



## Requirements for Suppliers of Purchased Items (RSP-01)

**Purpose:** This document sets out the packaging, labeling and shipping requirements of Static Control Components ("Static Control") concerning products and components supplied to Static Control. This document is deemed to be a part of all contracts between Static Control and its suppliers.

### **ACKNOWLEDGMENT:**

The supplier must acknowledge all purchase orders received from Static Control.

### **PURCHASING DOCUMENTS:**

The Static Control Purchase Order ("PO") is the controlling document for all product purchases made by Static Control. Any conflict between this document and the PO Terms and Conditions shall be controlled by the PO Terms and Conditions. The PO must, at a minimum, identify Static Control internal part number(s) and description(s); drawing number(s) and revision level(s) or a technical purchase specification and revision level.

### **QUALITY ASSURANCE/QUALITY PROGRAM AUDIT:**

Static Control reserves the right, with reasonable advance notice, to audit a supplier's Quality Program for conformance to the specified standard. Auditing will be based upon ISO 9001:2008 or ISO 14001:2004; whichever is applicable to the supplier activities for Static Control. As a result of an audit, Static Control may recommend to the supplier that they implement one or more quality program segments which Static Control feels would be in the best interest of both parties. Failure to follow those recommendations, could affect the existing supplier's business with Static Control and future business opportunities.

### **FIRST ARTICLE/PROCESS APPROVAL:**

Static Control requires the supplier to provide information demonstrating capability to meet specifications on first production shipments. Specific parameters will be communicated to the supplier by Quality Assurance based upon mutual agreement and may include, dimensional results, functional test results, or manufacturing capability values (i.e.; Cpk). This capability information will be sent to Static Control by using either of the two options listed below in the Quality Test Report/CERTS section unless otherwise specified.

### **PRE-DELIVERY APPROVAL:**

Due to the critical nature of some products, Static Control may require source inspection (inspection by Static Control or its agent at the supplier's premise) or pre-shipment samples (samples shipped to Static Control for inspection) before approval of product delivery. Static Control will notify the supplier in writing should this be needed.

### **RECEIVING INSPECTION:**

Static Control may choose to inspect any and/or all purchased products for conformance to the purchasing specifications. The extent of that inspection and the items tested are based on production methods and confidence in the supplier. Copies of current inspection instructions are available from Static Control upon request.

### **MSDS:**

Where applicable, the supplier must provide a MSDS.

### **QUALITY TEST REPORTS/CERTS:**

When test/inspection results or a certificate of conformance are required by any Static Control documents and/or specifications, the supplier will provide that information with the shipment of goods using one of the two following methods:

1. Email to [ggarrett@scc-inc.com](mailto:ggarrett@scc-inc.com): or
2. Fax to number: 1-919-774-1287

When choosing option 1, the email subject line will contain the supplier's company name, PO number and the Static Control part number(s).

The supplier is responsible for maintaining quality records (Inspection records, certificates of analysis, certificates of compliance, lab analysis test results, purchase orders, change orders, approved deviations, calibration records, nonconforming material records, corrective action responses and shipping records) for each part number manufactured or provided, as applicable. The supplier shall retain lot inspection data for at least 5 years. Copies of inspection data shall be provided by supplier upon request by Static Control.

**PACKAGING:**

It is the supplier's responsibility to package all products in such a way as to prevent damage to the products from normal shipping and handling.

Individual cardboard boxes should not exceed 35 pounds (≈ 16 kilograms).

All documented information relating to certification, traceability and shelf life (original) must be sent to the Static Control Quality Assurance department (see instructions in section above).

**The packing list must be firmly attached to the outside of one of the containers in the shipment using a strong adhesive packaging slip envelope. The envelope must be of a design and thickness to resist water, dirt, oil and other handling during normal transportation.**

**Packing List** information must include Static Control part number, quantity, unit of measure, PO number, and date. There should be a unique packing list number on each packing list and this number should also be referenced on the invoice. Quantity per carton is preferred but not mandatory. Carton is defined as the package in which the parts are shipped: cardboard box, bag, drum, Gaylord, wooden box, etc.

It is strongly recommended that a duplicate packing list be placed inside a carton. That carton should be clearly marked "Packing List Inside".

**LABELING:**

**Unless otherwise noted on the part drawing, all cartons for every domestic or international shipment must be clearly marked in the following manner with the plant clearly identified:**

Static Control Components, Inc.

