

HISTORIQUE / HISTORY

Date	Rev	Changements	Change
2007-03-09	Rel	Première version. Remplace le document <i>Supplier Requirement Manual</i> pour les fournisseurs de résine.	<i>First Release. Replaces Supplier Requirement Manual for resin Suppliers.</i>
2009-02-25	1	Nouvelles exigences pour les fournisseurs. Section 14.0 modifiée, section 18.0 ajoutée.	<i>New requirements for Suppliers. Section 14.0 modified, section 18.0 added.</i>
2011-02-18	2	Nouvelle exigence pour la rétention des documents par les fournisseurs (Section 7.0 paragraphe 2)	<i>New requirement for Suppliers regarding retention time of documents (Section 7.0, paragraph 2).</i>
2012-02-20	3	Nouvelles exigences pour les Fournisseurs (résine et colorant) : Demandes Spéciales (Clause 5), Rétention des documents (Clause 9), Droit d'accès spécial (Clause 17), Changement au résine ou colorant (Clause 18), Changement du processus de fabrication ou de site de fabrication (Clause 19)	<i>New requirements for Suppliers (resin and colorant) regarding Special Requirements (Clause 5), Record Retention Requirements (Clause 9), Special Right of Access (Clause 17), Change to the resin or colorant (Clause 18), Change to the manufacturing process or manufacturing facility location (Clause 19).</i>
2013-02-04	4	Combiné dans la section 16 le droit d'accès spécial (anciennement clause 17)	<i>Combined special right of access (former Clause 17) into Clause 16 right of access</i>
2020-Feb-26	5	Changement de logo et nom de compagnie. Changement de titres de postes. Clarification dans les sections 17 et 18 concernant les changements apportés aux résines et colorants des fournisseurs et les changements des procédés de fabrication et localisation des fournisseurs.	<i>Changed company's name and logo. Changed titles. Clarifications provided in sections 17 and 18 regarding Supplier changes to resin and colorant and Supplier manufacturing process and location.</i>
2023 Dec 04	06	Ajoute section 14.0 Supplier Employees	<i>Added section 14.0 Supplier Employees</i>

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APPROBATION / APPROVAL

Director of Quality

Date

2023 Dec 04

Production Manager

Date

2023 Dec. 04

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1.0 Purpose

The purpose of this document is to ensure that purchased resins and colorants meet Precimold Kamek Inc. (hereafter named "Precikam"), our Customer, and, when applicable, regulatory authorities' requirements.

2.0 Scope

This Procurement Specifications covers the requirements associated to the procurement of resins and colorants, including testing and packaging requirements.

3.0 Quality System Requirements for Resin Suppliers

Precikam Quality Management System is AS9100, ISO13485 and IATF 16949 registered. As such, and as a minimum, we require the Supplier to be registered or to work towards the ISO 9001 registration. Important elements of such a system are:

- Reduction of defective products, with a zero (0) defect philosophy.
- Improving delivery performance to 100% On Time Delivery.
- Continual improvement practices of both your internal manufacturing and administrative processes

4.0 Resin and Colorant Quality

Before shipping to Precikam, the Supplier is required to perform inspection and/or testing for each new production lot to verify compliance to the required specification. The inspection and/or testing must be traceable to an established documented specification or standard, with recorded results acceptable to the specific requirements.

The resins and colorants must meet all their published specifications. No resin or colorant with one or more characteristics failing on the Certificate of Analysis or Certificate of Compliance can be shipped to Precikam.

5.0 Special Requirements for Resin and Colorant Quality

If in addition to the other requirements of this Purchase Specifications any special requirements, such as qualification of personnel, identification and revision status of specifications, process requirements, inspection/verification status, other relevant technical data, test, inspection, verification (including production process verification), use of statistical techniques for product acceptance and related instructions for acceptance and, as applicable, critical items such as critical, special and key characteristics as defined by Precikam or its Customer, requirements for test specimens (e.g. production method, number, storage conditions) for inspection, verification, investigation or auditing, are required from the Supplier as well as its supply chain, these requirements will be mentioned on the Purchase Order and reference will be made to Clause 5.0 Special Requirements for Resin and Colorant Quality.

6.0 On-time Delivery

To be considered On Time, any delivery must be less than two days late, and the supplier should inform Precikam of any late delivery, regardless.

To be considered On Time, any delivery cannot be earlier than 3 days, unless special arrangements are made.

Any delivery arriving earlier or later than agreed will affect the evaluation of the Supplier.

7.0 Identification & Traceability

Individual packages must be marked on at least one side with the following:

- Supplier Identification
- Product Name and identification number
- Material lot or batch number
- Quantity in the package

The markings should be made in such way that they are permanent, and they can stay legible under normal conditions.

Internal traceability at the Supplier site must include but not be limited to your own raw materials and production batches information such as dates of production, equipment used, etc.

8.0 Documentation Requirements

Each shipment must be accompanied with the following document

- Packing Slip referencing Precikam Purchase Order number
- Certificate of Analysis or Certificate of Compliance.

If, upon reception, the Certificate of Analysis or Certificate of Compliance is missing, Precikam will request a copy immediately. If the copy is not received within 48 hours of the request, the material could be returned to the Supplier.

Safety Data Sheets (SDS) must be sent with the first shipment or after a revision change, in electronic or paper versions.

9.0 Record Retention Requirements

The resin or colorant Suppliers must keep all relevant records regarding the manufacturing of each production lot for a period of minimum 7 years.

