KEMET
a YAGEO company

Supplier Quality Requirements

(F101_4 Revision 1)

Supplier Signature for Acceptance

Please be advised that it is our company procedure to acknowledge the receipt and review the requirements for KEMET Suppliers by your authorized personnel. Your signature below signifies that you both understand the requirements and a commitment of your organization to adhere to these requirements.

Upon receipt, this page must be printed, signed and returned by mail or fax within the next 10 working days.

Supplier Name

Commodity (Material Category)

Thanks for your cooperation.

Authorized Name (*)	Authorized Signature
Title	Date (MM/DD/YYYY)

(*) Authorized personnel expectation: Quality, Customer or Sales Management.

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Introduction

KEMET requires assurance that Suppliers have effective, quality management systems with processes under control and capable of manufacturing materials which consistently conform to all requirements. Today Quality Management Systems (QMS) includes and integrates all areas of the company. It includes all functions both horizontal and vertical. The QMS control the cooperation between all relevant areas, identify improvement opportunities and influence the overall results of the company.

1. **Purpose**

   The purpose of this Supplier Quality Requirements document is to specify KEMET quality and compliance system requirements for our suppliers.

   This manual represents a strategy for partnership in continued growth, cost reduction, productivity, market penetration and profitability through quality. It is intended to provide valued existing suppliers and potential new supplier with the basis for understanding the quality expectations of KEMET.

   This document defines the minimum quality requirements for suppliers and sub-contractors of production materials provided by the supplier directly or are purchased from sub-contractors for use in KEMET products.

2. **Scope**

   These quality requirements are a supplement to and do not replace or alter other terms and conditions covered by Purchasing Documents, Specified Warranty Agreements and requirements of Engineering Drawings, Specifications or Contract conditions.

   In the event of a conflict with the requirements stated in this document, the precedence of the governing documents are:

   - KEMET Purchase Agreement
   - KEMET Purchase Orders
   - KEMET Materials Specifications (M-Spec) referenced on the Purchase Order

3. **Goals and Objectives**

   KEMET's Goal

   To ensure the procurement of high-quality materials from approved suppliers. Establish and maintain long-term partnerships with strategic suppliers who share KEMET's commitment to continuous improvement. To work directly with the supplier to identify opportunities for improvement and to develop strategies to achieve these goals.

   To ensure that purchased materials used in the KEMET manufacturing process are handled and processed in a manner consistent with governmental safety and environmental requirements. Extend KEMET commitment to corporate responsibility to our supply base around the idea that business can make the world a better place, or at the very last, they can reduce their negative social and environmental footprint on the world.

Objective for Supplier Quality

To define and communicate KEMET's quality and compliance policies and expectations to our suppliers and subcontractors. Our objective is assuring that design, process quality, delivery and cost requirements are completely defined and agreed to prior to production.

There shall be an understanding of the following commitments by each function within the organization.

- Conformance to all policies and procedures outlined in this manual.
- 100% conformance to specifications: suppliers have the responsibility to assure that each product is in conformance with the defined technical specifications and is fit for use. Suppliers are expected to be able to provide materials with zero defects. Accept / reject criteria of 0/1 is used for outgoing sample inspection. Suppliers shall understand that any established PPM target is not an Accepted Quality Level but represents an intermediate continuous improvement step toward shipment of components/materials meeting the zero defects requirement.
- 100% on-time delivery performance (0 days late, 3 days early)
- Product changes and discontinuance as well of changes to Supplier's quality management system or any significant organizational changes shall be communicated to KEMET immediately.
- In case of subcontracted parts or processes, suppliers agree to flow down applicable requirements to subcontracted suppliers.
- Reduce incoming inspection through supplier certification.
- Cost containment and reduction programs

4. KEMET Contacts

When starting activities with KEMET, suppliers should contact the KEMET buyer who will identify further contacts, as appropriate. This refers to all communication between KEMET and the supplier, e.g. approval, ratings, quality issues and corrective actions, change notifications, etc.

