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Samtec Supplier Quality Assurance Manual

Samtec 供应商品质保证手册

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1.0 Introduction

引言

1.1 Samtec Quality Policy

Samtec 质量方针

Samtec accepts responsibility for the complete satisfaction of its customers. We exercise this responsibility through adequate training of associates, adherence to proven procedures, appropriate quality objectives, total commitment to meeting and exceeding customer requirements, and through maintaining an organizational culture that fosters continual improvement on the effectiveness of the quality management system.

SAMTEC 以客户百分之百满意为己任。我们通过充分的员工教育培训，遵照行之有效的程序，以达到合理的品质目标，和全员参与来满足甚至超越顾客的要求，并保持一种不断改进品质有效性的公司文化。

We expect our suppliers to align with these principles. We expect our suppliers to strive towards zero defects, 100% on time delivery, and to demonstrate commitment through delivery of fully conforming parts or products, flexibility and innovation, and proactive risk management and continuous improvements.

我们希望供应商的做法与我司原则保持一致，希望供应商努力实现 0 不良品，100% 准时交货的目标，此外，我们还希望供应商可以递送完全合格的产品、富有灵活性和创新性、有前瞻性的风险管理以及不断改进的精神，以此来展示对我司的承诺。

1.2 Purpose and Scope

目的和范围

The intent of this manual is to explain the fundamental quality requirements for suppliers providing bill of material components, materials, and packaging used in customer shipments, or services related to the execution of customer orders.

此手册的目的是解释供应商向我司提供材料清单中的组件、材料、用于出货的包装材料、或与执行顾客订单相关的服务的基本质量要求。

This manual becomes effective at the time when the supplier starts any production preparation activities for production, sample components, and/or shipments whichever occurs earliest.

当供应商为生产，组件样品，和/或出货而执行生产准备工作时，此手册即生效（以三项中最早开始的一项的时间为准）。

This manual covers Samtec's fundamental requirements. However, the purpose of this manual does not exclude future requests from Samtec Quality Assurance Department, Sourcing, and/or Engineering.

此手册包含 Samtec 的基本要求。但是，此手册未来也可能会包含 Samtec 品质部，采购部和/或工程部对供应商提出的要求。

Samtec's goal is that all products will be delivered by the supplier 100% on time to the supplier's confirmation date with zero defects.

Samtec 设置的供应商目标：供应商准时交货率达到 100%，且没有不良品。

Note: All government standards and requirements will be followed as applicable for all products supplied to Samtec. (Evidence of such will be available upon request)

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备注：供应商在生产供给 Samtec 的产品时，需遵守适用的政府标准和要求。（根据要求，供应商需向我司提供相关证明）

1.3 Definitions and Acronyms

定义及缩略词

ACD and A- – Automotive Certified Design

汽车设计认证

AIAG – Automotive Industry Action Group

汽车工业行动小组

AML – Approved Material List

获批材料清单

ASP – Application Specific Product

特制产品

BOM – Bill of Materials

材料清单

COA – Certificate of Analysis

分析证书

C of C – Certification of Conformance

合规证明

CPC – Control Plan Critical

控制计划关键尺寸

DFMEA – Design Failure Mode and Effects Analysis

设计失效模式及后果分析

EAU- Estimated Annual Usage

估计年用量

ECN – Engineering Change Notification

工程变更通知

ECR – Engineering Change Request

工程变更请求

EOL – End of Life

停产

FIFO – First In First Out

先进先出

FMEA – Failure Mode and Effects Analysis

潜在失效模式及后果分析

Golden Sample – A sample produced by the supplier that is perfect in almost every way.

标准样品 – 供应商生产出的、几乎在所有方面都完美的样品

IATF- International Automotive Task Force

国际汽车工作组

IMDS – International Material Data Sheet used to track material composition once the material reaches its EOL.

国际材料数据表。材料停产后可用此表追踪材料组成

ISO 9001 – International Organization for Standardization specifying requirements for a quality management system

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规定质量管理体系要求的国际标准化组织
ISO 14001 – International Organization for Standardization specifying requirements for an environmental management system
规定环境管理体系要求的国际标准化组织
ISTA-3A – Packaging requirements by the International Safe Transit Association for packaged products that are 150 pounds or less.
国际安全运输协会对重量为 150 磅以下的产品作出的包装要求
MAQMSR- Minimum Automotive Quality Management System Requirements for Sub-Tier Suppliers
二阶供应商的最低汽车质量管理体系要求
OTD – On Time Delivery
准时交货率
PPAP – Production Part Approval Process
生产产品审批流程
PPM – Parts Per Million
不良品百万分率
PFMEA – Process Failure Mode and Effects Analysis
制程失效模式及后果分析
QP – Quality Problem
质量问题
QP Suite – Samtec’s quality problem reporting and tracking system. Each quality claim is assigned a QP number.
Samtec 的质量问题报告及追踪系统。对于每个申报的质量问题，系统都会分配一个 QP 号
REACH – Registration, Evaluation, Authorization, and Restriction of Chemicals
化学品的注册，评估，授权和限制
RFQ – Request For Quote
询盘请求
RoHs – Restriction of Hazardous Substances
关于限制在电子电气设备中使用某些有害成分的指令
SCAR – Supplier Corrective Action Request
供应商纠正措施要求
Shall – A Samtec mandatory requirement
Samtec 强制性要求
Should – A Samtec recommended requirement
Samtec 建议性要求
SOP – Standard Operating Procedure
标准操作流程
SPC – Statistical Process Control
统计过程控制
SQE – Supplier Quality Engineering
供应商质量工程师
SQAM – Supplier Quality Assurance Manual
供应商品质保证手册
TEC – Temporary Engineering Change

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临时工程变更
UAI – Use As Is
特采
WEEE – Waste Electrical and Electronic Equipment
电子电气废弃物

1.4 Order of Precedence

优先顺序

The following order of precedence shall be followed unless otherwise noted in Samtec's contractual agreements. Items are ranked in order from highest to lowest precedence.

除非 Samtec 的合同中有其它规定，否则请遵循以下优先顺序。以下内容按优先顺序排列。

1. Purchase Order and Accompanying Terms & Conditions
采购订单及附带的条款&条件
2. Samtec's prints and procedures
Samtec 的图纸及工序
3. Supplier Quality Assurance Manual
供应商品质保证手册
4. Supplier's drawings, procedures, and requirements
供应商的图纸，工序及要求

1.5 Supplier Government Classification

供应商政府分类

We are committed to the economic growth of a diverse supply base. See Samtec's Terms and Conditions for further information.

我们致力于以多元化的供应商来推动我司的经济增长。详细信息请查看 Samtec 的条款和条件。

1.6 Environmental Compliance

环境合规性

Samtec requires all suppliers to meet the following requirements: EU-RoHs, WEEE, REACH, and China RoHS.

Samtec 要求所有的供应商满足以下要求：EU-RoHs, WEEE, REACH, 及 China RoHS。

This information shall be supplied to Samtec in one of the following manners:

供应商应通过下述任意一种方式将此信息提供给 Samtec:

Documented in Samtec's Inventory Suite associated with the part number selected from Samtec's AML.

If the material is not located on the AML, a C of C shall be emailed to PEC@Samtec.com

将此信息与从 Samtec 的 AML 中选择的产品规格一同记录在 Samtec 的 Inventory Suite 中。若材料不在 AML 中，那么供应商就必须将合规证明发送到 PEC@Samtec.com

Once per year suppliers are required to complete an Environmental Survey concerning REACH, EU-RoHS, China RoHS, and WEEE.

每年供应商都需要完成 REACH, EU-RoHS, China RoHS, 和 WEEE 要求的环境调查。

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Suppliers shall establish and implement an effective Environment, Health, and Safety management system and comply with all applicable legislations, regulations, and other requirements.

供应商必须建立一个有效的环境、健康和安全管理体系统并执行，遵守所有适用的法律法规及其它要求。

Supplier shall continue to improve Environment, Health, and Safety performance and operating conditions to protect the safety and health for all employees and interested parties.

供应商必须持续改善环境、设备安全性能、员工工作条件，关注员工健康，以保障所有员工及有关各方的安全和健康。

1.7 Supplier Diversity

供应商多样性

See Samtec's Purchase Order Terms and Conditions on our Policies website for further information.

<https://www.samtec.com/about-us/policies.aspx>

详细信息请查看我们方针网站的采购订单条款和条件

<https://www.samtec.com/about-us/policies.aspx>

1.8 Code of Conduct

行为规范

See Samtec's Purchase Order Terms and Conditions on our Policies website for further information.

<https://www.samtec.com/about-us/policies.aspx>

详细信息请查看我们方针网站的采购订单条款和条件

<https://www.samtec.com/about-us/policies.aspx>

1.9 Social Responsibility and Ethics

社会责任及道德

Samtec believes in the highest level of integrity in its business dealings with both customers and suppliers alike. Samtec respects diversity of all cultures as defined in the United Nations Global Compact and Universal Declaration of Human Rights. If you feel that any unfair business practices have been engaged in by any Samtec associate, we encourage you to send your concerns to the following email address: ethics.report@samtec.com. Please include detailed information on the incident and those groups or individuals that were involved.

Samtec 以最高级的商业诚信品质处理业务，对顾客及供应商一视同仁。此外，Samtec 还与《联合国全球契约》和《世界人权宣言》一样强调并尊重文化多样性。若您认为在 Samtec 遇到不公平的业务操作，我们鼓励您将问题发送到以下邮箱地址：ethics.report@samtec.com 请详细描述事件内容及当中涉及的团队或员工。

1.10 Conflict Minerals

冲突矿产

Suppliers shall abide by Dodd-Frank Wall Street Reform and Consumer Protection Act Section 1502. They must insure that any minerals, identified as Conflict Minerals, are not sourced, or smelted by companies that source minerals from Democratic Republic of Congo "DRC" or associated countries. Statements of Conformity and Traceability must be provided to Samtec upon request.

