

## Newport Wafer-Fab Supplier Manual

---

# Newport Wafer-Fab Supplier Manual.docx

---

## Supplier Manual

---

Martin Teague  
April 29 2020  
Revision 9

---

## Introduction:

The Newport Wafer Fab's strategy is to maintain and grow its existing silicon business, to develop new products and create the world's first dedicated "Compound on Silicon" Semiconductor device foundry. Initial production will be based on silicon products with a combination of existing and new silicon customers. Our silicon foundry business will create a "runway" for the introduction of Compound Semiconductor on Silicon technologies. This strategy will enable Newport Wafer Fab to develop a diverse customer and product base, and a highly profitable business.

## The NWF Mission:

*To become the world's first "Compound on Silicon" Semiconductor foundry providing a manufacturing service, enabling our customers to succeed in their fields of expertise Newport Wafer Fab will provide a fast and agile resource for the CS cluster and the wider foundry market.*

## Goal and Scope:

NWF is committed to producing the highest quality product possible. Our policy is to meet and strive to exceed Customer requirements with the standard measure being zero defects. The information applies to all Suppliers who have interest in doing business with NWF. It also applies to NWF's outsourced partners or subsidiaries.

This manual describes NWF's expectations for its Suppliers, **including contractors and external manufacturers**, in order to ensure that **all** purchased material meets NWF's requirements. NWF expects Suppliers to comply with all the requirements documented in this manual.

We recognise that our Suppliers are instrumental in meeting this objective, and that a collaborative relationship is the only way to provide the ultimate in value and service to our Customers.

NWF expects Suppliers to **adopt or establish and** maintain an effective quality management system, preferably one that conforms to ISO 9001 Quality Management System Requirements as a minimum **to ensure; (a) compliance with applicable laws, regulations, and customer requirements related to the Supplier's operations and products; (b) conformance to this manual; and (c) identification and mitigation of operational risks related to this manual** thus confirming that the Supplier provides an unwavering commitment to quality, continuous improvement and a passion for innovation. We also expect Suppliers to be data-driven and to apply a systematic approach to operations, product launch and problem solving.

Note: for Suppliers of materials that become part of the product (Direct materials) ISO 9001 certification is mandatory (see section 1.3).

Suppliers must have ongoing and long term plans to enhance their performance and achieve annual goals.

The latest versions of NWF's Supplier Manual and NWF's Terms and Conditions and associated forms and questionnaires are always available on request.

## SUPPLIER MANUAL TABLE OF CONTENTS PAGE

Section	Details	Page
<b>1.0</b>	<b>Quality</b>	<b>4</b>
1.1	<a href="#">Quality Expectations</a>	<a href="#">4</a>
1.2	Containment Requirements	4
1.3	<a href="#">Supplier Certification Requirements</a>	<a href="#">4</a>
1.4	Supplier Performance Review	5
1.5	Supplier Audits	5
1.6	Material Certification Audits	6
1.7	Quality Documentation Retention	6
1.8	Revision Level Control and Lot Traceability	6
<b>2.0</b>	<b>Delivery</b>	<b>6</b>
2.1	Delivery Expectations	6
2.2	Forecast Requirements	6
2.3	<b>Delivery Notes and Labelling</b>	7
2.4	Routing Instructions	7
2.5	Delivery Query Form	7
<b>3.0</b>	<b>Issue response</b>	<b>7</b>
3.1	8D Problem Solving	8
<b>4.0</b>	<b>End of Life Requirements</b>	<b>8</b>
4.1	Direct Materials and Service Part Requirements	8
<b>5.0</b>	<b>Commercial Requirements</b>	<b>8</b>
5.1	Cost Objectives	8
5.2	Purchase Orders / Invoices	9
5.3	Supplier Request for Change	9
5.4	Terms and Conditions	9
5.5	Warranty	9
5.6	Non-Disclosure Agreement's (NDA's)	9
5.7	Contracts	9
<b>6.0</b>	<b>Sustainability, Modern Slavery, Conflict Minerals and Corporate Social Responsibility (CSR)</b>	<b>10</b>
6.1	Sustainability	10
6.2	Modern Slavery	10
<b>6.3</b>	<b>Conflict Minerals Policy</b>	<b>10</b>
<b>6.4</b>	<b>Corporate Social Responsibility</b>	<b>10</b>
<b>7.0</b>	<b>New Supplier Approval / Material Qualification Process</b>	<b>11</b>
7.1	Supplier Approval	11
7.2	Material Qualification Process	12
	Appendix 1	13
	Appendix 2	14
	Appendix 3	15

## 1.0 Quality

### 1.1 Quality Expectations

All Suppliers, **who are eligible**, will be assessed against **IATF 16949 whilst the remainder will be assessed** against ISO 9001 registration. Compliance is measured from critical Suppliers through annual improvement surveys.

