

SUPPLIER MANAGEMENT MANUAL		 HEXAGON MANUFACTURING INTELLIGENCE	
Document Number	HM-00004	Document Revision	11
Title	SUPPLIER MANAGEMENT MANUAL		
Effective Date	03/16/2017		
Prepared by	Jeff Stone, Bob Franzen, Kevin Dugan, John Gaumond, Kaveh Difard, Maciej Fus		
Approver	Mike Correia		
<i>Hard copies must be checked for current version or identified "controlled copy" prior to use. Latest version of this document is on the Company Portal. Printed copy may not be current.</i>			

1.0 Introduction

- 1.1 Purpose
- 1.2 Responsibilities
- 1.3 Expectations
- 1.4 Supplier Receipt and Acceptance of Quality Manual Content

2.0 Code of Ethics

3.0 Requirements for Supplier Selection, Approval and Maintenance

- 3.1 Approval of Suppliers by Types
- 3.2 Gage Supplier Requirements
- 3.3 Supplier Rating and Monitoring
- 3.4 Supplier Communications
- 3.5 Business Reviews
- 3.6 Payment Terms and Conditions
- 3.7 Cost Recovery
- 3.8 Plant Closure

4.0 Quality Assurance of Process and Product

- 4.1 Counterfeit Materials
- 4.2 Banned Substances
- 4.3 General Inspection Guidelines
- 4.4 First Article Approval
- 4.5 Non-Conforming Materials
- 4.6 Temporary Deviation
- 4.7 Supplier's Process or Document Change Request

5.0 Order Placement, Delivery and Packaging Requirements

- 5.1 Quoting and Purchase Order Process
- 5.2 Purchase Order Tender and Acknowledgement
- 5.3 PO Modifications
- 5.4 Receiving Hours
- 5.5 Carrier Designation
- 5.6 Packaging
- 5.7 Shipping Documentation

6.0 Signature Page

7.0 Associated Documents

1. Introduction

1.1 Purpose

Our Suppliers are valued partners in the success of our business and as such Suppliers are selected on a competitive basis based on the total value. The purpose of this manual is to communicate Hexagon Metrology, Inc. (hereafter referred to as Hexagon) procurement and quality requirements along with expectations to our Suppliers.

1.2 Responsibilities

Hexagon: Procurement, Quality and Engineering are responsible for Supplier Management Manual implementation and have authority to ensure all Suppliers meet and fulfill requirements.

Suppliers: Are responsible to ensure that products and/or services meet established requirements and assume full responsibility for product quality.

1.3 Expectations

The Supplier shall:

- Provide quality parts/services, On-Time
- Strive to enhance product quality manufacturing productivity and cost reductions.
- If importing goods into the United States of America, follow U.S. Customs security guidelines
- Follow the laws and security guidelines of other countries as applicable
- Provide all documentation and information in English. This requirement is for all requests for records and documentation submitted to Hexagon
- Support Hexagon in addressing customer failures related to the Supplier's product/service and may include financial reimbursement and assisting the customer.
- Support electronic communications in the exchange of Planning and Inventory Schedules, Purchase Orders, Purchase Order Changes and Invoices.

1.4 Supplier Receipt and Acceptance of Quality Manual Content

Prior to being awarded business from Hexagon all new Suppliers must: Read the Hexagon Supplier Management Manual and attending documents. Print, sign, date and return the Signature Page.

2. Code of Ethics

Hexagon strives to maintain the highest ethical standards with our Suppliers. We subscribe to and support the following code of ethics:

- Hexagon will avoid unfair practices by granting qualified Suppliers equal consideration
- Hexagon strives to conduct business in good faith; demanding honesty and ethical practices from all participants in the purchasing process
- Hexagon employees shall decline personal gifts or gratuities from present or potential vendors and contractors since this can influence or appear to influence procurement decisions
- Hexagon will promote positive vendor and contractor relationships by according vendor representatives courteous, fair and ethical treatment
- Hexagon will make every reasonable effort to negotiate equitable and mutually agreeable settlements should conflict with vendors arise
- Hexagon will honor obligations and require that obligations be honored

SUPPLIER MANAGEMENT MANUAL



Document Number HM-00004

Document Revision 11

3. Requirements for Supplier Selection, Approval and Maintenance

3.1 Approval of Suppliers by Type

Hexagon evaluates and selects Suppliers based on their ability to contribute to and support Hexagon requirements. To that end production parts or services can only be purchased from Suppliers who have satisfied the requirements per the table below. Where the on-site assessment is required the team will base the assessment on the ISO 9001 standard. The Supplier assessment team consists of the Purchasing representative, Quality representative and/or designee. This team will review the product requirements and determine the need for Engineering representation on the assessment.