5. Quality Requirements

5.1 Supplier Quality Management System (QMS)

The supplier's quality management system should be documented and clearly oriented to the objective of supplying material with zero defects.

KEMET materials suppliers should have third-party Certificates to ISO 9001, IATF 16949 or equivalent applicable standards as determined by KEMET.

Supplier is required to have an applied Quality Management System (QMS) in place that is operated in accordance with and accredited by a third-party certification body to the current version of the standard such as ISO 9001, IATF 16949, or AS 9100.

Supplier is required to provide a current copy of their third-party certificates. In case of modifications of the certifications, the supplier shall immediately notify respective KEMET purchasing representative and SQE.

Modifications include, but are not limited to, the following situations:

- Any action by either the supplier or the supplier's registrar that limits or alters the condition or duration of the supplier's certifications.
- Renewal, upgrade, suspension, probation, expiration and termination of the certifications

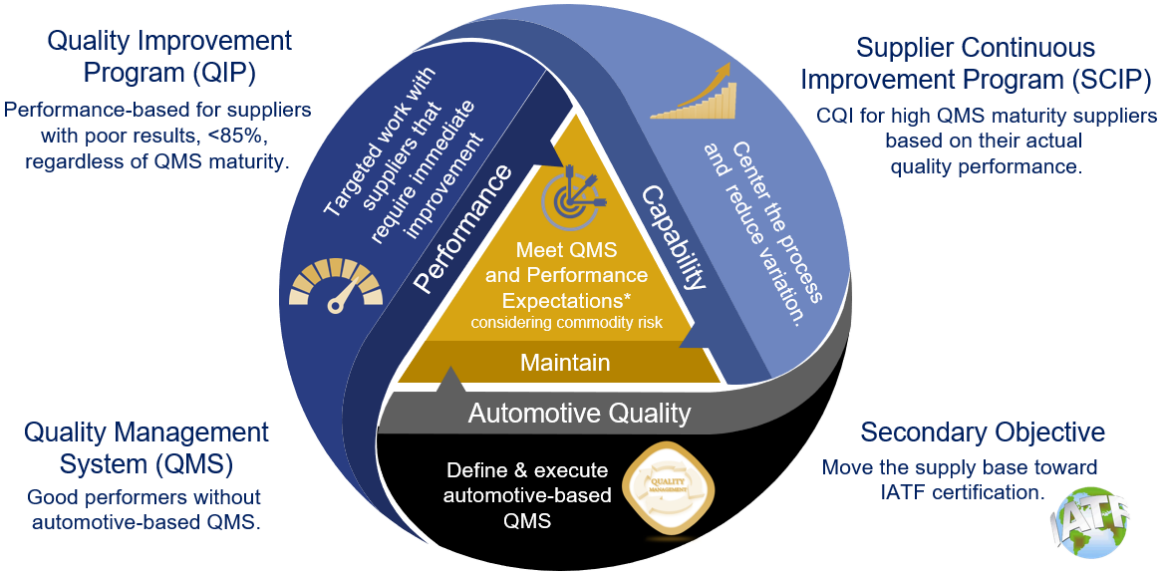
KEMET reserves the right to require surveillance audit to be conducted by a third-party service designated by KEMET.

Minimum QMS requirements for new suppliers is based on the risk (criticality) of materials to be provided. Any exceptions to this requirement must be reviewed and approved by the KEMET SQE during the qualification process. Refer to Appendix 1 - Material Criticality Rating

5.1.1 Supplier Development and Continuous Improvement

Using cross-functional teams, KEMET establishes and maintains long-term partnerships with strategic suppliers who share KEMET's commitment to continuous quality improvement and demonstrate an ability to make improvements in their processes, products, and services. Team members work directly with the supplier to identify opportunities for improvement in products, processes, and quality systems, and to develop strategies to achieve these goals. These partnerships improve material quality and lower cost of ownership. KEMET recognizes suppliers who achieve high quality and delivery levels and attain their targeted performance objectives. KEMET also encourages suppliers to benchmark other companies and investigate improved production methods and quality systems.

