

## Supplier Quality Requirements

### 1. Purpose

The purpose of this document is to describe and inform the minimum criteria required from all Evac key Suppliers and Subcontractors. The document is public and introduced to suppliers at least during the tendering process. Evac's suppliers have a very important role in the value chain we offer to our customers. As suppliers are responsible for providing quality products, on time, and with optimal costs, this document is applicable both for existing Evac suppliers as well as for companies desiring to become suppliers. It is intended to provide guidance on building supplier operations that meet our company requirements. The general requirements described herein do not supersede requirements in the contract, specifications, or applicable legislations. Required documents can be checked during visits or audits.

#### 1.1. Safety and Sustainability

All Suppliers and Subcontractors shall have documented policies and processes to ensure that their operations comply with all relevant health and safety standards and legislations. We prefer our Suppliers or Subcontractors to have implemented and certified ISO 45001 or equivalent systems for occupational health and safety and ISO 14001 or equivalent for environmental management.

### 2. Quality Management

**Quality Management:** The Suppliers and Subcontractors shall maintain a quality system according to the latest ISO 9001 standard or equivalent quality management system. In addition, Evac expects its Suppliers and Subcontractors to make continuous efforts in improving performance quality and value adding processes. Evac expects its suppliers to deliver the Supply in full accordance with its specifications. Awareness of Lean methods and implementation is recommended.

#### 2.1. Material Control

**Incoming Material Verification:** The Suppliers and Subcontractors shall verify incoming materials used for production for conformance to relevant specifications. Such verification consists of incoming inspection reports, Certificates of Conformance, Certificates of Analysis, etc., which shall be available as Quality Record and shareable with Evac.

**REACH, RoHS, Conflict Mineral Compliance and Material Declarations:** when applicable, the Suppliers and Subcontractors shall declare that the material(s) purchased by Evac are compliant with the aforementioned regulation.

**Material Release for Production.** The Suppliers and Subcontractors shall have a controlled process that releases materials for production and positively identifies it by means of stickers, labels, lot number control, dispatch control, etc.

**Claim handling process:** The Supplier shall analyse the root cause and define corrective and preventive actions within requested time by using any suitable and recognized tools. The Supplier shall supply only products or material that fulfils its purchase specifications, and/or other relevant specifications or features agreed upon.

## 2.2. Production Process Control

**Process Flow:** The Suppliers and Subcontractors shall perform all production operations according to approved and released manufacturing drawings with reference made to relevant procedures and specifications.

**Process and Material Qualification:** The Suppliers' and Subcontractors' processes, as well as their changes, shall be qualified and approved internally according to documented procedures, and changes notified to Evac before implementation. Materials and Subcontractors or Suppliers defined by Evac may not be changed without Evac approval.

**Inspection and Test Records:** The Suppliers and Subcontractors shall maintain Inspection and Test Records as evidence that the products have been inspected and tested in accordance with applicable procedures. These shall be available for Evac review upon request. The Suppliers and Subcontractors shall support Evac personnel during onsite Factory Acceptance Tests managed by Evac.

**Non-conformity Management;** The Suppliers and Subcontractors shall have efficient systems to handle and prevent non-conformities and to avoid shipping non-conforming products.

## 2.3. Sourcing

**Subcontractor and Supplier Selection:** The Suppliers and Subcontractors shall select their Suppliers and Subcontractors of materials to production according to documented procedures. Evac may source and define key second tier Suppliers for the Supply Chain regarding to Evac production.

The Suppliers and Subcontractors shall have a system to make complaints and claims to their Subcontractors and Suppliers.

## 2.4. Product Control

**Release for Delivery:** The Suppliers and Subcontractors shall control all product releases for delivery to Evac in accordance with documented procedures. Products which require Factory Acceptance Testing may be released for delivery only after Evac approval.

**Control of Non-Conforming Products:** The Suppliers and Subcontractors shall have documented procedures for the control, handling, and disposition of non-conforming products (scrap, losses, re-work). Where re-work is performed the product shall be re-inspected in accordance with applicable procedures.

## 2.5. Product and Tools Management

**Product Design Changes:** The Suppliers and Subcontractors shall notify Evac of product design or specification changes and modifications made after the product is approved. Change histories shall be available as a Quality Record. Product design owned by Evac cannot be changed without Evac approval. Evac expect to get all possible improvement proposals what can improve product quality and minimize environmental impact.

**Tools;** Evac tools, measurement equipment's, machines, molds shall be well maintained. Maintenance activities shall be registered and possible damages informed Evac ASAP. Effective and well planned preventive maintenance system and professional know-how is expected.

## 3. Monitoring Performance

**Regular Audits by Evac:** The Suppliers and Subcontractors shall allow audits by Evac and optionally Third Parties such as Evac's Customer or Notified Body. The degree and frequency of such audits will depend on the criticality of the product / service being supplied. The Suppliers and Subcontractors shall be informed if auditing is part of the Supplier Approval or Evaluation Process by Evac.

**Performance Quality Monitoring:** Evac evaluates its Suppliers' and Subcontractors' performance regularly and shares the results with them. Evac expects that Suppliers and Subcontractors have a systematic method of monitoring performance quality internally and reacting to resulting reports provided by Evac. A performance improvement plan with relevant actions, resources and root causes is expected to be prepared by Suppliers and Subcontractors and presented if requested.

### Quality Deficiencies and Compensation

In order to achieve quality, delivery, and cost excellence, and to strengthen partnering with the supply chain, Evac expects suppliers to deliver at the agreed time and with the 100% quality every time. Products and service out of specifications shall be claimed by Evac and due compensation is required.

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## Revision history

Rev. no.	Description	Date
A	Original	26 Nov 2020