


STANDARD QUALITY REQUIREMENTS				
TULSA, OK. <i>[Signature]</i>		<i>LB Chenoweth</i>		
Original Issue Date:: 12-16-2013	Approved By: Dale Boyd and Lenissa Chenoweth	Effectively Date: 14 th October 2021	Revision Level: J	STANDARD QUALITY REQUIREMENTS

Standard Quality Requirements mandatory for Direct External Providers when specified on purchase order:

A.	Right of Access: Allied Motion Tulsa, our customer, customer representative or any applicable regulatory authority will be granted access to verify your Quality Management System, manufacturing processes and product as needed.
B.	Purchased Product: The following mandatory documents shall be supplied with the product: <ul style="list-style-type: none"> • Dimensional Inspection Reports (for First Article Product) • Certificates of Conformance • Material Certificates (as applicable) • *Engineering Deviations (as applicable) • Packing Slip <p align="right">*Requires a signature or stamp</p>
C.	First Article Inspection Report Approval: First Article Inspection (FAI) must be performed on all engineering drawing and specification requirements on a sample representative of the first production lot. The FAI parts shall be conspicuously identified and/or segregated from the lot. A new or updated FAI must be completed and submitted, including all certifications, if: <ul style="list-style-type: none"> • This is the first time to manufacture • The part has not been manufactured for 2 years • There is a change to raw material used (must be an approved alternate material) • There is a change in tooling (new, replacement or major modification) • There is a change in manufacturing process which may affect form, fit or function • There is a change in location of manufacture • There is a change in source of manufacture
D.	Supply Chain Management: It is your responsibility to ensure the Allied Motion Tulsa requirements are met by all subcontractors used in your manufacturing processes.
E.	Material Obsolescence: You must notify Allied Motion Tulsa at least (3) months prior to obsolescence of any material purchased by Allied Motion Tulsa within the last (3) years.
F.	Mercury Contamination: Any materials furnished to Allied Motion must not contain functional mercury in any form and must be free from contamination by the presence of mercury.
G.	Traceability and Serialization: When required by engineering drawing or purchase order Allied Motion External Providers must provide serialized product. All raw material must be traceable to batch, lot and/or heat numbers.
H.	Records: You must maintain production and quality-related records for a minimum of (15) years from date of shipment unless otherwise specified by engineering drawing or purchase order.
I.	Shipment and Packaging Requirements: In the absence of specific requirements, suitable protection from corrosion, contamination and handling damage during transit and while in storage at Allied Motion Tulsa shall be provided by our External Providers along with the following requirements: <ol style="list-style-type: none"> 1) Allied Motion Tulsa will not accept foam "popcorn" or "peanuts" and prefers bubble wrap type dunnage. 2) When product is sent in multiple boxes or containers, each box or container must have vendor name, purchase order number, part number and the sequential number for the box along with total number of boxes (ex. box 2 of 7) on exterior of all boxes and containers. 3) When product is sent in multiple boxes or containers the box containing the packing list must be marked on the exterior of the box or container.