供应商必须遵守多德-弗兰克华尔街改革和消费者保护法案第 1502 条。他们必须确保所有冲突矿场并非来源于或提炼自刚果民主共和国/相关国家的矿物源。根据要求，供应商必须向 Samtec 提供合规性和可溯

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源性声明。

2.0 General Supplier Requirements

供应商一般性要求

2.1 Change Management

更改管理

The continuous improvement philosophy encourages process improvements. The supplier shall notify Samtec to outline all verification testing prior to any modification including but not limited to component changes, material or chemical composition changes, process changes, or deviations being implemented. Samtec may require added safe guards such as safety stock or a Samtec person on site to review the change. The following are, but not limited to examples of process changes:

基于 Samtec 不断改进的理念，我司鼓励供应商改进工序。但是，供应商必须在作出变更前（包括但不限于，组件变更，材料或化学成分变更，工序变更，或执行偏差）通知 Samtec 概述所有验证测试。Samtec 可能需要增加一些安全措施来审核变更，例如安全库存或派我司的一名员工到现场查看。以下是工序变更的例子（包括但不限于）：

- A change in tooling, dies, jigs, or added cavities to current dies
模具、夹具变更，或在现有的模具中增加模腔
- Duplicate molds or dies to support increased capacity
增加同类型的模具以提高产能
- A production location change. (Defined as a different building as previously approved)
生产地址变更（与先前获批的地址不同）
- A sub-supplier change
次级供应商变更

Any process change requires the supplier to maintain records of the change and validation of the change. The following are examples but not limited to:

只要工序作出变更，供应商都需要保留变更及变更确认记录。

以下是工序变更的例子（包括但不限于）：

- A change in process equipment
工序设备变更
- A production method or condition change
生产方式或条件变更
- An inspection process or method change
检查流程或方式变更

If during any engineering or process change, a defect or deviation affecting the part form, fit, or function is found, the supplier should follow the Engineering Change/Deviation Request Form CO-{EN-QA}-FRM-7000-M and SQAM as appropriate.

若在工程或工序变更过程中发现了影响产品外形，装配或功能的不良或偏差，供应商应视情况按 CO-{EN-QA}-FRM-7000-M Engineering Change/Deviation Request Form 及 SQAM 中的要求处理。

The supplier will inform Samtec in advance of any change to a product (ex. 6 months) in order to give Samtec adequate time to evaluate the change and incorporate customer requirements and approvals when required. **Email any product change notifications to Supplier Product Change Notification Group SPCNG@samtec.com**

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为了给 Samtec 足够的时间评估变更、在需要时纳入顾客的要求及审批意见，供应商应提前将产品的变更告知 Samtec（例如 6 个月）。[通过电子邮件发送任何产品变更通知至供应商产品变更通知组 SPCNG@samtec.com](mailto:SPCNG@samtec.com)

Initial shipment of this change should include the SQAM-14002 tag or equivalent form or label on each box/parcel.

变更后首次出货时，供应商应在每个箱子/包裹中附上 SQAM-14002 标签或等效的表格/标签。

2.2 Samtec Allotted Tools

Samtec 分配的模具

Samtec tools must be identified by some permanent manner, which is not destructive to the tool, with Samtec name and/or tool identification number. Examples are an etched identification or a label container that is clearly identified.

必须以一种不会对 Samtec 模具造成损害的方式作永久的标识，此标识需包含 Samtec 公司名和/或模具 ID 号。举例，可用蚀刻方式对模具作标识或用标识清楚的带有标签的箱子装 Samtec 模具。

Tools must be stored in the proper environment to ensure protection from the elements, traffic, etc. Maintenance of the steel is the responsibility of the supplier. No rust, contamination, or other harmful conditions are acceptable.

必须在合适的环境中保存模具，以确保它不会因为化学元素，交通等原因受损。供应商有责任维护钢材。生锈，污染，或其它受损的情况都是不可接受的。

Maintenance logs should be kept on all tools. All preventative maintenance, predictive maintenance, repairs, etc. should be listed along with those responsible and the date.

供应商需保存所有模具的维护日志。所有预防性维护，预测性维护，修复等都需要填写在日志上，并附上责任人及日期。

Preventive maintenance should be scheduled and tracked to ensure the tools are kept in proper operation. 供应商应安排模具的预防性维护并跟进维护情况，以确保模具正常运行。

Tool modifications, not including preventive maintenance, shall not be performed without Samtec written approval.

关于模具修改（不包括预防性维护），必须获得 Samtec 的书面许可后才可执行。

Tooling should be easily identified as to their status. For example: red tag shows that the tool is unfit for production, yellow tag shows the tools needs to be approved (after PM or repair), and green tags shows the tools are ready for production.

These should be standard practices for tools in a production facility, not only Samtec supplied tools.

模具状态应易于识别。例如：红色标签表示此模具不适用于生产，黄色标签表示此模具还需审批（预防性维护或修复后），绿色标签表示此模具此时可用于生产。

以上方式应为识别所有工厂模具的标准做法，而不仅仅适用于 Samtec 提供的模具。

2.3 Business Continuity/Disaster Recovery Plan

业务持续性/自然灾害恢复计划

The supplier should have a business continuity/disaster recovery plan in place to ensure no interruption in

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the supply of materials to Samtec. Samtec reserves the right to audit to the business continuity/disaster recovery plans that are covered in its Purchase Order Terms and Conditions.

供应商应备有一份业务持续性/自然灾害恢复计划，以确保向 Samtec 提供材料的生产计划不会中断。正如 Samtec 采购订单条款和条件中所述，我司保留审核供应商业务持续性/自然灾害恢复计划的权利。

2.4 Packaging

包装

The supplier must ensure that all items are packaged and preserved adequately to guarantee that the content is delivered to Samtec undamaged. Unless otherwise specified, all contents shall be packaged and preserved in accordance with the drawing, applicable specifications, and purchase order requirements. All suppliers must meet ISTA-3A packaging requirements. The following additional requirements must be followed as appropriate.

供应商必须以适当方式包装及保存所有产品，以保证其递送到 Samtec 时不会受损。除非有其它说明，否则，所有的产品都应按图纸，适用的规格，采购订单的要求包装及保存。所有供应商的包装方式都必须符合 ISTA-3A 包装要求。供应商须视情况遵守下列附加要求。

- **Must meet ISTA-3A Packaging Requirements**
必须满足 ISTA-3A 包装要求
- **ANSI/ESD S541 as appropriate**
ANSI/ESD S541 (视情况而定)
- **EIA 481 as appropriate**
EIA 481 (视情况而定)
- **ANSI/EIA 960 as appropriate**
ANSI/EIA 960 (视情况而定)
- **WEEE**
- **Comply and marked in accordance with ISPM 15 as appropriate**
遵守 ISPM 15 并按此准则进行标记 (视情况而定)
- **All trays, clamshells, and tubes must have the Country of Origin (COO) printed on the item.**
所有托盘包装材料、双泡壳包装材料和胶管包装材料上都必须印有原产国(COO)。
- **As an example, for the United States, COO US.**
以美国为例，COO(原产国) 为 US。

Pallets for stamped products should be 24" x 24" or 25" x 25". The material and processing of the pallets must meet the guidelines of the country of destination.

冲压产品的托盘应为 24 英寸 x 24 英寸 或 25 英寸 x 25 英寸。托盘的材料及处理都必须满足收货国家的指导方针。

All material shall fall within the footprint of the pallet.

所有的材料都必须放置在托盘内。

Samtec prohibits any packaging material that carries static charge and/or is non-recyclable such as Styrofoam peanuts.

Samtec 禁止使用任何带有静电和/或不可回收 (比如泡沫颗粒) 的包装材料。

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Mixing of multiple purchase orders, line/release numbers, lot dates/codes (See Section 2.7 for further information) and part numbers from one shipping container is prohibited, unless otherwise stated by Samtec.

除非 Samtec 有其它说明，否则不允许在同一个货运集装箱中混合不同采购订单、线号/发布号、批货日期/批次代码（详细信息请见 2.7 节）、产品规格的产品。

For more information on what packaging materials and methods Samtec considers acceptable, contact nasupplierquality@samtec.com

若需了解更多 Samtec 认为合格的包装材料和方式，请联系 nasupplierquality@samtec.com

Samtec reserves the right to reject any packaging that does not meet the specifications above. Any deviations must be submitted to Samtec and approved prior to shipment.

Samtec 保留拒收不符合上述包装要求的产品的权利。任何与上述要求有差异的包装都需在出货前提交到 Samtec 审批。

All orders received must have evidence of the compliance prior to shipment, inspection reports, and raw material certifications. This can be done by emailing a PDF formatted inspection report to incominginspectionreports@samtec.com or other Samtec email addresses as specified. In the subject line of each email should have the Purchase Order number and then the part name. Example (PO# 123456-1 TSW-50-D). The inspection reports need to legible and easy to understand.

供应商应在出货前将合规性证据（检查报告及原材料证书）发送到我司。供应商可以 PDF 的格式将检查报告发送到 incominginspectionreports@samtec.com 或其它 Samtec 指定的邮箱中。邮件的标题栏应先写采购订单号，然后再写产品名。例如(PO# 123456-1 TSW-50-D)。检查报告应清晰易懂。

2.5 Weight Limitations

重量限制

Hand held containers, including bundles are not to exceed 50 pounds (22.7 kg) gross weight.

手提式集装箱（包括捆包）的总重不得超过 50 磅（22.7 千克）。

Parcels in excess of 50 pounds shall be put on skids or pallets to permit mechanical handling.

超过 50 磅的包裹应放置在栈板或托盘上，以便机械搬运。

Hand held containers may be skidded or palletized to consolidate a shipment, but containers must be properly identified, stacked, and secured to the pallet. Note, shipments not to exceed 39 inches in total height. Skipping skids/pallets or boxes shall not exceed 2,500 pounds (1,136 kg) gross weight, and have appropriately placed pallet jack compatible fork truck slots or openings to allow mechanical loading.

可将手提式集装箱放在滑木箱或托盘上来合并货物，但是必须正确标识、堆放及固定到托盘上。请注意货物的总高不可超过 39 英寸。滑木箱/托盘或箱子的总重不可超过 2500 磅（1136 千克），并有正确放置的、与托盘起重器兼容的叉车插槽或开口，以便机械装运。

2.6 Exterior Shipping Container

外部运输集装箱

The exterior shipping container shall be sufficiently strong and functional to ensure product delivery, packaging identification, and subsequent distribution and must withstand superimposed stack loads, both

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as present to the carrier and as may be expected during shipment. It is the supplier's responsibility to designate items that cannot be stacked and provide a method to ensure it was not stacked during shipping. 外部运输集装箱应足够坚固并具有一定功能，以确保产品递送、包装识别及后续的分发安全有序进行。此外，外部运输集装箱还必须能够承受货物堆叠，无论是承运人执行的还是在运输过程中可能出现的货物堆叠。供应商有责任指定不可堆叠的产品，并提供一种确保它在运输过程中不会堆叠的方法。

2.7 Labeling

贴标签

All labels at a minimum are to have the following information (Use of Samtec Inventory Suite meets the requirements). Any labels that will not meet these criteria must be communicated to Samtec prior to shipping.