Suppliers of NWF must be compliant to ISO14001, ISO45001 and ISO50001 **certification (or comparable)** but not necessarily certified to the standards.

#### 1.1.1. Quality Manual and Procedures

The Supplier, as requested, will furnish NWF with a copy of the Supplier's Quality Manual and supporting procedures, if available. This includes detailed documents and work instructions specific to the production of all Materials, Parts and Services for NWF.

#### 1.1.2. Statutory and Regulatory Requirements

Prior to release of NWF provided products into its production flow, the Supplier shall confirm and be able to provide evidence that their provided processes, products and services conform to the latest applicable statutory, regulatory and other requirements in the countries where they are manufactured and in the customer identified countries of destination, if provided.

#### 1.1.3 Control of Sub-tier Suppliers

Suppliers are responsible for the quality of materials and components provided by their sub-tier Suppliers and sub-contractors **and shall have a process to communicate the NWF Supplier Manual (or comparable) requirements to their own and** must impose controls on their sub-tier Suppliers that provide quality results and documentation comparable to the controls applied to Suppliers by NWF. The extent of the controls may vary, depending on the nature and complexity of the product and processes

### 1.2. NWF Containment Requirements

All Suppliers are required to have a written containment process, which must include methods of identifying corrective action and containing suspect material in order to prevent non-conforming material from entering NWF facilities.

If a Supplier's containment process fails and non-conforming direct materials or parts are delivered to NWF, on site containment may be required depending on the severity of the quality issue.

NWF will send a letter to Supplier by email to notify them if an On Site Containment is required. The Supplier must return a signed copy of any notification letter within 24 hours to acknowledge the containment requirement.

A Supplier must have formal written approval from NWF before concluding the Containment. Before the Containment can end, the Supplier must provide data showing a minimum of 30 days or three production runs with no defective material. The Supplier also must have an 8D plan that has been approved by NWF. The Supplier will still be responsible for the On Site Containment requirements until NWF formally removes this requirement.

### 1.3. Supplier Certification Requirements

NWF is certified to the IATF 1649 Quality System. Any company who seeks to become a direct materials Supplier to NWF must be at a minimum ISO 9001 certified.

## Newport Wafer-Fab Supplier Manual

All renewal certificates must be submitted to Supplier's NWF contact before the expiration date of the certificate. Failure to submit certificates or valid transition timelines when requested may jeopardise current or future business and will also impact points on Supplier's scorecard.

### 1.4. Supplier Quality Performance Monitoring and Continuous Improvement

On-time delivery performance and freight costs are monitored and reported on a periodic basis. Suppliers will be measured against:

- Delivery of product quality via an appropriate statistical technique.
- Customer disruptions including field returns
- On time delivery performance (including incidents of premium freight)
- Special status customer notifications related to quality or delivery

Depending upon the criticality of product or service being purchased and other factors determined via Risk Analysis, NWF may choose to perform a periodical Supplier assessment of their current Suppliers.

In order to review the current status of the Supplier's Quality Systems and to monitor Continuous Improvement, the following questionnaires/survey may be required:-

- Completion of a Supplier Quality Accreditation questionnaire, along with the Supplier's quality manual and documentation for review by NWF.
- Completion of an IATF 16949 questionnaire/survey

In addition to completing the questionnaires/survey, the following parameters may also be reviewed in order to ensure that the Supplier continues to ship acceptable parts or services:-

- On Time Delivery Reports
  - The on time delivery target for DM Suppliers is 100%. This is monitored on a quarterly basis and where performance is less than 100% the misses are reviewed to determine both cause and criticality and to implement corrective actions.
- An on-site audit of the Supplier's control plan (if applicable)
- A random incoming inspection audit of a batch of product
- Source inspection of product at the Supplier's facility
- A Supplier progress review meeting conducted periodically at the Supplier's site or NWF to review Supplier performance and progress

If a Supplier demonstrates chronic recurring problems in comparison to the approved specification or SLA, NWF may request a Supplier Improvement Plan (SIP). A Supplier will receive a SIP notice request from NWF by email. The notice will specify the meeting location, time and date, as well as an explanation of the reason for the improvement and review.

