

Dear Supplier,

We would like to inform that your organisation has been confirmed and signed into the „***The List of Qualified Suppliers of Zapamet***”

- Due to the fact that your organization has been qualified as a reliable Supplier, together with our customers we stipulate the right:
 - to carry out audits of the other party in order to verify the quality and compliance with the requirements of the products and services provided.
 - to carry out verification activities at scheduled intervals including controlling the Documented Information created by your organization.
- We kindly inform that your deliveries are regularly monitored and supervised. In the case of any reservations regarding the quality, timeliness of deliveries, the lack of response to reported comments, etc., we hereby stipulate the right to delete your company from „the List of Qualified Suppliers”, about which you will be informed in writing by giving the reasons (results of the assessment).
- You can enter in the Qualified Suppliers List again after presenting the corrective actions that you are to take in the areas in which you obtained negative assessments.
- ZAPAMET Sp. z o.o. stipulates the right to entrust the control activities of the Supplier in the scope of processes and products delivered to an external accredited Laboratory in accordance with ISO 17025:2018.
- Suppliers are obliged to:
 - use of practices and procedures to prevent contamination of the devices from foreign object (FOD)
 - ensure the conformity of the product / service
 - ensure participation in the safety of the product
 - know the meaning and adherence to ethical behavior
 - apply appropriate control methods within your organisation and subcontractors to ensure that the specified requirements are met
 - storage of documentation related to the product / service delivered to ZAPAMET Sp. z o.o. for a period of 3 years (in case the period is changed, the supplier will be informed).
- Please send us a copy (scan) of your current Quality Management System Certificate. If you do not have such Certificate, please let us know if you are planning to implement or establish the Quality Management System in the near future and subjecting it to Certification.
- We also oblige you immediately to inform the Zapamet Sp. z o.o. organization in the following situation:
 - about the expiration of your Certificates as well as to send copies of certificates in case of their renewal (recertification);
 - for finding significant non-conformities in your organization by external auditors (certification bodies, customer audits);
 - about the occurrence of an important change in your Quality Management System and its Processes;
 - occurrence of any change in the process of Operational Actions that affects the quality of provided products and services, including your sub-suppliers as well;
 - significant aspects of operational risk related to ensuring the continuity of deliveries of ordered processes and products;
 - identifying materials, products, tools counterfeited or suspected of counterfeiting.

Robert Danilica
Management Representative for Quality
Tomasz Kotwicz

Process owner

Rzuchów, 30.08.2023