Quality Control Manual

Revision 6.1

QUALITY CONTROL MANUAL

S-P INTERNATIONAL
100 - 5118 North Fraser Way
Burnaby, B.C., V5J 0H1

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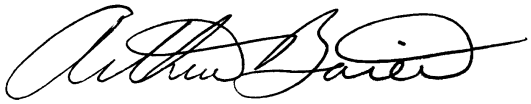
100 - 5118 North Fraser Way
Burnaby, B.C., V5J 0H1

S-P International
200 - 550 Alden Road
Markham, Ontario, L3R 6A8

We herby certify that this Quality Control Manual accurately and adequately describes the Quality Control Process Program and Procedures that are currently in use at S-P International (B.C.) Inc. and in our opinion meets and/or exceeds the requirements of AQAP4 and CSA Z299.2.



Director of Quality Control and Compliance

January 06, 2023

Date

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CERTIFIED COPIES OF THIS QUALITY CONTROL MANUAL

WILL BE HELD ON FILE BY THE

QUALITY ASSURANCE MANAGER

Only uncertified copies of this Quality Control Manual will be made available for distribution upon request. Only the certified copies will be kept up to date with all amendments and revisions. All copies given out to distribution will not be kept updated.

HISTORY

Established in 1972, S-P International (B.C.) Inc, (hereinafter referred to as S-P International) is one of Canada's leading suppliers of passive components for the electronics industry. Its products are QPL approved and used by many large, medium and small OEM's supplied to them either directly or through established network of distributors located throughout Canada.

S-P International's products originate from all parts of the world, supplied by world class manufactures, providing some of the following products:

Carbon and Metal Film Resistors
Metal Oxide and Power Resistors
SMD Resistors
Electrolytic, Film, and Ceramic Capacitors
Cooling Fans
Toggle, DIP and Slide Switches
Small Signal and Zener Diodes
LCD and LED
Custom Cables and Enclosures
Personal Protective Equipment (PPE)

The company's "Sannohm" and "Sanyo-OHM" resistor lines and "Sanyo-CAP" ceramic capacitor line are product leaders in Canada and have major approvals by some of the largest OEM manufactures in Canada and internationally. Much of the product is supplied on an annual contract basis.

A large portion of the company's business consists of scheduled orders, which are shipped from its large, efficient warehouse in Burnaby, to customers across North America. S-P International prides itself on the many awards bestowed on it by major OEM's in recognition of outstanding service, quality product recognition and J.I.T. deliveries.

S-P International is dedicated to the passive component market and will continue to provide quality products to the Canadian and international electronic industry.

S-P International presently has two Canadian locations. Head office and warehouse are located in Burnaby B.C. with a sales office located in Markham Ontario. Associate foreign offices are located in Taipei Taiwan, Osaka Japan, and Kowloon Hong Kong.

The Burnaby facility provides J.I.T. deliveries, bar coding, product testing and value added services such as lead forming and special packaging.

At the end of 2018, S-P international moved into a new, state of the art Head Office and Warehouse, enabling the company to better service its customers.

2 MANAGEMENT RESPONSIBILTY

2.1 GENERAL

All levels of management at S-P International are committed to a total quality system that will promote the highest standards of workmanship while maximizing efficiency and minimizing waste throughout departments in our organization.

2.2 QUALITY POLICY

Our quality policy is to ensure that optimum quality is achieved throughout all facets of our organization and to define the requirements for an inspection system that will provide objective evidence that products and materials we supply and/or manufacture, meet the quality requirements of contracts or purchase orders awarded to the company. These requirements shall be met by the establishment of procedures that will ensure that only acceptable products and materials will be represent for delivery against any contracts or purchase orders. This manual will be reviewed and revised by the Quality Assurance Manager to improve or correct any products that may not reach optimum effectiveness.

2.3 OBJECTIVES

Our objective is to implement and monitor our quality program so as to ensure that all products and services supplied by us meet the specification and qualifications of our customer's orders/ contracts. Thus allowing us to ensure with complete confidence that all products going through our facility are of the highest quality, and are safe and reliable for their intended use.