If a Supplier is requested to keep records for more than 7 years, this will be mentioned on the Purchase Order.

10.0 Packaging

Pallet Loading

Cartons (including bags) must not extend beyond the edge of the pallet and be strong enough to hold the weight of other cartons on the pallet and the weights of at least one other pallet load (1500 pounds maximum). Strippable reinforced tape is the preferred carton closure method. Staples may be used. All cartons (including bags) must be secured to the pallet to prevent any shifting during transit. Shrink or stretch wrap is the preferred methods. Banding is an acceptable alternative (plastic only). Two bands in each direction are recommended (total of 6), with the use of edge protectors to prevent carton damage.

Pallet Specifications

Pallets are preferred to be 4 way reusable and must not exceed the following dimensions

Width (inches)	Length (inches)	Height (incl. Pallet) (inches)	Maximum Weight (lbs)
48	48	48	1500

Packaging

For single bags of resin or colorant not secured to a pallet to protect the bags from rupturing, the Supplier must use quality materials to avoid spillage or contamination. Ruptured bags will be immediately rejected upon receiving.

Should resin or colorant be shipped in Gaylord containers or barrels, the Gaylord or barrels must be securely placed on a pallet for easy handling and unloading. The lid of the Gaylord or barrels must be secured to avoid spillage and contamination.

Unless prior approval is obtained from our Purchasing department, kegs, pans, pails, etc., will not be accepted as shipping containers. If approved, such containers must be on prescribed pallets and banded per the above specifications.

Containers, pallets, crates, or other shipping devices will not be returned unless they are part of a Precikam returnable program covered by explicit agreement.

The gross weight of any single carton (or bag) designed for manual lifting must not exceed 55 pounds (25kg).

Hazardous materials must be identified, packaged, labeled, and shipped in accordance with all Country, Province, State and Federal regulations.

11.0 Shipping

Shipment of production material must comply with the specified routing on the purchase order or as agreed upon prior to shipping. If a premium carrier is deemed necessary for production resin, it must be authorized, and terms specified by our Purchasing department.

12.0 Invoicing Information

The Invoice must specify the resin or colorant type ordered, packing slip number, purchase order number, quantity and correct price.

13.0 RoHS

All resins or colorants delivered to Precikam must meet the Restriction of Hazardous Substances in Electrical and Electronic Equipment ([RoHS3 Directive](#) (2015/863)).

14.0 Supplier Employee

The supplier should strive to improve employee safety, eliminate hazard, and reduce workplace risks. Supplier employees should be made aware of the importance of ethical behavior, the relevance and importance of their activities, and their contribution to product conformity and safety.

15.0 Cost of non-conforming Resin or Colorant

If defective resin or colorant reaches our facility and the cause of the nonconformance is due to the Supplier, the Supplier will be held responsible for the cost of the finished product, the cost of any resin or colorant that has not been consumed yet and potentially lost time for manufacturing. The Supplier must correct the problem and take the preventive action required to eliminate reoccurrences.

Precikam will not debit a Supplier for this cost without first giving the Supplier an opportunity to review the defective product.

16.0 Corrective Action Request

When a Corrective Action is required, Precikam will submit either a sample of the resin or colorant or a molded part (produced from the suspect lot or batch) to Supplier for evaluation, and Precikam Supplier Corrective Action form. The Supplier will be required to respond to this request in a timely manner. The completed form must address the Root Cause (the system failure that allowed the non-conforming product to be manufactured and shipped) and the action taken to prevent the reoccurrence (including other products which could be affected by the same deficiency).

17.0 Right of Access

Precikam, our Customer or any regulatory authorities request right of access to the applicable areas of all facilities, at any level of supply chain involved in the order, and to all applicable records, involved in the products we make. The purpose is to perform a quality system audit of the departments, processes and relevant records involved in the manufacturing of the resin or colorants we purchase from our Suppliers in order to put the Supplier on our Approved Supplier Listing.

The visit will be used to assure that the Supplier's plant has the capability of producing consistent quality products to the levels required by Precikam.

The information gathered from this visit will become part of the product or process feasibility as required from our Advanced Quality Planning process at the onset of each potential Customer contract.

18.0 Changes to the Resin or Colorant

Suppliers of Precikam, either directly or through an approved distributor, shall inform Precikam by providing a written notice of any change that may affect product / material quality at least 90 days prior to implementing such change. In the case of material discontinuation, at least 180 days advance notification required.

In addition, supplier agrees to provide immediate notification of any regulatory actions resulting in seizure of materials; mandatory recall of materials; the closing of facilities for any materials or change in regulatory status or certification.

Precikam will reserve the right to require sample submission based on the nature of the change.

19.0 Changes to the Manufacturing Process or Manufacturing Facility Location

Any change to the manufacturing process or manufacturing facility location must be communicated to Precikam by providing a written notice at least 90 days prior to the date the change will take effect. Precikam will reserve the right to require sample submission based on the nature of the change.

20.0 Deviation

Any deviation to this Procurement Specifications must be communicated in writing to Precikam for approval prior to proceeding.

21.0 Shipment of non-conforming or suspect Resin or Colorant

In the event that the Supplier finds that non-conforming or suspect resin or colorant has been shipped to Precikam, the Supplier must inform Precikam's Director of Quality immediately with details about the nature and extent of the non-conformance.