Completed documentation is retained in the Suppliers' folder located in HMI's Hemisphere Types and Document Requirements: "As needed" is defined by type of Service.

Supplier Type	Proprietary Parts and Assemblies	Manufacturers Non-Proprietary Parts and Assemblies	Distributors/ Resellers of Raw Materials	Distributors/ Resellers of COTS Parts and Assemblies	Services	Consultants	Contractors
Description	Primary Suppliers of proprietary parts and components	Critical manufacturers resellers of non-proprietary parts or components	Resellers of raw materials i.e. aluminum, steel, etc.	Resellers of commercial off the shelf parts and assemblies	Service providers		
Supplier Approval Checklist HT-00359	X	X	X	X			
Non-Disclosure Agreement: HT-00143	X	X	X		As Needed	X	As Needed
W-9, W-8 or 1099 Tax Documents	X	X	X	X	X	X	X
Terms & Conditions of Purchase: HT-00157	X	X	X	X	X	X	X
Supplier Self-Survey: HT-00163	X	X	X	X	As Needed	As Needed	As Needed
Contractor – Supplier Classification: HT-00164	X	X			As Needed		
Supplier Management Manual HM-00004	X	X	X				
List of Banned Substances: HPO-00029	X	X	X	X	As Needed	As Needed	As Needed

SUPPLIER MANAGEMENT MANUAL



Document Number HM-00004

Document Revision 11

On-Site Assessment Required	X	As Needed					
Certificate of Insurance	X	X	X	X	X	X	X
FAI Inspection	X	X	As Needed	As Needed			

Suppliers approved by another Hexagon site will only require W-9 or W-8 & 1099 Tax Documents and Terms & Conditions of Purchase to become an approved supplier.

Notes: All suppliers approved prior to 2017 are except from the use of HT-00359.

3.2 Gage Supplier Requirements

Suppliers certifying gages to be used in the accredited certification of machines or spheres will be required to maintain ISO 17025 accreditation. This requirement will be stated on the purchase requisition.

3.3 Supplier Quality Rating and Monitoring

Hexagon utilizes a series of supply chain analytics to assess Supplier performance and facilitate extraction and presentation of information. The category measurements are weighted to develop an overall rating. The four categories are:

- Quality (40 of 100 points)
 - Percent of dollars returned or re-worked by Hexagon vs. dollars received (10 points for 95% and above) 1 point deduction for each 5% increment under 95.
 - Number of SCARs initiated. (10 Points for 0 SCARs) 5 Point deduction for each SCAR initiated.
 - Number of Quality incidents. (10 Points for 3 or less) 1 point deduction for each incident above 3
 - Responsiveness to SCARs and Quality Incidents (10 Points)
- Delivery (35 of 100 points) (Supplier's ship date vs. HMI due date)
Deliveries are considered "on-time" provided they are received five days prior to or two days after Supplier's acknowledged ship date. Shipment outside those parameters constitutes a missed shipment
 - On time to Hexagon's PO required ship date and Buyer's input. 10 Points
 - On time to Supplier's confirmed ship date. 25 Points
 - Vendor Line Down (5 point deduction for each incident).
- Service (15 of 100 points)
 - Timely communications. Ie: Same day response to email or phone inquiries; proactive supplier response to any shipment issues; accuracy of communication. 10 Points
 - PO responsiveness to be identified as acknowledgement of PO receipt within 48 hours and confirmation of price and ship date within 5 business days. 5 Points
- Pricing (10 of 100 points) (EOQ vs. less than min)
 - Total price paid measured to frozen standard cost (PPV). 3 Points (Subtract 1 point for each 2% of unfavorable Purchase Price Variance)
 - Price comparison within industry. 2 Points
 - Cost and lead time reduction programs. 5 Points
- Performance Ratings:
 - Excellent: Total Points Accumulated are > 90
 - Acceptable: Total Points Accumulated are >70 ≤ 90
 - Requires Immediate Improvement: Total Points Accumulated are ≤ 70

SUPPLIER MANAGEMENT MANUAL



Document Number HM-00004

Document Revision 11

Score Card Metrics: Delivery Schedule

Supplier Type	Quarterly	Bi-Annually	Annually	As Needed
Proprietary Parts and Assemblies			X	
Manufacturers Non-Proprietary Parts and Assemblies			X	
Distributors/Resellers of Raw Materials			X	
Distributors/Resellers of COTS Parts and Assemblies				X
Services				X
Consultants/Contractors				X

- **Following two quarters of Un-Acceptable ratings;** at the discretion of Hexagon, Supplier will be notified of probation; corrective action (SCAR) will be issued. No RFQ's will be awarded or requested until SCAR has been accepted and Supplier's rating is acceptable.