3 REQUIREMENT OF THE SYSTEM

3.1 GENERAL

S-P International shall establish and maintain an effective inspection system to ensure that only acceptable material and products will be present to our customers. We will maintain a documented inspection system capable of producing objective evidence that material and products conform to customer purchase order requirements, whether manufactured/processed by the company, or produced from one of our subcontractors. We shall ensure that essential inspection requirements are determined and satisfied through all phases of manufacture/procurement. The system shall, as a minimum, provide for the detection and removal of nonconforming material either prior to or at the latest stage of processing whereby a characteristic of specification can be observed or measured. Inspection necessary to demonstrate conformance to contract requirements, wherever performed, is hereinafter referred to as "Last Point" Inspection.

3.2 CONTRACTOR INSPECTION REPRESENTATIVE

S-P International, as the manufacturer's representative, has the authority to resolve all inspection matters, via the Quality Assurance Manager.

3.3 DETERMINING INSPECTION REQUIRMENTS

It shall be the responsibility of the Sales Representative to review and verify that the Quality Assurance and Inspection requirements are in accordance with original quotations, and that these requirements are properly noted under "Instructions" on all sales orders before they are processed.

3.3.1 It shall be responsibility of the Quality Assurance representative to ensure that the appropriate Quality Assurance procedures will be followed and that all contractual requirements can and will be met.

3.4 PURCHASING

3.4.1 Qualified products or proprietary products shall be purchased directly from a manufacturer that has met or surpassed the qualification requirements for the product, or an approved "distributor of such manufacturer". The purchase order/contract will clearly indicate the qualification requirements, such as military specification, test reports, certificates of compliance (C of C), etc. It shall be the responsibility of the Sales Representative to ensure that before procurement of product or products, that all parties are working with the same revision of the specifications and/or drawings. Suppliers of QFL'd products and current specification revisions levels shall be verified in the "Global" QPL products list library.

3.4.2 Purchase orders/subcontractors shall contain at a minimum, the following information.

a) A clear description of the materials ordered, including as applicable:
   i) The type, class style, grade or other precise identification.
   ii) The title and other positive identification and applicable issues of specification, drawings, process requirements, classification of defects, inspection instructions, or other relevant technical data.

b) When pertinent, the following information shall also be included:
   i) Requirements for documented results of tests performed by the manufacturer.
   ii) Special packing and packaging requirements.
   iii) Information and instructions required when shipment is to be made direct from a subcontractor to a consignee other than S-P International.
   iv) Requirements for government source inspection (G.S.I.)

3.4.3 Amendments to purchase orders shall refer to original purchase order number and shall be processed in the same manner as the original purchase order. All purchase orders and associated reference data, and amendments thereto, shall be available for review.

3.4.4 The purchasing department shall ensure that all product/services purchased and supplied meet all current RoHS, REACH and Conflict Minerals (CMRT) requirements.

The inspection plan shall be such that it provides for all last point inspections necessary to ensure that the contract or purchase order requirements have been met or exceeded.

3.5 INSPECTION PLAN

The inspection plan shall be such that it provides for all last point inspections necessary to ensure that the contract or purchase order requirements have been met or exceeded.

3.6 DOCUMENTS FOR INSPECTION

S-P International shall ensure that the latest applicable drawings, specifications, and instructions referenced by the contract or purchase order, as well as authorized changes thereto, will be kept on file.

3.7 PACKING AND PACKAGING

When packaging standards are indicated on the contract or purchase order, the packing/packaging shall be in accordance to such specifications/requirements of the contract or purchase order. If no packaging requirements are indicated, S-P International shall use standard commercial packaging.

3.8 RECORDS

S-P International shall keep individual files for each contract or purchase order.

Each file shall include the following documentation:

a) Purchase order/contract with all related documentation such as test reports, drawings, part numbers, certificates of compliance.
b) All inspection reports which in turn shall include all test reports.

4 RECEIVING / INCOMING INSPECTION

4.1 Criteria:

a) To assure that the material ordered is the correct part number as shown on the purchase order.
b) To assure that the quantities received match with the packing slips and purchase order.
c) To assure that there is no obvious damage to received material
d) To assure the supplier Certificates of Compliance (C of C) or Certified Test Reports have been supplied and are in conformance to applicable specifications.
e) To assure that all items are marked as being RoHS and or REACH compliant.
f) To identify and quarantine any or all nonconforming material.

4.1.1 PROCEDURE

Per Appendix “A-1” all materials received will be counted and checked against supplier packing slips, and S-P International pre-receiving report. The material will be visually checked to assure it is free from damage and that original packaging is intact. If requested by purchase order/ contract, all Certificates of Compliance (C of C) or Certified Test Reports should be with the shipment and then attached to our purchase order. The correct part number will then be clearly written on all boxes and or unit packages, and then placed into inventory.