Risk, QMS maturity and Supplier Performance drives Supplier Development and Continuous Improvement Programs.



5.2 Supplier Approval and Disapproval

Approval

The KEMET Supplier Quality System ensures the procurement of high-quality materials from approved suppliers. Suppliers are evaluated, and an approved supplier list is maintained for each raw material. Documents required for approval may include but are not limited to:

- Acknowledgement of compliance with this document
- Technical capability (by KEMET)
- Completion and passing of required surveys (business, quality, social, environmental, and supply chain security program).
- Regulatory Compliance (e.g. REACH, RoHs, Conflict Minerals)
- Properly executed Mutual Non-Disclosure Agreement

Disapproval

Suppliers are disapproved when their material or business is no longer needed at KEMET or when, in the KEMET Commodity Team's (Quality, Process Engineering/R&D, Procurement, Material Planning) judgment, any of the following are no longer acceptable:

- Supplier Quality and Delivery Performance
- Material Performance in KEMET's production process
- Responsiveness / Ineffectiveness to corrective action requests
- Customer Service

A disapproved supplier may be considered for re-approval after satisfactorily addressing the actions and requirements on the disapproval communication.

5.3 Advanced Product Quality Planning

Suppliers should have a process for product quality planning which demonstrates the application of Advanced Quality Planning techniques. Upon request, suppliers shall provide test specimens for design approval, inspection/verification, investigation, or auditing (as applicable).

Process Flow Diagram:

Shall define the entire process flow starting with Receiving Inspection and finishing with Packaging and Shipping. Shall identify those operations linked to the manufacturing of features identified by special characteristics.

Process Potential Failure Modes & Effects Analysis (PFMEA):

Unless otherwise specified, suppliers shall use the AIAG Potential Failure Mode & Effects Analysis (PFMEA) manual as the basis for creating this document. The PFMEA shall follow flow established in Process Flow Diagram. Failure modes shall specifically address designated special characteristics. The PFMEA shall be used as a continuous improvement tool. Suppliers shall have a process in place to internally understand and react to their highest RPN numbers. This system shall include documentation of recommended actions and verification of their implementation. Suppliers shall be able to document continuous improvement efforts derived from RPN rankings below their target value for improvement actions.

Control Plan:

The Control Plan shall appropriately reflect the same steps and flow established by the Process Flow diagram and PFMEA. Manufacturing and test procedures should be referenced on Control Plans and Flow Charts and, upon request, be submitted to KEMET

Special Characteristics:

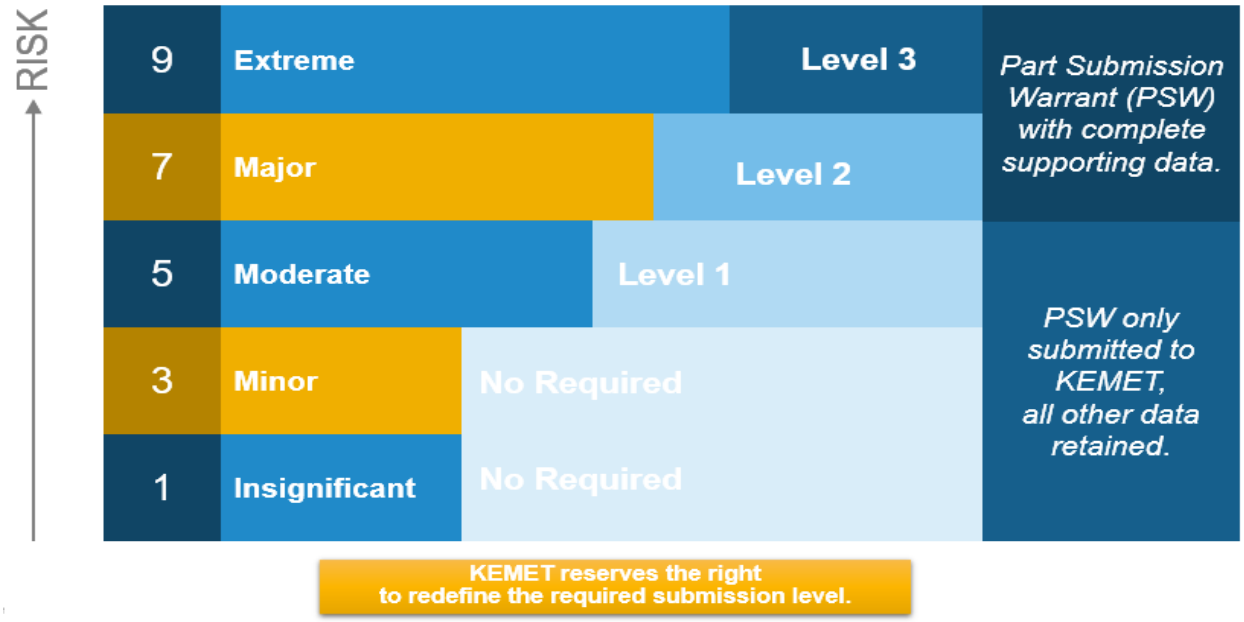
At a minimum, suppliers shall implement process controls for Special Characteristics as designated on KEMET M-Specs. The supplier must calculate and report (upon request), the process capability as Ppk. For those characteristics/features showing a Ppk of less than 1.67, the supplier must create an action plan that defines both containment and process improvements. Process capability can be conducted with both variable and attribute data.

