

DOCUMENT TITLE

**SUPPLIER QUALITY MANUAL**

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AUTHORISED BY *C Millar*  
(General Manager)

APPROVED BY *M. Poustie*  
(UK Quality Manager)

*K Reek*  
(Estonia Quality Manager)

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0 AMENDMENT RECORD

ISSUE/ REVISION	AMENDED PAGE	SECTION	BRIEF DETAIL	DATE	AUTHORISED BY
0	ALL	ALL	Draft for comment.	04/05/21	
1			First release	26/05/21	C Millar
2	5 & 8	5.16, 5.5 & 5.7	All stockists / distributors AS9102 Included reference to REACH Inclusion of a response time when an SQCR has been issued	24/02/25	C Millar
3	5,7,8,10	5.5 5.9 5.12 5.17 5.21 5.22	Supplier accreditation Annual assessment RCCA responses Record retention Included Product Safety Included compliance assessment	06/06/25	C Millar

## 1.0 Purpose

Our Supplier Quality Manual defines the expectations and working procedures intended to assist suppliers in achieving and maintaining a successful working business relationship with Ionix Systems Ltd. This document is organized in ten sections explaining our main processes.

## 2.0 Scope

This Supplier Quality Manual has been created to communicate Ionix Systems Ltd's quality requirements to its external suppliers.

## 3.0 References

SQM - Supplier quality manual  
OCM- Original Component Manufacturers  
SQCR - Supplier quality corrective concern report  
QPL - Qualified Products List

## 4.0 Responsibility

Purchase department is responsible for managing the Supply Quality Manual process.

## 5.0 Procedure

### 5.1 General requirements

Our SQM establishes the minimum quality system requirements for suppliers to ensure that purchased products, materials and services meet the required quality level for Ionix Systems Ltd.

Exclusions, or exceptions to these requirements shall be submitted in writing and accepted in writing by Ionix Systems Ltd. Verbal authorizations are not permitted. Requirements that cannot be applied due to the nature of an organization and its products or services may be considered for exclusion, providing they do not affect the organization's ability to provide product that meets Ionix Systems Ltd's requirements.

The Supplier shall notify Ionix Systems of changes that significantly impact operations of their facility. Including but not limited to:

- changes in ownership (including mergers & acquisitions), upper management, & organization restructuring.
- changes in the business name, location (including billing/payment addresses), or processing capabilities affecting Ionix Systems products.

- other pertinent changes that could hinder the ability to conduct business as usual such as financial status (bankruptcy), revocation/suspension of quality system certification, labour strike, power outages, & natural disasters, etc.
- Suppliers must notify Ionix Systems within 5 days of major changes to assure that products and services are not affected.
- The supplier shall treat all product(s), material(s) and specification(s) received from Ionix Systems Ltd as confidential in nature. And depending on the type of product or process, suppliers may be required to sign a Nondisclosure Agreement.
- All parts subjected to export controls, must be authorised and comply with the necessary legislation.
- When required, Ionix Systems Ltd reserves the right to access your, or your subcontractor's facility. Suppliers shall provide equipment, facility, and the necessary personnel for all on-site verifications of contract/purchase order compliance.
- Ionix System purchase orders will reference our Supplier Quality Manual, so when the supplier accepts our purchase order, they are agreeing to comply with the requirements outlined in this document.

## 5.2 Prevention of Counterfeit Part & Risk Management

Ionix Systems Ltd requires its suppliers to develop a counterfeit parts prevention process and ensure it includes a mechanism for reporting counterfeit and/or suspected counterfeit parts to Ionix Systems Ltd purchasing contact as soon as possible, but not later than within 24 hours of discovery.

## 5.3 Identification and Traceability

Ionix Systems requires that all purchased parts be identified and traceable back to the OCM's. Unless prior approval has been granted, then goods will be returned to the supplier.

## 5.4 Control of Documented Information

Drawings and other engineering documents may be provided by Ionix Systems purchasing contact when the supplier is asked to bid, quote, & provide product to Ionix Systems. These documents will be issue controlled. Unless it is for quote purposes, then they will be uncontrolled documents.