### 1.5. Supplier Audits

Supplier audits or survey based audits for Supplier Certification are required every 3 years for IATF16949 and every 2 years for ISO 9001 and will be conducted using the following framework:

#### 1.5.1 Onsite audits (Quality System and Process Audit)

Either at time of qualification, re-validation or in respect to any deviation in quality of product or service

#### 1.5.2 Remote audits

Self-assessment scorecard audits to be completed by the Supplier on request

## 1.6. Verification of Supplier C of C/C of A

The appropriate quality documentation must be provided, electronically, for every delivery/shipment to the following email address:

[qualitydocumentation@nptwf.com](mailto:qualitydocumentation@nptwf.com)

NWF may perform random audits of Supplier C of C/C of A (Certificate of Conformance / Certificate of Analysis) received with the product. Any issues that arise out of the testing and the resulting costs associated with the issue will be at the Supplier's expense.

## 1.7. Quality Documentation Retention

Suppliers shall maintain quality records for the life of the program plus 15 years.

## 18. Revision Level Control and Lot Traceability

The Supplier shall be responsible for controlling and tracking parts (forward and backward traceability) to the approved engineering documents/levels in addition to any changes to ensure that the end product meets specified functional and physical requirements as contracted under the Purchase Order. Additionally the Supplier must have a robust system in place to prove lot traceability back to the raw materials.

## 2.0 Delivery

### 2.1. Delivery Expectations

All primary product packaging must provide adequate protection to ensure that goods reach NWF in perfect condition, under normal travelling conditions. All Suppliers will take into consideration the package strength and part protection when packaging the product.

Suppliers are expected to provide 100% on time delivery of the Product. In order to achieve this delivery expectation Suppliers must:

- Meet reasonable schedule increases
- Contact the NWF Materials Representative(s) immediately if unable to meet the release schedule, and supply the following information:
  - Date the parts will be available
  - A plan to get back on schedule
- Arrange for expedited freight when necessary by coordinating with NWF. Every effort must be made at the time of shipment to reach an agreement on who is responsible for the cost of the expedited freight. If the Supplier is responsible, the freight must be shipped "PREPAID". The Supplier must also track the inbound freight and advise the NWF Material Representatives as to shipment status.
- Assign the necessary resources to resolve any delivery issues.
- Work to identify bottleneck processes to assure timely production and delivery.
- The Supplier shall provide a contingency plan to NWF to cover any disruption of material flow due to rejected lots of material that result in an interruption or efficiency loss in NWF Production.

NWF reserves the right to claim compensation from a Supplier for any downtime and/or any other associated costs resulting from a delivery issue.

### 2.2. Blanket PO/Call-Off Orders/Forecast Requirements

Purchases of some Direct Materials are made via a Blanket/Call-Off Order. The Seller accepts and understands that this Blanket Purchase Order is only a best estimate and is indicative of Buyer's demand and it may be altered, exceeded, reduced or cancelled by Buyer at any time

These Purchase Orders show the expected quantity and date of arrival for each part number. The date shown on the schedule is the date the parts are required to arrive at NWF. The schedule date is NOT a ship date. Any deviations from this standard must be authorized in writing by NWF and/or communicated at least seven days before the expected delivery date or as early as possible.