4.2 NONCONFORMING MATERIAL

All material found to be nonconforming to this section as outlined in 4.1, shall be placed in the quarantine area and marked as “Nonconforming”.

4.3 DISPOSITION OF NONCONFORMING MATERIAL

All nonconforming material shall be segregated from inventory or the production channel. An area will be established and maintained where only nonconforming material will be kept (Quarantine Area). In the event that disposition of the nonconforming material cannot be made immediately, the material shall be placed in this area. All material in this area will be tagged “REJECT” (Appendix A-9) and must be accompanied by a “Nonconformity” report (Appendix A -7).

Material sent to quarantine from any stage of this Quality Assurance Program will be under the responsibility of the Quality Assurance Manager to initiate corrective action with any supplier or subcontractor when nonconforming material is identified as required by the nature and frequency of the nonconformance.

In the case of material that is to be scrapped, the nonconforming tag will be so inscribed and then forwarded to the Quality Assurance Manager.

4.4 RECALL OF PRODUCT BY FACTORY.

The following procedure must be followed in the event of a product recall due to a factory or Government issue with the product sold to a customer.

4.4.1 Upon notice from the manufacturer or due to a Government order, S-P International will make every attempt to notify all customers supplied with the recalled product, that the product has been recalled. This will be by a formal notice, either by mail or email or fax.

4.4.2 S-P International will post on it’s web site and all social media accounts, a notice of the recall of the product.

4.4.3 All sales staff with will be tasked with contacting their customers who have purchased the product as a follow-up to ensure all customers are aware of the issue and what measures the manufacture is taking to rectify the issue with the product.

4.4.4 S-P International will advise all customers as to how to either return or dispose of the recalled product.

4.4.5 Any and all remaining inventory in S-P International’s warehouse will be removed from the shelf and put into a quarantined area, separate from normal inventory until either returned to the manufacturer or disposed of.

5 RETURNS AUTHORIZATION MATERIAL (RMA) PROCEDURE

The following procedure must be followed before any RMA may be issued to a customer by S-P International.

5.1 The sales person responsible for that account must confirm with the customer the reason for the requested return. Returns may be approved due to the following reasons:

a) Incorrect product received
b) Incorrect product ordered by customer
c) Correct product received but product received damaged due to
    i) incorrectly packaged for shipping
    ii) damage due to mishandling by courier
    iii) issue with original factory manufacturing
d) Incorrect quantity supplied (too many parts shipped)
e) Product failure
f) Customer no longer needs material ordered.

5.2 Once the need for the RMA has been confirmed, the sales person must communicate the need for the RMA with the head of the Purchasing Department and or the head of Quality Control and Compliance. The head of the Purchasing Department will approve or disapprove the request and will advise if a restacking fee is applicable. The Purchasing Department will also be advise if the customer will have to pay the cost for the return shipping, or if the return shipping will be paid by S-P international. If shipping costs are to be paid by S-P International, the customer must ship via a courier specified by S-P International. Failure to do so will result in the shipping costs being billed back to the customer.

5.3 The sales person will then write up an RMA form and submit it to the head of the Purchasing Department for approval prior to the RMA being issued to the customer.

5.4 Upon the return of goods against an RMA, the same procedures as a new incoming shipment must be followed.

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6 PROCESS SPECIFICATION-COUNTERFEIT PARTS PREVENTION

6.1 PURPOSE

The purpose of this document is to describe the process and due diligence performed to prevent the purchase and / or use of Counterfeit Parts and meet the requirements of the SAE AS5553 Fraudulent/Counterfeit Electronic Parts Avoidance, Detection, Mitigation and Disposition and SAE AS6174, Counterfeit Material, Assuring Acquisition of Authentic and Conforming Material.

a. Maximize availability of authentic parts.

b. Procure parts from reliable sources.

c. Assure authenticity and conformance of procured parts.

d. Control parts identified as counterfeit.

e. Report counterfeit parts to other potential users and Government investigative authorities.

6.2 SCOPE

This document applies to the procurement activities at S-P International to the extent specified herein.

6.3 APPLICATION DOCUMENTS

The following publications shall be applicable to the extent specified herein, or as defined on the contract or purchase order. These publications shall be in effect as of the issues listed. Compliance with any other issues of these publications requires prior written approval from S-P International. Insofar as any of the publications referred to herein conflict with the requirements of the specification, this specification shall govern.