3.4 Supplier Communications

The appropriate Hexagon Purchasing Representative or Sourcing Manager is the Supplier's primary point of contact. Instances in which Suppliers communicate directly with Hexagon representatives from Engineering, Manufacturing, Finance, etc. may occur. In these instances, it remains the Supplier's obligation to keep Hexagon's Purchasing Representative apprised of all activities. This includes, but is not limited to:

- Copy the Purchasing Representative on all quotations and/or changes
- Acknowledge receipt of PO and confirm pricing and delivery within stated guidelines.
- Proactively inform Purchasing of potential delay or shortage of materials that result from a change being made by an internal Hexagon department
- Notify Hexagon Purchasing immediately of any changes in lead-time for a purchased product
- Notify Purchasing of any financial issues which may delay shipment of existing or future orders. The Supplier shall make use of all possible channels to resolve any financial issue (ie invoicing) before decision is made to not support a purchase order obligation.
- Notify of cost increase or decrease.

3.5 Business Reviews

Hexagon reserves the option to schedule business review meetings with Supplier's. Topics of discussion will include but are not limited to:

- Chart and measure progress toward Hexagons or shared goals and objectives
- Review Supplier Quality Rating
- Identification of any critical issues
- Update on prospective market trends (Raw material)

3.6 Payment Terms and Conditions

Unless otherwise noted terms for Suppliers are net 90 days.

3.7 Cost Recovery

Suppliers will be responsible for all reasonable costs associated with Hexagon or Hexagon's customers receiving defective material. Costs may include but are not limited to:

SUPPLIER MANAGEMENT MANUAL



Document Number HM-00004

Document Revision 11

- Administrative
- Sorting of suspect material
- Rework
- Customer Charges
- Premium Freight to compensate for missed Ex-works delivery
- Production Downtime
- Third party containment
- Scrap
- First Article rejection
- Overtime
- Laboratory Testing
- Travel

Upon notification of the intent to debit, Suppliers will have 10 days to appeal the charges. If there is no response from the Supplier, Hexagon will consider this acceptance of the charges.

3.8 Plant Closures

It is each Supplier's obligation to provide Hexagon ninety (90) day written notice of impending plant closure(s), shutdown(s) or re-location.

4. Quality Assurance of Process and Product

It is Hexagon's goal to provide customers with the highest quality products available. In order to achieve this goal, we must purchase the highest quality raw materials, parts and packaging.

4.1 Counterfeit Materials

- **Counterfeit Goods**
Hexagon demands genuine, conforming goods and parts from all of Suppliers. Hexagon will not tolerate non-conforming goods or any goods bearing false designations of origin, counterfeit labels, or any misleading indicia or legends. Hexagon relies on the good-faith performance of its Suppliers. Should any Supplier sell Hexagon counterfeit goods, we will pursue all available legal remedies including recovering damages, such as the costs of replacing the non-conforming or counterfeit goods, investigating their effect on the performance of the equipment manufactured by Hexagon, damage to our reputation, and the like. Any Supplier who has itself been misled and sells counterfeit goods to Hexagon must immediately notify the Hexagon purchasing department.
- **Operational Policy Proposal**
The procurement function within Hexagon must exercise diligence to avoid the unknowing installation of counterfeit goods into our products. Common sense must prevail. If a vendor offers a substantially reduced price for the same goods as a current Supplier, exercise extreme caution. A counterfeiter may provide a legitimate, conforming sample for initial approval and over time substitute counterfeit goods after the account has been won and trust established. Perform due diligence on new Suppliers, including reviewing as much financial information as is available publicly or from the potential Supplier itself. If warranted, perform criminal background checks on the principles of the Supplier. Visit the premises and the facilities of the potential Supplier if warranted and ask for the names of other customers to whom you can speak about their relationship with the Supplier. Look for and listen to any suspicious activity or statements from the potential Supplier.

