



# Purchasing and Quality Assurance Codes

## QF 8.4-3

### Q1 Certifications – Raw Material

With each shipment, Mohawk Manufacturing requires mill certification to the required material specification. The material will not be accepted without the required certs with the materials lot# identified. None of the materials used can be conflict minerals or counterfeit materials. Also please review for additional requirements such as Rohs, mercury free, etc.

### Q2 Certifications – Purchased Product

With each shipment, Mohawk Manufacturing requires a Certificate of Conformance and if necessary the material mill cert and any outside process certifications. The product will not be accepted without the required certs. None of the materials in the product can be conflict minerals or counterfeit materials. Also please review for additional requirements such as Rohs, mercury free, etc.

### Q3 Certifications – Outside Services

With each shipment, Mohawk Manufacturing requires a Process Certificate of Conformance to the specification on the P.O. The product will not be accepted without the required certs.

### Q4 Shipment Delays

Supplier agrees to provide us timely written notice of his/her inability to maintain the shipment schedule.

### Q5 General Packaging and Preservation Procedures

Unless specific instructions are required, product shipped to Mohawk Manufacturing must be delivered, packaged and preserved to prevent damage.

### Q6 Other Mohawk Manufacturing Purchase Order Requirements

- The supplier must maintain their measuring and test equipment that is traceable to The National Institute of Standards and Technology (NIST) and calibrated per ANSI Z540, ISO 17025 or ISO 10012.
- The supplier must maintain product identification and status and if required lot traceability throughout manufacturing, inspection and test.
- The identification and revision status of specifications, drawings, process requirements, inspection/verification instructions and other relevant technical data.
- Requirements for design, test, inspection, verification (including production process verification), use of statistical techniques for product acceptance and related instructions for acceptance by Mohawk Manufacturing and as applicable critical items including key characteristics.
- Requirements for test specimens (e.g. production method, number, storage conditions) for design approval, inspection, investigation or auditing.
- Requirements regarding the need for the supplier to:
  - notify Mohawk Manufacturing of nonconforming product,
  - obtain Mohawk Manufacturing approval for nonconforming product disposition
  - notify Mohawk Manufacturing of changes in product and/or process definition, changes of suppliers, change of manufacturing facility location and, where required, obtain Mohawk Manufacturing approval, and
  - flowdown to the supply chain the applicable requirements including customer requirements
- Record retention requirements of 5 years min, and
- Right of access by Mohawk Manufacturing, their customer, and regulatory authorities to all applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.
- Foreign Object Damage Prevention (FOD). Product must be free from any contamination.
- Our suppliers will ensure that they prevent the use of counterfeit parts and ensure that their personnel are aware of their contribution to product conformity and product safety and the importance of ethical behavior.

### Q7 1<sup>st</sup> Article Inspection

If called out on the P.O., a 1<sup>st</sup> article is required for prototype and first production run

### Q8 Shelf Life Procedure

Approvals	Approvals	Revision/Date	Reason for Change
<i>William W. Ferguson, Jr.</i>		04 06/30/21	<b>Removed Additive</b>



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It is the supplier's responsibility to identify and verify articles, components and/or material being capable of quality degradation with age and shall include shelf life data with each shipment as it relates to the completed articles. Shelf life shall be more than 90% as received by Mohawk Manufacturing.

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<i>William W. Ferguson, Jr.</i>		04 06/30/21	<b>Removed Additive</b>