AS5553, Counterfeit Electronic arts; Avoidance, Detection, Mitigation, and Disposition

ISO9001, Quality Management System Requirements

QP-830, Control of Non-Conforming Product

AS6081, Fraudulent/Counterfeit Electronics Part: Avoidance Detection, Mitigation, and Disposition Distributors

AS6174, Assuring Acquisition of Authentic Conforming Material.

6.4 DEFINITIONS

6.4.1 Suspect Part – A part in which there is an indication by visual inspection, testing, or other information indicating the item may have been misrepresented by the Supplier or Manufacturer and may in turn meet the definition of a Counterfeit Part.

6.4.2 Counterfeit Part – A suspect part identified as a copy or substitute without the legal right or authority to do so or a part whose material, performance, or characteristics are knowingly misrepresented by a Supplier in the Supply Chain. The Counterfeit Parts include but are not limited to:

i) Parts not containing the proper internal construction (die, manufacturer, wire bonding, etc.) consistent with the ordered part. \

ii) Used, refurbished, or reclaimed parts represented as new product.

iii) Parts with a different package style, type, or surface plating/finish than the required or order product.

iv) Parts not successfully completing the full production and/or test flow of the Original Component Manufacturer (OCM) that are represented as completed product.

v) Parts sold or delivered as upscreened product that have not successfully completed the upscreening process.

vi) Parts sold or delivered with modified labeling or markings intended to misrepresent the form, fit, function, or grade of the intended product.

Note: Refinished, upscreened, or updated parts identified accordingly are not considered counterfeit product.

6.4.3 Aftermarket Manufacturer - A manufacturer meeting one or more of these criteria:

i) A manufacturer authorized by the OCM to produce or provide replacement parts. The parts supplied originate from the OCM to the aftermarket manufacturer or an aftermarket manufacturer using the OCM tooling or intellectual property produces the parts.

ii) The manufacturer produces parts using tooling or equipment manufactured by and traceable to an OCM that was properly stored until use. The parts are subsequently assembled, tested, and qualified using processes meeting the technical specifications without violating the intellectual property rights, patents, or copyrights of the OCM.

iii) The manufacturer produces parts by emulation, reverse engineering, or redesign using processes matching the OCM specification. The parts must meet the Customer needs without violating the OCM intellectual property rights, patents, or copyrights.

Note 1: The Aftermarket Manufacturer must label or otherwise identify a part to ensure the "as shipped" product is not mistaken for the product manufactured by the OCM.

6.4.4 Approved Supplier – Suppliers who are formally assessed and determined to have a low risk of providing counterfeit product.

6.4.5 Authorized Supplier – Aftermarket manufacturers (reference Section 6.5) and OCM authorized sources of supply for a specific part.

6.4.6 Broker - In the independent distribution market, brokers are professionally referred to as an Independent Distributor.

6.4.7 Franchised Distributor - A distributor with which the OCM has a contractual agreement to buy, stock, re-package, sell and distribute its product lines. When a distributor does not provide products in this manner, then for the purpose of AS5553, the distributor is considered an independent distributor for those products. Franchised distributors normally offer the product for sale with fully manufacturer flow-through warranty. Franchised contracts may include clauses that provide for the OCM's marketing and technical support inclusive of, but not limited to,

failure analysis and corrective action, exclusivity of inventory, and competitive limiters.

6.4.8 Independent Distributors – A distributor the purchases new parts with the intention to sell and redistribute them back into the market. Purchased parts may be obtained from original equipment manufacturers (OEM's) or contract manufacturers (typically from excess inventories), or from other independent distributors. Re-sale of the purchased parts (re-distribution) may be to OEM's, contract manufactures, or other independent distributors. Independent distributors do not have contractual agreements or obligations with OCMs.

6.4.9 Certificate of Conformance (C of C) – A document provided by the supplier formally declaring the purchase order requirements are met. The document may include information relative to the manufacturer, distributor, Quantity, date code, inspection date that is signed by a responsible associate for the supplier.

6.4.10 Certificate of Conformance and Traceability (C of CT) - A certificate of conformance applicable to some military specifications requiring documented traceability of the product from the Qualified Parts List / Qualified Materials manufacturer through the product delivery to the Government.