Production Product Approval Process (PPAP)

The Suppliers should have a process in place for product approval. Suppliers shall ensure that the PPAP document and sample submissions are in accordance with the requirements of the Automotive Industry Action Group (AIAG) PPAP Manual. Provided PPAP will be considered valid until product or process changes necessitate requalification.

Risk Drives PPAP Submission Level

PPAP submission level is based on the risk (criticality) of materials to be provided. Any exceptions to this requirement must be reviewed and approved by the KEMET SQE during the qualification process. Refer to Appendix 2 - PPAP Submission Level



5.4 Change Control and Customer Notification

Change Notification is Critical to Success: suppliers are required to have a process by which changes that may impact raw material product supplied to KEMET are verified and validated prior to implementation.

- Communication Channel: respective KEMET purchasing representative and SQE.
- Communication minimum timing: six months for major changes / one month for minor.

Mayor changes: affect the form, fit or function of the material. Such changes may include, but are not limited to:

- Product: Design (new/changed part, discrepancy(s) correction) / Obsolescence
- Processing: Changed process, optional construction or material, source change.
- Manufacturing site: new/additional location.

Minor changes: not affect the form, fit or function of the material.

5.5 Problem Resolution – Failure Analysis and Corrective Action

Supplier shall have a written corrective action procedure in place that responds to complaints received from any KEMET operation. To assure timely resolution of non-conformance issues, Supplier shall apply appropriate problem-solving techniques to identify root causes and implement permanent corrections. The supplier is required to utilize appropriate methods such as Eight Discipline (8D) or equivalent process for problem solving in order to develop appropriate problem analysis. In addition, Supplier shall use statistical methods where applicable to verify that the corrective action implemented has corrected the problem and the process is in control and continues to produce material that is within specifications.

When a non-conformance is identified, KEMET will request Supplier Corrective Action Request (SCAR). Supplier is expected to address the following when a SCAR is issued for resolution:

- Initial Problem Definition and Verification
- Containment Action
- Defect Verification
- Definition and Verification of the Root Cause
- Permanent Corrective Action
- Corrective Action Verification

The timeframe of the response for the corrective action shall be in accordance with Table below or as otherwise reasonably requested by KEMET.

Established timelines

Report / Action	Risk Level (indicated on the SCAR request)		
	Critical/High Risk	Major / Medium Risk	Minor / Low Risk
Define / Communicate Containment Action(s)	Two (2) days	Seven (7) days	Not required in advance. It shall be covered on the Final Report.
Implement / Define Plan for Permanent Corrective Actions, Receive Final Report	Ten (10) days	Fifteen (15) days	Fifteen (15) days

Days are working days. Deviations from the timelines established above must be approved by KEMET SQE.

