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Rev F

SELCO Products/ BARBEE

Supply Chain Quality System Requirements Agreement

The purpose of this Supply Chain Quality System Requirements Manual is to specify SELCO Products / BARBEE quality system requirements for our suppliers.

These requirements extend from supplier qualification to new product development, to production and services.

We encourage our suppliers to read this manual as we expect each supplier to adhere to these quality principles.





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Section	Section Title	Page
1	Purpose and Scope	3
2	Primary Responsibility	3
3	Supplier Quality Requirements	3-5
	Quality System	
	Supplier Quality Policy	
	Supplier Responsibility and Authority	
	Supplier Code of Conduct	
	Purchase Order/Contract Review	
	Periodic Audit	
	Documentation and Data Control	
	Product Test Validation Certification	
	Environmental Compliance, and Social Responsibility Programs	
	Significant Changes to Supplier Operations	
4	Verification of Purchased Product	5
5	Customer Supplied Product	5
6	Product Identification and Traceability	5
7	Counterfeit Parts	5
8	Functional Test, Inspection, and First Article Approvals	5-6
	Documented Procedures	
	Process Validation Testing	
	Receiving Inspection and/or Testing	
	In-Process Inspection and/or Testing	
	Final Inspection and Testing	
	First Article Inspection (if applicable)	
	First Article Samples and Package Documentation.	
	Changes to Approved Products / Process.	
9	Control of Nonconforming Product	7
10	Calibration - Inspection, Measuring, and Test Equipment	7
11	Supplier Corrective Action Request	8
	When a SCAR is Issued	
	Submitting a Response to SCAR	
	Verification of Corrective Actions	
12	Handling, Storage, Packaging, and Delivery	8
13	Rework Charges	8
14	Quality Records	8
15	Training	9
16	Supplier Evaluation	9
17	Supplier Scorecard	9

1.0 Purpose and Scope

The purpose for the SELCO Products / BARBEE Supply Chain Quality System Requirements Agreement is to establish standards and requirements that Suppliers shall meet to provide goods and services to Barbee / Selco Products Co.

2.0 Primary Responsibility

Supply Chain Manager or Quality Representative is responsible to understand and comply with the principles called out in this manual.

3.0 Supplier Quality System Requirements

3.1 Quality System

- a) The supplier shall establish and maintain a documented quality system such as ISO 9001. This documented system may include a quality manual but must include documented procedures and instructions for all activities affecting quality including the requirements of this document.
- b) The quality system shall be maintained to ensure that all products and services offered for acceptance are subjected to all of the examinations and tests required to prove conformance to contract or purchase order requirements.

3.2 Supplier Quality Policy

The supplier's management shall document its Quality Policy, and Quality Objectives. The supplier shall ensure that these policies are understood at all levels in the organization.

3.3 Supplier Responsibility and Authority

The responsibility and authority of personnel who manage, perform, and verify work affecting quality shall be defined and documented, particularly for personnel who need the organizational freedom and authority to:

- a) Initiate action to prevent product nonconformity.
- b) Identify and record any product quality problems.
- c) Initiate, recommend, or provide solutions for quality problems.
- d) Verify the implementation of solutions.
- e) Ensure that product that does not conform to BARBEE / SELCO PRODUCTS specified requirements is prevented from being delivered.

3.4 Supplier Code of Conduct

Barbee / Selco considers our supply base as a direct extension of our company – one which projects our values and principles. We expect suppliers to stay current with technology, act with integrity, fairness, honesty, and treat people, and the environment with respect.

Suppliers must comply with all applicable laws, codes, or regulations of the countries, states, and localities in which they operate. This includes laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, Suppliers must require their suppliers (including temporary labor agencies) to do the same.

3.5 Purchase Order/Contract Review

3.5.1 Review Process.

The supplier shall establish and maintain documented procedures for BARBEE / SELCO PRODUCTS Purchase Order review, and for the coordination of these activities.

Each Barbee / Selco Products purchase order shall be reviewed by the supplier to ensure that:

- a) The requirements are adequately defined and documented
- b) Any requirements differing from those in the tender are resolved
- c) The supplier has the capability to meet BARBEE / SELCO PRODUCTS contractual requirements.
- d) The supplier has received and understands all applicable Barbee / Selco Products specifications.

3.5.2 Amendment to a Purchase Order/Contract

The supplier shall identify how an amendment to a purchase order is reviewed, accepted, and communicated to the functions concerned within the supplier's organization.