### 2.3. Delivery Notes and Labelling

All **Delivery Notes** and labels must contain the following:

<b>Delivery Notes</b>	<b>Labelling</b>
• Purchase Order Number* <b>Mandatory</b>	<b>Purchase Order Number* Mandatory</b>
• NWF Part Number* <b>where applicable</b>	<b>NWF Part Number* where applicable</b>
• Supplier Part Number* <b>Mandatory</b>	<b>Supplier Part Number* Mandatory</b>
• Quantity * <b>Mandatory</b>	<b>Quantity * Mandatory</b>
• <b>Unit of Measure* where applicable</b>	<b>Unit of Measure* where applicable</b>
• Part Description* <b>Mandatory</b>	<b>Part Description* Mandatory</b>
• <b>Expiry Date* where applicable</b>	<b>Expiry Date* where applicable</b>
• Specification /Revision * <b>where applicable</b>	<b>Specification/Revision * where applicable</b>
• Lot Number* * <b>where applicable</b>	<b>Lot Number* * where applicable</b>
•	<b>Barcode</b>

The Supplier must have a process in place to ensure revision control is effective to ensure that any revision changes to labels are clear and accurate.

### 2.4. Shipping Instructions

NWF requirements for transportation are as follows:

- Unless otherwise specifically stated on the Purchase Order, freight terms for shipments to NWF are D.D.P. (Delivered, Duty Paid) (Incoterms 2000).
- The Supplier should contact NWF for permission to deviate from above terms and obtain details of NWF's preferred carrier. Instances for deviation include expedited freight that is paid for by NWF.

### 2.5. Delivery Query Form

The following situations may warrant the issuance of a Delivery Query Form (DQF):

- Shipment quantities or part numbers that do not match the Purchase Order
- Shipments damaged in transit
- Missing documentation (i.e. pack lists, bills of lading, NAFTA certificates, commercial invoices, hazardous materials information)
- Mislabeled product

The Supplier is required to provide corrective action in the 8D Problem Solving Process format if any issues with deliveries are experienced (see Section 3.1). Repetitive errors or chronic problems may result in the NWF requesting a face to face meeting with the Supplier.

## 3.0 Issue Response



## Newport Wafer-Fab Supplier Manual

NWF requires Suppliers to utilise a closed-loop corrective action system such as an 8D when problems are encountered in their manufacturing facility, after nonconforming product has been shipped to NWF or a deviation from a SLA has been encountered.

### 3.1 Eight Disciplines (8D) Problem Solving

NWF requires Suppliers to formally respond to issues with an 8D Problem Solving Process format.

All Suppliers must have a thorough knowledge of this process and its required steps. The 8D process is designed to ensure:

- Immediate containment of the defect or problem – within 24 hours
- Analysis to determine the true Root Cause (R/C) of a problem – within 7 days
- Corrective Action (C/A) to eliminate the root cause – within 10 days
- Prevention of the issue from occurring again to both the product in question and other similar products or processes. Prevention can only be achieved if Root Cause Analysis and Corrective Action are done correctly – within 14 days

## 4.0 End of Life Requirements

### 4.1 Direct Materials and Service Part Requirements

In order for NWF to support our customer requirements, Suppliers must have Direct Materials or service parts available for a minimum of 5 years after the final production build date of the program. If the customer extends the period of the required service or parts term, the Supplier must agree to abide by the extended period.

All service parts will be provided at value based pricing for five years after the end of production. Suppliers can request adjustments to pricing, by exception, to NWF. All parts will be requested at the start of the service term to account for the following:

- Packaging
- Special handling
- Transportation
- Set-up costs

Additional cost elements must be fully disclosed in the quoting process and are to include reasonable and justifiable cost breakdowns.

## 5.0 Commercial Expectations

### 5.1. Cost Objectives

It is the objective of this business to reduce the cost of the procurement process and obtain best value for money on all purchased products. It is the expectation that our Suppliers will support NWF to achieve competitive costings. Suppliers will be evaluated on their ability to meet this objective.

Supplier cost objective performance will be monitored and is included as part of the Supplier Performance Monitoring. Proactive communication of cost reductions and continuous improvement initiatives are expected. NWF is committed to involving our Suppliers as early as possible in commercial quoting activities with our customers to reduce costs. NWF's expectation is that Suppliers will provide innovation ideas during the initial sourcing decision, productivity improvements annually and value added submissions throughout the year.

## 5.2. Purchase Orders / Invoices

Purchase orders are prepared by the purchasing department. The orders reference the material procurement specification and revision number.

Every purchase order issued by NWF is bound to the NWF's Terms and Conditions which are included on all purchase orders. Suppliers accept these Terms and Conditions upon acceptance of any purchase order.

Purchases of Direct Materials, Goods or Services to NWF are made via a Purchase Order, the payment of which will be covered via an appropriate Invoice with agreed payment terms. Should the situation arise, as a "one off" basis these items may be purchased immediately via the company credit card.