所有的标签至少需包含以下信息（使用 Samtec 的 Inventory Suite 打印标签可满足要求）。任何不包含以下信息的标签需在出货前与 Samtec 沟通。

- **Samtec Part Number**
Samtec 产品规格
- **Quantity**
数量
- **Supplier Lot Date or Lot Code**
供应商批货日期或批次代码
- **P.O. Number/ Release Number**
采购订单号/发布号
- **Revision**
版本号
- **Reference piece weight in grams (if applicable)**
参考单重（以克为单位）（若适用）
- **Base Material (if not covered on print or if applicable)**
基础材料（若图纸未说明或若适用）
- **Base Lot Number (if not covered on print or if applicable)**
基础材料批次号码（若图纸未说明或若适用）

Suppliers not using Samtec's Inventory Suite software must comply with the above requirements. 不使用 Samtec 的 Inventory Suite 软件打印标签的供应商必须遵守以上要求。

Suppliers may combine consecutive lot dates of material in the same container if and only if the material is from the same production run and the lots are individually packaged and labeled inside the container. The lot date referenced on the label described above should be the earliest lot date of material inside the container.

当且仅当材料来自同一条生产线，且每一个批次都有独立包装及标签时，供应商可将连续日期内生产的材料放入同一个集装箱中。上文描述的标签的批货日期应为集装箱内最早的材料批货日期。

Non-certified material must be identified by the yellow SQAM-14002 tag or equivalent form or label. 未认证的材料必须用黄色的 SQAM-14002 标签或等效表格/标签标识。

The supplier shall define, mark, label, prepare for hazardous goods, dangerous material and/or dangerous

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equipment for shipment in accordance with local and international laws appropriate for the shipments destination.

供应商必须按适用于收货地当地及国际的法律来定义危险物品、危险材料和/或危险设备，在出货前需按法律对这些物品进行标识，贴标签及做准备。

2.8 Part Count Variance

产品计算差异

Unless Samtec states otherwise, the below count accuracy shall be within the following limits for both PO releases, parcel quantities, and bagged quantities (if applicable):

除非 Samtec 有其它说明，否则采购订单出货，包裹数量，装箱数量应在以下公差范围内（若适用）：

- Reeled Material: $\pm 3\%$
用卷盘包装的材料: $\pm 3\%$
- Weigh Count: $+3\%/-0\%$
重量: $+3\%/-0\%$
- Packaging $\pm 3\%$
包装 $\pm 3\%$
- Cable $\pm 10\%$
电缆 $\pm 10\%$

2.9 ESD Control Plan

ESD 控制计划

Suppliers of ESD sensitive components and/or devices shall at a minimum have a documented ESD control plan equivalent to the requirements found in the ANSI/ESD S20.20 standard.

提供静电放电敏感产品和/或设备的供应商必须至少有一份与 ANSI/ESD S20.20 标准中的要求相匹配的 ESD 控制计划。

2.10 Plating 镀层

Plating should be consistent and smooth. Surfaces to be free from blisters, pits, nodules, excessive edge build up, and other defects. Plating should show no indication of contamination, or improper use of equipment, which would produce powdered or darkened plating, build up, and other defects. All applicable standards apply

镀层应一致且光滑。表面没有气泡，凹坑，结节，边缘过度堆积以及其它不良。镀层不能有污染，或设备使用不当的迹象，否则将产生粉状或电镀暗亚，堆积及其它不良。上述内容适用所有适用标准。

3.0 Quality Management System Requirements

质量管理体系要求

3.1 Quality System

质量体系

The supplier shall employ a quality system documented in a manual or other suitable format to ensure that

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all final products meet the specified requirements of Samtec. This documentation should be made available to Samtec upon request. The system shall maintain stable quality at all times.

供应商应以手册或其它合适的形式记录所使用的质量体系，以确保所有的成品都满足 Samtec 规定的要求。根据要求，供应商应将此文件交给我司。此体系需持续维持产品质量的稳定性。

3.2 Quality Planning

质量计划

The supplier shall have in place a system for performing quality planning.

供应商需有一个执行质量计划的体系。

3.3 Contract Review

合同审核

The supplier is expected to have in place a system of contract review to ensure production feasibility. At a minimum, this review should consist of:

我们希望供应商能有一个审核合同的体系，以确保生产的可行性。此审核体系至少应包含：

- Adequacy of requirement definition(s)
需求定义是否足够
- The suppliers capability to meet production, quality, delivery, and contract requirements
供应商满足生产，产品品质，递送及合同要求的能力
- Any subcontractor's ability to meet production, quality, delivery and contract requirements
所有次级供应商满足生产，产品品质，交货及合同要求的能力

3.4 Drawings and Specifications

图纸及规格

The supplier will ensure that copies of all prints and specifications are to the current contract revision level and are available and fully understood by all personnel who are responsible for compliance to Samtec requirements. The supplier shall treat all documents generated by Samtec as "Proprietary" and are not to be shared with anybody outside of the company. Obsolete documents are to be disposed of in the appropriate manner (shredding). Any material supplied to Samtec must meet Samtec's requirements. Any inspections are up to the supplier's discretion as long as Samtec's requirements are met.

供应商应确认所有图纸及规格的副本都与当前合同规定的版本一致，所有需要遵守 Samtec 要求的人员都可获得且完全理解这些文件。供应商应将 Samtec 的文件视为“Samtec 专有”文件，不可与公司外的人员分享。过时的文件应以正确方式处理（撕碎）。所有供给 Samtec 的材料都必须满足 Samtec 的要求。只要满足了 Samtec 的要求，任何检查都可由供应商自行决定。

3.5 Verification of Purchased Product

检验采购产品

Where specified, Samtec may propose to verify purchased product at the supplier's premise. In addition where specified Samtec's customer may be afforded the right to verify product at the suppliers premises to assure product conforms to specified requirements.

如有规定，Samtec 可能会提出在供应商的工厂检验采购的产品要求。此外，如有规定，Samtec 的顾客可能会被赋予在供应商的工厂检验产品的权利，他们可以此确认产品是否按规定的要求生产。

3.6 Confidentiality

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保密性

All suppliers are required to sign Samtec's Non-Disclosure Agreement and shall ensure confidentiality of Samtec contracted products under development and related product information. The supplier shall require the same level of confidentiality of any subcontractor supplying product or services as related to a Samtec project.

所有供应商都必须签署 Samtec 的保密协议，并确保 Samtec 在开发中的合同产品及相关产品信息的保密性。若有次级供应商为 Samtec 的项目提供产品或服务，其也需遵守上述保密规定。

3.7 Counterfeit Parts

仿冒品

"Counterfeit Part" is an unauthorized copy, imitation, or substitute part or material that has been misrepresented, identified, or marked as a genuine part of an original or authorized manufacturer.

“仿冒品”是指由原始或被授权的制造商篡改、识别或标识为正品的未经许可生产的复制品，仿制品，或替代产品/材料。

Supplier shall not obtain or provide any part to Samtec from a source that is not the Original Equipment Manufacturer or other authorized source. The Supplier will have a documented process to ensure that parts are traceable to the original equipment manufacturer or other authorized sources and will provide such documentation to Samtec within 1 business day of Samtec's request. Parts under investigation or designated as counterfeit shall not leave Samtec's possession and will be scrapped on location.

禁止供应商获取或向 Samtec 提供不是原始设备制造商或其它授权供应商生产的产品。供应商需记录采购过程，以确保可查找到产品的原始设备制造商或其它授权供应商。若 Samtec 提出要求，供应商需在 1 个工作日内提供此文件。正在调查中或被视为仿冒品的产品不可离开 Samtec，需在现场报废。

3.8 Lot Control

批次控制

Suppliers are expected to have lot control procedures in effect when materials or processes require lot segregation and/or traceability for effective control. The procedure shall also include an effective system of positive recall of suspect materials.

我们希望供应商有批次控制流程，可在材料或工序需要批次隔离和/或溯源性以有效控制时起作用。此流程还需包括一个有效召回可疑材料的体系。

3.9 Process Control

制程控制

The supplier is expected to maintain documentation of process control. Suppliers shall comply with all Samtec requirements for designation, documentation, and control of any special characteristics. The supplier shall have in place the appropriate instruments needed for the control of processes and maintenance of the equipment.

我们希望供应商持续记录制程控制。供应商需遵守 Samtec 指定的、文件记录及产品特性控制方面的要求。供应商需有制程控制及设备维护所需的正确说明。

3.10 Inspection and Test Control

检查及测试控制

At any time, the supplier's quality system and control of records may be reviewed. For production orders,

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the supplier's inspection and testing frequency and data must be documented to assure that the product conforms to Samtec requirements.

Samtec 可能在任何时候审查供应商的质量体系及记录控制。对于生产订单，供应商必须记录检查和测试频率以及数据，以确保产品符合 Samtec 的要求。

3.11 Measurement and Test Equipment

测量及测试设备

The supplier is responsible to provide all necessary measurement and test equipment unless otherwise agreed upon between the supplier and Samtec.

供应商有责任提供所有必要的测量和测试设备，除非供应商与 Samtec 之间另有协议。

3.12 Corrective and Preventative Action

纠正及预防措施

Suppliers are expected to have a documented procedure for problem solving to meet the requirements of the customer. The procedure should focus on prevention rather than detection.

我们希望供应商有成文的解决问题的程序，以满足顾客的要求。此程序应侧重于预防而不是发现问题。

3.13 Product Protection and Preservation

产品保护及保存

The supplier is responsible for providing controls, which will assure that products are adequately protected against damage, contamination, or corrosion at their facility as well as products shipped to Samtec.

供应商有责任提供控制措施，以确保产品不会在其工厂或运送到 Samtec 的过程中受损，污染，或腐蚀。

3.14 Document and Data Retention and Control

文件和数据保留、控制

Records must be retained for 3 years after shipment of the product. To ensure that the information needed to run and operation is available; the supplier shall identify and control its documentation through a designated system. All information paper, electronic, or other format shall be maintained in a safe environment so that doesn't deteriorate during its needed lifetime. The supplier will make available any quality records requested by Samtec.

