



1.0 Purpose

The purpose of this document is to ensure that purchased resins and colorants meet Kamek Precision Tools Inc. (hereafter named "Kamek"), our Customer, and, when applicable, regulatory authorities requirements.

2.0 Scope

This Procurement Specifications covers the requirements associated to the procurement of resins and colorants, including testing and packaging requirements.

3.0 Quality System Requirements for Resin Suppliers

Kamek Quality Management System is ISO/TS-16949 and AS9100 registered. As such, and as a minimum, we require your company to be registered to ISO 9001. We expect you to develop your quality management system with the goal of conforming to ISO/TS-16949. Important elements of such a system are:

- Reduction of defective products, with a zero (0) defect philosophy.
- Improving delivery performance to 100% On Time Delivery.
- Continual improvement practices of both your internal manufacturing and administrative processes
- Elimination of non-value added processes and Cost reduction.

4.0 Resin and Colorant Quality

The Suppliers of resin or colorant are required to perform inspection and/or testing for each new production lot to verify compliance to the required specification before it is shipped to our facility. The inspection and/or testing must be traceable to an established documented specification or standard, with recorded results acceptable to the specific requirements.

The resins and colorants must meet all of their published specifications. No resin or colorant with one or more characteristics failing on the Certificate of Analysis or Certificate of Compliance can be shipped to Kamek.

5.0 Special Requirements for Resin and Colorant Quality

If in addition to the other requirements of this Purchase Specifications any special requirements, such as qualification of personnel, identification and revision status of specifications, process requirements, inspection/verification status, other relevant technical data, test, inspection, verification (including production process verification), use of statistical techniques for product acceptance and related instructions for acceptance and, as applicable, critical items such as critical, special and key characteristics as defined by Kamek or its Customer, requirements for test specimens (e.g. production method, number, storage conditions) for inspection, verification, investigation or auditing, are required from the Supplier as well as its supply chain, these requirements will be mentioned on the Purchase Order and reference will be made to Clause 5.0 Special Requirements for Resin and Colorant Quality.

6.0 On-time Delivery

Delivery shall be within +1 / -2 days (i.e. between 1 day early and 2 days late) of the promised delivery date. Any delivery outside this window will be logged as "late".



7.0 Identification & Traceability

Individual packages must be marked on at least one side with the following:

- Supplier Identification
- Product Name and Number
- Material lot or batch number
- Quantity

Internal traceability at the Supplier site must include but not be limited to your own raw materials and production batches information such as dates of production, equipment used, etc.

8.0 Documentation Requirements

Each shipment must be accompanied with the following document

- Packing Slip referencing Kamek Purchase Order number
- Material Safety Data Sheets (MSDS) with the first shipment or after a revision change
- Certificate of Analysis or Certificate of Compliance (accepted only for colorant Suppliers)

If, upon reception, the Certificate of Analysis or Certificate of Compliance is missing, Kamek will request a copy immediately. If the copy is not received within 48 hours of the request, the material can be returned to the Supplier.

9.0 Record Retention Requirements

The resin or colorant Suppliers must keep all relevant records regarding the manufacturing of each production lot for a period of time of minimum 7 years.

If a Supplier is requested to keep records for more than 7 years, this will be mentioned on the Purchase Order.

10.0 Packaging

Pallet Loading

Cartons (including bags) must not extend beyond the edge of the pallet and be strong enough to hold the weight of other cartons on the pallet and the weights of at least one other pallet load (1500 pounds maximum). Strippable reinforced tape is the preferred carton closure method. Staples may be used.

All cartons (including bags) must be secured to the pallet to prevent any shifting during transit. Shrink or stretch wrap is the preferred methods. Banding is an acceptable alternative (plastic only). Two bands in each direction are recommended (total of 6), with the use of edge protectors to prevent carton damage.

