	<b>Title:</b> AS9100 SUPPLIER FLOW DOWN REQUIREMENTS, QB 1.3.11	<b>Revision:</b> 7
<b>Document Number</b> 19447	<b>Specifications</b> EQOS-14 : Supplier Management	<b>PAGE 1 OF 3</b>

POCO Graphite, Inc., an Entegris company, is an ISO9001/AS9100 certified manufacturing facility. As a supplier to POCO/Entegris, adherence to this ISO9001/AS9100 standard is required and will be audited on occasion as we deem necessary. The following information details the requirements for suppliers

### Non-Conforming Product

- The supplier shall be required to notify POCO/Entegris of any non-conforming product:
  - Upon discovery at the supplier's facility and prior to shipment to POCO
  - Upon discovery post shipment to POCO/Entegris
- The supplier shall obtain written approval from POCO/Entegris for non-conforming product disposition.
- The supplier shall provide identification for control and segregation of nonconforming material detected at their facilities.

### Change Notification

- The supplier shall notify POCO/Entegris of changes in product and/or process, changes of suppliers, changes of manufacturing facility location and obtain organization approval.
- The supplier shall not change any drawing, process, material (including sub-tier supplier parts), or procedure without prior written approval, if such drawing, process, material, or procedure was previously approved by POCO as provided for in the procurement document.
- The supplier shall notify POCO/Entegris if a significant change in management or ownership has occurred.


### Record Retention, Right of Access and Flow Down

- The supplier shall keep and make available to POCO/Entegris records of all inspection work during the performance of a Purchase Order and for five (5) years thereafter unless otherwise specified. These records shall identify any non-conformances. After the record retention time period has elapsed, the records may be shredded if hardcopies and deleted if electronic.
- The supplier shall allow right of access to any applicable areas of all facilities and at any level of the supply chain for the following:
  - i. POCO Graphite, Inc., an Entegris company
  - ii. POCO/Entegris's customer base
  - iii. Regulatory authorities

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<b>Document Number</b> 19447	<b>Specifications</b> EQOS-14 : Supplier Management	<b>PAGE 2 OF 3</b>

- The supplier shall flow down all applicable requirements throughout their supply chain, including any of POCO's customer requirements.

### Corrective Action Request

- When a quality problem exists, POCO/Entegris may forward a "Supplier Corrective Action Request," requiring timely response including:
  - Analysis of the cause of the problem
  - Statement of the action taken to prevent recurrence
  - Effectiveness of the action.

### Competence and Awareness

- As applicable, competency requirements shall flow down throughout the supply chain, including any requirements for qualifications of persons.
- The supplier shall ensure that persons are aware of the following:
  - Their contribution to product or service conformity
  - Their contribution to product safety
  - The importance of ethical behavior

### Measuring and Test Equipment

- The supplier shall be responsible for validating the accuracy and stability of tools, gages, and test equipment used to demonstrate that any item conforms to the requirements specified by the procurement document.
- Document schedules shall be maintained to provide for periodic calibration to adequate standards. Objective evidence of calibrations shall be recorded and made available for POCO/Entegris review.

### Sample Inspection

- When not specified by POCO, military or aerospace standard sampling plans (e.g., from ANSI/ASQCZ1.4-1993, MIL-STD-414, ASQR-20.1) may be used. All sample inspection plans shall provide valid confidence in specified quality levels.

### Counterfeit Parts

- Supplier will plan, implement, and control processes, appropriate to the organization and the product, for the prevention of counterfeit or suspect parts use and their inclusion in product(s) delivered to POCO.
- Counterfeit part definition: An unauthorized copy, imitation, substitute, or modified part, which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer.


### QMS

- Suppliers need to implement a Quality Management System (QMS)
- Performance for on-time delivery and Quality will be monitored.

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<b>Document Number</b> 19447	<b>Specifications</b> EQOS-14 : Supplier Management	<b>PAGE 3 OF 3</b>

### External Providers

- Any use of external providers/suppliers to perform the work requested must be approved by POCO Graphite Inc., an Entegris company.
- Documentation requirements are to be flowed down to external providers when Certificates of Conformance are required.

### Documentation Required

- If a Certificate of Conformance is required for products, materials or hardware, the certificate must:
  - Identify the purchased material or equipment and associated procurement document(s).
  - Identify the specific procurement requirements met by the purchased material or equipment; and
  - Be signed or otherwise authenticated by a person who is responsible for this function as described in the Supplier's Quality Management System.

### Test specimens

- Test specimens for design approval, inspection / verification, investigation, or auditing may be needed from time to time.

### ECI/OUO (Export Control Information/Official Use Only) If required,

- Supplier shall adhere to Export Controls requirements in accordance with the Arms Export Control Act, or the Export Administration Act of 1979 or the Atomic Energy Act of 1954.

### Business Continuity Plan/Disaster Recovery Plan (BCP/DRP)

- All Suppliers to Entegris are expected to implement and maintain a robust Business Continuity Plan and Disaster Recovery Plan that will provide assurance that materials will continue to meet all supply and delivery requirements in the event of a man-made or natural disaster.
- The supplier is expected to notify Entegris promptly of any significant supply chain events which may impact delivery.
- **If Supplier or sub-Supplier experiences a plant shutdown, the Supplier is expected to notify Entegris promptly of its plans for start-up, including criteria for Return to Operations (RtO).**

Thank you for your continued support as a valued key supplier to POCO Graphite, Inc./Entegris. We look forward to the future shared growth between our two companies.

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