## 5.3. Supplier Request for Change

**5.3.1** NWF requires advance notification and written approval prior to the implementation of any Supplier requested changes and/or transfers. Failure to do so may result in the Supplier not being sourced future business.

Product and process changes that require NWF approval:

- Any change that could affect form, fit or function
- Any product change
- Supplier manufacturing process change (temporary or permanent)
- Change in manufacturing or shipping location
- Change in sub-Supplier
- Modified equipment
- New or refurbished equipment / tooling
- Changes in test / inspection method
- Revisions to the line layout or work station

**5.3.2** All samples for the any re-qualification process will provided by the Supplier as Free of Charge.

**5.3.3** The Supplier must complete the following steps to obtain approval for any requested process change:

**5.3.3.1** Submit a completed Supplier Change Request (SCR) form to NWF. NWF will evaluate the SCR for completeness and acceptability; considerations for approval include Customer notification / approval, safety characteristics, validation, capability studies, timing, risk, etc.

**5.3.3.2** Supplier receives written authorization from NWF to move forward with the change.

**5.3.3.3** Supplier proceeds with the process change

## 5.4. Terms and Conditions

The Supplier must comply with the NWF Supplier Manual as well as the Terms and Conditions contained in the NWF Purchase Order.

## 5.5. Warranty

The Supplier will accept the warranty requirements specified in the Purchase Order Terms and Conditions and/or separate agreement. We expect our Suppliers to assume responsibility for their products in the complete supply chain. Additionally, the Supplier will be responsible for all applicable warranty costs.

#### 5.6. Non-Disclosure Agreement's (NDA's)

There may be a requirement for Supplier to sign an NDA for major spend items or items that are considered proprietary in nature.

#### 5.7. Contracts

NWF will enter into Contracts for specific Strategic Materials, Goods or Services the duration of which will be mutually agreed

## 6.0 Sustainability, Modern Slavery, Conflict Minerals and Corporate Social Responsibility (CSR)

### 6.1. Sustainability

NWF is committed to protect the environment as well as to save energy. We are certified in accordance with ISO14001 for environmental management as well as ISO50001 for energy management. We therefore expect our Suppliers to voluntarily commit themselves to environmental protection and reasonable utilisation of energy.

All Suppliers must establish "an environmental management system" based on **current** ISO 14001 standards

#### 6.1.1. Energy considerations and requirements

Suppliers will be advised that where the products, services or equipment being procured can have a significant impact on energy use, that they will be partly evaluated on the basis of energy performance prior to purchase. – For the definition of "significant energy" please refer to the NWF Energy Management Manual.

### 6.2 Modern Slavery

Newport Wafer Fab Limited has a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships to ensure that Modern Slavery does not take place anywhere within our own business or in any of our supply chains. We expect the same high standards from all of our suppliers and encourage the introduction of effective systems and controls to ensure modern slavery is not taking place anywhere within their own business or their supply chain.

All Suppliers must establish "a Modern Slavery Policy" based on the Modern Slavery Act 2015 ("the 2015 Act")

### 6.3 Conflict Mineral Policy (3TG)

Newport Wafer Fab Limited is committed to sourcing responsibly and considers mining activities that fuel conflict as unacceptable. Our aim is to achieve and maintain "Conflict Free Status" for the four relevant metals Tin, Tantalum, Tungsten and Gold (3TG) and we expect that our suppliers shall use only smelters and refiners (SORs) in their supply chains that are conformant with the Responsible Minerals Assurance Process (RMAP) assessment protocols.

### 6.4 Corporate Social Responsibility (CSR)

The EICC Code of Conduct provides a common framework to ensure a safe and healthy workplace, environmental responsibility for our products and processes, work with dignity for our employees, and

## Newport Wafer-Fab Supplier Manual

business ethics and integrity. These basic building blocks of responsible manufacturing should be the standard for all companies' operations.

NWF's Code of Ethics outlines policies on specific issues related to business conduct and reaffirms our commitment to integrity. Suppliers will be encouraged to contact us if there are questions regarding the application of the Code of Ethics and to contact us immediately if they learn of (or even suspect) of any illegal or unethical conduct in violation of the Code of Ethics.

