



SCOPE OF SUPPLIER REQUIREMENTS:

The following requirements apply to suppliers, their products and/or services designated for integration into Chamberlain Machine LLC products. This policy also extends to suppliers responsible for processes, portions of processes, and services that are essential to and directly influence, measure or evaluate the conformity of Chamberlain Machine LLC products.

GENERAL COMMUNICATION:

ACKNOWLEDGEMENT OF SUPPLIER REQUIREMENTS: New suppliers of products and/or services, as well as those who have not received a purchase order from Chamberlain Machine LLC within the past 36 months, must review these requirements as directed by the purchase order. Acceptance of our purchase order constitutes formal acknowledgment and agreement to comply with Chamberlain's supplier requirements outlined in this document.

NOTIFICATION OF CERTIFICATION STATUS CHANGE: Suppliers must promptly notify Chamberlain Machine LLC if there is any change in the status of their Quality Management System (QMS) or process certifications, including suspension, revocation, or expiration. Written notification must be provided to Chamberlain's Purchasing department, detailing the nature of the change, affected certifications, and resolution timeline

PERFORMANCE MONITORING: Supplier performance will be evaluated quarterly, focusing on your ability to consistently deliver products and services that meet all applicable requirements and adhere to the agreed delivery schedule. Additionally, assessments will include responsiveness and the depth of engagement when addressing nonconformances and other performance-related concerns, ensuring that issues are resolved comprehensively and effectively.

QUALITY MANAGEMENT SYSTEM (QMS): Chamberlain Machine LLC expects suppliers to maintain a documented quality management system (QMS) that is certified to or is compliant with a recognized standard such as ISO-9001, AS9100 or equivalent. While certification is not mandatory, it is encouraged. Suppliers should be able to demonstrate process control, traceability, and adherence to industry standards and the relevant requirements detailed in this document.

SPECIAL PROCESS SUPPLIERS: Suppliers providing special processing services and/or products, shall have a QMS certified to a recognized standard such as ISO-9001, AS9100, AS7004, ISO/IEC 17025, ISO/IEC 17020 or equivalent, or shall hold specific special process certifications by accredited bodies, consistent with the products and or services being procured. If no certifications but supplier can provide appropriate personnel competency evaluation records and/or as applicable, individual certifications to industry standards for the special process disciplines in scope, supplier may be selected for conditional use.

QUALITY MANAGEMENT SYSTEM REQUIREMENTS:

- 1. INSPECTION SYSTEM & RECORDS:** The supplier shall maintain an inspection system that is adequate to ensure that products, processes and services supplied to Chamberlain Machine LLC meet all applicable requirements. The system should also provide for the maintenance, storage and retrieval of inspection and test data to be made available for examination and verification by Chamberlain Machine LLC upon request within 48 hours. These records shall be retained by the supplier for a minimum of (7) years, unless otherwise noted on the purchase order.
- 2. CERTIFICATES OF CONFORMANCE (C of C):** At a minimum, all items must be accompanied by a Certificate of Conformance issued by the Supplier, certifying that all materials, processes and finished items supplied to Chamberlain Machine LLC comply with all applicable requirements. The Certificate shall bear the title, name and signature of an authorized Supplier representative. Each C of C must include the Chamberlain Machine LLC purchase order number, part number, revision level, quantity, date and all applicable specifications.

FIRST ARTICLE INSPECTION: A First Article Inspection may be required prior to delivery of production to demonstrate compliance with all applicable requirements. If First Article Inspection is specified on the Purchase order, manufacture of the balance of the order, batch or lot, without approval of the first article by Chamberlain Machine LLC, will be at the Supplier's risk.



3. **INCOMING INSPECTION:** All delivered items are subject to incoming inspection by Chamberlain Machine LLC, the supplier will be notified in the event of an identified nonconformity to applicable requirements. The supplier will work to resolve any identified nonconformities to the satisfaction of Chamberlain Machine LLC.
4. **CONTROL OF NONCONFORMING MATERIAL (NCM):** The supplier must ensure that product which does not conform to all applicable requirements is identified and controlled to prevent its unintended use or delivery to Chamberlain Machine LLC.
5. **NOTIFICATION OF NONCONFORMANCE:** If the supplier has knowledge of or suspects nonconforming material has been shipped to CHAMBERLAIN MACHINE, the supplier must immediately contact its Chamberlain Machine LLC Purchasing and Supplier Quality representative along with written notification.
6. **CONCESSIONS:** The supplier cannot use dispositions of "use-as-is" or "repair" unless specifically authorized in writing by Chamberlain Machine LLC. A copy of the approved concession must be included with the product shipment and with any subsequent shipment with the same condition. The provided C of C shall reference the approved applicable concession.
7. **CORRECTIVE ACTION:** Formal written Corrective Action will be requested at the discretion of the Chamberlain Machine LLC Quality Control Manager to ensure the supplier identifies and eliminates the root cause of nonconformity to prevent recurrence. Corrective Actions shall include containment actions when appropriate and be completed in a timely manner.
8. **IN PROCESS SOURCE INSPECTION:** If specified on the Chamberlain Machine LLC purchase order, work performed may be subject to Chamberlain Machine LLC inspection or test at the Supplier's facility, on or prior to final testing by the Supplier.
9. **CALIBRATION:** The Supplier shall control all test and measuring equipment used for acceptance of items deliverable to Chamberlain Machine LLC. At a minimum, control requires calibration or verification, or both, at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards.
10. **PACKAGING:** Suppliers shall package products to best commercial standards for protection during shipment, with consideration of the delivery carrier/method. If found to be inadequate; Chamberlain Machine LLC may require additional packaging methods to ensure damage free transit. Packaging must prevent metal to metal contact on machined or plated surfaces.
11. **GENERAL IDENTIFICATION:** Exterior shipping container identification, at a minimum, shall include part number, revision level and the Chamberlain Machine LLC purchase order number. If additional identification is required, it will be stated on the Chamberlain Machine LLC purchase order.
12. **RAW MATERIAL:** All raw material supplied shall have been subjected to physical and chemical analysis carried out in accordance with the current material specification identified on the drawing or Chamberlain Machine LLC purchase order. When the purchase order states that certs. are required, an EN10204 3.1 compliant Inspection Certificate with the results of the analysis shall be provided for each delivery. If not specified in the PO, provide a C of C.
13. **RAW MATERIAL IDENTIFICATION:** All raw material supplied, at a minimum, must be identified with labeling or physical marking and accompanied with a packing slip. At a minimum, the identification shall include material type, condition, manufacturer of the material and the Chamberlain Machine LLC purchase order number.
14. **SUB-TIER SUPPLIERS:** Supplier is responsible for its sub-tier suppliers and supply chain. Supplier shall ensure that externally provided processes, products and services conform to requirements and do not adversely affect the organization's ability to consistently deliver conforming products and/or services to Chamberlain Machine LLC.