6.4.11 ERAI – A privately held global trade associates who monitors, investigates, reports, and mediates issues affecting the global supply chain of electronics including the supply of counterfeit and substandard parts.

6.4.12 Packaging - Component packaging refers to the manner the electronic parts are packaged in preparation for use.

There are four basic types of packaging: (A) Bulk, (B) Tray, (C) Tube, and (D) Reel.

6.4.13 Refinishing – Using a plating process method after manufacture to alter the original plating composition on a parts lead or lead wire.

6.4.14 Refurbished – Subjecting parts to a process to brighten, polish, or renovate the item in an effort to restore the item to a "like new" condition. Refurbished parts may have the leads realigned and tinned.

6.4.15 Upscreened – Additional part testing performed to produce parts verified beyond the specification parameters of the manufacturer.

6.4.16 Used – Electrically charged parts removed from a prior application. Parts should be examined for nonstandard packaging, mixed lots / dates, parts from various sites, scratches, bends, test dots, faded marking, chemical residue, or other signs of use. Used parts may be sold with a limited warranty. Programmable product may still contain partial or complete programming capability that may affect part functionality. Used parts marketed as such should be declared accordingly.

Note 1: Other definitions are available for review in Section 3.3 of the AS5553, Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition Standard.

6.5 RESPONSIBILITY

Purchasing, engineering, materials, and other associates as appropriate or required are responsible to

comply with the requirements and processes identified in this document.

6.5.1 Purchasing is responsible to procure the correct electronic part using the applicable drawing, specification, description, or other information to meet the intended use.

6.5.2 Engineering is responsible to ensure the drawing, specification, process, or other description identifies the applicable type, class, style, part number, manufacturer, or other related information so the correct part or product is identified.

6.5.3 Materials associates / Receiving Inspection may be responsible to examine, inspect, and/or maintain the parts to identify or mitigate the receipt and/or use of counterfeit parts.

6.5.4 Purchasing is responsible for referencing the PS-00400 Counterfeit Parts Prevention procedure. This will be done by referencing the ITWMilitarygse.com WEB site on the Purchase Order.

6.6 PROCEDURE

6.6.1 Part Availability: The processes shall maximize availability of authentic, originally designed and/or qualified parts throughout the product's life cycle, including management of parts obsolescence. Information and guidance for ensuring parts availability is provided in Appendix A, Parts Availability of AS5553, Counterfeit Electronic Parts, Avoidance, Detection, Mitigation, and Disposition Standard.

6.6.2 Purchasing must examine a potential source of supply to assess the risk of receiving counterfeit parts. Assessment may be a survey, audit, product alert review, and a review of the supplier quality data to determine performance.

6.6.3 Purchasing must maintain a list of suppliers to minimize the risk associated with the supply and / or receipt of counterfeit parts.

6.6.4 Purchasing should focus buying efforts to obtain parts directly from the OEM, an OCM, approved distributor, authorized resell organization, or franchised aftermarket supplier. These companies are reviewed and approved by the original component manufacturer.

6.6.5 Assure that approved/ongoing sources of supply are maintaining effective processes for mitigating the risks of supplying counterfeit parts. Assurance actions may include surveys, audits, review of product alerts, and review of supplier quality data to determine past performance.

Note 1: Purchasing may reference Appendix C of the AS5553 Standard for guidelines and information related to Supply Chain Traceability. At a minimum, the OCM, distributor or the aftermarket manufacturer should be required to provide certificates of conformance and acquisition traceability. These certification requirements must be clearly identified on the purchase document as deliverable data.

In general, product with electronic components destined for Government or military use requires a manufacturer certification. In general, product with electronic components destined for commercial use may not require the certification or traceability documents.

The electronic component requirements for the product may be identified from a review of the Customer purchase order, specification, or flowdown requirements. It is always prudent for purchasing to request certification and traceability data as a deliverable item.

6.6.6 Purchasing must specify the flowdown requirements from the Counterfeit Parts Procedure applicable to the supplier or subcontractor. Purchasing must perform some level of risk assessment if the supplier or subcontractor does not maintain a documented counterfeit part control plan compliant to the AS5553 Standard.

6.6.7 The purchase document must specify the applicable requirements of the Counterfeit Part Procedure to the supplier to minimize the risk of receiving counterfeit parts. In order to minimize the risk of procuring counterfeit parts the purchasing document should include requirements to ensure conforming, original, and authentic parts are provided. The purchasing document may list certification or traceability requirements, test and / or inspection results and Quality System requirement for the supplier. The purchasing document may also reference the ITW WEB Site and this Process – PS-00400- Counterfeit Parts Prevention.