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J.	ESD Sensitive Items: When packaging materials that are sensitive to damage from electrostatic discharge (ESD), you must use ESD protective containers or bags. Identify each container or bag with an ESD warning label and label the external shipping package: "Contains Static Susceptible Item" or equivalent.
K.	Age Control: Every effort must be taken to procure limited life products with the longest available shelf life. It is up to Allied Motion Tulsa's supply base to ensure all required limited life products/material that are used in the production of Allied Motion Tulsa products are within the respective shelf life.
L.	<p>Certification: External Providers should submit all applicable certifications (raw material, processing, etc.) and certified test reports for each shipment. Certifications must be in English or translated to English. Translations must include the name and title of the authorized representative of the company making the translation. Certifications and certified test reports must include the following:</p> <ul style="list-style-type: none"> • Name/address of facility that manufactured the product or performed the process or test • Allied Motion Tulsa purchase order number • Allied Motion Tulsa part number • Allied Motion Tulsa customer part number, revision and contract number when it appears on the purchase order or Allied Motion Tulsa engineering drawing • Allied Motion Tulsa engineering drawing number and revision • Process performed or product provided including type/class/grade as applicable • Specification number and revision, if applicable • Quantity accepted/rejected (for certified test reports) • Quantity and date shipped • Name and title of authorized representative from the company that manufactured the material or performed the processing or test. (Quality Manager title is sufficient for electronic signatures) • Unique traceability number (certificate number, heat number, batch number, etc.) • Part serial numbers if applicable <p>Statement certifying that articles covered by the certification are in compliance with the applicable purchase order, drawing and specification requirements.</p>
M.	<p>Rework and Repair: Allied Motion Tulsa may require External Providers who submit nonconforming product to complete a External Providers Corrective Action Report (SCAR). Completed form must be responded to by External Providers, within 15 days of being received by External Providers unless otherwise noted.</p> <p>Allied Motion Tulsa reserves the right to receive compensation to recuperate the cost for rework or repair of nonconformance common to Allied Motion product received from External Providers.</p>
N.	Disclosure of Nonconforming Product: All Direct External Providers are required to notify the purchasing manager of nonconforming product immediately upon discovery of the nonconformance if the product has shipped to Allied Motion.
O.	External Providers Corrective Action Requests (SCAR): External Providers are normally allowed 15 business days to respond to SCARs issued by Allied Motion Tulsa. Extensions may be granted by the materials manager and/or the quality manager when requested by External Providers at least 3 working days in advance of the due date.
P.	Counterfeit Parts Prevention: External Providers shall prevent the delivery of suspect or counterfeit parts and materials to Allied Motion – Emoteq.
Q.	Product Safety and Ethical Behavior: External Providers will maintain a process for ensuring the importance of ethical behavior, their contributions to product safety and product conformity.

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R.	Conflict Minerals: External Providers will provide written evidence documenting that raw materials used to produce gold, tin, tantalum and tungsten used in the manufacture of components and products supplied to Allied Motion Technologies, originate from outside the "Conflict Region" or if they originate from within the "Conflict Region", that the mines and/or smelters be certified as "conflict free" by an independent third party. The aim of this policy is to ensure that only "conflict free" materials, components and parts are used in products that we procure. Allied Motion's conflict mineral policy can be found on our corporate website at https://www.alliedmotion.com/conflict-minerals/
S	Mandatory Supplier Notification: The supplier shall notify Allied Motion Tulsa of any and all changes in the purchased product prior to implementation of any changes that affect the ability of the purchased product to meet specified purchase requirements
T	REACH Compliance Based on the requirements of Regulation (EC) 1907/2006 EU of the European Parliament and of the Council of 18 December 2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH), last amended by Delegated Directive EU 171/2020 on 07.02.2020, must apply to the listed components, parts, finished products and devices
U	RoHS Compliance Parts and material must meet the requirements of Directive 2011/65/EU of the European Parliament and of the Council of 8 June 2011 on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS), were amended by 2015/863/EU, effective 22nd July 2019. RoHS 3 (EU Directive 2015/863) adds Category 11 (catch-all) products and adds four new restricted substances - all phthalates.

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RECORD OF REVISIONS

Revision Letter	Description of Revision	Revision Made By	Revision Date
A	Removed requirements for physical signatures on certificates of conformance in Sections B & L per Operational Excellence Manager.	WLS	5/15/14
B	Revised Title to eliminate confusion; Added (for First Article Product) to Section B;	WLS	6/5/14
C	Rewrote Section K.	WLS	9/18/14
D	Added "Packing Slip" to Line Item B.; Added Line Item N.	WLS	3/27/2015
E	Removed the asterisk requiring a signature and date in Section B; Added the example in Section I; Added Section O; Added materials manager to approval block and changed OPEX manager to current	WLS	12/06/2016
F	Replaced "Suppliers" with External Providers in the entire document; Added requirements P and Q	WLS	07/18/2017
G	Added Line R Conflict Minerals	WLS	01/26/2018
H	Updated Approver for Quality in Title Block	WLS	12/10/2018
I	Added Line Item S to clarify compliance to ISO13485:2016 para. 7.4.2	WLS	02/04/2020
J	Added REACH (Line T) and Rohs (Line U) requirements	WLS	10/14/2021