

## SUPPLIER GENERAL PERFORMANCE REQUIREMENTS

### Category H - Calibration Services Certified & Non-accredited Suppliers

#### A. COMMERCIAL

1. Terms & Conditions - reference website.
2. Invoicing to specified location at time of shipment per purchase order.
3. Payment to be issued Net 60 days from date of invoice.
4. Prices are firm for life of contract.
5. LTA and contracts as negotiated by supplier.
6. Confidentiality agreements are required between TMD and all of its suppliers.
7. English Language is to be used in the interpretation of All Business communications.

#### B. PERFORMANCE CRITERIA

1. 100% on time.
2. No back orders allowed.
3. Immediate notice to TMD if supplier cannot meet stated delivery requirements.

#### C. MATERIALS & SCHEDULING

1. Delivery at location during specified receiving hours.

#### D. LOGISTICS & ROUTING

1. Follow plant specific instructions for routing.
2. Excess transportation/expediting should be pre-approved in writing by receiving plant.

#### E. QUALITY

1. Meet Customer/OEM specification and/or TMD specifications. Engineering specification per application.

#### F. TESTING AND ENGINEERING AND CERTIFICATION REQUIREMENTS

1. Not applicable

#### G. 3<sup>RD</sup> PARTY SORTING, AUDITS & QUALIFICATIONS

1. Not applicable

#### H. SYSTEMS CERTIFICATIONS & MINIMUM ACCREDITATIONS

Calibration services shall be obtained either directly from a national laboratory or by using accredited calibration services where available. Accreditation must be from accreditation bodies recognized by A2LA as operating to ISO Guide 58 and evaluating laboratories to ISO 17025.

1. ISO 17025 certification separately if not included in other overall certification.
2. Scope of accreditation must include items calibrated.  
Note: calibrations from accredited laboratories must be accredited calibrations and accredited certificates.
3. Acceptable sources of accredited calibration labs can be:
  - i. A2LA accredited calibration lab ([www.a2la.org](http://www.a2la.org))
  - ii. NVLAP (<http://ts.nist.gov/nvlap>)

- iii. APLAC, MRA Signatories ([http://www.aplac.org/aplac\\_mra.html](http://www.aplac.org/aplac_mra.html))
- iv. ILAC (<http://www.ilac.org/>)
- v. IAAC (<http://www.iaac.org.mx/English/Members.php>)
- vi. LAB ([www.l-a-b.com](http://www.l-a-b.com))

A complete list can be found on the A2LA website. [www.a2la.org](http://www.a2la.org)

### I. PPAP & PSW

1. Not applicable

### J. INDUSTRY STANDARDS

Supplier is expected to meet or exceed the following industry standards as applicable:  
(Note: Suppliers are to obtain their own copies as required.)

1. AIAG - Automotive Industry Action Group.
2. FSP6 - Ford Supply Practice 6.
3. PPAP - Production Part Approval Process.
4. APQP - Advanced Product Quality Planning.
5. SPC - Statistical Process Control.
6. PSO - Part sign-off, appropriate edition per DCX.
7. A2LA - American Association for Laboratory Accreditation.
8. Specific industry standards will apply to purchasing even if not specifically called out here.

### K. PROOF OF INSURANCE & WORKMAN COMP

1. See minimum standard in TMD's Terms & Conditions located on website at [www.tmdinc.com](http://www.tmdinc.com).

### L. ENVIRONMENTAL, SAFETY & OTHER REGULATORY RULES

1. Follow TMD safety and workplace rules per facility.
2. MSDS to be supplied to TMD at source award.
3. Supply TMD with updated MSDS upon changes.
4. Compliance with environmental standards/regulations.
5. Exchange of environmental expertise as appropriate.
6. Competency certificates available upon request to TMD to demonstrate supplier's employee competency in work areas.
7. As applicable suppliers are required to follow category J general requirements including but not limited to "ON SITE REQUIREMENTS"

### M. CALIBRATION SERVICES FROM NON-ACCREDITED SOURCES

TMD, using the services of a subcontracted laboratory services, is responsible for ensuring to their clients that the subcontracting laboratory has a satisfactory quality system and is competent to perform the required calibrations.

While A2LA-accredited or national equivalent status for calibrations is preferred, it may not always be practical. When a supplier is not accredited by A2LA or another organization recognized as equivalent, TMD Lab and/or Corporate Quality Department must record its assessment of that laboratory's capability to meet ISO17025 requirements on a requirement-by-requirement basis. Investigations of non-accredited subcontractor laboratories are done using a trained auditor.

OEM 2<sup>nd</sup> party or OEM designated 3<sup>rd</sup> party ISO 17025 certification can be used as evidence to meet qualifications if service provided is within lab scope.

The following subcontractor records are required to meet the intent of ISO/IEC 17025 for the work in question prior to subcontracting:

- (a) A copy of the subcontractor's quality policy manual that meets the requirements of ISO/IEC 17025 with a cross-reference to the ISO/IEC 17025.
- (b) A copy of the subcontractor's procedure(s) (instructions for calibration of the specific equipment) for the specific work in question.
- (c) A copy of training records for the person responsible for performing the subcontracted work.
- (d) An example test report or certificate for the testing intended to be subcontracted.

The TMD auditor will review and approve with initials & date and contact the subcontractor to review the assessment, approval and scope of items approved.

Where proprietary or confidential information is involved, prudent modifications (confidentiality agreement or limited information exchange) may be made and included as part of the assessment record.