Ionix Systems expects its suppliers to review this documentation and advise them of any changes that may affect the purchased part(s). Ionix Systems expects its supplier to manufacture parts to the latest drawing issue level. When manufactured parts have either a deviation or concessions assigned to them, Ionix Systems expects its suppliers to have a system in place to control the quantity of shipped parts. It is not acceptable to exceed this ship quantity. Instead, the supplier must inform Ionix Systems in writing that they cannot complete the order with an additional deviation or concession report.

If a supplier receives a purchase order and does not have a copy of the parts drawing, then the supplier must contact Ionix Systems Ltd purchasing department to obtain a copy of the necessary drawing.

All provided information such as drawings/specs must be classed as confidential and therefore must not be shared with another third party.

## 5.5 Third Party Accreditation Approvals

All suppliers providing product, materials, and services are responsible for providing Ionix Systems Ltd with an up-to-date copy of their certification approval certificate.

All quality management systems shall be certified & registered and evaluated by an independent certification body and any changes regarding quality system certification(s). This includes additional certifications awarded and suspension or de-certification must be submitted to Ionix Systems purchasing department.

Supplier Type	Certification required
Distributor/stockist	ISO9001 / EN9120 <sup>1</sup>
Commercial-Off-The-Shelf (COTS)	ISO9001
Standard catalogue components	ISO9001
Sub tiers to Standard Parts Manufacturer	ISO9001
Qualified Standard Parts	AS/EN/JISQ 9100
Manufacturer	AS/EN/JISQ 9100 <sup>1</sup>
Calibration laboratories	ISO/IEC 17025
Special Process	NADCAP
Other	

In certain instances, the requirement for supplier certification may be waived. But these suppliers may be subject to periodic compliance audits by Ionix Systems Ltd.

*Note*<sup>1</sup> if the supplier does not hold the above certifications, Ionix Systems quality department will undertake an assessment on the Supplier. If this assessment is successful, then Ionix Systems will add the Supplier to its Approved Supplier list however such approval may be conditional or maybe for a limited scope.

The Supplier must ensure that the Contract requirements are adequately flown down to Sub-tier Suppliers. If the Supplier is managing Sub-tier Suppliers, Ionix Systems reserves the right to assess and, where necessary, audit the supply chain.

## 5.6 Conflict of Minerals

Ionix Systems is committed to DRC conflict-free sourcing, so when applicable, suppliers are required to comply with SEC Dodd-Frank Wall Street Reform and Consumer Protection Act, Section 1502. Therefore, Ionix Systems requires its suppliers to comply with these requirements and provide the necessary information, when requested.

## 5.7 Supplier Performance

As a minimum, we expect our suppliers to monitor their own quality & delivery performance to Ionix Systems. And when necessary, we will request and review this data so we can compare it against our key performance indicators.

### Quality scorecard

DPPM = (number of rejected lines / number of received lines) x 1,000,000 =	
Supplier Performance	Supplier Rating levels
Gold	<1000
Silver	=1000-2500
Bronze	>2500

The Supplier will receive notification of rejects (which directly affect Supplier rating scores) by receipt of a supplier Quality Concern Report (SQCR). The Supplier is required to provide an initial response to the SQCR within 5 days with an initial containment response and corrective action resolution within 28 days or as required by Ionix Systems should the defect be of airworthiness, product safety concern or to meet Ionix Systems customer delivery schedule. Where the Supplier has objective evidence to show that they have been incorrectly rated or reclassified objective evidence must be provided in support of the formal SQCR response and as a result, if agreed, the SQCR liability will be amended.

### Delivery scorecard

Delivery = (number of late lines / total number of lines) x 100% =	
Supplier Performance	Supplier Rating levels
Gold	>95%
Silver	=95-85%
Bronze	<85%

Supplier with an unacceptable performance will be required to investigate all issues, so corrective and preventive actions can be taken. If poor performance continues Ionix Systems Ltd reserves the right to remove these companies from its approved supplier list and claim back any associated costs that might have arisen due to poor delivery.

## 5.8 Code of Business Conduct and Ethics

To ensure our Code of Conduct and Ethics requirements are upheld throughout the supply chain, we formally communicate these expectations to all suppliers and expect you to implement them into your quality management system.

[https://www.amphenol-sine.com/Code-of-Business-Conduct-and-Ethics\\_ep\\_119-1.html](https://www.amphenol-sine.com/Code-of-Business-Conduct-and-Ethics_ep_119-1.html).