产品出货后，其记录必须保留 3 年。为了确保运行和操作所需的信息可用，供应商需通过一个指定的系统识别及控制其文件。所有纸质、电子或其它形式的文件都应保存在一个安全的位置，以确保它们在规定的保留期限内不会损坏。供应商需提供 Samtec 要求的任何质量记录。

The required documents shall include but are not limited to the following:

下列是需要保留的文件，包括但不限于：

- Documented control plan
控制计划文件
- Samtec and customer prints shall be maintained for the life of the project.
项目未结束前必须保留 Samtec 及顾客的图纸
- Production retains, start-up, and in-process inspections shall be maintained for a minimum of 2 years.
生产留样，生产开始时、制程中的检查记录需至少保留 2 年

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- Engineering retains, at an engineering change initiated by Samtec or the supplier must be kept indefinitely (until the next change). Only samples for the current engineering change need to be maintained but having a small crossover time may be prudent should you need to review previous conditions.
由 Samtec 或供应商发起的工程变更的留样必须无限期保留（直到下次变更）。只需保留当前工程变更的样品，但若您需要审查之前的情况，也可在一小段交叉时间内保留先前的样品，这将更为谨慎。
- Inspection data should be maintained for a 1 year minimum.
检查数据应至少保留 1 年
- Government requirements, as specified by the government.
政府规定的要求
- Release data (final approval) for a tool or product, shall be maintained for the life of the product.
产品未淘汰前，必须保留模具或产品的发布数据（最终批准）
- Contracts should be maintained for the life of the product.
产品未淘汰前，必须保留合同
- Other items as required by Samtec on an individual basis.
Samtec 单独要求保留的其它项目

The following items must be kept for 15 years:
以下项目必须保留 15 年：

- Traceability of material, lot, and revision levels
材料，批货，修订版本的可追溯性
- C of C's &/or C of A's, as applicable
C of C 和/或 C of A（若适用）

3.15 Personnel

人员

The supplier's system shall provide for the satisfactory qualifications and training of all personnel who can influence the quality of product provided to Samtec.

供应商的系统应向所有能够影响供给 Samtec 产品的质量的人员提供令人满意的资格和培训。

3.16 Statistical Techniques

统计技术

Suppliers are expected to utilize appropriate statistical techniques for establishing, controlling, and verifying process capability for critical product characteristics.

我们希望供应商可以利用适当的统计技术来建立，控制及验证关键产品特性的生产能力。

3.17 Premium Freight

额外运费

As a method of measuring production capability and capacity records of premium freight should be maintained. Samtec may audit this information as a means to understand capability of maintaining on-time deliveries.

为了衡量产能，供应商应保留额外运费的记录。Samtec 可能会审核此信息，以了解供应商按时交货的能力。

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3.18 Shelf Life

保存期限

Suppliers are required to use a FIFO methodology of pulling and shipping materials / items to ensure shelf life requirements are met.

供应商需用先进先出的方法取材料/产品及出货，以避免材料/产品过期。

3.19 Supplier Production Approval Process

供应商生产审批流程

Samtec requires all products submitted to be built to the specifications given in its drawings and purchase orders to be met on each part. Items not in specification are the responsibility of the supplier (examples being sorted, rework, & recall of the components, materials, and assemblies at Samtec and its customers)

供应商递送的产品必须按 Samtec 提供的图纸和采购订单的规格生产。若产品超规，供应商需对此负责（例如在 Samtec 及我司顾客处对组件、材料进行分类，返工及召回）。

The following section illustrates the process for product approval to help limit issues at the supplier, Samtec, and it's customers.

下文阐明产品审批的流程，以帮助限制供应商，Samtec 及顾客的问题。

Samtec has a number of different classes / types of products that must be treated differently as described below:

Samtec 有许多不同等级/类型的产品，必须按下述定义区分他们：

Automotive – Projects intended for inclusion in an ACD or A- product and used automotive applications.

汽车产品 – 产品规格前缀为 ACD 或 A-并用于汽车应用的产品

TCD – Tailored Customer Design – This is product that has specific quality requirements and may involve automotive practices and requirements as applicable.

TCD – 特制产品 – 此产品有特殊的质量要求，并且可能涉及汽车惯例和要求（如适用）

Application Specific Product (ex – ASP, HDR, etc.) – Specialized product intended for specific customer applications (not catalog products)

特殊应用产品(例如 – ASP, HDR, 等) – 顾客用于特定应用的专用产品（非目录产品）

Delta – A part that has been modified (as with an engineering change). Its data submission is limited to the modification point(s) and those elements that could have been impacted by the change.

Delta – 修改过的产品（如工程变更）。它的数据提交仅限于修改点及那些可能已受到变更影响的元素

Standard Products – This is a product that is intended for serial production and intended to be listed in Samtec's catalog.

标准产品 – 用于批量生产并列在 Samtec 目录中的产品

Submission Matrix:

提交表:

This illustrates the information required for approval of the product and how &/or if it should be submitted to Samtec.

阐明产品审批所需的信息及如何和/或是否应提交给 Samtec。

First Article Inspection:

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首件检查:

First articles come in two types (as explained below). The types are called out in:

首件分为两种类型（如下文所述）：

- Type 1 – 5 pieces per cavity or stamping out required all criticals per tool
第 1 种类型 – 每个模腔 5 个或冲压出每个模具所需的重要尺寸。
- Type 2 – 5 pieces per dimension (whether tolerance or not) for each cavity or stamping out and 30 pieces per critical per tool for each cavity or stamping out along with SPC results on its performance.
第 2 种类型 – 每个模腔或冲模的每个尺寸需取 5 件（无论是否有公差），每个模腔或冲模的每个关键尺寸需取 30 件，以及性能的 SPC 结果。

Submission by Product 根据产品类别提交	Type 1 First Article Inspection 首件检查的第 1 种类型	Type 2 First Article Inspection 首件检查的第 2 中类型	Control Plan Flow Chart Gage R & R Material Cert Run at Rate DFMEA 控制计划 流程图 量具 R & R 材料证书 按速率生产 DFMEA	AIAG Level 3 PPAP See Below AIAG 3 级 PPAP 请见下文	Additional Samtec Requirements See Below Samtec 附加的要求 请见下文
Automotive Component 汽车产品	-	-	-	A	-
Automotive Raw Material 汽车产品原材料	-	-	-	-	C * Control Plan per Annex A of IATF * Dimensionals for Criticals if defined * Material Certification or C of C * 按 IATF 的附件 A 制定的控制计划 * 重要尺寸（若有定义） * 材料证书或 C of C
MAP, MAC, MAS	-	-	-	-	-
TCD	X	-	Y	-	-
Standard 标准	X	-	Y	-	-
ASP	X	-	Y	-	-

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Changes to existing product 对当前产品作出变更	X	-	-	-	-
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A = Must be completed in the AIAG Format. Must be submitted upon request from automotive group.

A = 必须以 AIAG 格式完成。必须根据汽车组的要求提交。

C = Samtec specific requirements. Must be submitted upon request from automotive group.

C = Samtec 特殊的要求。必须应汽车组的要求提交。

X = Must be performed and submitted to the product engineer prior to initial release shipment, unless otherwise noted by Samtec personnel.

X = 必须在首次出货前执行并提交给产品工程师，除非 Samtec 有其他说明。

Y = All items must be completed (in the supplier's format) but not required for submission. Items must be readily available for review at Samtec's request.

Y = 所有的项目都必须完成（以供应商的格式），但不需要提交。若 Samtec 要求，必须提交给 Samtec 审核。

The Samtec engineer or Project Manager can request additional information for the submission but cannot reduce the requirements shown above. Submission of the information to Samtec is at discretion of the Samtec Engineer or Project Manager.

Samtec 工程师或项目经理可以要求供应商提供额外的信息，但不可减少上述要求提交的内容。Samtec 工程师或项目经理可自行决定是否要增加提交的项目。

Data must be submitted on the first three shipments.

The data must be enclosed in an envelope that protects it from damage or submitted electronically.

前三次出货必须提交数据。

必须将数据放在信封中寄送到 Samtec（以防受损），或以电子方式提交。

A yellow SQAM-14002 tag or equivalent form or label must be attached to the envelope to help identify the data's intent.

信封上必须有黄色的 SQAM-14002 标签或等效表格/标签，以便我司员工了解信封寄送的目的。

Approval Communication:

审批沟通:

For Automotive and TCD projects the supplier will receive a signed PSW saying the product is ready for mass production.

关于汽车及 TCD 项目，供应商会收到一份已签名的 PSW，表明产品可以批量生产。

For other project types the drawing revision is the indicator that the parts have been approved for production.

关于其它的项目类型，可查看图纸版本以了解是否同意生产。

Labeling – Parts listed as NR (in the part number) or using a numeric REV (ex -01) require no special labeling. Other parts must use the SQAM-14002 tag or equivalent form or label on each box/parcel.

标签 - 产品规格中标有 NR 或使用数字版本号（比如-01）的产品不需要特殊的标签。其他产品必须在每个箱子/包裹上贴上 SQAM-14002 标签或等效的表格/标签。

3.20 Sub-supplier Control

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次级供应商控制

The supplier shall pass onto their suppliers the requirements of this manual as appropriate. This includes, as a minimum, areas of Quality Standards, Environmental Standards, Operational Controls, and Qualification of Suppliers.

供应商需视情况告知次级供应商此手册中的要求。至少应告知质量标准，环境标准，操作控制，供应商资质要求。

A SQAM should be provided for your suppliers or pass along the Samtec SQAM. This provides guidelines and expectations for your suppliers.

供应商应将 SQAM 或 Samtec SQAM 提供给次级供应商。此手册可为次级供应商提供指导方针并表达您的期望。

Samtec reserves the right to carry out process approval at the sub-supplier on its own initiative in case of a major problem or risk.

在出现重大问题或风险时，Samtec 保留自行在次级供应商处执行工序审批的权利。

3.21 Calibration

校正

All measuring and test equipment including production tooling and fixtures used for the inspection and verification to conformance of final product must be calibrated at established intervals, in accordance with and traceable to recognized national or international standards. Calibration records must be maintained and available for review. They must at a minimum contain:

所有测量和测试设备，包括用于检查确认成品是否合规的生产模具和夹具，都必须按照公认的国家或国际标准定期校正。必须保留校正记录以便审核。校正记录必须至少包含：

- Location
地点
- Date
日期
- Results of last calibration including the instruments “as received” condition.
最后一次校正的结果，包括仪器“收货时”的状态
- The date of the next calibration. The calibration of any Samtec supplied equipment must be maintained by the supplier. It is the supplier’s responsibility to return the equipment at the end of the project in a functioning condition.
下次校正的日期。Samtec 提供的所有设备都必须由供应商进行校正。供应商有责任在项目结束时将设备以正常状态归还给 Samtec。

4.0 Measurements, Analysis, and Improvement

测量，分析，改进

4.1 Continuous Improvement

持续改进

Samtec expects each supplier to support continuous quality and delivery improvement by forming and implementing continuous quality and delivery improvement plans. Improvement plans may be reviewed during periodic supplier meetings or audits. Suppliers should review Samtec’s Supplier Scorecard if provided and use it to review their performance and initiate corrective and preventive actions as needed.