3.5.3 Design / Material changes

- a) The supplier shall not make any design or material changes without written approval from Barbee / Selco Products.
- b) Any Changes made without the approval from Barbee / Selco Products shall result in void of contract, and supplier shall be responsible for any cost and business impact.

3.6 Periodic Audit:

Unless otherwise specified requirements, Barbee / Selco Products approved supplier shall acknowledge that Barbee / Selco Products reserves the right to audit or monitor the quality management system during the life of the contract.

3.7 Documentation and Data Control

- a) The supplier shall establish and maintain documented procedures to control all document and data that relate to the requirements of this document.
- b) Invalid and/or obsolete documents must be properly removed from all points of issue.
- c) Change to documents shall be reviewed and approved by the same functions/ organizations that performed the original review and approval unless specifically designated otherwise. The nature of the change shall be identified in the document or an attachment.

3.8 Product Test Validation Certification.

Supplier must provide the following documentation per deliverable (If applicable)

- a) Product Data sheets (Test data to validate product passes specification requirements).
- b) Material Certificate of Conformance.
- c) Safety Data Sheets (SDS – Formally known as MSDS).
- d) Final Inspection reports.

3.9 Environmental Compliance, and Social Responsibility Programs.

3.9.1 Barbee / Selco requires its suppliers to have Environmental, and Social Responsibility Policies in place.

3.9.2 Barbee / Selco requires suppliers to comply to these policies, and upon request, be able to provide compliance or survey documentation (if applicable) for the following:

- a) Conflict Minerals (Current Revision)
The list of compliant smelters and refiners is posted at www.conflictreesourcing.org.
- b) Counterfeit Materials Policy.
- c) Regulatory Marking certifications (CE, UL, CCC, VDE, COA, CEPA)
- d) REACH and RoHS Declarations (Current releases)
- e) PROP65 Declaration (to Current List)
- f) Full Material Declarations (FMD)
- g) Import/Export (Nafta, ITAR, EAR99, COO)
- h) EU Biocidal Properties Regulation Declaration (EU BPR) (1062/2014)
- i) EU Persistent Organic Pollutants Declaration 756/2010
- j) Anti-Slavery and Human Trafficking Compliance Program/Survey
- k) Safety Data Sheets (Formally MSDS)
- l) COVID-19 Policy
- m) Supplier General Security Questionnaire.

Note: These regulations are ever evolving and will be subject to future changes.

3.10 Significant Changes to Supplier Operations

The Supplier shall immediately notify Barbee / Selco Products of any change to the Supplier's operations that may affect the Form, Fit, and Function, and/or delivery of the materials, components, or articles. The changes include, but are not limited to:

- a) Moving Manufacturing Facility.
- b) Change in Company Ownership or Name.
- c) Change in Quality Management.
- d) Significant Changes in Quality Management System.
- e) Loss of ISO 9001 or other appropriate certifications.

4.0 Verification of Purchased Product

The supplier shall afford BARBEE / SELCO PRODUCTS the right to verify purchased product at the supplier's premises, if so requested. Verification of purchased product shall not absolve the supplier of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection.

5.0 Customer Supplied Product

The supplier shall establish and maintain documented procedures for protection and storage of material supplied by BARBEE / SELCO PRODUCTS for incorporation into the finished product or for related activities. Any such product that is lost, damaged, or is otherwise unsuitable for use shall be recorded and reported to BARBEE / SELCO PRODUCTS.

6.0 Product Identification and Traceability

The supplier shall establish and maintain procedures for identifying BARBEE / SELCO PRODUCTS product during all stages of manufacture, storage, and shipment. Where BARBEE / SELCO PRODUCTS specifies traceability as a requirement, the supplier shall establish and maintain documented procedures for unique identification of individual product or batches. This identification shall be recorded.

7.0 Counterfeit Parts.

The supplier is required to have a Counterfeit Prevention program capable of detecting and controlling counterfeit products. Program in place could be equivalent to DFARS 252.246-7007, AS5155 and/or AS6174.

8.0 Functional Testing, Inspections, First Article Approvals / Changes or Modifications.

8.1 Documented Procedures

- a) The supplier shall establish and maintain documented procedures for inspection and/or testing activities to verify that the specified requirements for finished product are met.
- b) The required inspection and/or testing, and the records to be established, shall be detailed in the quality plan or documented procedures.

8.2 Process Validation Testing

- a) The Supplier shall create a validation plan/protocol (describing the planned activities) and a validation report (documenting the outcome of the planned activities).
- b) All validated process changes shall be similarly validated prior to use.
- c) The validation shall be performed according to an approved validation plan.
- d) Barbee / Selco Products reserves the right to review and approve the validation plan.
- e) The Supplier shall keep records of these activities and make them available to upon request.

