

ZEUS Key Material Supplier Requirements

Purpose:

This document summarizes the requirements of Zeus Industrial Products for its key material suppliers.

Scope:

These requirements apply to suppliers of key raw materials to Zeus Industrial Products, including purchased component raw materials and other materials determined by Zeus Industrial Products. to directly affect the quality of Zeus products.

Definitions:

- **Key Purchased Materials** are materials purchased as components of finished goods or come in contact with finished goods.
- **Special Processes** are manufacture or service processes, the results of which cannot be verified by subsequent monitoring or measurement. These include processes where deficiencies become apparent only after the product is in use or the service has been delivered

Responsibilities:

- **Zeus Corporate Quality** is responsible for the creation and maintenance of this document, Raw Material Specifications, and Supplier Quality System Questionnaires.
- **Zeus Purchasing** assures that key materials are purchased from the Approved Supplier List, manages the material procurement process, and provides a point of contact with the suppliers.
- **Zeus Corporate Quality and Zeus Corporate Purchasing** jointly review potential suppliers and maintain the Approve Supplier Lists.
- **The Raw Material Supplier** is responsible to comply with the requirements of this document and with those of the revision of the Raw Material Specification that exists at the time the purchase order is placed.

General Supplier Requirements:

Unless exception to these requirements is specifically stated on the purchase order, suppliers of key materials to Zeus Industrial Products shall comply with the following requirements:

1. The key contact for all suppliers is Zeus Purchasing:
Zeus Corporate Purchasing, Orangeburg, SC 803-531-2174
Zeus Purchasing, Raritan, NJ 908-526-0800
Zeus Purchasing, Letterkenny, Ireland 353-74-9160050
2. The supplier must be included on the Approved Material Supplier List. Depending upon the criticality of the product, one or more of the following will be required for as evidence of a qualified Quality Management System for supplier approval:
 - a. Completion of the Zeus Supplier Quality System Questionnaire, QF7.4-002, QF7.4-012, or QF7.4-013. A supplier's internal self-assessment document may be accepted if all required information is provided.
 - b. QMS Quality accreditation through an accepted certifying body
 - c. Appropriate industry-specific accreditation
 - d. Acceptable performance history

3. The supplier shall provide required product safety information concerning material components and compliance to regulatory directives. A supplier's internal product safety document will be accepted if all required information is provided.
4. The supplier shall provide a Certificate of Analysis or Certificate of Conformance to the raw material specification for all raw materials purchased by Zeus Industrial Products.
5. The supplier shall provide packaging per Zeus specifications, or in accordance with the best commercial packing methods, to protect the product from damage and for safety in handling during the shipping process.
6. The supplier shall be responsible for assuring that their sub-tier suppliers utilized to provide product or services affecting Zeus product quality have in place the appropriate quality assurance and traceability programs.
7. The supplier processes are documented, controlled, and monitored as appropriate. Testing and inspection frequencies, procedures, and requirements are defined and followed. Any special processes that cannot be verified through testing or inspection will be validated.
8. The supplier shall maintain quality and traceability records by specific lots or purchase orders for a minimum of 5 years. The supplier shall make this information available to Zeus Industrial Products upon request in a format that maintains appropriate confidentiality.
9. The supplier shall maintain calibration records for inspection, measuring, and test equipment traceable to NIST standards. Records shall be maintained for a minimum of 5 years.
10. The supplier shall guarantee that the personnel making and inspecting Zeus products are qualified to perform these tasks. Training records of those personnel shall be made available to Zeus upon request in a format that maintains appropriate confidentiality.
11. The supplier shall notify Zeus Purchasing of any nonconforming product shipped to Zeus Industrial Products, including any latent defects in products already delivered. Proposals for use of specific lots of non-conforming material must be discussed with Zeus Purchasing, who will coordinate decisions and arrangements for use with Zeus quality and manufacturing groups.
12. The supplier shall notify Zeus Purchasing in advance of significant changes in materials, processes, design, sub-tier suppliers, or manufacturing locations outside pre-approved locations.
13. The supplier shall allow Zeus Industrial Products to inspect or audit applicable areas of facilities, documentation, and records for products purchased by Zeus Industrial Products upon request. Scope, boundaries, and confidentiality will be defined in advance with reasonable notice, dependent upon the urgency of the issue.
14. The supplier shall cooperate with Zeus Industrial Products, our customer, and applicable regulatory authorities upon request, including as needed, access to applicable areas of facilities, documentation, and records. Scope, boundaries, and confidentiality will be defined in advance with reasonable notice, dependent upon the urgency of the issue.