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Samtec 希望每个供应商都能制定并实施质量和交货持续改进计划。Samtec 可能会在定期的供应商会议或审核时检查改进计划。供应商应审查 Samtec 的供应商记分卡（若有提供）并查看自己的绩效，再按需采取更正及预防措施。

4.2 Quality Problem Reporting

质量问题报告

Suppliers shall not ship parts that do not meet Samtec's requirements without Samtec's documented approval. Product (which is defined as any material provided for Samtec's BOM's) that does not meet the requirements of Samtec, are considered deviant and as such subject to action. This action may include sorting, replacement, or financial penalties incurred by Samtec and/or its customers.

未经 Samtec 书面批准，供应商不可运送不符合 Samtec 要求的产品。不符合 Samtec 要求的产品（即为 Samtec 材料清单提供的材料）会被认定为不良品。对此类产品，我司将采取行动。此行动可能包括将产品分类，更换产品，或要求赔偿 Samtec 和/或其顾客的损失。

When defective parts are found at the supplier:

若在供应商处发现不良品：

1. If defective parts are found in the supplier's process and there is a possibility that some have already been shipped to Samtec, the supplier shall immediately inform the Samtec Supplier Quality Group by telephone and email. If the defects are found before Samtec uses them and no delays are caused with Samtec production a SCAR will be issued for documentation purposes requiring a corrective action. This will not count against your scorecard.
若供应商在制程中发现不良品，且部分产品可能已经递送到 Samtec，供应商需立即打电话、发送邮件通知 Samtec 供应商质量组。若在 Samtec 使用产品前发现不良品，且没有耽误 Samtec 的生产活动，我司将会发出 SCAR，要求供应商作出纠正措施。这不会计入您的记分卡。
2. If non-confirming parts are found in the supplier's process and the supplier to Samtec feels there is a possibility the parts can be still used because the overall fit, form, and function may not be affected, the supplier shall immediately inform the Samtec Supplier Quality Group by telephone and email. A limited number of evaluation samples must be shipped without a PO reference number to Samtec's Supplier Quality Group for disposition if required by engineer. If approved, a written deviation must be given by Samtec's Supplier Quality Group and a UAI QP must be documented by Samtec's Supplier Quality Group. The quantity of parts accepted under the UAI QP will be recorded on the supplier scorecard as an FYI only. If multiple shipments will be affected a TEC should be entered instead. The parts cannot ship until the vendor has been notified by Samtec the ECR for the TEC has been approved. The remaining quantity of parts must then ship within a yellow SQAM-14002 tag or equivalent form or label with the UAI QP or TEC referenced on the label.

若供应商在制程中发现不合格的产品，但认为可能可以继续使用，因为产品整体的装配，外形及功能可能未受到影响，供应商需立即打电话、发送邮件通知 Samtec 供应商质量组。若工程师提出要求，供应商必须将一定数量的评估样本（不含采购订单参考号）递送到 Samtec 的供应商质量组进行处理。若评估通过，Samtec 的供应商质量组必须将书面的产品偏差说明提供给供应商，并记录特采 QP。我司会把可接受的特采产品数量记录到供应商记分卡中（仅供参考）。若会影响多批货物，则应输入 TEC。在 Samtec 通知供应商 TEC 的 ECR 已审批通过前，产品不可出货。剩下的产品在出货时必须附上黄色的 SQAM-14002 标签或等效的表格或标签，并注明特采 QP 或 TEC。

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When defective parts are found at Samtec:

若在 Samtec 发现不良品:

1. If defective parts are found at Samtec, Samtec's Supplier Quality Engineering will inform the supplier. As soon as the supplier receives information from SQE, the supplier shall communicate a response and any containment actions with 24 hours. Containment actions should include parts in the supplier's process, parts in transit to Samtec, and parts in Samtec's process.
若在 Samtec 发现不良品, Samtec 的供应商质量工程师会通知供应商。供应商收到 SQE 的通知后, 应在 24 小时内作出答复并与我司沟通是否需要围堵产品。应围堵供应商和 Samtec 制程中的产品及正在递送给 Samtec 的产品。
2. Samtec does reserve the right to debit suppliers for any rework and inspections that may have been incurred at Samtec due to the defective material. For component suppliers (excluding tooling), all rework and inspections performed at Samtec are subject to a \$100 setup fee plus \$40 for each inspection/rework hour performed. Tooling suppliers are subject to a \$350 rejection fee. 由于不良材料的返工和检查导致的损失, Samtec 保留追责的权利。若 Samtec 执行材料返工和检查, 组件供应商 (不包括模具) 需支付 100 美元的设置费用, 以及每小时 40 美元的检查/返工费用。模具供应商需支付 350 美元的拒收费。

A preliminary theoretical root cause shall be communicated to Samtec within 48 hours of receiving samples, photos, or a detailed description identifying the defect.

The supplier must support Samtec in replacing, reworking and/or scrapping parts at Samtec.

Any box/parcel that has been sorted for the condition shall be identified with a SQAM-14002 tag or equivalent form or label.

供应商在收到不良品的样品、照片或详细说明后的 48 小时内, 应与 Samtec 沟通初步的理论根本原因。

供应商必须支持 Samtec 在我司更换、返工和/或报废产品。

已根据条件分类的箱子/包裹必须附上 SQAM-14002 标签或等效的表格或标签。

Samtec SQE reserves the right at its discretion to issues a SCAR to the supplier for the situations described above. A SCAR may also be issued when a supplier's monthly scorecard shows a score of 1 on Delivery and/or Deviations. Other instances of SCAR's being issued may occur but will be explained on a case by case situation with the supplier.

针对上述情况, Samtec SQE 保留自行决定向供应商发出 SCAR 的权利。当供应商月度记分卡中的递送和/或产品偏差得分为 1 时, 我司可能会发出 SCAR。在其它情况下, 我司也可能会发出 SCAR, 但会与供应商逐案解释。

The supplier shall investigate the problem and implement a corrective action addressing the issue and non-detection. The corrective actions shall be documented on the SCAR form (SQAM-1901) and returned to SQE within 10 business days. A supplier may submit their own 8D form if it includes the Samtec 8D requirements. Any late responses are subject to an additional SCAR for not responding. Labeling error SCARs requiring limited investigation shall be completed with 5 business days.

供应商需调查问题并采取纠正措施, 以解决当前发现和潜在的问题。供应商应将纠正措施记录在 SCAR 表格中(SQAM-1901), 并在 10 个工作日内发送给 SQE。若供应商的 8D 表单包含了 Samtec 8D 要求, 则可以提交自己的 8D 表单。若供应商在规定时间内没有做出回应, Samtec 将会发出另一个 SCAR。若我司发出贴标错误的 SCAR, 供应商需在 5 个工作日内完成调查。

When a "Prevention of Recurrence" is taken, the preventive action shall be applied to similar processes and/or products. If the preventive action does not translate to other processes and/or products, the supplier shall state as such.

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当采取“预防重复发生”措施时，应将此措施应用于类似的工序和/或产品。若预防性措施不能应用于其它工序和/或产品，供应商应作出解释。

4.3 Request for Deviation

偏差请求

When the supplier produces a quantity of non-conforming parts (defective parts), and believe that these parts can be used without adversely affecting form, fit, function, or other product requirements, a limited quantity of these parts may be accepted.

若供应商生产了一些不良品，但坚信使用这些产品不会影响外形，装配，功能或其它产品要求，Samtec 可能会接收部分产品。

- If approval is received from Samtec
Samtec 审批通过
- Submit information in Form CO-EN-QA-FRM-7000-M Supplier TEC Request Form or equivalent (and attach to the TEC).
在 Form CO-EN-QA-FRM-7000-M Supplier TEC Request Form 或相同功能的表格中输入信息（然后附加到 TEC 中）

When the supplier has identified an issue that requires a permanent change, a TEC should be made with the communication that the change is permanent so an ECR will be initiated. This should be communicated in the “Reason for Change” section.

若供应商发现有需要作出永久变更的问题，则需作出 TEC，告知 Samtec 该变更是永久的，以便发起 ECR。这应该在“变更原因”部分进行说明。

Request made for Engineering Changes can take 6 months or more. As a supplier you must be prepared to support Samtec with current product until approved. Samtec typically doesn't require that long and will its best effort to make changes in a timely manner as appropriate.

工程变更请求可能需要花费 6 个月或更长的时间。作为供应商，您必须在审核通过前一直支持 Samtec 现有产品的供应。通常来说，审核不需要花费这么长的时间，Samtec 会视情况尽其所能及时地作出变更。

In the case of a TEC, the supplier must notify SQE of the investigated results. Then, after discussion with SQE, the supplier must submit a TEC by going into the Samtec Global Network. If a supplier is unable to enter a TEC, then they should discuss the deviation request with SQE and have them enter the TEC on the supplier's behalf. Samtec may request samples to verify this item. The following is an example of the TEC and the information needed. No product to be shipped until the TEC is approved by Samtec personnel.

就 TEC 而言，供应商必须通知 SQE 调查结果。与 SQE 讨论后，供应商必须在 SGN 中提交 TEC。若供应商无法录入 TEC，则应与 SQE 讨论偏差请求，让 SQE 代表供应商录入 TEC。Samtec 可能会请求供应商提供样品，以验证此产品。下图是 TEC 的样本及需要填写的信息。在 Samtec 员工审批通过前，供应商不可递送产品。

ECR Type

Drawing Name

Drawing Revision

CAD Type

Initiator

Priority:

1) Need a CIVR Form? Yes No

2) Is this a Form, fit, and function change? Yes No

3) If #2 is a FFF change, is there a corresponding FFF ECR for a component or sub-assembly? Yes No

4) Is packaging affected? Yes No

5) Could assembly tooling be affected? Yes No

6) Is the catalog or website affected? Yes No

7) Is a Process Change Notice needed? Yes No

Text Instructions

Reason for Change

Approver Group Selection

AccliMate

ACD COMPONENTS

ASP - Modification

ASP - New

ASP ITAR Modifications

Send email to ASP associate and client on admin close

The TEC or request to SQE should be submitted along with the inspection data, material certifications as appropriate to the deviation.

TEC 或对 SQE 提出的请求应与检验数据以及适用于偏差的材料证明一起提交。

If the request is approved by SQE, the approval will be communicated to the supplier. The parts can then be shipped along with the QP label or SQAM-14002 tag or equivalent form or label which is to be placed on the package. The SQAM-14002 tag or equivalent form or label option should reference the TEC number granted by Samtec or the QP number.