Suppliers are required to acknowledge and agree to comply with our standards, which cover areas such as labour practices, environmental responsibility, business integrity, and compliance with applicable laws. We also conduct periodic assessments and audits to verify adherence, and we expect suppliers to cascade these requirements to their own subcontractors.

Open communication is encouraged, and any concerns related to ethical conduct can be reported through our established grievance mechanisms.

#### 5.9 Customer specific flow down of requirements

Where applicable, Ionix Systems Ltd shall ensure that relevant contractual requirements are flowed down to external providers by referencing these requirements directly on our purchasing documentation.

Please note that **our customers require Ionix Systems Ltd to conduct an annual compliance assessment** of all customer-approved suppliers.

Suppliers found to be **non-compliant with customer requirements** will be asked to submit a **corrective action plan** outlining how identified non-conformances will be addressed and resolved.

#### 5.10 Sub-supplier flow-down of requirements

The supplier shall have a process in place to flow down Ionix Systems Ltd and end-user requirements to its sub tier suppliers.

#### 5.11 Control of confidential information

The transfer of confidential information between Ionix Systems and its suppliers shall be managed by a nondisclosure agreement. Typically, these agreements should be agreed before business between both parties commences

#### 5.12 Supplier Quality

All delivered parts will undergo our sample inspection process, and if a part is found to be non-conforming, then the part will be quarantined so the issue can be investigated.

Ionix Systems Ltd reserves the right claim back any cost, which are assigned to this activity.

Ionix Systems Ltd requires that all suppliers investigate quality issues in accordance with AS13000 (8D problem solving) requirements.

RCCA response times (10 working days or a defined period that Ionix can work to) and notification of escape (24 hours).

#### 5.13 First Article Inspection Requirements

All customer proprietary parts must be accompanied by a First Article Inspection (FAI) report or a customer-approved FAI report. Both documents must fully comply with the requirements outlined in AS9102.

#### 5.14 Forecasting

Suppliers are expected to align their production and inventory management with customer forecasts to ensure a reliable and efficient supply chain. While forecasts provide an estimated demand outlook, they do not constitute firm purchase commitments unless otherwise agreed. Suppliers should use forecasts for capacity planning, raw material procurement, and production scheduling to prevent shortages or overproduction. Any constraints or risks affecting the ability to meet forecasted demand should be communicated promptly in writing to Ionix Systems.

Additionally, for time-sensitive or shelf-life-sensitive products, suppliers must ensure that inventory turnover aligns with forecasted consumption to minimize waste and maintain compliance with quality standards.

#### 5.15 Tariffs

Suppliers are responsible for understanding and accepting any applicable tariffs, duties, and trade regulations associated with the supply of goods to Ionix Systems Ltd. All costs related to tariffs, including import/export duties, customs fees, and other trade compliance expenses, shall be factored into the supplier's pricing and commercial agreements unless otherwise specified. Suppliers must stay informed of changes in trade policies and regulatory requirements that may impact costs or delivery schedules. Any potential tariff-related disruptions or cost implications must be communicated to Ionix Systems Ltd in a timely manner to ensure transparency and mitigate supply chain risks.

#### 5.16 Shelf life

All received items with a shelf life will be checked to ensure that they have 9/12 of their shelf life. If this is not achievable, then the supplier must write to Ionix Systems Ltd in advance of shipping the parts, so agreement can be given. If parts arrive with insufficient shelf life, then these will be returned at the supplier's cost.

#### 5.17 Records retention

As part of our supplier approval process, **Ionix Systems Ltd** requires each supplier to provide a copy of their **document archiving procedure**. This must include:



- **Document retention periods**
- **Disposition (disposal) requirements**

This information is necessary to ensure alignment with our customer's requirements. **Please note:** Failure to provide this documentation may result in **delays to your approval as a supplier**.

Additionally, all archived documents must be **retrievable within 48 hours** of a request from Ionix Systems Ltd.

#### 5.18 Certificate of conformity

All product, material, and services supplied or provided, to Ionix Systems Ltd shall be accompanied with a certificate of conformity. Failure to provide a valid certificate of conformity will result the delivery being rejected back to the supplier.

The supplier's certificate of conformity must show that our purchase order requirements have been met.

All distribution supplier's certificate of conformity must show a traceable lot number back to the original manufacturer.