It is NWF's expectation that it's Tier one and Embedded Suppliers will comply with the tenets of the EICC Code to the same extent as the NWF's Code of Ethics.

Social responsibility is a core business value for NWF. Our Corporate Social Responsibility Policy, along with the Company's Code of Conduct, Business Values and Global Environmental, Health, Safety and Security Policy, form the foundation and spirit of our commitment to corporate citizenship. NWF believes that social responsibility is simply good business and is committed to integration of economic, environmental and social perspectives. NWF is a member of the Electronic Industry Citizenship Coalition (EICC) and has adopted the EICC Code of Conduct. These core values and policies guide the company to improve corporate citizenship for its stakeholders and society at large. It is our expectation that you will comply with the tenets of the EICC Code as you have with our Ethics Code. The EICC Code of Conduct provides a common framework for all of us to ensure a safe and healthy workplace, environmental responsibility for our products and processes, work with dignity for our employees, and business ethics and integrity. We, at NWF, feel that these basic building blocks of responsible manufacturing and should be the standard for all companies' operations.

## 7.0 New Supplier Approval / Material Qualification Process

The New Supplier Approval / Material Qualification process is split as follows:-

- Supplier Approval
  - Direct Materials
  - Service
  - Other
- Material Qualification
  - Direct Materials

### 7.1 Supplier Approval

All Suppliers of Direct Materials, Goods or Services to NWF must be classed as an Approved Supplier before any purchase orders can be issued. The full listing of Approved Suppliers is held within the NWF NAV System. The Supplier approval process for any new Supplier, in its most complete form, will consists of four parts:

- Completion of a Purchasing Commercial Criteria Form (PCC) for Direct Materials, Services or Others
- Completion of a Supplier Registration Form which includes the Company's bank details on Company Headed Paper.
- Completion of a Supplier Quality Accreditation questionnaire, along with the Supplier's quality manual and documentation for review by NWF..
- Following an internal Risk Analysis of the information provided by the supplier, the completion of an on-site assessment by NWF personnel or their authorised agents may be required.

#### 7.1.1 New Purchasing Commercial Criteria Form (PCC) – See Appendix

## Newport Wafer-Fab Supplier Manual

In the early stages of the Supplier selection process, potential Suppliers are sent a questionnaire. This questionnaire solicits general information about the company such as location(s), size, capabilities, and financial stability.

### 7.1.2 New Supplier Registration Form– See Appendix

The Supplier Registration Form details the Supplier key details such as bank account details and email addresses.

### 7.1.3 New Supplier Quality Accreditation questionnaire– See Appendix

This questionnaire solicits detailed questions regarding the Company's quality management system and quality history.

### 7.1.4 On-Site Assessment (if applicable)

For Suppliers of critical components, an on-site assessment of the Supplier's facility is performed. The on-site assessment includes three components:

- A quality assessment to determine whether the Supplier's quality management system is in place and functioning effectively.
- A business assessment to determine whether the Supplier has financial resources, production capacity, and other business resources needed to fulfill NWF's production needs.
- A technology assessment to determine whether the Supplier has the needed technical resources, including production and inspection equipment, facilities, engineering resources, etc.

If the assessment team determines that the Supplier meets NWF's requirements, NWF approves the Supplier to bid on new business and supply production materials.

## 7.2. Material Qualification Process

The Materials Qualification Process is only required for the following, Direct, Materials:-

- Process Chemicals
- Process Gases
- Photoresists
- Silicon wafers / EPI
- Metal targets
- Reticles and Masks ( treated as an 'associated material')

**7.2.1** Suppliers are required to provide appropriate material specifications, including MSDS of their materials which meet the NWF specifications prior to the qualification process commencing.

**7.2.2** All samples for the qualification process will provided by the Supplier as Free of Charge.


When the internal NWF qualification process has been completed, the Supplier will be made aware of the results.