Supplier is required to furnish a Return Material Authorization ("RMA") for the return of non-conforming Product within 48 hours of the request.

Quality Problems Detected after Delivery and Shipping Delays Notifications

If agreements reached such as quality characteristics, schedules or delivery quantities cannot be met, the suppliers shall notify KEMET immediately. The suppliers shall also notify KEMET immediately of any deviations detected after delivery. To support a rapid solution, the Suppliers shall disclose all necessary data and facts.

5.6 Product and Process

Product / Process Definition and Knowledge

Methods for determining and maintaining process capability should be documented and implemented.

Manufacturing instructions: Work instructions for employees affecting quality should be documented and available at point of use. A system for initiating, approving and communicating changes to work instructions should be in place. Responsibilities and authorities for all personnel performing work affecting quality should be defined and communicated throughout the organization.

Training: Processes for ensuring personnel are properly trained and for recording training are required. Process in place ensuring employees are aware of their contribution to goods or service conformity, product safety, and the importance of ethical behavior.

Calibration: A formal calibration program is required for measuring equipment used in the manufacturing process. For calibration performed internally, written procedures are needed to describe the scope of the calibration laboratory. If external laboratories perform calibration, they should be accredited to ISO/IEC 17025. Statistical studies are recommended for determining variation in measurement equipment.

Product Status and Traceability: Manufacturing lots (and the material used) are to be traceable throughout the manufacturing process. The identification of inspection and test status for products shall be maintained at appropriate stages of production. Such records must prove conformance to specifications and be available, upon request and within a time to be agreed with the KEMET buyer.

Control of Nonconforming Product: Methods should be in place to identify, segregate, analyze, and dispose of nonconforming product.

Prevention of Counterfeit Parts: Suppliers are expected to plan, implement, and control processes, appropriate to the organization and the product, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in products(s) delivered to KEMET.

Maintenance Systems: Suppliers should have a Preventive / Predictive Maintenance System in place as well as a process for the management of production tooling.

Process Control: Statistical methods (e.g. SPC) should be used in manufacturing processes (see section 6 References, SPC manual below).

Inspections: Quality and inspection records shall be established and maintained to provide evidence of conformity to requirements and the effective operation of its quality management system.

5.7 Packaging Requirements

a. Packaging requirement as applicable KEMET drawings and/or specifications (M-Spec).
b. Each package must be labeled with the following information at a minimum:
   - KEMET PO number
   - KEMET part number and drawings and/or specifications (M-Spec) as applicable
   - Supplier manufacturing lot number and expiration date (as applicable)
   - Quantity

5.8 Product and Process Audit

Suppliers should conduct internal audits of its quality system, manufacturing facilities, and products to determine compliance with internal and external customer requirements. After prior agreement of a date, KEMET and its customers are to be granted access to a supplier's plant(s) to carry out product and process audits. Access to confidential manufacturing processes and other corporate secrets may be denied.

5.9 Product Liability

Product faults can be the cause of liability claims against a supplier. Therefore, staff members should know about the principles of product safety and liability.

5.10 Management Review and Continuous Improvement

Management should hold formal, periodic reviews of the organization's performance and the continued effectiveness of its QMS. In addition, suppliers are encouraged to have a process to drive continual improvement of its organization and manufacturing processes.

5.11 Document Control and Records

The supplier shall have a written procedure for the documentation and retention of quality and product records for products supplied to KEMET.

Records shall be maintained for a minimum of ten (10) years unless otherwise specified by KEMET.

It is the responsibility of the supplier to determine the appropriate storage means to meet the retention requirement, keep them in safe conditions in order to prevent destruction and allow for timely retrieval of records.

Upon agreement, test records are to be attached to the deliveries.

5.12 Corporate Social Responsibility

Government Regulatory Compliance

Suppliers shall comply with all applicable governmental regulations. These regulations relate to the health and safety of the workers, environment protection, toxic and hazardous materials, and free trade. Suppliers should recognize that the applicable government regulations might include those in the country of manufacture, as well the country of sale.