(The exact ship to address is listed on the Purchase Order and MUST include plant (building) number Sanford, NC USA 27332)

Part Number: \_\_\_\_\_ (The full Static Control part number can be found on the PO)

Carton Qty: \_\_\_\_\_

PO Number: \_\_\_\_\_

In the event that Static Control has a packaging re-circulation agreement with you, it is your responsibility to remove or destroy any outdated labels on the containers. Failure to do so may result in the rejection and return of the material to you.

**PROCESS OR DESIGN CHANGES:**

Because many Static Control purchased products have complex performance requirements, it is essential that suppliers maintain manufacturing consistency. Suppliers must notify Static Control in advance of any proposed material, dimensional or process changes. No such changes may be made without advance approval by Static Control. Static Control approval shall be in writing in the form of a waiver or deviation. Any supplier who makes such changes without this written approval from Static Control breaches its contract with Static Control which may result in the termination of the contract and the rejection and return of the purchased materials at the supplier's expense.

**PALLETS:**

All pallets are to be ISPM 15 Heat Treated pallets unless otherwise specified. Maximum pallet stacking height is 46". Exceptions to the 46" limit are possible but only with written consent from Static Control. Pallets must be at least #1 or Grade A condition.

**SHIPPING INSTRUCTIONS:**

Suppliers must follow the instructions for all shipments, **Domestic and International**.

1. All shipments are to be classified in the lowest classification for the appropriate shipment. Contact Static Control if assistance is needed.
2. All documentation content and carton labeling **MUST** be legible.
3. When shipping products on a Collect basis (Static Control is paying the freight) consult Traffic, [SCCUSTrafficAdmin@scc-inc.com](mailto:SCCUSTrafficAdmin@scc-inc.com), in advance regarding the forwarder or carrier information if not listed on the PO.
4. For Air freight shipping on a Collect basis: if product is 150 lbs or less, proceed with UPS using our account. Contact Purchasing for the account number. For above 150 lbs consult Traffic pertaining to which Freight Forwarder or carrier to use if not specified on the PO.

For **International Shipments** the additional requirements are to be met:

1. All documentation (packing list, invoices and ISF form) must be sent to [SCCUSTrafficAdmin@scc-inc.com](mailto:SCCUSTrafficAdmin@scc-inc.com); if problems contact phone number 1-919-774-3808 ext 1559
2. Documentation **MUST** include:
  - a. The Static Control purchase order (PO) number, part number (clearly defined on the PO), description and quantity.
  - b. The harmonized tariff code.
  - c. The country of origin.
  - d. The value in \$USD.
3. A Shipment Pre-alert is a Mandatory requirement. Supplier will have to notify us by email providing commercial docs & B/L as attachments.
4. ISF Filing – These mandatory filings are required by U. S. Customs for all ocean shipments and are subject to a \$5,000 fine for late or missing reporting. Static Control manages the ISF filing process and requires the attached form be completed fully and sent to [SCCUSTrafficAdmin@scc-inc.com](mailto:SCCUSTrafficAdmin@scc-inc.com) at least 48 hours **PRIOR** to departure. Failure to provide this information as noted may result in Static Control assessing a \$5,000 penalty against the supplier.

**INVOICES/BILLING:**

All invoices must have the HTS number, Static Control part number, description of merchandise, country of origin, PO number, quantity, unit of measure and value in U. S. dollars. Invoices must be in English.

**COUNTRY OF ORIGIN:**

At any time, Static Control may request a Certificate of Origin for any merchandise provided by the Supplier. This is mandatory for goods imported under the auspices of any Free Trade Agreement (e.g., NAFTA, KORUS, CAFTA, etc.). For further information or to submit completed Certificate of Origin forms, contact [SCCUSTrafficAdmin@scc-inc.com](mailto:SCCUSTrafficAdmin@scc-inc.com).

**PERFORMANCE MEASUREMENT GOALS:**

Quality: Defect free material

Delivery: 100% on time (0 days late, 3 calendar days early) to Static Control request date.

Any challenge to a Static Control performance report must be done so in writing to the buyer.

**SOCIAL RESPONSIBILITY BY SUPPLIER:**

By accepting the PO, the supplier acknowledges that he agrees in principle with, and will use as guidance, ISO 26000 and ISO 26001 relating to socially responsible behavior.