6.6.8 Persons receiving, inspecting, or processing parts must examine the product to ensure the drawing, specification, type, class, style, part number, manufacturer, Certificate of conformance or other related information is present to detect or identify suspect or counterfeit parts. Suspect or counterfeit parts are placed on a nonconforming material document so the items may be identified and segregated to a nonconforming part location, reference QP-830 – Control of Nonconforming Material.

6.6.9 This procedure shall assure that all occurrences of counterfeit parts are reported, as appropriate, to internal organizations, customers, government reporting organizations (e.g., GIDEP), industry supported reporting programs (e.g., ERAI), and criminal investigative authorities. Information and guidelines for reporting counterfeit parts are provided in Appendix G, Reporting of AS5553, Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition Standard.

6.7 VERIFICATION

S-P International considers the due diligence applied to the material purchase successful when this procedure is followed and when finished product meets the test or inspection requirements identified for the product or the standard work established for the product. A failed Electrical Component or Product, Motor, or Motor Part does not mean the instance was caused by a counterfeit part. S-P International must verify the cause of the nonconformance and disposition the defect per the QP-830 - Control of Nonconforming Product. This procedure will apply if the deficiency is suspected or attributed to a counterfeit part.

7 SUPPLIER ESG STANDARDS

S-P International is committed to protecting and sustaining the world's water supply. We are committed to operating our business ethically, responsibly and sustainably, and we expect our suppliers to share a commitment to our values through sustainable business practices. We expect S-P International suppliers to fully comply with applicable laws and to support internationally recognized environmental, social and corporate governance (ESG) standards. We also expect our suppliers to use their best efforts to implement these standards with their suppliers and subcontractors.

We particularly expect you as our supplier to support and embrace the following ESG Standards, which are reflected in the S-P International Code of Business Conduct and the S-P International Quality Control Manual. These ESG Standards are informed by internationally recognized ESG standards including the ten principles of the United Nations Global Compact initiative, the United Nations Guiding Principles on Business and Human Rights and the International Labour Organization (ILO)'s 1998 Declaration on Fundamental Principles and Rights at Work.

7.1 ENVIRONMENT

- You comply with all applicable environmental, health and safety regulations.
- You promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- You ensure by using appropriate management systems that product quality and safety meet the applicable requirements.
- You protect your employees' and neighbors' life and health, as well as the general public at large against hazards inherent in your processes and products.
- You use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water and soil.
- You minimize your negative impact on biodiversity, climate change and water scarcity.

7.2 SOCIAL

- You respect human rights and strive to eliminate forced labor (including modern slavery and human trafficking) and child labor.
- You respect the principle of freedom of association and the right to collective bargaining in accordance with applicable laws.
- You treat your employees with respect and provide a workplace free of harassment or abuse of any kind, harsh and inhumane treatment, unlawful practices or discrimination.
- You have a process that enables your employees and other stakeholders to report concerns or potentially unlawful practices at the workplace.
- You comply with minimum wages and working hours in accordance with local laws and ensure compensation of a living wage according to local living conditions.

7.3 GOVERNANCE

- You abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- You consider business integrity as the basis of business relationships.
- You prohibit all types of bribery, corruption and money laundering.
- You forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- You respect the privacy and confidential information of all your employees and business partners and protect data and intellectual property from misuse.
- You implement an appropriate compliance management system which facilitates compliance with applicable laws, regulations, and standards.

As part of our sustainable procurement practices, S-P International is committed to preventing negative environmental and social impacts across our supply chain.

INCOMING MATERIAL VERIFICATION PROCEDURE

The following checks are to be done for all material that is received by S-P International.

Should any discrepancies occur, notes should be made on the appropriate receiving report.

a) **Quantities are as indicated on the packing slip.**

b) **Part numbers are correct as compared to the S-P International purchase order that the goods were ordered against.**

c) **Material is free from any damage and packing is intact.**

d) **Certificates of Compliance (C of C), if requested on the S-P International purchase order are attached.**

e) **Test reports, if requested on the S-P International purchase order, are attached.**

f) **Government Source Inspection (G.S.I.) documentation, if requested on the S-P International purchase order, are attached.**

g) **All packaging notes parts are RoHS and or REACH compliant.**

This checklist shall remain posted in the receiving department of S-P International, and shall be used as a guide to checking all incoming material.

