

# 供应商通用质量条款

## General Quality Clauses for Supplier

### 供应商质量控制体系

#### Supplier's Quality Control System

供应商应建立并维护一个符合以下质量保证条款要求，并被嘉铭旗下所有公司认可的体系。若供应商在登记时向嘉铭提供了来自第三方机构的批准证书复印/扫描件，则有责任将其批准状态的任何变动情况，包括所有的换新和/或更新，在 30 天内通知嘉铭。

The supplier shall establish and maintain a system that complies with the imposed requirements of the following Quality Assurance terms and is deemed acceptable by all companies under JMAS.

If the hard / scanned copy of Approval Certificate(s) from a third party is (are) forwarded to JMAS when registered, the supplier is responsible for informing JMAS of any change to its approval status, including all renewals and / or updates, within 30 days.

### 1. 供应商合同评审

#### Supplier Contract Review

供应商应在接收嘉铭的采购订单及随附文件后进行评审，以确保所有的要求被识别并向下游传递。

Supplier shall review the purchase orders and accompanying documents from JMAS upon receiving to insure that all requirements are identified and followed down.

### 2. 进入权

#### Right of Access

必要时，嘉铭、嘉铭的顾客和/或监管机构代表应被授予获取供应商设施和质量记录的权利，以供审计或验证之用。

If necessary, JMAS, JMAS's Customer and / or Regulatory Authority representatives shall be granted right of access to Supplier's facility and quality records for audit or verification purposes.

### 3. 可追溯性

#### Traceability

从原材料接收到成品，应保持可追溯性。记录 and 材料必须按批号、材料类型、规格及适用的修订标识或签发日期、加工处理编号、序列号等进行标识，以保持可追溯性。记录应在供应商处做文档保存。若未规定期限，记录应在完成订单交付后保存 10 年。

Traceability shall be maintained from receipt of raw material to finished products. Records and material must be identified by Batch / Lot No., Material type, Specification and applicable revised identification or Date of issue, Processing No., Serial No., etc., to maintain traceability as required. Records shall be maintained on file at supplier's facility. If a time limit is not specified, records shall be kept for 10 years subsequent to completion of purchase order deliveries.

### 4. 合格证明

#### Certification of Compliance

供应商提供的所有零件/工艺必须符合采购订单的所有要求。证书至少应包含：

All Parts / Processes provided by the supplier must be certified as to their compliance with all purchase order requirements. The certificate shall include at least:

- A) 采购订单编号；  
Purchase Order No.;

- B) 制造商名称;  
Manufacturer's Name;
- C) 件号和/或图纸修订号;  
Part No. and / or Drawing Revision No.;
- D) 供应数量;  
Supplied Quantity;
- E) 生产批次号、材料供应商和/或加工处理号 (若适用);  
Production Batch / Lot No., Material Supplier and / or Processing No. (If applicable);
- F) 在采购订单或图纸标注上明确的, 适于材料规格或特殊工艺标准 (嘉铭、政府或商业) 的规范号及修订版次或日期;  
Specification No. and Revision letter or date for Material specifications or Special process standards (JMAS, Government, or Commercial) that specified on the PO or Drawing annotation;
- G) 采购订单或图纸规格要求的、针对特殊工艺和其他适用产品的所有测试/检查的可验证结果 (通常是数值结果或观察到的目视标准);  
Verifiable results (usually numerical results or observed visual criteria) of all Testing / Inspections required by PO or Drawing Specifications for special processes and other applicable products;
- H) 公司代表的签署和头衔。  
Company representative signature and title.

#### 5. 不合格品

##### **Non-conforming Product**

对于影响产品质量的不合格产品/工艺, 供应商发现后应在不迟于下一个工作日告知并在 48 小时内以书面形式报告嘉铭。

Non-conforming Product / Process affecting product quality shall be reported not later than the next working day after being detected and in writing to JMAS within 48 hours by Supplier.

#### 6. 装运

##### **Shipping**

供应商负责确保交付的包装、保护和清洁, 保护的类型取决于每个材料或工艺和制造阶段的要求。每批货物应附上详细的合格证明。

The Supplier is responsible to insure the adequate packaging, protection and cleanliness of delivered parts. The type of protection depends on the requirements of each material or process and the manufacturing stage. Each shipment shall be attached with a detailed Certificate of Conformity.

#### 7. 首件检验报告

##### **First Article Inspection Report**

在以下任一情况, 委托加工供应商应提供符合 AS9100 标准或嘉铭要求的首件检验报告。  
Consigned processing Supplier shall provide the first article inspection report compliant to AS9100 or JMAS requirement under any case listed as below:

- A) 首次按图纸生产产品;  
First production IAW Drawing;
- B) 图纸修订后的首次生产;  
First production after Drawing revised;

C) 生产过程出现重大变化。

When a significant change in manufacturing process has been implemented.

## 8. 质量记录

### Quality Records

除非另有说明，供应商应将所有质量记录存档 10 年且能够应嘉铭的评估要求在 24 小时内提供。记录应清晰易得，且应可由嘉铭审查。记录包括但不限于：采购订单、合格证书、检查记录、材料证书、工艺/技术单、过程和人员资格/认证记录等。计算机数据存储和检索系统在有效备份系统就位时是可以接受的。

Supplier shall retain all quality records on file for a period of 10 years unless otherwise stated, which shall be available for review upon JMAS request within 24 hours. Records should be legible and easily retrievable and be subject to evaluation by JMAS. Records include but not limited to: Purchase Orders, Certificates of Conformity, Inspection Records, Material Certificates, Process / Technique Sheets, Process and Personnel Qualification / Certification Records. Computer data storage and retrieval system is acceptable where an efficient backup system is in place.

## 9. 寿命敏感材料和产品

### Age Sensitive Material and Products

寿命敏感材料和产品应符合适用的规格，且交货时的剩余货架寿命不应低于产品总寿命的 70 %。

Age sensitive materials and products shall conform to applicable specifications and the remaining shelf life should be no less than 70 % of total product life at time of delivery.

每个包装物上应包含但不仅限于以下标识信息：

Each container shall include, but not limited to, the following identification information:

A) 制造商名称；

Manufacturer's Name;

B) 件号/规格号；

Part No. / Specification No.;

C) 批次号；

Batch / Lot No.;

D) 到寿日期，或者制造/固化日期和寿命期；

Expire Date, or Manufacture / Cure Date & Life Period;

E) 储存条件（若适用）。

Storage condition (If applicable).