若 SQE 通过请求，其会告知供应商。然后供应商可将产品递送到 Samtec，并在包裹上贴上 QP 标签 /SQAM-14002 标签/等效的表格或标签。SQAM-14002 标签/等效的表格或标签选项应参考 Samtec 授予的 TEC 号或 QP 号。

Verification: At the end of the TEC (or prior as appropriate) the supplier will submit data to SQE to support that the issue has been resolved (along with actions needed to resolve it if different from the original submitted). This data will be included in the Form CO-EN-QA-FRM-7000-M Supplier TEC Request Form.

验证：在 TEC 结束时（或视情况提前），供应商需将数据提交给 SQE，以证明问题已解决（若解决问题所采取的措施与原来提交的不同，此时需要再次提交解决措施）。此数据应记录在 CO-EN-QA-FRM-7000-M Supplier TEC Request Form 中提交。

4.4 Incoming Quality Assurance

来料品质保证

Suppliers shall have a documented incoming inspection process to inspect, test, verify, and store data on raw material used for the manufacture of Samtec products. Inspection data, CoA, or CoC's on sub supplier's product must be available upon request within 1 business day of having been requested by Samtec.

供应商应将来料检查流程记录下来，以检查、测试、验证和存储有关制造 Samtec 产品所用原材料的数据。根据要求，若 Samtec 提出请求，供应商必须在 1 个工作日内提交次级供应商的产品检查数据，CoA 或

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CoC。

4.5 In-Process Quality Assurance

制程品质保证

Suppliers shall have in-process acceptance procedures to ensure that the in-process parts are controlled until the required inspection and tests or other verification activities have been completed, or necessary approvals are received. Suppliers must have a system for controlling and identifying in-process materials. All nonconforming material must be clearly identified and segregated and a clear process must be defined for dispositioning nonconforming material. Production retains, start-up, and in-process inspections shall be maintained for a minimum of 2 years.

供应商需有一套制程验收流程，以确保在必要的检查和测试或其它验证活动都完成，或收到必要的审批通过消息前，在制品都在受控范围内。供应商必须有控制及识别在制材料的体系。供应商必须清楚地识别所有的不合格材料并将其与合格材料分隔开，必须有处理不合格材料的清晰的流程。生产留样，生产开始及制程中的检查记录必须至少保留 2 年。

4.6 Outgoing Quality Assurance

出货品质保证

Suppliers shall have an outgoing acceptance procedure to verify that each finished product lot conforms to the finished product acceptance criteria.

供应商必须有一套出货验收流程，以确认每一批成品都符合成品验收标准。

5.0 Supplier Performance Monitoring

供应商绩效监管

5.1 Supplier Approval

供应商审批

Suppliers will be approved to one of the following requirements as listed below. The requirement expectation is listed on the approved vendor list.

获批的供应商将被归入下列其中一种类别中。需求期望列在获批的供应商列表中。

Strategic – Strategic suppliers are IATF 16949 certified or IATF 16949 compliant and approved for new product development, existing products, and custom products including automotive.

战略性 – 战略性供应商应有 IATF 16949 认证或符合 IATF 16949 的要求，其负责向我司新产品开发，现有产品，以及包括汽车产品在内的定制产品提供材料。

Preferred – Preferred suppliers must be minimally ISO 9001 certified and can be utilized for existing products, new product development, and custom products.

首选 – 首选供应商必须至少有 ISO 9001 认证，并可为我司现有的产品，新产品开发及定制产品提供材料。

Non-Preferred – Suppliers that are not recommended for new product development or custom products but previously categorized as strategic or preferred.

非首选 – 不推荐为我司新产品开发或定制产品提供材料，但先前属于战略性或首选类别的供应商。

Niche – Niche suppliers provide unique products, capability, patent, customer supplied, or proprietary product components for Samtec products. They may or may not be aligned well to Samtec's business model but considered a valued and necessary supplier.

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利基 - 利基供应商为 Samtec 的产品提供独特的材料，产能，专利，定制材料，专有产品组件。它们可能与 Samtec 的业务模式保持一致，也可能不完全一致，但我司认为他们是有价值且必要的供应商。

Disqualified – Suppliers that are not approved for new product development, existing products, or custom products.

不合格 - 不可为我司新产品开发，现有产品或定制产品提供材料的供应商。

Other – Suppliers that are approved and have not been assigned one of the above statuses but are approved for R & D.

其它 - 已获批且未归于上述任何一个类别，但可为我司研发提供材料的供应商。

Probationary –

试用-

To ensure that Samtec continues to meet the needs of our customers it is necessary to have a Probationary Status for suppliers. This status is given under the following conditions.

为确保 Samtec 可持续满足顾客的要求，我们有必要对供应商设置试用期。若供应商满足以下要求，将进入试用期。

Engineering, or another Samtec department, is testing a new supplier with samples products.

A supplier has failed to meet Samtec's performance requirements as outlined in Section 5.1.

Samtec Sourcing has labeled as such, for reasons that will be discussed with the supplier. (ex. Failing to meet development goals.)

工程部或 Samtec 的其它部门用样品测试新供应商。

供应商未能满足 5.1 节中概述的 Samtec 性能要求。

Samtec 采购部已贴上这样的标签，原因将与供应商进行讨论。（例如，未达到产品开发目标。）

Consequences of probation could be the following:

试用期的成果可能如下：

- Requirement that all shipments have data submitted with them.
要求所有货物出货时都有数据
- Third party audit of products, at Samtec or the Supplier.
第三方在 Samtec 或供应商处稽核产品
- Labeling of all product coming to Samtec with the yellow SQAM-14002 label with reference to Samtec QA.
在递送给 Samtec 的所有产品上贴上 SQAM-14002 标签，表明是递送给 Samtec QA
- Freeze on any future projects and/or tools.
冻结任何未来项目和/或模具
- On site audit by Samtec.
Samtec 进行现场稽核
- May be required to hit specific short term goals as they work toward final solutions.
在朝着最终解决方案努力的过程中，可能需要达成特定的短期目标
- Other items as specified by Samtec.
Samtec 指定的其它项目

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5.2 New Supplier Evaluation Process

新供应商评估流程

All new suppliers will be evaluated to determine if they have the proper quality systems and manufacturing capabilities in place to adequately supply parts to Samtec.

Samtec 将评估所有新供应商的质量体系和产能，以判断它们是否足以向 Samtec 提供产品。

A survey will be emailed to the supplier to evaluate the adequacy as a Samtec supplier. The perspective supplier should complete the survey in 10 working days from date of issue unless otherwise stated.

Samtec 会通过邮件形式将调查发送给供应商，以评估其是否可成为 Samtec 的供应商。除非有特殊说明，否则供应商必须在 10 个工作日（从发布日期算起）内完成调查。

Samtec reserves the right to perform an on-site audit if deemed necessary.

This will remain active until the supplier maintains 6 consecutive months of an overall scorecard of 3.0 or greater or as determined by Samtec's SQE and Sourcing Management.

Samtec 保留必要时进行现场稽核的权利。

若供应商记分卡总分连续 6 个月超过（含）3.0，或 Samtec SQE 及采购管理部门认为该供应商合格，则该供应商通过试用期。

5.3 Probationary Status

试用状态

This will remain active until the supplier maintains 6 consecutive months of an overall scorecard of 3.0 or greater or as determined by Samtec's SQE and Sourcing Management.

若供应商记分卡总分连续 6 个月超过（含）3.0，或 Samtec SQE 及采购管理部门认为该供应商合格，则该供应商通过试用期。

5.4 Disqualified Status

不合格状态

If a supplier has 12 consecutive months of an overall scorecard score below a 3.0 or has poor financials that puts Samtec at risk, Samtec reserves the right to begin the necessary steps to move the supplier to a disqualified status. (Note: Suppliers are ineligible from receiving new opportunities if listed as non-preferred or on probation as well)

若供应商记分卡总分连续 12 个月都低于 3.0，或财政状况不佳而使 Samtec 处于危险之中，Samtec 保留开始采取必要步骤将供应商更改为不合格状态的权利。（备注：一旦供应商被归为非首选或试用状态，则没有资格获得新机会）

5.5 Supplier Scorecard

供应商记分卡

Samtec will evaluate a supplier's overall total quality performance monthly. The evaluation program will measure each supplier's ability as described below.

Samtec 每月会评估供应商整体的质量绩效。评估程序会按照下述方法评估每个供应商的能力。

The supplier scorecard employs a 5 point system, 5 being the highest and 1 the lowest. Listed below is an explanation on the fields used.

供应商记分卡实行 5 分制，5 分是最高分，1 分是最低分。以下是对记分卡内容的说明：

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Measurement items on the scorecard:

记分卡中的评估项目:

- PPM (Based on defects found at Samtec and the number of parts received within that month. Does not apply to tooling).
PPM (根据每月在 Samtec 发现的不良品及收货数量评判。不适用于模具)
- Pieces Defective % (Based on the number of defective pieces sent divided by the total number pieces received in that month. Applies to tooling scorecards only).
不良品% (用每月发现的不良品数量除以收货数量。仅适用于模具记分卡)
- Delivery % (Based on the shipments, which miss the supplier's own dock date commitment to arrive at Samtec).
交货% (根据供应商未能遵守承诺、按时交货的次数计算)
- 3 Day Window % (Based on the number of shipments, which come in within three days; this is commit date plus two days)
3 天窗口% (基于三天内收到的装运数量; 这是在承诺交期上加上两天)
- # of SCARs Issued (Based on the number of SCAR's issued in a single month)
发出 SCAR 的次数 (根据每月发出 SCAR 的次数计算)

Note: OTD (Based on the shipments, which hit supplier's standard delivery date). This is an attempt to measure a supplier's ability to ship based on the standard lead time regardless of existing business levels. The goal is to measure the supplier's ability to maintain their commit dates, and not change them frequently.

请注意: OTD (根据达到供应商标准交货日期的出货次数计算)。这是根据标准交付周期, 而不考虑现有的业务水平, 来评估供应商出货能力的一种尝试。目标是评估供应商维持承诺的交期, 不频繁变更交期的能力。

The data from above is placed into a 5 point system, based on the table at the end of this section. Samtec 将此节最后介绍的表格作为标准来评估供应商。

The results are then calculated by adding the (Score) X for each measurement and dividing by 4 for Product. The Tooling Scorecard is calculated differently. OTD and Pieces Defective % are captured independently but are not averaged together.

将每一项的得分加起来, 再除以 4, 即为最终得分。模具记分卡的计算方式有所不同: 准时交货率与不良品率独立计算, 不需要与其它项目合并计算再平均。

Any BOM supplier who averages a rolling quarter total score below 3.0, will be reviewed to potentially receive a poor performance SCAR. Any non-BOM supplier who scores below a 3.0 for three consecutive months will be reviewed to potentially receive a poor performance SCAR. A poor performance score may also result in an audit or that supplier being put on probation. Any supplier who fails to meet these criteria for 6 consecutive months will be put on probation.