100 - 5119 N. Fraser Way
Burnaby, B.C. V5J 0H1
Tel: (604) 324-4811
Fax: (604) 324-3184
Email: info@s-pintl.com

CERTIFICATE OF COMPLIANCE

DATE: _____

YOUR ORDER#
VOTRE # DE COMMANDE: _____

OUR INVOICE #
NOTRE # DE FACTURE: _____

CERTIFICATE OF COMPLIANCE

I hereby certify that the whole of the material listed on the above invoice has been inspected and tested and conforms to the drawings and or specifications quoted on your purchase order and is in accordance with all applicable military specifications.

CERTIFICATE DE CONFORMITE

Par la présente, je certifie que tout le materiel listé sur la facture ci-haut mentionnée a été inspecter et tester et rencontre les dessins et ou specifications mentionnés sure votre bon de command et est en accord acec toutes les specifications militaries applicable.

NOTE:

_____
Director of Quality Control and Compliance

S-P INTERNATIONAL B.C. INC ACB20210915

100 - 5118 N. Fraser Way
Burnaby, B.C. V5J 0H1
Tel: (604) 324-4811
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NONCONFORMANCE REPORT

1 REJECTION

Reference:	Date:	Part Number:
Supplier:	Manufacture:	Part Name:
Quantity:	Quantity Rejected:	Purchase Order Number:
Reason for Nonconformity _____ _____ _____ _____		
Inspector:	Stamp:	

2 REJECTION CHECK AND APPROVAL:

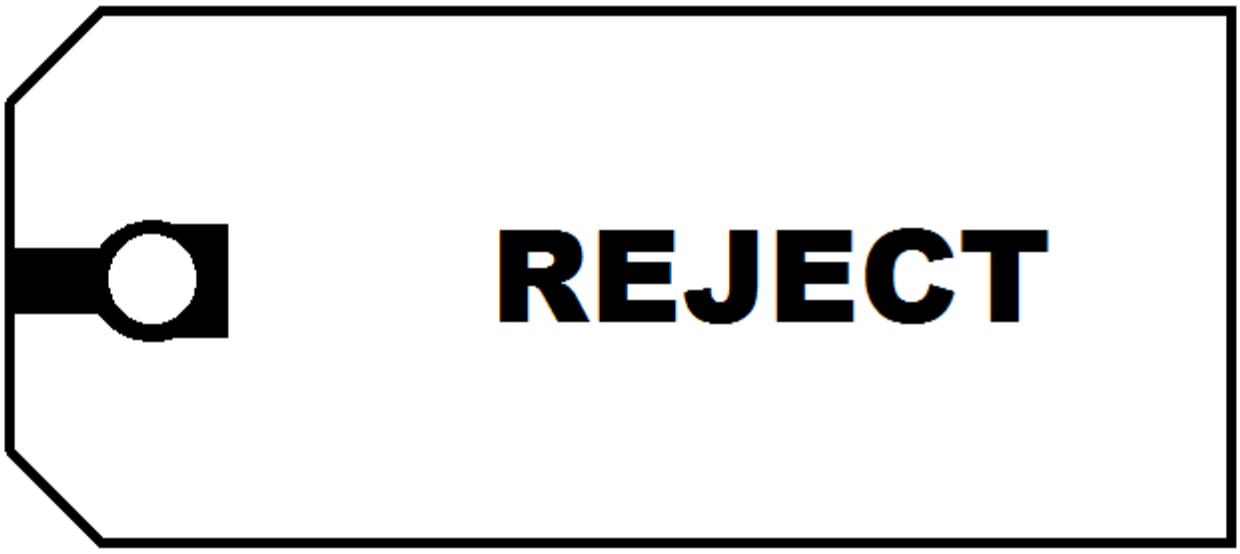
Approved by:	Notes:
Date:	

3 DISPOSITION

Acceptable as is ☐	Rework to specifications ☐	Rework to instructions below ☐	Scrap ☐
Specific Instructions: _____ _____ _____ _____			
Signed:	Title:	Date:	

S-P INTERNATIONAL B.C. INC ACB20210915

REJECTION TAG



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E-Mail - info@s-pintl.com
Web - www.s-pintl.com

Eastern Sales Office

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