8.3 Receiving Inspection and/or Testing

- a) The supplier shall ensure that incoming product is not used until it has been inspected or verified as conforming to specific requirements.
- b) Inspection or verification shall be in accordance with the supplier quality plan or documented procedure.

8.4 In-Process Inspection and/or Testing

The supplier shall:

- a) Inspect and/or test product during manufacture as required by the quality plan or documented procedures.
- b) Hold product until the required inspections and/or tests have been completed.
- c) Identify and segregate nonconforming product.
- d) Ensure areas are kept clean and orderly to prevent Foreign Object Debris (FOD).

8.5 Final Inspection and testing

- a) The quality plan shall require that all specified inspections and/or tests be complete, and the results meet specified requirements.
- b) No product will be released until these procedures are completed.
- c) The supplier shall establish a documented sampling and inspection plan.
- d) When required, the supplier must include sample identification and/or material certifications.

8.6 First Article Inspection (if applicable)

When specified on the purchase order, suppliers are required to submit initial production samples for First Article Inspection. This inspection may be required under the following conditions:

- a) Initial production of a part, New supplier for a new or existing part.
- b) An engineering revision to an existing part.
- c) A significant change in a supplier's process such as: (Barbee / Selco must be advised)
 - I. new or revised tooling,
 - II. process method changes,
 - III. moved production location, or new plant or sub-contractor.

8.7 First Article Samples and Package Documentation.

- a) FAIR samples shall be representative of parts fabricated, inspected, and tested using the supplier's normal production process and tooling.
- b) When parts are produced on duplicate tools, such as multi-cavity molds, multiple machining lines, multi-spindle or multi-pallet machines, or multi-position fixtures, a sample from each cavity, line, spindle, or position must be identified and included in the sample.
- c) Fair Package Documentation shall include at the minimum:
 - I. Samples – To be marked and aligned with FAIR data results.
 - II. Marked Up DWG
 - III. FAIR Results
 - IV. CPK (If applicable) Test, Material CofC's, MSDS, and Data Sheets

8.8 Changes to Approved Products / Process.

- a) Once products are approved, Supplier and its sub-suppliers shall not make any change to the product, suppliers, production processes, tooling, and production locations being used to manufacture the product. This applies to all changes and must be flowed down to all sub-tier suppliers.
- b) Any changes that effect the form, fit, function, Quality, or reliability of the product must be discussed and approved with Barbee / Selco Product Manager and or Engineering Manager first.
- c) **Any Changes made without the approval from Barbee / Selco Products shall result in void of contract, and supplier shall be responsible for any cost and business impact.**

9.0 Control of Nonconforming Product.

The supplier shall establish and maintain procedures to ensure that nonconforming product is not inadvertently shipped to Barbee / Selco Products. The procedures shall provide for identification, documentation, evaluation, segregation – Identification (when practical), and disposition of nonconforming product. Disposition shall consist of:

- a) Rework to meet BARBEE / SELCO PRODUCTS requirements.
- b) Accept with or without repair by deviation.
- c) Reject or scrap.
- d) The proposed use or repair of product that does not conform to specified requirements shall be reported to the BARBEE / SELCO PRODUCTS Supply Chain Team for disposition.
- e) The description of the nonconformity or proposed repairs shall be recorded to denote the actual condition.
- f) Reworked or repaired products shall be re-inspected in accordance with documented procedures prior to shipment to BARBEE / SELCO PRODUCTS
- g) After the clean point (the long-term action has been verified / validated) the first delivery must be labeled with the following data:
 - I. Part ID and Date
 - II. Checked/Approved By.
 - III. Clean Point Batch ID

10.0 Calibration - Inspection, Measuring, and Test Equipment.

The supplier shall control, calibrate, and maintain inspection, measuring, and test equipment, whether owned, on loan, or provided by BARBEE / SELCO PRODUCTS to demonstrate product conformance to specified requirements. The supplier shall:

- a) Identify the measurements to be made, the accuracy required, and select the appropriate equipment.
- b) Identify, calibrate, and adjust all equipment that can affect product quality at prescribed intervals, or prior to use, against equipment having a known valid relationship to a nationally recognized standard. Where no such standards exist, the basis for calibration shall be documented.
- c) Establish, document, and maintain calibration procedures that include details of equipment type, unique identification, location, frequency of calibration, calibration method, traceability to industry masters, acceptance criteria, and the action to be taken when results are unsatisfactory.
- d) Identify equipment with a suitable indicator or calibration record to indicate calibration status.
- e) Maintain calibration records for all equipment.
- f) Assess and document the validity of previous inspection or test results when equipment is found to be out of calibration.
- g) Ensure that the environmental conditions are suitable for the calibrations, inspections, and tests being carried out.
- h) Ensure that the handling, preservation, and storage of equipment are such that the accuracy and fitness for use are maintained.
- i) Safeguard equipment from adjustments that would invalidate the calibration setting.
- j) Ensure areas are kept clean and orderly to prevent Foreign Object Debris (FOD).

