

## Supplier Quality Assurance Requirements



# Supplier Quality Assurance Requirements

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## Supplier Quality Assurance Requirements

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## Supplier Quality Assurance Requirements

**Table 1 : History of Change**

Issue	Details of Change	CRQ #	Change Date
1	First Issue	N/A	Oct 11
2	Add Appendix 1 : Supplier Corrective Action Request Form (SCAR)	549	Jan 12
	Change to retention period.	559	
	Add section 7.2 Product / Material Requirements	560	

## **Supplier Quality Assurance Requirements**

### **1.0 PURPOSE**

- 1.1 To establish the Supplier Quality Assurance Requirements for external suppliers, supplying direct materials / indirect materials, and sub-contracted services to Eltek Semiconductors Ltd

### **2.0 SCOPE**

- 2.1 The requirements identified in this document are additional to the Purchase Order and do not replace or alter any of the terms and conditions covered by the order or other contractual requirements.
- 2.2 If there is conflict between this document and the purchase order or contract, then the purchase order / contract shall take precedence.

### **3.0 REFERENCE DOCUMENTS.**

- 3.1 ISO9001:2008 Quality Management Systems.
- 3.2 AS9100C Quality Management Systems.

### **4.0 ASSOCIATED DOCUMENTS.**

- 4.1 Eltek Purchase Order.
- 4.2 Manufacturing Assembly Drawings (as appropriate)
- 4.3 Electrical Test Specifications (as appropriate)
- 4.4 Burn-In drawings (as appropriate)
- 4.5 Eltek Fact files (as appropriate)
- 4.6 Other associated Eltek specifications / procedures

### **5.0 ACRONYMS / ABBREVIATIONS AND DEFINITIONS**

- |     |      |   |
|-----|------|---|
| 5.1 | SQAR | Supplier Quality Assurance Requirements |
| 5.2 | SCAR | Supplier Corrective Action Request.     |
| 5.3 | QMS  | Quality Management System               |

### **6.0 GENERAL REQUIREMENTS**

- 6.1 This SQAR document details the core requirements to be satisfied by Suppliers to Eltek Semiconductors Ltd.

## **Supplier Quality Assurance Requirements**

- 6.2 Eltek requires that all suppliers, and their sub-tiers comply with the quality requirements identified in this document and any applicable documents identified.
- 6.3 Eltek requires that all suppliers maintain a quality system, which ensures all supplied products and services comply with all requirements.
- 6.4 The supplier shall manufacture, verify, test, dimensionally assess, service, release and deliver all products in accordance with the purchase order and all requirements identified on it.

### **7.0 SUPPLIER CORE REQUIREMENTS**

#### **7.1 Purchase Order Requirements**

The supplier shall ensure a process is in place to :

- Review and understand all requirements of the purchase order, and terms and conditions stipulated.
- Review, understand and adhere to all associated engineering drawings and specifications.
- Have a defined process of review to ensure total compliance against all Eltek requirements.

#### **7.2 Product / Material Requirements**

Product / material supplied shall be new i.e. un-used and not knowingly counterfeit or suspected to be counterfeit.

#### **7.3 Flow Down Requirements :**

The supplier shall ensure that applicable requirements of this document are flowed down to its sub-tier supply chain.

#### **7.4 Right of Access :**

The supplier shall allow right of access for Eltek or Eltek's Customer Representatives to the applicable areas of the Suppliers facility and to all applicable records as necessary.

#### **7.5 Quality Management System Requirements :**

The Supplier shall :

- Maintain a QMS which conforms to requirements of BS EN ISO 9001:2008.

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- Suppliers that have not been certified to ISO9001:2008 are expected to have a QMS which meets the requirements of this standard where it relates to material / product / services being supplied to Eltek Semiconductors Ltd.

### 7.6 Product / Process Change Notification

It is a requirement of this procedure for suppliers to provide advance notification of changes to Eltek Semiconductors Ltd as follows :

- Changes of Manufacturing facility location
- Changes of Key suppliers
- Changes to the in-sourcing or outsourcing of any operations
- Changes to product and or process
- Changes to sub-contract process flows
- Changes of material
- Product End of Life Notification.

Advance written notification is required irrespective of whether the changes affect Fit, Form & Function or otherwise.

### 7.7 Record Retention

The Supplier shall maintain product records including C of C's / C of A's, lot batch information & lot travellers for a minimum period of 10 years.

### 7.8 Non-conforming product.

- The supplier shall not knowingly ship material, which fails to meet the purchase order requirements.
- The supplier must immediately notify Eltek where shipped Non-confirming material has been identified and have a process for positive re-call.
- Concession / Waivers must be requested and approved in order to disposition any deviations from specified requirements.

### 7.9 Corrective / Preventive Action

Where Supplier Corrective Action Requests (SCAR's) are raised, the supplier shall provide a root cause analysis report within 14 days identifying the actions taken.

Note : See Appendix 1 for copy of SCAR report.

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### Appendix 1.0 - Supplier Corrective Action Request (SCAR) Form

CAR Details	SCAR Number (NCM Number) :		
NCM Number		CAR Date	
Eltek Contact		Telephone No :	
	e-mail address		
Log Number			
PO Number			
Supplier Name			
Supplier Contact			
Quantity Received			
Quantity Affected			
Part Number			
Description			
Lot / Batch Number			

TEAM MEMBERS	
Leader:	
Internal:	
External:	
PROBLEM DESCRIPTION	
CONTAINMENT ACTIONS	
Implementation date	
Details	
Verify effectiveness	
DEFINE AND VERIFY ROOT CAUSE	
Definition	
Verification	

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<b>CORRECTIVE ACTIONS</b>			
Definition			
Verification			
<b>IMPLEMENT CORRECTIVE ACTIONS</b>			
Implementation date			
Details			
<b>PREVENT RECURRENCE</b>			
Details			
<b>CONCLUSIONS AND APPROVALS</b>			
Details			
Approved	Yes	No	
Name			
Position			
Comments			