Environment Protection

KEMET's Environmental Policy states that KEMET will conduct its business in a manner designed to protect the health and safety of our employees, our customers, the public, and the environment.

Suppliers are expected to take their environmental responsibility in a similar way. KEMET does not only consider reduction of environmental impact of procured products, but also regards it important elements in deciding from whom to procure whether suppliers and manufacturers of such products are taking proactive environmental conservation initiatives. KEMET review the efforts of suppliers in environmental preservation and purchase from those suppliers that better satisfy the following requirements.

a. Environmental Management System: For full environmental commitment we expect our suppliers to plan for and implement an Environmental Management System, such as ISO 14001.
b. SDS (Safety Data Sheet) accompanies any first-time delivery of any new raw material. An SDS must be re-issued to KEMET if there is a change in the composition of the material.
c. Material composition data must be provided, as requested by KEMET to provide evidence of compliance to industry and legislative environmental requirements.
    - REACH SVHC: Upon request certification that confirms that no banned substances are used in the manufacturing process.
    - RoHS: Upon request, submission of RoHS Directive Substance analysis test results.
    - Conflict Mineral: Upon request conflict mineral investigation using RMI CMRT template.

Code of Conduct (as stated on KEMET Purchase Terms and Conditions)

The Responsible Business Alliance (RBA) Code of Conduct is a comprehensive set of standards which addresses all aspects of corporate social responsibility, and includes rules related to labor, health and safety, the environment, ethical issues and management systems in the electronics industry supply chain. The RBA Code of Conduct establishes standards to ensure that working conditions in the

electronics industry or industries in which electronics is a key component and its supply chains are safe, that workers are treated with respect and dignity, and that business operations are environmentally responsible and conducted ethically. It reinforces a zero-tolerance policy for any and all forms of bribery, corruption, extortion, and embezzlement. Compliance with the RBA Code of Conduct is required of all of Buyer's suppliers. Information concerning the RBA Code of Conduct is available at http://www.responsiblebusiness.org. Seller represents and warrants that (i) Seller has read and understands the RBA Code of Conduct; (ii) Seller is compliant with the RBA Code of Conduct; (iii) Seller shall conduct periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the RBA Code of Conduct and customer contractual requirements related to social and environmental responsibility, and shall supply copies of such self-evaluations to Buyer upon Buyer's written request; and (iv) Seller will remain compliant with RBA Code of Conduct and will immediately notify Buyer in the event that Seller learns of items of noncompliance.

Conflict Metals (as stated on KEMET Purchase Terms and Conditions)

If the goods are, or contain, tin, tantalum, tungsten, and/or gold (whether in raw or processed form, and whether or not combined with other materials), Seller hereby certifies that such metals have not been sourced in a manner which directly or indirectly finances or benefits armed groups in the Democratic Republic of the Congo or adjoining countries or in any region determined to be a conflict affected and high risk area (CAHRA) as defined in the Organization for Economic Co-operation and Development (OECD) Due Diligence Guidance for Responsible Supply Chain of Minerals from Conflict-Affected and High-Risk Areas, which includes any entities located therein. In addition, Seller shall have and implement its own Conflict Mineral Policy which shall be aligned with Buyer's policy (available at https://www.kemet.com/en/us/about/sustainability.html), which shall include a commitment to legal compliance and shall be communicated to Seller's sub-suppliers. Seller shall ensure that purchased tin, tantalum, tungsten, and/or gold originates from smelters validated/certified by third parties in accordance with procedures adopted by the Responsible Minerals Initiative (RMI) as being conflict free. Seller shall work with sub-suppliers to ensure traceability of these metals within their goods, back down to smelter and mine. Upon request, Seller will provide Buyer with a completed conflict minerals declaration using the RMI Conflict Minerals Reporting Template (CMRT). Traceability data shall be maintained and recorded for 5 years.