## ISF Information

### Shipment Header

Booking Number	
Bill of Lading (If Applicable - SCAC Incl)	
House Bill of Lading (If Applicable - SCAC Incl)	
Vessel / Voyage	
ETD	

### Shipment Parties

Seller Name	
Seller Address	
Buyer Name	
Buyer Address	
Importer of Record Number / FTZ Applicant Identification	
Consignee Number(s)	
Ship to Party Name	
Ship to Party Address	
Stuffing Location Name	
Stuffing Location Address	
Stuffer Name	
Stuffer Address	

### Manufacturer

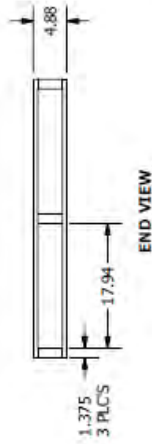
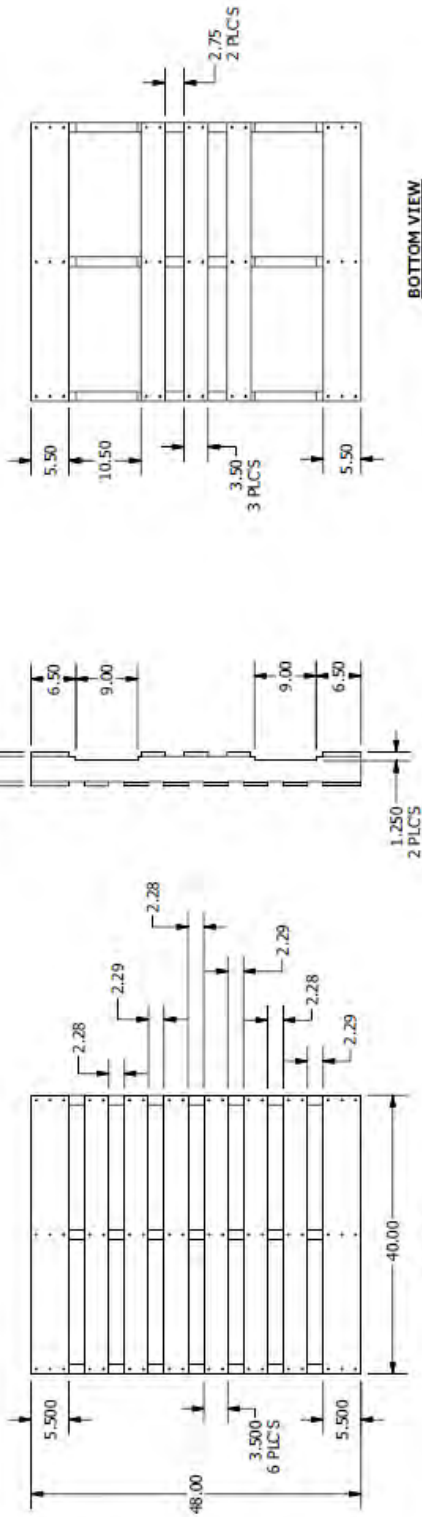
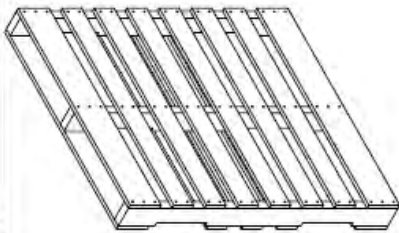
Manufacturer (Supplier) Name	
Manufacturer (Supplier) Address	

### Line Detail

Country of Origin	
6 Digit HTS	
Static Control PO Number	
SCAC Code	

REV#	DESCRIPTION	NAME	REVISION DATE
0	Work in Progress		1/24/2006

A	wood pallet.idw	IBPCS CODE: 00-000-0000
		PRODUCT CODE: N/A



- NOTES:
- SOLID WOOD PALLET  
HEAT TREATED OR FUMIGATED WOOD TO COMPLY WITH INTERNATIONAL SHIPPING REGULATIONS.
  - PARTICLE BOARD OR CORRUGATED MATERIALS NOT ACCEPTABLE.

DO NOT CHANGE MANUALLY. REVISIONS TO BE MADE BY ENGINEERING DEPARTMENT ONLY.

APPROVALS	DATE	SHEET SIZE: ANSI B
NAME		SCALE: Not To Scale
MFG.		MATERIAL: As Noted
ENG.		COLOR: N/A
Q. C.		FINISH: N/A
MATL		SHEET # 1 OF 1
DEV.		NOTES: See drawing

UNSPECIFIED TOLERANCES  
 .XX — ±0.015 Fractions — ±0.03  
 .XXX — ±0.005 Angles — ±30 Min  
 .XXXX — ±0.001 Finishes — 1/2  
 ORIGIN DATE: 1/24/2006  
 DRAWN BY:

**STAT-CORPORAL COMMANDMENTS, INC.**  
 ENGINEERING DEPARTMENT  
 3010 Lee Avenue, P.O. Box 152  
 Sanford, N. C. 27331  
 USA (919) 774-3888

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DWG# wood pallet.idw

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