**APPENDIX 1 - Purchasing and commercial criteria (PCC) for selection of new Suppliers for Direct Materials, Services or Others.**

**Note:** There will be three versions of the PCC depending on the nature and complexity of the product and processes.

Details	Specific	Direct Material	Indirect Material or Service	Low Risk
<b>Company overview</b>	Infrastructure – organisation etc	Yes	Yes	No
	Trading period	Yes	Yes	No
	Annual turnover	Yes	Yes	No
	Location, number of sites	Yes	Yes	No
	Previous experience of working with NWF	Yes	Yes	No
	Private or Ltd	Yes	No	No
<b>Personnel overview</b>	Number of staff	Yes	No	No
	Employee profile (number of managers, engineers, operators etc.)	Yes	No	No
	Staff turnover rate	Yes	No	No
	Association with NWF personnel	Yes	No	No
<b>References</b>	At least two references from recent completed contracts	Yes	No	No
<b>Financial information</b>	Company accounts	Yes	No	No
<b>Scope methodology</b>	Approach to the job	Yes	No	No
<b>Commercial information</b>	Insurance liability – public and personal	Yes	Yes	No

APPENDIX 2 - New Supplier Registration Form

 Supplier Registration Form			
Supplier Name		Co Code <small>(For IR use only)</small>	
Address: Address Line 1 Address Line 2 Address Line 3 Town City State County Country Post Code/Zip Code E-Mail Address	Order Address:-	Remittance Address (If Different):-	
	Contact Name E-Mail Address Telephone details: Area Code Number Fax details: Area Code: Number	Office Hours:-	Out of Hours:-
Type of Business			
Bank Account Details			
Account Name			
Sort Code/Routing			
Bank Account Number			
Swift Code/Bank Key			
Swift/IBAN Number			
Currency			
Bank Name			
Street			
City			
Country			
Post Code/Zip Code			
Company Details			
VAT Number		Payment Terms	60 Days
Registration		Delivery Terms	DDP
<b>IR Information Only</b>			
Approved - Purchasing	_____	Date	.....
Actioned - SAP	_____	Date	.....
Approved - Finance	_____	Date	.....
SAP Vendor No	_____	SSR Ref	.....
Material Group	.....		



**APPENDIX 3 - Supplier Self-Assessment**

Question Number	QMS Requirements	QMS Assessment Questions	Y or N
1	IATF 16949:2016	Is the Supplier eligible to be registered to IATF 16949:2016?	
2	IATF 16949:2016	Is the Supplier QMS registered to IATF 16949:2016? (supply copy)?	
3	IATF 16949:2016	Is the Supplier QMS registered to TS 16949:2016? (supply copy)?	
4	IATF 16949:2016	Does the supplier have a plan in place to achieve IATF 16949:2016 certification?	
5	ISO9001:2015	Is the Supplier QMS registered to ISO9001:2015? (supply copy)	
6	ISO9001:2015	Does the supplier have a plan in place to achieve ISO9001:2015 certification?	
7	ISO9001:2015	Does the supplier have a process for evaluating customer specific requirements?	
8	ISO9001:2015	Does the supplier have a process to ensure externally provided processes, products and services conform to requirements?	
9	ISO9001:2015	Does the supplier have a process for evaluation, selection, performance monitoring and re-evaluation of its suppliers based on their ability to meet requirements.	
10	ISO9001:2015	Does the supplier have a documented supplier selection process that includes assessment of risk to product conformity & uninterrupted supply, quality & delivery performance and multidisciplinary decision making?	
11	ISO9001:2015	Is there a documented supplier development process?	
12	ISO9001:2015	Does the QMS detail sequence and interactions of processes	
13	ISO9001:2015	Is there a QMS document control system	
14	ISO9001:2015	Is there a process for timely engineering change implementation	
15	ISO9001:2015	Is there an established method for QMS record retention	
16	ISO9001:2015	Does the quality policy show management commitment to QMS objectives	
17	ISO9001:2015	Do management monitor product realisation processes	
18	ISO9001:2015	Do management have a process for enhancing customer satisfaction	
19	ISO9001:2015	Do management ensure that quality objectives are defined/met/reviewed	
20	ISO9001:2015	Are responsibilities and authority defined and documented via matrix charts	

If Y selected,  
 If N selected,  
 If Y selected,  
 If N selected,  
 If Y selected,  
 If N selected,  
 When complete  
 If Y selected,  
 If N selected,



