

REVISION STATUS

Rev	Description of Change	Incorporated By	Approved By	Date
--	Initial Release	Ronnie Rostamian	Marsha Ebert Ronnie Rostamian	02/24/2017

1.0 Purpose

This document describes the environmental and quality procedures and instruction to be followed by supplier who provides parts and components to be used/consumed/contact directly into ODT end product.

2.0 Scope

This Procedure addresses the supplier compliance requirement regarding quality, environmental and workmanship and/or any other process flow related.

3.0 References

Quality and environmental Manual	3PO-100000
Purchasing Procedure	3PR-200023-100

4.0 Responsibility and Authority

It is the responsibility of ODT supplier to comply and follow latest revision of this procedure provided by ODT procurement department.

5.0 General Requirements

5.1 Documentation provided to supplier

Following documentation shall be provided to supplier:

- Purchase order and/or agreement
- Engineering drawing and documentation related to part
- Supplier quality manual (this document)
- Other requirements if applicable stated in PO or on Engineering Drawing

All standards, regulations or controlling/engineering drawings are to be performed to the current revision at the time of purchase order, unless otherwise stated.

5.2 Documentation required from supplier

Following documentation shall be provided from supplier along with every shipment:

- Certificate of Conformance (CoC): The supplier shall provide a legible CoC with each shipment. The certificate shall contain as a minimum;
 - (1) Identification of the part shipped,
 - (2) Statement of part conformity to purchase order requirements and notes, with all supporting data is on file at the supplier's facility available for review,
 - (4) ODT purchase order number,
 - (5) Supplier's authorized agent's signature and title,
 - (6) Lot/batch/date code indicated - if applicable,
 - (7) Compliance evidence or statement to restricted material with all supporting data is on file at the supplier's facility available for review, (see paragraph 8.0.)
- Safety Data Sheet (SDS) - if applicable.
- Shelf life information and date - if applicable.

- Only Printed Circuit Boards: Results of micro section analysis report per applicable specification, solderability report for each date/lot code, electrical test data, dimensional inspection report, Certificate of Conformance (C of C), and inspection data shall be included with each shipment.
- First Article Inspection Report (FAIR) - if applicable.
- Material Review Board (MRB) - if applicable.
- Approved deviation report - if applicable.

5.3 Flow Downs

Supplier shall flow down the requirements of this document to each sub tier supplier working on ODT part through this document or any other document conveying these requirements.

5.4 Counterfeit items

Supplier shall ensure no counterfeit electrical, electronic, electromechanical (EEE) and mechanical parts are used or sold to ODT by implementing proper traceability method that it is traceable to the supply chain to the manufacturer of electrical, electronic, electromechanical and mechanical parts.

5.5 OMRON supplier code of conduct

By accepting this document, supplier acknowledges that they read and understood OMRON purchasing and procurement policy and code of conduct explained in the following link.

<http://www.omron.com/about/purchase/>

6.0 Manufacturing Requirements

Supplier shall follow listed requirements regarding manufacturing methods and inspection:

- Soldering and acceptance of printed circuit board assembly (PCBA) shall be in accordance with IPC-A-610 class 2 for 100% of lot. All not used gold plated surfaces and holes should be masked through wave soldering or selective soldering. All electrical/electronic components will be provided by ODT, and excessive component should be return to ODT; unless otherwise stated in the PO or drawing.
- Printed circuit boards (PCB) shall meet the requirements of the applicable specification noted on the drawing and in accordance with IPC 6012 class 2 and Acceptability of Printed Boards IPC-A600 class 2 for 100% of lot. Perform micro-section analysis, solderability test for each date/lot code, electrical test for open and short circuit, dimensional measurement and inspection. Inspection stamping is required.
- Handling, packaging, marking, and shipment of electro-sensitive components shall be in accordance with requirements specified in ANSI/ESD-S20.20.
- Handling, packaging, marking, and shipment of components classified as sensitive to moisture absorption shall be in accordance with requirements specified in IPC/JEDEC J-STD-033.
- Handling, packaging, marking and shipment of parts to ensure and prevent from workmanship damage and/or deterioration or corrosion.

- Build to print parts identification shall be followed according to drawing with minimum requirement of ODT part number, revision, supplier identification.
- For Build to print parts, parts must be deburred and cleaned as much as possible. Unless, otherwise specified in the drawing or the PO, all the edges that are cut, punched or drilled must be cleaned and deburred. Loose metal chips – or any other waste or contamination resulting from manufacturing processes – must be removed before shipping the finished article to ODT.

7.0 Quality requirements

7.1 Quality management system

The supplier shall have and maintain a quality management system in accordance with the latest revision of ISO 9001 or equivalent. ODT hold the position to audit supplier quality management system at any time. Following requirements shall be followed at supplier:

7.1.1 Material Review Board (MRB) authority

Material Review Board Authority is not granted for any changes effecting Form, Fit or Function of part. Supplier shall submit nonconformance of any form, fit and function on the purchase order, product drawing, specification, or any other applicable documents to ODT, through ODT's Purchasing department, for ODT' MRB approval prior to shipment. Repairing part is not permissible without prior submitted MRB and ODT disposition.

7.1.2 Record Retention

Supplier shall control and retain records and documents created by supplier or provided by ODT pertaining to ODT part for minimum a period of (10) ten years unless otherwise noted on the contract.

7.1.3 Corrective Action Request

ODT reserves the right to require root cause analysis report of the nonconformance and describe the implemented corrective action taken by the Supplier through official CAR reporting system.

7.2 First Article Inspection Report

ODT may require First Article Inspection Report (FAIR) or preproduction first sample parts for verification through purchase order or drawing. Supplier shall submit the FAIR and parts to ODT for verification to proceed. FAIR report shall include detail part and PO information with inspection result (dimensional or functional) with methods used to obtain the results. Supplier may use internal forms and reporting templates for FAIR documentation and record.

7.3 Major process or material change

Supplier is responsible to notify ODT in advance for any major material or process changes or substitution to manufacturing of parts which may affect form, fit or function. Any manufacturing location or sub tier supplier change consider as process change. This notification shall be submitted in written (paper or electronic) through purchasing department for approval.

7.4 Deviations

Supplier shall request in advance prior shipment of parts for any changes that resulted variance from requirements of form, fit or function on limited quantity or batch. This notification shall be submitted in written (paper or electronic) through purchasing department, final approval is required to allowing delivery and shipment of parts.

8.0 Environmental/Green requirement

Supplier agrees to fully comply and follow directive and regulations listed below and provide necessary documentation to support the evidence of compliance; unless otherwise indicated in purchase order.

2015/863/EU	2011/65/EU Annex II Amendment
2011/65/EU	RoHS Directive

For more information regarding OMRON green procurement standards go to following link.

http://www.omron.com/about/sustainability/environ/procurement/green_procurement/