11.0 Supplier Corrective Action Request

11.1 When a SCAR is Issued

A Supplier Corrective Action Request (SCAR) may be issued to the supplier by Barbee / Selco Products Quality Department. The SCAR is issued for:

- a) Repetitive nature of similar defects,
- b) Number of rejections of any type, or
- c) Degree of nonconformity or inconvenience.

11.2 Submitting a Response to SCAR

- a) The supplier must submit a corrective action response by the due date on the SCAR.
- b) No response within the specified time frame may initiate a second SCAR.
- c) Failure to respond to the second request may initiate a conference call with Supplier, Product Manager, Barbee / Selco President, and or Quality Representative.
- d) Future orders may be withheld for cumulative non-responses.

11.3 Verification of Corrective Actions.

Barbee / Selco Products Quality Department may verify the implementation of corrective actions through a supplier on-visit, video conference, or the screening of future orders.

The supplier shall:

- a) Investigate the causes of nonconformities that have been identified from customer complaints or the analysis of inspection and test records.
- b) Determine and implement appropriate corrective action to prevent a recurrence.
- c) Verify that corrective actions taken have been effective in preventing a recurrence.
- d) Provide written supporting data validating corrective actions were effective.

12.0 Handling, Storage, Packaging, and Delivery

- a) The supplier shall provide methods and means of handling that prevent damage or deterioration.
- b) It shall be the responsibility of the supplier to provide protection necessary to assure product is received at Barbee / Selco Products without damage.
- c) Product received damaged because of inadequate protection based on type of product and method of transportation shall be subject to rejection.
- d) The supplier shall provide secure inside storage areas to prevent damage, deterioration, or loss of Barbee / Selco Products product.
- e) The supplier shall control the packaging, preservation, and identification of Barbee / Selco Products product until the supplier's responsibility ceases.
- f) Cure dates of age sensitive products shall be applied to parts or packaging
- g) Supplier shall use first-in, first-out(FIFO) system when taking parts out of warehouse.
- h) Supplier shall ensure areas are kept clean and orderly to prevent Foreign Object Debris (FOD)

13.0 Rework Charges

Supplier acknowledges that any Rework performed at Barbee / Selco Products facility due to escaped non-conforming material, may be subject to Rework fees if determined to be a supplier related issue. Barbee / Selco Products will provide details to Supplier prior to any rework

14.0 Quality Records

- a) The supplier shall establish and maintain procedures for control of quality records.
- b) Records shall be maintained to demonstrate achievement of the required quality and the effective operation of the quality system.
- c) Quality records shall be legible and identifiable to the Barbee / Selco Products product involved.
- d) The records shall be stored and maintained in a readily retrievable manner to facilitate Barbee / Selco Products supplier quality audits.
- e) The retention period of records other than product acceptance is three years.
- f) The retention period for records of product acceptance is a minimum of ten years

15.0 Training

Personnel performing manufacturing operations, and inspection and test activities on Barbee / Selco Products Co. products shall have appropriate experience and/or training. Records of training shall be maintained and made available upon request.

16.0 Supplier Evaluation:

Barbee / Selco Products Co. has the following expectations for all Suppliers performance:

- a) On-Time deliveries
- b) Defect free Product, Materials, and Services at all times.
- c) Supplier Responsiveness
- d) Delivery of all Regulatory Required Documents and Certifications.
- e) Requirement to flow down to sub-suppliers.

17.0 Supplier Performance

Will be based on the following:

Quality – 50% weighted

60% Materials

40% Corrective Actions Issued

Delivery(OTD) 50% Weighted

100% (OTD) On Time Deliveries

Agreement Sign-off Page

Please complete the following and mail, scan to email or fax a copy of this page only to:

Quality@selcoproducts.com

Quality Department

Selco Products. Co.

8780 Technology Way, Reno NV Fax: (775)-674-5111

Representative Name	
Company	
Address	
Phone	
Fax	

We confirm receipt of this Supply Chain Quality Systems Requirements document and we agree to conform to the requirements prescribed therein.

Printed Name		Signed	
Title		Date	