


Geneerco Standard Form		GSF-410
	GENERAL VENEER MANUFACTURING CO. 8652 Otis Street • South Gate • California 90280 Tel ephone (323) 564-2661 • Facsimil e (323) 564-8888 www.general veneer.com	Orig. Issue: 9/26/08 Revision: N/C Rev. Date: 9/26/08
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1. Change Notification and Approvals

- 1.1 Any change to a process or a product as well as any substitution must be approved in writing by General Veneer Manufacturing Co. prior to processing any material.

2. Right of Entry Access

- 2.1 General Veneer Manufacturing Co. employees, customers and regulatory authorities shall be given the right of entry access for review of processes, documents and inspection.

3. Calibration System

- 3.1 Supplier shall maintain an equipment calibration system traceable to the U.S. National Institute of Standards and Technology (NIST).

4. Key Characteristics

- 4.1 Should a drawing be provided to the supplier with certain elements identified as key characteristics, the supplier shall address those elements as directed by the drawing with special attention and care.

5. Special Process Control

- 5.1 Special processes shall be approved by General Veneer Manufacturing Co. in writing prior to processing any material.
- 5.2 Special processes performed by the supplier shall be identified together with any special requirements for qualification of personnel.
- 5.3 Copies of reports from any special processes and inspection verification results shall be furnished with each shipment.

6. Supplier Requirements for Flow Down

- 6.1 Should a supplier outsource any part of an order placed by General Veneer Manufacturing Co., the supplier shall flow down General Veneer Manufacturing Co. requirements to the sub-tier supplier.

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7. Supplier Documents

7.1 Supplier's documents provided to General Veneer Manufacturing Co. shall include where applicable the following:

- a. Name or other positive identification of the product
- b. Product specifications
- c. Drawings
- d. Process requirements
- e. Inspection instructions
- f. Identification of any product with limited shelf life, including storage instructions and expiration date
- g. List of all SVHCs in product and quantity by percentage of post-cure weight as defined under REACH Annex XIV
- h. Material Safety Data Sheets
- i. Other relevant technical data

8. Supplier Quality Management System


- 8.1 Supplier shall maintain a quality management system in compliance with ISO 9001:2000 or AS9100 or equivalent.
- 8.2 Supplier shall maintain an inspection system in compliance with ISO 9001:2000 or AS9100 or equivalent, including record control and retention for a minimum of 7 years.

9. Nonconforming Product

- 9.1 Nonconforming product shall be properly segregated in accordance with ISO 9001:2000 or AS9100 or equivalent.
- 9.2 Supplier shall notify General Veneer Manufacturing Co. of any product that is determined or suspected to be nonconformant, no matter whether that determination is made before or after delivery of product to customer.

10. Supplier Records

- 10.1 Supplier shall maintain records related to General Veneer Manufacturing Co. purchase orders, including but not limited to inspection and test records, for a minimum of 7 years.
- 10.2 The supplier shall contact General Veneer Manufacturing Co. prior to destroying such documents, and obtain approval to proceed with the destruction.

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11. Raw Material Certification

11.1 Product manufactured from specified raw material must be accompanied by the certification from the raw material supplier.

12. Testing

12.1 Test reports shall be provided with the product as required by the specification.

12.2 Should there be a requirement for test specimens for design approval, inspection, investigation or auditing, the supplier shall make such information and applications available to General Veneer Manufacturing Co.

13. Certification of Conformance

13.1 A copy of each certificate of conformance shall be included with each shipment.

14. First Article Inspection

14.1 A copy of the First article inspection report shall be provided for review and approval. First article inspection reports shall be prepared per AS9102 or an approved equivalent.

15. Source Inspection

15.1 Supplier shall make its facility available for source inspection by General Veneer Manufacturing Co., its customer or a regulatory organization.

15.2 Even if customer and/or government source inspectors visit the supplier facility and accept the product, there is still a possibility that the customer may reject the product; thus it is the responsibility of the supplier to ensure the quality of the product prior to shipment.

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SUPPLIER ACKNOWLEDGEMENT

SUPPLIER NAME: _____

RECEIVED BY: _____

DATE: _____