Anti-bribery (as stated on KEMET Purchase Terms and Conditions)

Suppliers shall not offer, promise or give a financial or another advantage to KEMET representative or any third party, with the intention that this advantage induces them to perform improperly a relevant function or activity or rewards them for the improper performance of such function or activity.

KEMET has a zero-tolerance policy for any and all forms of bribery, corruption, extortion, and embezzlement.

- Avoiding Fraud and Bribery - In our mandate to provide an unparalleled business experience, we must never lose sight of our core values or allow our business goals to lead us to act unscrupulously. Rather, we do our part making the world a better place by reducing corruption and increasing transparent business activity. The courage to always do the right thing. This is a core value at KEMET.
- The fundamental principle governing corporate actions and the actions of employees and officers is that ethics and business are inseparable at KEMET and that no business objective can be achieved without following the highest ethical standards.

- No officer or employee of KEMET or its subsidiaries may have a personal, financial, or family interest that could in any way keep the individual from acting in the best interest of KEMET.
- Offering or accepting properly recorded business meals, entertainment, or token gifts intended and understood as simple courtesies meant to foster understanding and communication with suppliers and customers is allowed. Business meals, entertainment, and token gifts meet this test only if an independent observer would consider them routine.
- Offering or accepting money, loans, credits, prejudicial discounts, or any other courtesies which might influence, or appear to influence, decisions is strictly prohibited. Extraordinary courtesies, even when well-intentioned, are subject to misperception and are not acceptable.

5.13 Supply Chain Security Program

Supply Chain security refers to efforts to enhance the security of the supply chain or value chain as well as the transport and logistics system for the world's cargo. It combines traditional practices of supply chain management with the security requirements driven by threats such as terrorism, piracy, and theft.

KEMET seeks to select business partners that comply with or will make improvements that may be required to satisfy and/or participate in international security programs. SPA is used to determine whether KEMET suppliers meet Supply Chain Security Programs guidelines by providing an assessment containing questions designed to obtain the information required by the individual security guidelines. The suppliers are given the following options:

1. Upon request suppliers may complete the questionnaire and return it to KEMET for review by Procurement and Logistics representatives.
2. If the suppliers is a member of C-TPAT (Customs-Trade Partnership Against Terrorism), AEO (Authorized Economic Operators), WCO SAFE (Authorized Economic Operators), or any equivalent program they may provide KEMET with a copy of their certification, SVI (Status Verification Interface), or other acceptable verifiable documentation, and bypass completing the questionnaire.
3. Suppliers may provide written certification by a company officer that they comply with and that they participate in an equivalent accredited security program in their country.

6. References

6.1 Requirements

Valid together with this Manual – the latest editions/issues of:

- KEMET Purchase Order
- KEMET M-spec (Materials Specification)
- ISO 9001 (registration required): http://www.iso.org/iso/home/standards/management-standards/iso_9000.htm
- IATF 16949 (compliance required) Web link: http://www.iso.org/iso/catalogue_detail?csnumber=52844
  AIAG (Automotive Industry Action Group) Reference Manuals
- MDS Material Declaration Sheet
- IMDS International Material Data System
- Web link: http://www.mdsystem.com/index.jsp

6.2 Guidelines

Standards

- ISO 14001 Environmental Management System

AIAG (Automotive Industry Action Group) Reference Manuals

- QSA, Quality System Assessment
- APQP, Advanced Product Quality Planning and Control Plan
- SPC, Statistical Process Control
- MSA, Measurement Systems Analysis
- PPAP, Production Part Approval Process
- FMEA, Failure Mode and Effects Analysis
- QOS, Quality Operating System Primer
- Web link https://www.aiag.org/source/Orders/index.cfm#.UVGq2ReccsJ

Problem Solving Methodology

- Ford Technical Education Program (FTEP) Global 8D

7. Revision Record

Revision	Date	Primary Change Summary
Rev1	05/21/2021	New document on KEY. Due to the transition from Notes to KEY this document has been moved between documents/multiple revisions but no mayor changes in content during this transition. This new version is a complete new document, entire procedure has been reestructured and aligned to latest changes on SQP 101 “Supplier Approval Process”. For referece: this document used to be SQP 100A and later F101_1 in Notes.