Pallet Specifications

Pallets are preferred to be 4 way reusable and must not exceed the following dimensions

Width (inches)	Length (inches)	Height (incl. Pallet) (inches)	Maximum Weight (lbs)
48	48	48	1500

Packaging

For single bags of resin or colorant not secured to a pallet to protect the bags from rupturing, the Supplier must use quality materials to avoid spillage or contamination. Ruptured bags will be immediately rejected upon receiving.

Should resin or colorant be shipped in Gaylord containers or barrels, the Gaylord or barrels must be securely placed on a pallet for easy handling and unloading. The lid of the Gaylord or barrels must be secured to avoid spillage and contamination.



Unless prior approval is obtained from our Purchasing department, kegs, pans, pails, etc., will not be accepted as shipping containers. If approved, such containers must be on prescribed pallets and banded per the above specifications.

Containers, pallets, crates, or other shipping devices will not be returned unless they are part of a Kamek returnable program covered by explicit agreement.

The gross weight of any single carton (or bag) designed for manual lifting must not exceed 55 pounds (25kg).

Hazardous materials must be identified, packaged, labeled, and shipped in accordance with all Country, Province, State and Federal regulations.

11.0 Shipping

Shipment of production material must comply with the specified routing on the purchase order or as agreed upon prior to shipping. If a premium carrier is deemed necessary for production resin, it must be authorized and terms specified by our Purchasing department.

12.0 Invoicing Information

The Invoice must specify the resin or colorant type ordered, packing slip number, purchase order number, quantity and correct price.

13.0 RoHS

All resins or colorants delivered to Kamek must meet the Restriction of Hazardous Substances in Electrical and Electronic Equipment ([RoHS Directive](#) (2002/95/EC)).

14.0 Cost of non-conforming Resin or Colorant

In the event that defective resin or colorant reaches our facility and the cause of the nonconformance is due to the Supplier, the Supplier will be held responsible for the cost of the finished product, the cost of any resin or colorant that has not been consumed yet and potentially lost time for manufacturing. The Supplier must correct the problem and take the preventive action required to eliminate reoccurrences.

Kamek will not debit a Supplier for this cost without first giving the Supplier an opportunity to review the defective product.

15.0 Corrective Action Request

When a Corrective Action is required, Kamek will submit either a sample of the resin or colorant or a molded part (produced from the suspect lot or batch) to Supplier Pfor evaluation, and Kamek Supplier Corrective Action form. The Supplier will be required to respond to this request in a timely manner. The completed form must address the Root Cause (the system failure that allowed the non-conforming product to be manufactured and shipped) and the action taken to prevent the reoccurrence (including other products which could be affected by the same deficiency).

16.0 Right of Access

Kamek, our Customer or any regulatory authorities request right of access to the applicable areas of all facilities, at any level of supply chain involved in the order, and to all applicable records, involved in the products we make. The purpose is to perform a quality system audit of the departments,



processes and relevant records involved in the manufacturing of the resin or colorants we purchase from our Suppliers in order to put the Supplier on our Approved Supplier Listing.

The visit will be used to assure that the Supplier's plant has the capability of producing consistent quality products to the levels required by Kamek.

The information gathered from this visit will become part of the product or process feasibility as required from our Advanced Quality Planning process at the onset of each potential Customer contract.

17.0 Changes to the Resin or Colorant

Any change to the resin or colorant, including to changes to the Supplier's own raw material must be communicated in writing to Kamek for approval prior to proceeding. Kamek will reserve the right to require sample submission based on the nature of the change.

18.0 Changes to the Manufacturing Process or Manufacturing Facility Location

Any change to the manufacturing process or manufacturing facility location must be communicated in writing to Kamek prior to proceeding. Kamek will reserve the right to require sample submission based on the nature of the change.

19.0 Deviation

Any deviation to this Procurement Specifications must be communicated in writing to Kamek for approval prior to proceeding.

20.0 Shipment of non-conforming or suspect Resin or Colorant

In the event that the Supplier finds that non-conforming or suspect resin or colorant has been shipped to Kamek, the Supplier must inform Kamek's Quality Manager immediately with details about the nature and extent of the non-conformance.