4.2 Banned Substance

As part of Hexagon's ISO14001 certification and Environmental Management System, Hexagon Metrology Inc. requires Suppliers to comply in regard to use of banned or restricted substances as defined by reviewing and signing Hexagon Metrology Inc. HPO-00029 – Banned Substances List.

Submittal of this requested information is a component of our Supplier Approval Process and failure to comply may result in disqualification as an approved Supplier.

If you have technical questions about the survey's contents, please contact our Environmental, Health, Safety (EH&S) Manager at 401-886-2000.

4.3 General Inspection guidelines

Commercial-off-the-shelf (COTS)

- Refers to catalogue items which readily available by Suppliers for sale to end customers
- No substitute items may be shipped to Hexagon unless a formal Deviation Request (DR) has been submitted to an authorized by Hexagon's Engineering prior to product shipment
- Hexagon must be notified of any manufacturing change to a previously supplied part. This notification must be done in a timely manner to allow Hexagon to evaluate the manufacturing change and determine its compatibility to application requirements.
- Supplier warrants that the goods supplied pursuant to the purchase order shall conform to the description, quality, and specifications provided therein and shall be of good materials and workmanship, free from defects, and fit for the particular purpose intended

Custom Manufactured or Subcontracted Items

- Refers to items for which specific tooling, artwork, or design specifications have been created for use in the manufacture of the item which make it specific to Hexagon
- Specifications for the item will be determined by one or more of the following means:
 - Technical drawings supplied by Hexagon to include revision changes per Hexagon's internal ECN process.
 - Specific references as noted on Hexagon Purchase Order
- All Purchase Orders for custom items will contain a "Revision Level"
 - Upon the receipt of PO, Suppliers are responsible to notify Hexagon if the revision level the Supplier has on file is not consistent with the revision level on PO.
 - If the Supplier does not notify Hexagon of a revision discrepancy, the Supplier will be responsible for all non-conforming products.
- No deviation from specifications are permitted unless Hexagon has generated approval in advance to authorize the shipment

4.4 First Article Approval

Suppliers must pass the First Article Approval process. The purpose of the First Article Approval process is to verify a Supplier's production process is capable of producing products to meet Hexagon specifications. Parts may be returned to the Supplier if insufficient results are supplied to complete the validation.

**The following is required, but not limited to, as part of First Article process:
Hexagon Responsibilities to the Supplier:**

- PO identifying FAI component, quantity and date required
- Design drawing to current revision.
- Functional requirements, if needed, may include test fixture and training.
- Packaging requirements if necessary
- FAI process may require, at the discretion of Hexagon, delivery of 1 to 3 compliant shipments to complete a component qualification

Supplier's Responsibility:

- Under the Supplier's review of the design drawing requirements, the Supplier will communicate to Hexagon any dimension or design features that cannot be satisfied.
- Custom Manufactured or Subcontracted Items as defined above shall require a **First Article** report as defined on the PO.
 - The report can be in the Supplier's format but must include a 100 percent inspection:
 - Dimensional results,

SUPPLIER MANAGEMENT MANUAL



Document Number HM-00004

Document Revision 11

- Results must be uniquely identified by numbering each characteristic on the drawing and correlating that number to the resulting report.
 - Include dimensional requirements, tolerances, dimensional results and equipment used.
 - Notes and other specifications on the part drawing must be verified in the report and with supporting documentation if necessary.
 - Cosmetic specification per design specification must be verified in the report and accompanying material certification.
 - Material certifications of conformance for material specified by design.
- Packaging and packing list shall be clearly labeled indicating it is a First Article sample identifying revision level of design drawing.
 - For product with a functional life or wear, we request that the supplier provide life test data or the reliability results showing the life expectancy and maintenance requirements for the product.

SUPPLIER MANAGEMENT MANUAL



Document Number HM-00004

Document Revision 11

4.5 Non-Conforming Materials

Suppliers shall be notified of non-conforming or improperly shipped materials via Hexagon's quality notification system.