Appendix 1 - Material Criticality Rating

Risk	Examples	Minimum QMS Code	Minimum QMS Description
Extreme	Dielectric powder, end termination pastes, ta wire, ta powder, lead frames, busbars, foil, Wire.	[d] IATF-16949	Certification to IATF through 3rd-party audits
Major	Metallized film, cans, decks, compound, resin, critical chemicals (plating, green chip, polymerization, electrolyte).	[c] IATF-16949	Certification to ISO 9001 with compliance to IATF-16949 through a 2nd-party audit or certification to VDA 6.1 or AS-9100
Moderate	Non-metallized films, plastic box, reels, carrier tape, cover tapes, process bars.	[b] ISO-9001	Certification to ISO 9001 with compliance to other customer-defined QMS requirements
Minor	Fasteners, components, labels, carton boxes.	[a] ISO-9001	Certification to ISO 9001 through 3rd-party audits

Appendix 2 - PPAP Submission Level

Risk	Requirement	
Extreme	Level 3	PSW with product samples and complete supporting data.
Major	Level 2	PSW with product samples and limited supporting data.
Moderate	Level 1	Part Submission Warrant (PSW) only submitted to the customer.
Minor	None	PPAP no required

Requirement		Submission Level		
		Level 1	*Level 2*	*Level 3*
1	Design Control (Necessary part drawings, specification used to produce the product)	R	S	S
2	Authorized Engineering Change Documents	R	S	S
3	Customer Engineering approval, (if required)	R	R	S
4	Design Failure Modes and Effects Analysis (DFMEA) applied in special situations.	R	R	S
5	Process Flow Diagram	R	R	S
6	Process Failure Modes and Effects Analysis (PFMEA)	R	R	S
7	Control Plan	R	R	S
8	Measurement Systems Analysis (MSA) – [Gage R & R]	R	R	S
9	Dimensional Results	R	S	S
10	Records of Material / Performance Test Results	R	S	S
11	Initial Process Studies	R	R	S
12	Qualified Laboratory Documentation	R	S	S
13	Appearance Approval Report (AAR), (if applicable)	S	S	S
14	Sample Production Parts	R	S	S
15	Master Sample	R	R	R
16	Checking Aids	R	R	R
17	Customer-Specific Requirements	R	R	S
18	Part Submission Warrant (PSW)	S	S	S

S = The organization shall submit to KEMET and retain a copy of records or documentation items at appropriate locations.

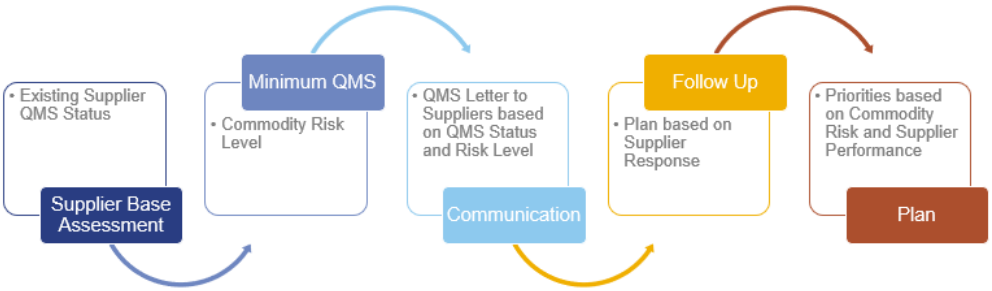
R = The organization shall retain at appropriate locations and make available to KEMET upon request.

Appendix 3 – Supplier Development and Continuous Improvement

Quality Improvement Program (QIP)

Supplier Continuous Improvement Program (SCIP)

Quality Management System (QMS) Development



Appendix 4 – Supplier Specific Requirements

Supplier Specific Requirements

Supplier Name

Commodity (Material Category) Risk Minimum QMS

Production Part Approval Process (PPAP)

Submission Level	Requirements

List of critical characteristics

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

As applicable, special record retention instructions