchase orders for parts and materials. Please use the information listed below to insure the certificates of compliance are filled out correctly.

PAR 4

1) Date

2) Purchase Order Number

3) Part Number (P/N) and Revision Level

4) Specification Number

5) Quantity of the shipment (a certification is required with each shipment).

6) Applicable Lot Number; Serial Number; or Batch Number.

7) A statement to “certify that product, processes, or procedures are in compliance with all applicable specifications and/or drawings”, and records of inspection and testing are on file and available for review.

8) An authorized signature is required.

9) Title of the authorized individual.

10) Certificate should be on your company letterhead with address.

PAR 19

If the item you are supplying has a shelf life, the following information is required in addition to the 10 items above:

11) Shelf Life of your product.

12) Date of Manufacturing or Date of Shipment depending on the shelf life that you certify to.

NOTE: The Certificate of Compliance should accompany the product when being shipped or be mailed the same day. If original is mailed, please fax a copy to the Purchasing Department at 570-282-8414.

Exhibit 1

CERTIFICATE OF COMPLIANCE

Company Letterhead

Gentex P/N:
Revision Level:
Purchase Order Number:
Specification:
Vendor Lot #:
Quantity:

Shelf Life:
Date of Manufacture:
Raw Material Specification:
Type:
Class:
Finish:

SUB-TIER SUPPLIER INFORMATION (IF APPLICABLE):
All sub-tier supplier documentation such as certifications and test data must accompany this certification.

List all attached C of C and test data provided with this certification (if applicable)

Vendor: Data:

I certify that the above component(s) presented for acceptance under the terms of Contract Number (if applicable) _____and Purchase Order Number_____, comply with the applicable specification(s) and contract requirements. I further certify that all inspection records and / or sub-tier certifications are on file and available for examination.

Signed:_____Date:_____

Title:_____