**PURPOSE:** To establish a system to communicate IMMI Quality System Requirements to suppliers, and to ensure that all appropriate documentation is maintained and made readily available by IMMI suppliers.

**SCOPE:** This procedure affects suppliers of all safety-related materials purchased and used in the IMMI product line.

**RESPONSIBILITY:** IMMI Purchasing Department  
IMMI Quality Assurance Department  
IMMI Suppliers

**PROCEDURE**

1. **CERTIFICATION REQUIREMENTS:**

   Domestic Suppliers
Suppliers within the continental United States and Canada are required to complete and maintain the following documents/records for each production lot of any component:

1) IMMI form number QA-679, certificate of compliance available on IMMI’s supplier website, or a suitable equivalent that contains the following:

- Supplier Name
- IMMI Part number
- Lot Stamp code (if applicable)
- Part Description
- Heat/Lot Number (Raw Material)
- Raw Material Supplier
- Specific Raw Material Description (ie 1050 steel, nylon 66, etc.)
- IMMI Drawing Number and Revision Level
- IMMI Purchase Order Number
- Supplier Lot number /Work Order number
- Lot Quantity
- Date Shipped
- Name/Signature of approval and Title

2) Raw Material certification
3) Plating/Heat Treat certifications, or certificate of compliance for operations performed by an outside service provider other than IMMI’s supplier.
4) Final & in-process inspection and test results

All listed documents, records, and certifications must be made available within forty-eight hours of request. Certifications from supplier’s outside service providers such as heat treat and plating can be maintained either on site by the supplier or at the outside service provider’s facility. All documents, records, and certifications for each production lot must also be maintained and stored by the supplier for a period of ten years.

Note: Failure to provide requested certifications within forty-eight hours may result in a formal corrective action request.

International Suppliers

Suppliers located outside of the continental United States and Canada must provide raw material certifications and a certificate of compliance, IMMI form QA-679 or supplier equivalent form, that meets all the requirements listed above, with each new lot shipment. These documents shall accompany the shipment, or any samples sent to IMMI for qualification, or may be sent electronically to IMMI’s supplier certification email address at suppliercerts@imminet.com

Any certifications that accompany lot shipments must be securely fastened to the outside of the skid or container in an envelope marked “SUPPLIER CERTIFICATIONS”.

All documents, records, and certifications for each production lot must also be maintained and stored by the supplier for a period of ten years.
II. SUPPLIER CONTROL REQUIREMENTS

IMMI Supplier Quality System Development will be based on ISO 9001:2000, the fundamental IMMI quality system requirement. If the supplier is for any reason unable to meet IMMI schedule requirements, the supplier must initiate contact with IMMI to resolve the schedule discrepancy.

The supplier must not ship any non-conforming product to IMMI without prior approval. Non-conforming product is defined as product that has not received approval as stated in IMMI Procedure QA-38, Supplier Production Part Approval Process, or as product that does not meet all IMMI drawing requirements.

Shipping document requirements:

The IMMI Part Number and Purchase Order Number shall appear on all invoices and packing lists.

Each packing slip shall also state the number of skids, number of containers on each skid, and the gross, tare, and unit weight used to determine packing slip quantity for each item on the packing slip. Packing lists shall also contain a statement of conformance verifying that the items contained on the packing list meet all applicable requirements.

Control of Non-Conforming Product:

Prior to shipping non-conforming product, the supplier must contact IMMI via a Temporary Deviation Form available through the supplier website at imminet.com and request approval to ship the product. The supplier must use the Temporary Deviation Form to communicate this information to IMMI Quality Assurance.

The request will be evaluated by IMMI Quality and Engineering for the effect of the non-conformance upon the form, fit, function, or safety of the product in its application.

If it is determined that the requested deviation will not have an adverse effect on the function of the product, a temporary deviation permit may be issued. Upon receipt of the temporary deviation permit, the supplier will be authorized to ship the product to IMMI.

The controlled number log will be maintained in Oracle.