若材料清单供应商的平均季度总得分低于 3.0, 我司将会审查供应商并考虑发出 SCAR。若非材料清单供应商连续三个月的得分低于 3.0, 我司将会审查供应商并考虑发出 SCAR。供应商记分卡得分低还可能会导致我司到现场稽核或将供应商状态更改为试用状态。对于连续 6 个月都达不到这些标准的供应商, 其状态将被更改为试用状态。

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Rank 评分	PPM Range PPM 范围	ACD PPM Range ACD PPM 范围	OTD and 3 Day Window Range OTD 及 3 天窗口 范围	SCAR Range SCAR 范围	Pieces Defective % Range 不良品%范围
5	0-450	0-10	98-100%	0 SCARs	0-0.5%
4	451-2250	11-75	95-97%	1 SCAR	0.5-1.0%
3	2251-6750	76-150	90-94%	2 SCARs	1.0-1.5%
2	6751-11250	151-300	80-89%	3 SCARs	1.5-2.0%
1	11251-Above 11251-以上	301-Above 301-以上	79% and below 79%及以下	4 SCARs and above 4 次 SCAR 及以 上	2% and above 2%及以上

Appendix A: Special Requirements for Automotive Suppliers

附录 A: 对汽车产品供应商的特殊要求

As a manufacturer of automotive products Samtec must adhere to certain requirements that are now being rolled down to you as the supplier. The use of the prefix (ACD) Automotive Certified Design or A- should indicate that additional requirements are present and you as the supplier should make sure that you have the appropriate information prior to quoting the business. Samtec uses the Supplier PPAP Request Form (CO-QA-FRM-2031-M) to communicate both Samtec and Customer requirements (that are in addition to Samtec's standard requirements). Other Supplier requirements include:

作为汽车产品的制造商，Samtec 必须遵守某些要求，作为我司的供应商，您也必须遵守。规格前缀为 ACD 或 A- 的产品应表明有额外的要求。作为供应商，您应确保在报价前已有正确的信息。Samtec 使用供应商 PPAP 请求表(CO-QA-FRM-2031-M)传达 Samtec 和顾客的要求（在 Samtec 标准要求外）。其它供应商要求包括：

- As a requirement of IATF 16949 and the automotive industry our expectation is that suppliers will work towards a certification of ISO 14001 & IATF 16949 if building A- or ACD parts for Samtec or as otherwise requested.
根据 IATF 16949 以及汽车行业的要求，我们希望供应商在为 Samtec 生产 A-/ACD 产品或我司有其它要求时，供应商能努力争取 ISO 14001 及 IATF 16949 认证。
- Annual layout required for all ACD and A- products and/or components
所有 ACD 及 A-产品和/或组件所需的年度布局。
- Where special processes are being utilized a CQI audit is required on an annual basis
若供应商采用特殊工序，我司需要每年进行 CQI 稽核。
 - Example: CQI-23 audit for molding processes, CQI-9 for Heat Treated processes and CQI-11 for Plating Processes.
例：注塑工序的 CQI-23 稽核，热处理工序的 CQI-9 以及电镀工序的 CQI-11。
- An annual VDA audit should be performed internally at suppliers and Samtec reserves the right to perform the VDA audit on site.
年度 VDA 稽核需在供应商内部进行，Samtec 保留到现场进行 VDA 稽核的权利。

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Note: TCD (Tailored Customer Design) also have additional requirements that will be communicated during the early stages of a project.

注意：TCD（特制产品）也有额外要求，Samtec 会在项目早期阶段与供应商进行沟通。

Samtec is a manufacturer of Automotive grade products that use the prefix of ACD- or A- (hereafter referred to as “Automotive Parts”) to designate special requirements.

Samtec 是汽车级产品的制造商，我们在产品规格中使用 ACD-或 A-作为前缀（以下称为“汽车产品”）来表明此产品有特殊要求。

When supplying Automotive Parts, the following requirements are required unless agreed upon by both parties in writing using (CO-QA-FRM-2031-M). This form is also the document which will roll down Customer Specific Requirements as needed.

供应商生产汽车产品时，除非经过双方书面同意(CO-QA-FRM-2031-M)，否则必须满足以下要求。此表格还用于按需传达顾客特定要求。

- IATF 16949 Certification – Companies that are building Automotive Parts shall be MAQMSR or IATF Compliant.
IATF 16949 认证 - 生产汽车产品的公司应符合 MAQMSR 或 IATF 的要求。
- ISO 14001 Certification – Companies that are building Automotive Parts shall have processes that are in compliance with ISO 14001.
ISO 14001 认证 - 生产汽车产品的公司的工序应符合 ISO 14001 的要求。
- PPAP’s – Must be completed upon Samtec’s request to the standards set by the AIAG.
PPAP – 必须按 Samtec 要求完成，达到 AIAG 设置的标准。
- Annual Layout – A review of the Automotive Part must be completed annually to insure there have been no changes and the process is still performing well. This is done by performing an FAI & SPC for critical dimensions for each cavity in the mold or die. For Automotive Parts, components with a representative cross section of the series are to be used. Note: In lieu of performing a layout on every part number configuration within a series, the supplier may elect to qualify a part number or a group of part numbers that represents a sufficient cross section of all available configurations. (example: alignment pins, guide posts, locking features, as appropriate). Reference IATF 16949 standard for details.
年度布局 – 必须每年审核汽车产品，以确保没有任何变更，且供应商仍按流程执行工序。这是通过对模具中每个模腔的关键尺寸执行 FAI 和 SPC 来完成的。对于汽车产品，将使用产品系列中具有代表性横截面的组件。注意：供应商可选择审查代表所有可用配置的横截面的一个/一组产品规格，以此代替在一个系列的每个产品规格配置中执行布局。（例如：定位针，导柱，锁定功能，视情况而定）。详细信息请参考 IATF 16949 标准。
- Golden samples – Per IATF 16949 standards
金样本 – 按 IATF 16949 标准执行
- Process Setup Sheet – Documentation of the manufacturing process parameters necessary for the product to meet Samtec’s print requirements.
工序设置表 – 产品满足 Samtec 图纸要求所必需的生产工序参数文件
- Engineering changes – No changes to the Automotive Parts can be made without the written permission of Samtec’s Automotive department.
工程变更 - 未获得 Samtec 汽车部门的书面许可前，不可以对汽车产品做出任何变更
- IMDS – Must be completed upon Samtec’s request

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IMDS – 必须按 Samtec 的要求完成

- Customer specifics – In some cases, Samtec may flow down its customer’s requirements on a project. In those cases, they will be communicated through the Drawing and/or the PO.
顾客特定要求 – 在某些情况下，Samtec 可能会将顾客的要求加入到项目中。在这种情况下，我司将通过图纸和/或采购订单与供应商沟通。
- PPM Expectations – 10 PPM
PPM 期望值 – 10 PPM
- OTD Expectations – 100%
OTD 期望值 – 100%

These requirements are in addition to Samtec’s other requirements. In areas of conflict, Automotive requirements will supersede Samtec’s standard requirements.

这些要求是 Samtec 其它要求外的。若遇到两者相悖的情况，请以汽车产品要求为准。

Any questions in regards to Automotive requirements and/or projects shall be sent to the autosales@samtec.com if you don’t have a specific contact for the project.

若您对汽车产品要求和/或项目有疑问，且您没有此项目的特定联系人，请联系 autosales@samtec.com

Appendix B: Special Requirements for ITAR Suppliers

附录 B: 对 ITAR 供应商的特殊要求

What is Military / Aerospace Business?

军事/航空航天业务是什么？

Business where the product is designed / modified specifically for ultimate use in a military application (regardless of the country requesting, building, or paying for the project) or an Aerospace application that that may be non-military.

专为最终用于军事应用（无论哪个国家请求、建造、或支付项目费用）或可能为非军事用途的航空航天应用而设计/修改产品的业务。

Commercial Off The Shelf (COTS): Products that are sold to a wide array of commercial applications and are commonly found in the catalog or on Samtec’s website.

商用货架产品(COTS): 用于各种商业应用的产品，通常可在目录或 Samtec 网站找到。

How do I know if the part is Mil / Aero?

我如何辨别军事/航空航天产品？

When one of your products falls under Mil / Aero it will use the prefix for MAP, MAC, &/or MAS. Similar to Samtec’s use of Application Specific Products (ASP)

若产品为军事/航空航天产品，其产品规格的前缀会以 MAP, MAC, 和/或 MAS 表示。这与 Samtec 对特殊应用产品加前缀同理(ASP)。

MAP, MAC, &/or MAS Components:

MAP, MAC, 和/或 MAS 组件:

Parts with this prefix will require an AS 9102 FAI to be submitted with the parts. These parts, like automotive parts, are frozen and **cannot be changed** without the prior notification of Samtec’s ITAR department. Note: Not all parts with this prefix are ITAR, but they have additional restrictions or requirements that need special controls for modifications or moves.

产品规格中有此前缀的产品出货时需要附上 AS 9102 FAI。这些产品（与汽车产品相似）都是冻结的，若 Samtec ITAR 部门没有提前通知，**不可以进行变更**。注意：不是所有包含这些前缀的产品都是 ITAR，但是它们有额外的限制条件或要求，要修改时需要特殊控制。

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What is ITAR?

ITAR 是什么？

ITAR is a set of United States government regulations that control the export and import of defense-related articles and services on the United States Munitions List (USML). Its goal is to safeguard U.S. national security and further U.S. foreign policy objectives. ITAR regulations dictate that information and material pertaining to defense and military related technologies may only be shared with U.S. Persons unless authorization from the Department of State is received or a special exemption is used. U.S. Persons and corporations can face heavy fines if they have, without authorization or the use of an exemption, provided foreign (non-US) persons with access to ITAR-protected defense articles, services or technical data.

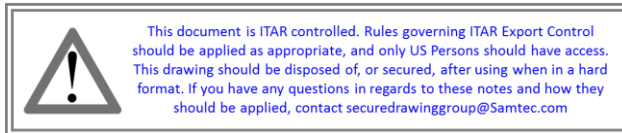
ITAR 是一套美国政府法规，其控制与美国军需品清单(USML)上与国防相关的物品和服务的进出口。其目标是维护美国的国家安全和长远的美国外交政策目标。ITAR 法规规定，除非获得国务院的授权或使用特殊豁免，否则，与国防和军事相关技术有关的信息和材料只能与美国人共享。未经授权或未使用豁免而向外国（非美国）人提供受 ITAR 保护的国防物品，服务或技术数据访问权限的美国个人和公司，可能面临重罚。

Requirements:

要求：

Projects that fall under ITAR will be identified by the attached box indicating ITAR is involved.

