

**SCOPE:** Saporito Finishing is dedicated to total customer satisfaction. As a result, suppliers to Saporito Finishing play a key role in our ability to achieve this goal. This policy establishes the requirements of all suppliers to Saporito Finishing Co.

**1) On Time Delivery**

- a. On time delivery is important for Saporito to meet our commitment to our customer. It is expected suppliers maintains an on-time delivery of 90% or better.

**2) Conformance of Products and Services.**

- a. All products and services provided to Saporito shall conform to the Purchase order requirements.
- b. The verification or validation activities of products and services will vary depending on the nature of the product that is provided.
- c. Products shall not be delivered to Saporito until all necessary validations or verification activities have been carried out and all requirements are met, unless given written authorization by Saporito to ship without the necessary verification or validation activities being completed.
- d. The supplier shall maintain objective documented evidence of the conformance of products or services which shall be furnish upon request by Saporito.

**3) Non-conforming material**

- a. It is expected that all suppliers to Saporito Finishing have a method for addressing non-conformances which shall address:
  - i. Containment to prevent their unintended delivery to Saporito.
  - ii. In the event a non-conformance is discovered after delivery, Saporito requires a written notification immediately, along with a plan to remedy the non-conformance.

**4) Corrective Actions**

- a. Based on the severity of the non-conformance Saporito Finishing may issue a corrective action. Saporito may also issue a corrective action if poor on time delivery has impacted Saporito's work flow and impacted Saporito's ability to service the customer.
- b. It is required the corrective action is acknowledge within 1 business day. Any containment (if required), shall be completed and responded to within 1 business day of receipt. Root cause and corrective action must be submitted within 30 days of the issuance of the corrective action.
  - i. An extension may be granted if a due date is not going to be met. The extension must be requested in writing prior to the due date.

**5) Competence of personnel**

- a. Saporito Finishing expects personnel performing work by our supply base to be competent based on the work performed. The level of competency by training and education is at the discretion of the supplier. However, if asked, the supplier shall be able to furnish objective documented evidence of training or education for any personnel when requested by Saporito.

**6) Monitoring of Suppliers**

- a. Saporito will monitor on-time delivery and non-conformances of all suppliers. On-time delivery and non-conformances will impact whether a supplier remains an active approved supplier to Saporito.

**7) Certificate of Conformance**

- a. All suppliers of chemicals must provide a certificate of conformance with each shipment.

**8) Right of Access**

- a. Saporito Finishing, our customer and regulatory authorities are allowed right of access to applicable areas of facilities, and to applicable documented information directly related to products and services supplied to Saporito.

**Exceptions**

An exception is not adhering to any one of the policies outlined above. If your organization wishes to claim an exception(s), please list any exception in the box below and the reason why.

<b><u>Exception</u></b>	<b><u>Reason</u></b>

By signing below, you are acknowledging to adhere to all requirements to this Policy. You are acknowledging failure to adhere to one of the policies above may impact your status of an approved active supplier. If there is a change to your company which will result in one of the policies above no longer being adhere to, you agree to given written notification to Saporito within 30 days.

**Company:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_