In compliance with the REACH Regulation, the Supplier must provide Ionix Systems with a REACH Article 33 Declaration, including safe use information if the product contains a REACH Candidate List substance (where applicable). This declaration should be submitted either with the first delivery (FAI) or upon request.  
Notes: -

- For Make-To-Print contracts the Supplier C of C shall provide full traceability with associated sub level activities C of C references (e.g. treatments) annotated on the delivery C of C.
- For ease of release where manufactured parts are supplied the Supplier shall be able to supply evidence of traceability to source upon request and provide the statement "Manufactured" on the certificate of release.
- For ease of release where standard parts are supplied (parts against International standards), the Supplier must be able to supply evidence of traceability to source upon request and provide a Statement that parts are manufactured, inspected and conform in all respects to the relevant specifications or drawings.

#### 5.19 Qualified Parts

If a supplier's parts accreditation has lapsed, then they must inform Ionix Systems Ltd in writing, so the necessary actions can be taken.

Ionix Systems Ltd reserves the right to claim back any costs associated with such an event.

For QPL parts, the supplier shall state the manufacturer of items ordered and certify that the manufacturer is on the US government qualified product list.

## 5.20 Preservation of Product

The supplier shall:

- use transport that ensures the product is delivered in a timely manner and ensures that the product will be received in a condition that is fit for purpose;
- ensure that products are packaged to a standard that provides adequate protection;
- ensure all electronic parts or parts which may be Electro Static Discharge sensitive shall be packed in accordance with BS EN 61340-5-1 “Protection of Electronic Devices from Electrostatic Phenomena;
- ensure the conditions of storage prevent deterioration and damage of stored items;
- assess the condition of product in stock at appropriate planned intervals in order to detect deterioration;
- develop and establish a Foreign Object Damage (FOD) prevention program in accordance with AS/EN/SJAC 9146:2017.

## 5.21 Product Safety

All personnel involved in the supply of Aerospace parts to Ionix Systems must be aware of their contribution to product safety.

In addition to this Ionix Systems will also expect certain suppliers to attend an online briefing session (every 4 years).

## 5.22 Supplier Compliance Self-Assessment Request

To ensure all suppliers fully understand and align with our management system requirements, we ask that you complete a **Compliance Self-Assessment**.

Ideally, this assessment should be completed **prior to the shipment of any products to Ionix Systems**.

Please follow the guidelines below when completing the form:

- Use **red** or **amber** to highlight any sections where you are **not** or only **partially compliant**.
- Provide a **clear explanation** for each non-compliant or partially compliant area.

Once completed, kindly **email the assessment to** [purchasing@ionix-systems.com](mailto:purchasing@ionix-systems.com). We will then review your submission and collaborate with you to address and close any identified gaps.

6.0 DOCUMENTATION

V4457 – Ionix Systems Compliance Self-Assessment

7.0 DISTRIBUTION

SUPPLIERS

# Supplier Compliance Self-Assessment

Supplier Name :				Date :		
Supplier Type : (please circle)	Make to Print	Design & manufacturer	Distributor	Service	Raw Material	Other
Completed by :					Version	

## Self Assessment Compliance Status Key

Red : Not compliant and no plan in place

Amber : Not/partially compliant but there is a plan in place with scheduled completion date to achieve full compliance.

Green : Fully compliant to all points identified under each clause as shown within your Management System

N/A : Supplier type excludes the requirement - no assessment required

Section	Section title	Supplier Process Reference (or comments)	Compliance (enter Red, Amber, Green or N/A)
5.1	General requirements		
5.2	Prevention of Counterfeit Part & Risk Management		
5.3	Identification and Traceability		
5.4	Control of Documented Information		
5.5	Third Party Accreditation Approvals		
5.6	Conflict of Minerals		
5.7	Supplier Performance		

5.8	Code of Business Conduct and Ethics		
5.9	Customer specific flow down of requirements		
5.10	Sub-supplier flow-down of requirements		
5.11	Control of confidential information		
5.12	Supplier Quality		
5.13	First Article Inspection Requirements		
5.14	Forecasting		
5.15	Tariffs		
5.16	Shelf life		
5.17	Records retention		
5.18	Certificate of conformity		
5.19	Qualified Parts		
5.20	Preservation of Product		
5.21	Product Safety		
5.22	Supplier Compliance Self-Assessment Request		