Hexagon's Material Review Board (MRB) Procedure;

- Quality Incident Notification:
 - Incident is not deemed a trend nor critical as determined by the MRB team.
 - Formal Notification requiring supplier response.
 - May require RMA from supplier to return goods for rework or replacement. RMA will include Supplier's shipping account number and shipping instructions.
 - Supplier response must include the following:
 1. Containment within 24 hours for WIP/Finished Goods
 2. Rework if needed must be completed within 5 business days unless otherwise noted
 3. Internal root cause analysis to insure prevention of reoccurrence.
- SCAR:
 - Non-Conforming Trend or major incident as determined by the MRB team.
 - Formal notification through Hexagons action request form.
 - May require RMA from supplier to return goods for rework or replacement.
 - Supplier response must include the following:
 1. Containment within 24 hours for WIP/Finished Goods
 2. Rework completed within 5 business days unless otherwise noted
 3. Formal root cause analysis required. Initial response required within 48 hours and completed formal analysis within 10 working days.
 4. Formal Root cause analysis must be reviewed and approved through Hexagon's action request process for closure.
- If non-conforming materials require excessive inspection, testing, or rework, the additional expense incurred by Hexagon may, at its discretion, be charged back to the Supplier
- In some instances, disposition may be deferred until a thorough sort is completed or other determinations are reached between the Supplier and Hexagon.
- Credits for the non-conforming material, or internal reworks are to be issued, as applicable, immediately upon the determination of the disposition
- A Supplier is always permitted to come and inspect the rejected parts, or at its expense, to have samples shipped to them. However, this process must be carried out in a timely manner so as to respect the 5-day processing period
- If a Supplier fails to observe the 5-day processing period, or obtain relief from that policy, Hexagon will, at its discretion, dispose of the material in question and debit the Supplier's account

4.6 Temporary Deviation

If a Supplier manufactures product that does not conform to Hexagon specifications and lead-time does not allow permanent corrective action due to Hexagon's production requirements a temporary deviation request must be submitted to Hexagon and approved by Engineering prior to shipping non-conforming material.

Supplier's Deviation requests must:

- be on Hexagon's Deviation Form
- include details of the non-conformance and the number of parts affected.
- describe the part, lot number or purchase order number as appropriate with the requested deviation.

Hexagon approval of deviations will be based upon the deviation's impact on form, fit and function.

SUPPLIER MANAGEMENT MANUAL



Document Number HM-00004

Document Revision 11

4.7 Supplier's Process or Document Change Request

A Supplier's Process Change Request form must be submitted to Hexagon for approval if any of the following occur: Hexagon may request a first article with any of the below changes.

- Change in the manufacturing process and or tooling
- Additional tooling or added cavities to tooling currently approved for production
- Sub-Supplier changes

NONE OF THE ABOVE CHANGES CAN OCCUR WITHOUT PRIOR HEXAGON APPROVAL

5. Order Placement, Delivery and Packaging Requirements

5.1 Quoting and Purchase Order Process

Hexagon's Purchasing Department is the official authority for issuing RFQs and purchase orders to Suppliers.

5.2 Purchase Order Tender and Acknowledgement

Hexagon Purchasing Department will forward purchase orders to Suppliers electronically.

- Suppliers will have 48 hours to acknowledge receipt of purchase order.
- Supplier's will have 5 business days to confirm pricing and ship dates along with rejection or modification to the purchase order
- Once accepted Terms and Conditions become binding. Requests for modifications or changes to purchase order must be approved by Hexagon Purchasing Department.

5.3 PO Modifications

All purchase order actions (expedites, reschedules, quantity change, etc) will be communicated to the Supplier. Hexagon expects response to all requests within two business days.

5.4 Receiving Hours

Standard receiving hours for all Hexagon companies are from 8:00 AM to 3:30 PM. Deliveries outside of these hours must be approved in advance.

5.5 Carrier Designation

To avoid possible freight charge backs, it is imperative that vendors ship in accordance with Hexagon instructions. Unless noted all shipments to Hexagon should be EXW-Supplier's Dock. Specific carrier designations will be communicated to vendors based on geographic location. Carrier designations will also appear on each Hexagon purchase order. If there is any question as to which carrier to use, Supplier will need to contact the appropriate Hexagon purchasing representative.

5.6 Packaging

Hexagon requires that all materials be clearly labeled and that packaging is sufficient to protect material/product from damage and contamination. Hexagon reserves the right to require specific packaging practices/restrictions and packing materials. Unless the requirements are communicated through engineering specifications, drawings, Hexagon's purchase order or other conspicuous and effective means supplier is responsible for proper packaging to mitigate any risks of material damage.

SUPPLIER MANAGEMENT MANUAL



Document Number HM-00004

Document Revision 11

Guidelines

- Pallets
 - Security – All materials must be securely packaged on pallets using stretch film and/or strapping to protect the materials from any type of damage during transit.
 - Size –All pallets must be structurally sound to ensure safety of materials and personnel. Maximum overhang permitted on any item is 2” in any direction. Oversized items must be shipped on pallets to properly accommodate material and stay within 2” maximum overhang.
 - Maximum weight not to exceed 3000 lbs.
 - Maximum height not to exceed 46” including pallet.
 - Pallets are not to be double stacked.