## Newport Wafer-Fab Supplier Manual

21	ISO9001:2015	Is there a matrix or process flow description for corrective action	
22	ISO9001:2015	Do management review the QMS for continual improvement	
23	ISO9001:2015	Do management review business level risks and opportunities?	
24	ISO9001:2015	Do management ensure that customer and applicable statutory and regulatory requirements are determined, understood and consistently met?	
25	ISO9001:2015	Are customer requirements reviewed prior to contract agreement	
26	ISO9001:2015	Are there company wide training plans at all levels of the organisation	
27	ISO9001:2015	Is there an incentive scheme to motivate employees to achieve objectives	
28	ISO9001:2015	Is process flow analysis used to verify optimised use of plant/equipment	
29	ISO9001:2015	Do contingency plans safeguard production in emergencies (eg Power loss)	
30	ISO9001:2015	Do all products have technical specifications and quality plans	
31	ISO9001:2015	Are design FMEA used to review adequacy of product design	
32	ISO9001:2015	Are process FMEA used to verify manufacturing suitability	
33	ISO9001:2015	Are products qualified prior to release to production	
34	ISO9001:2015	Is there a process flow for supplier and material control	
35	ISO9001:2015	Do manufacturing processes have process control plans	
36	ISO9001:2015	Is preventative maintenance program applied to tools and gauges	
37	ISO9001:2015	Is there a product preservation process from material to testing/shipping	
38	ISO9001:2015	Is an inventory management system utilised	
39	ISO9001:2015	Is there a calibration system to maintain tools and gauges	
40	ISO9001:2015	Is MSA (Measurement Systems Analysis) used to verify capability/suitability of measurement tools/gauges	
41	ISO9001:2015	Is the scope and capability of internal testing facilities documented	
42	ISO9001:2015	Is there a product monitoring plan to verify continued design suitability	
43	ISO9001:2015	Is there a defined customer satisfaction measurement program	
44	ISO9001:2015	Are manufacturing process measured for effectiveness via process audits	

## Newport Wafer-Fab Supplier Manual

45	ISO9001:2015	Are product audits performed to verify conformance to product quality plans	
46	ISO9001:2015	Is manufacturing capability measured via Cpk/ Ppk	
47	ISO9001:2015	Do unstable/incapable processes result in corrective action plans	
48	ISO9001:2015	Is there a procedure for product waiver and suspect product	
49	ISO9001:2015	Are customers notified of product waivers	
50	ISO9001:2015	Is data collected and analysed to verify QMS effectiveness	
51	ISO9001:2015	Is 8D problem solving used to reduce instances of customer complaints	
52	ISO9001:2015	Is error-proofing used in conjunction with corrective action	
53	ISO9001:2015	Are rejected parts subject to failure analysis to establish root cause	
54	ISO9001:2015	Is there a documented procedure for eliminating potential problems	
55	ISO9001:2015	Have all key material parameters been agreed with Newport	
56	ISO9001:2015	Have control plans for manufacturing processes been supplied to Newport	
57	ISO9001:2015	Are timely quarterly Cpk reports for key parameters supplied to Newport	
58	ISO9001:2015	Are Cpk for key parameters >1.33 with goals of >2.00	
59	ISO9001:2015	Have key parameter Cpk improvement plans been supplied to Newport	
60	ISO14001:2015	Is the Supplier registered to ISO14001:2015? (supply copy)	If Y selected, If N selected,
61	ISO14001:2015	Does the supplier have a plan in place to achieve ISO14001:2015 certification?	When comple
62	ISO45001:2018	Is the Supplier registered to ISO18001:2007 or ISO45001:2018? (supply copy)	If Y selected, If N selected,
63	ISO45001:2018	Does the supplier have a plan in place to achieve ISO45001:2018 certification?	When comple
64	ISO50001:2011	Is the Supplier registered to ISO50001:2011? (supply copy)	If Y selected, If N selected,
65	ISO50001:2011	Does the supplier have a plan in place to achieve ISO50001:2011 certification?	When comple
66	CSR	Has the supplier defined and implemented a Corporate Social Responsibility policy that includes compliance with the Modern Slavery Act 2015? (supply copy)	If Y selected, If N selected, 68
67	CSR	Does the supplier have a plan in place to achieve Corporate Social Responsibility body certification EICC or an equivalent?	

68	CSR	Does the policy include modern slavery, anti-bribery, employee code of conduct and ethics escalation (whistle blowing) policies?	
----	-----	--	--

When selected