若项目属于 ITAR，将会有弹窗弹出（如下图），表明此项目受 ITAR 管控。



Drawings:

图纸：

Drawings will only be shared through an encrypted communication device “ex. ShareFile”

只能通过加密的通信设备分享图纸 “比如，ShareFile”

Drawings must only be shared with US Persons (and those needed for completion of the project)

只可以与美国人分享图纸（以及完成此项目所需的人员）

Drawings must be locked when not in use

不使用时必须锁定图纸

Education:

教育：

Associates in your organization must be trained to understand what ITAR is and how this impacts their responsibilities within the organization.

贵公司必须提供培训，让员工了解 ITAR 是什么，以及 ITAR 如何影响他们在组织中的职责。

Storage of ITAR products:

储存 ITAR 产品：

Parts identified as ITAR should be kept secluded from standard parts and should only be visible by US Persons (the same as the drawings)

属于 ITAR 管控的产品必须与标准产品分开存放，且仅可由美国人查看（与图纸的要求一致）。

Registration:

注册：

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Upon Samtec's request you will get Registration to the State Department for ITAR. If you are not able to comply then you must inform Samtec at the quote phase for any product that is ITAR. If you are a non-US owned company you must inform Samtec prior to quoting.

根据 Samtec 的要求，您需到国务院注册 ITAR。若您无法遵守此规定，则必须在报价阶段告知 Samtec 所有属于 ITAR 管控的产品。若您不是美国公司，则必须在报价前通知 Samtec。

Records & Evidence Available:

可获得的记录&证据:

Records of processes, training and due diligence will be available for audit by Samtec upon request.

根据要求，供应商需在 Samtec 稽核时提供工序、培训以及尽职调查的记录。

Appendix C: Applicable Documents, Forms, and Reference Information

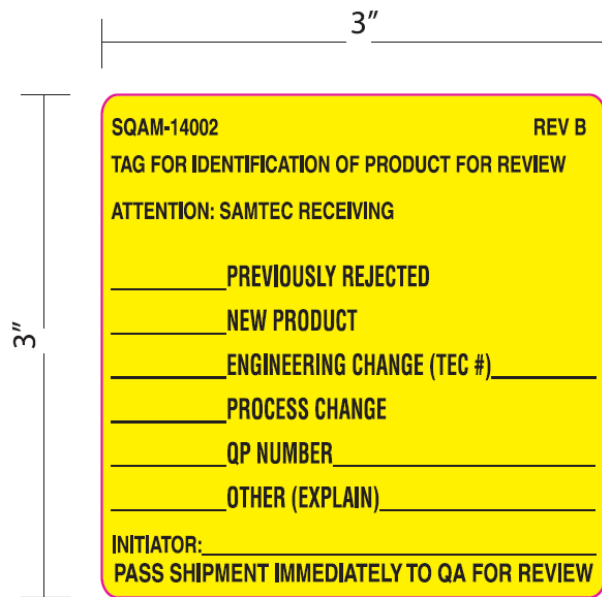
附录 C: 适用文件，表格，及参考信息

I. Applicable Documents 适用文件

II. Forms 表格

a. SQAM 14002 Label

SQAM 14002 标签



This tag is to be placed on the packing slip and each box of all material that requires inspection. This is the responsibility of the supplier.

此标签应放置到装箱单以及需要检查所有材料的箱子上。供应商负责贴此标签。

The source below is the original manufacturer of the labels. The supplier shall if desired find and use their own supplier as long as the label is identical in size, color, and content which includes black lettering on a yellow background.

以下为标签的原始制造商。供应商也可以使用它们自己的供应商，只要标签与我司要求的标签尺寸，颜色，内容（黑色字体，黄色背景）一致即可。

Label Source: Louisville Label

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标签制造商: Louisville 标签
417 South 32nd Street
Louisville, KY 40212
Telephone No.: (502) 774-5776
电话号码: (502) 774-5776

III. Reference Information 参考信息

a. Control Plans, PPAP, and FMEA's 控制计划, PPAP, 及 PMEA

For additional information on completion of Control Plans, PPAP, and FMEA's please contact:

关于完成控制计划, PPAP, 以及 FMEA 的其它信息, 请联系:

Automotive Industry Action Group (A.I.A.G.)

汽车工业行动小组(A.I.A.G.)

Dept. 77839

PO Box 77000

Detroit, MI 48277-0839

Telephone No.: (248) 358-3003

Fax No.: (248) 799-7995

Website: www.aiag.org

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邮政信箱 77000

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电话号码: (248) 358-3003

传真号码: (248) 799-7995

网址: www.aiag.org

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Appendix C: Revision History

附录 C: 修订记录

Revision Date 修订日期	Notes 备注
5/9/11	Complete re-release
5/15/12	Added Index, Modified Supplier Category listings, Section 1: Clarified, Section 2: Added 15C and 19, Section 3: Clarified, Combined sections 5, 6 and 9 to only 5, Section 6: Added CPC reference, Section 13: Added note; Updated PPM Charts for Scoring, Appendix A: Added fair practices reference
9/25/12	Updated Section 3, statement 2 which addresses the supplier survey link and deleted words in statement 3. Also added information to item # 5 under section # 9
10/24/13	Added point 2b on Section 11.
5/16/14	Modified section 9 and 11
6/5/14	Modified section 13/#3
6/26/14	Added point 1c and point 6 on Section 8.
9/2/14	Point 1 of Purpose and Scope Section, point 7 of section 11, and point 3 of section 15 have been modified
4/27/15	Added additional supplier requirements on page 8. Added note to first article inspection on page 13, Revised PPM Scale on Page 27.
5/7/15	Modifications on section 8.
6/16/15	Added ACD/A- PPM scale in section 13
7/6/15	Added Vendor consequences to section 15, point 2.
8/14/15	Point 3 at section 11 modified.
9/10/16	Complete re-write and re-release
12/8/2016	Update Order of Precedence and update Labeling information section 1.4. Update Product Protection and Preservation section 3.12. Update Document and Data Retention and Control section 3.13 to include required documents. Remove Automotive Requirements, Risk Assessment and Feasibility, Document and Data Control, Corrective and Preventative Action. Update Quality Problem Reporting section 4.2 and Request for Deviation Update Supplier Performance Monitoring section 4.3. Combine Supplier Scorecard tables section 5.3 Update Probationary Status Update Appendix A: Special Requirements for Automotive Suppliers information
12/16/2016	Section 3.18, under First Article Inspection: Deleted Type 3 FAI verbiage. Section 3.18, Table: Deleted Type 3 column. Section 3.18, Table: Shaded entire Type 2 FAI column. Section 3.18, Notes under the table: Changed note for shaded cells. Entire document: Changed every reference of TS 16949 to ISTF 16949
1/6/2016	Added Appendix for ITAR Requirements
4/28/2017	Section 4.2: Add "A supplier may submit their own 8D form if it includes the Samtec 8D requirements." Section 5.1 Supplier Approval: Update definition of Strategic, Preferred, and Non-Preferred.
8/10/2017	Updated matrix in 3.18.
5/7/2018	Update Section 5.3 to reflect new tooling scorecard calculations. Change OD% in table to Pieces Defective % and update values. Change OD% definition to "Pieces Defective % (Based on the number of defective pieces sent divided by the total number pieces received in that month." Add "The Tooling is calculated differently. OTD and Pieces Defective % are captured independently but are not averaged together."
6/24/2018	Appendix A: Change "CQI" to "CQI-23", Add Note about VDA requirement
7/12/2018	Adding instructions for shipping parts with a TEC in 4.2
8/28/2018	5.3: Change "score of 3.0 or below" to "score of below a 3.0"

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	Appendix A: Add CQI-9
10/11/2018	Appendix A, Annual Layout: Add "This is done by performing an FAI & SPC for critical dimensions for each cavity in the mold or die."
11/14/2018	Section 2.1: Add "Supplier will inform Samtec in advance..."; Section 5.3: Change 0-25 to 0-10. Add "Any supplier who averages below a 3.0 for 6 consecutive months will be put on probation."
1/7/2019	Add Section for New Supplier Evaluation Process. Add Section for Disqualified Status.
1/30/2019	Added Section 3.7 Counterfeit Parts which then shifted sections. In Appendix A added form number "(CO-QA-FRM-2031-M)" in three locations and Text in Paragraph 1 bullet 1 " A- or ACD parts for Samtec or as otherwise requested " and Text in Paragraph 2 " This form is also the document which will roll down Customer Specific Requirements as needed" and Text in last sentence "for the project "
2/19/2019	Section 5.5: Update criteria for when non-BOM suppliers are reviewed to receive a SCAR.
4/23/2019	Delete all references to TS 16949 and replace with IATF 16949. Appendix A: Add note about process setup sheets; Forms: Update SQAM 14002 label to REV B.
10/23/2019	1.4 Order of Precedence: Change #2 to include procedures; 5.5 Scorecard: Update PPM Range in table by changing "0-500, 501-2500, 2501-7500, 7501-12500, 12501+" to "0-450, 451-2000, 2001-6000, 6001-10000, 10001+"
12/2/2019	5.5 Scorecard: Update PPM Range in table by changing "451-2000, 2001-6000, 6001-10000, 10001+" to "451-2250, 2251-6750, 6751-11250, 11250+"
9/15/2020	Added Section 2.9 on ESD
7/9/2021	Revised 5.5 Note: Delete statement of no OTD effect on Scorecard. Revised Table from Delivery 3 Day Window Range to OTD and 3 Day Window Range
11/19/2021	Updated table of Contents, ADD 2.10 Plating Plating should be consistent and smooth. Surfaces to be free from blisters, pits, nodules, excessive edge build up, and other defects. Plating should show no indication of contamination, or improper use of equipment, which would produce powdered or darkened plating, build up, and other defects. All applicable standards apply.
8/18/2022	<p>“Counterfeit Parts</p> <p>“Counterfeit Part” is an unauthorized copy, imitation, or substitute part or material that has been misrepresented, identified, or marked as a genuine part of an original or authorized manufacturer. Supplier shall not obtain or provide any part to Samtec from a source that is not the Original Equipment Manufacturer or other authorized source. The Supplier will have a documented process to ensure that parts are traceable to the original equipment manufacturer or other authorized sources and will provide such documentation to Samtec within 1 business day of Samtec’s request. Parts under investigation or designated as counterfeit shall not leave Samtec’s possession and will be scrapped on location.”</p>