5.7 Shipping Documentation

Hexagon requires that a Packing List accompany all deliveries. Packing Lists must reference:

- Hexagon purchase order number.
Please note: Only one packing list per purchase order per delivery will be accepted
- Hexagon item number and revision
- Supplier's item number if appropriate
- Item description
- Quantity shipped per item

When required Inspection Reports, Certificates of Compliance, Analysis, or Origin are to accompany shipping paperwork, or be e-mailed in advance to Hexagon's Purchasing Department.

If required, Supplier will provide an Advanced Shipping Notice (ASN), via e-mail to Buyer, prior to shipment of parts.

SUPPLIER MANAGEMENT MANUAL



Document Number HM-00004

Document Revision 11

6. Signature Page

To Whom It May Concern:

You have received your copy of the Hexagon Metrology, Inc. Supplier Management Manual. Please complete and return to Hexagon Metrology, Inc. via e-mail as acknowledgement of receipt and acceptance of this manual.

Updates and revisions will be forwarded as required.

Company Name: _____

Representative: _____

Date Received: _____

SUPPLIER MANAGEMENT MANUAL



Document Number HM-00004

Document Revision 11

7. Associated Documents

7.1	HT-00163	Supplier Self Survey
7.2	HT-00164	Contractor/Supplier Classification
7.3	HT-00143	Non-Disclosure Agreement
7.4	HT-00157	Terms and Conditions of Purchase
7.5	HT-00158	Action Request Form
7.6	HT-00359	Supplier Approval Checklist

Change Record			
Rev	Date	Prepared by	Description of incremental Change
01	01/09/2008	Bill Joyce	N/A
02	03/23/2008	Bill Joyce	3.2 Supplier Evaluation ◆ Added document numbers and 'List of Banned Substances' 3.4 Supplier Quality Manual ◆ Changed On-Time Shipment of Product from 30 to 40 points ◆ Changed Purchase Price Variance from 20 to 10 points ◆ Performance Ratings - modified points totals 4.1 Counterfeit Materials – Added 4.2 Banned Substances - Added 4.5 First Article - Modified
03	07/05/2011	Jeff Stone Mike Correia Bob Franzen Gene Whalen John Gaumond	We have removed much of the instruction related to non conforming material as it is documented in related procedures. We have also clarified much of the document wording specific to the first article qualification requirements.
04	10/20/2011	Jeff Stone Mike Correia Bob Franzen Gene Whalen John Gaumond	We have modified the first article approval process under section 4.5 to include with the Supplier's responsibility; one separately packaged sample piece with the Supplier's approved inspection report.
05	07/09/2012	Jeff Stone Mike Correia Bob Franzen Gene Whalen John Gaumond	We have modified section 3.3 to clarify the Supplier assessment and qualification requirements. We also added a note to 4.7 to clarify on the C=0 rejection criteria,

SUPPLIER MANAGEMENT MANUAL



Document Number		Document Revision	
HM-00004		11	
06	02/04/2013	Jeff Stone Mike Correia Bob Franzen Gene Whalen John Gaumond	We have made many improvements to the entire manual. The focus of the major changes are in sections 3 and 4 with the qualification and approval of Suppliers. There is a much more extensive effort on the approval with Suppliers.
07	03/19/2013	Jeff Stone Mike Correia Bob Franzen Gene Whalen John Gaumond	We have clarified section 3 and 4 with the Supplier approval authority and assessment team. We have removed the redundancy in section 3 and 4.
08	08/02/2013	Mike Correia	Modified section 3.3 on the delivery point system On time to Hexagons PO required ship date. 25 Points (change to 15 points) On time to Supplier's confirmed ship date. 15 Points (change to 25 points) Also modified section 3.3 performance ratings probation.
09	08/19/2014	Mike Correia Jeff Stone John Gaumond	Updated the point system on the Supplier Quality Rating and Monitoring section 3.3.
10	11/1/2016	Angelia Amaral	Update Logo/rebranding
11	03/16/2017	Jeff Stone, Mike Correa, Bob Franzen, Kevin Dugan, John Gaumond, Kaveh Difard, Maciej Fus	Updated Section 3.1 table with supplier requirement changes and added HT-00359 New Supplier Approval Checklist Updated Section 4.4 to include FAI component qualification Updated Section 5.6 Packaging