

SYNCRO CORPORATION SUPPLIER MANUAL

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History: Syncro Corporation was founded in 1938 in Detroit, Michigan as Syncro Devices, Inc. Today Syncro Corporation is a diversified designer, developer and manufacturer of electronic and electromechanical products. Syncro established its Arab facility in 1973 and with an expansion in 1993 now provides 110,000 square feet of manufacturing and administrative space. Syncro Corporation excels in manufacturing efficiency, responsiveness, product and service quality and process diversity.

Syncro has produced electromechanical and electronic components and assemblies. Markets served include: consumer & computer electronics; medical products; telecommunications; small gasoline engines; automotive & light truck; marine; RV's and utility trailers.

Syncro Quality Policy: Syncro Corporation is committed to satisfying customer requirements and continually improving the quality of its products and services.

Syncro Corporation's Quality Management System is certified to ISO 9001-2000.

Syncro Mission Statement: To produce high quality Electronic & Electro-Mechanical components, in a manner that provides perceived customer value, and enhances the reputation and financial viability of Syncro.

Syncro Vision Statement: To be ranked by our customers as the overall best provider of manufactured products in those markets we serve.

SYNCRO CORPORATION

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1. OBJECTIVE

Syncro Corporation understands the importance of suppliers in our ability to remain competitive in a dynamic business environment. Without your commitment to support our needs, Syncro would be unable to meet and exceed our customer requirements. We must continue to develop our supplier relationships in an effort to maximize our mutual opportunities for growth and profitability.

The requirements outlined in this SUPPLIER MANUAL are intended to assure our supply base for direct materials and purchased services understands Syncro's expectations and to establish mechanisms for continuous improvement.

2. GENERAL REQUIREMENTS

Quality Management System

Syncro Corporation prefers all suppliers be compliant to established industry standard quality management systems (QMS) such as ISO9000, QS9000, or TS16949. In lieu of third party registration to one of these standards, a supplier may also be approved based upon Syncro's assessment to established QMS practices.

Quality Planning

Quality planning is the foundation for robust process and product controls. As living documents, suppliers are expected to develop and redefine plans during all phases of project life cycle. Such planning will enhance product integrity, minimize cost of poor quality and create baselines for continuous improvement activities throughout your operations.

Process Capability

Supplier must have documented process controls to prevent potential failure modes. Typical tools used to promote process controls include: Control Plans, FMEAs, Flow Charts, Operator Training, Capability Studies, Work Instructions, Statistical Process Controls, and Preventive Maintenance Plans.

Product Verification

It is the supplier's responsibility to ensure and control the quality of all raw materials, components, assemblies and services necessary to provide material procured by Syncro. Manufactured components and assemblies must have adequate verification steps prior to shipment to assure compliance to Syncro's specifications

As a direct supplier to Syncro, Distributors not involved in actual manufacturing processes are still accountable for verification of product to Syncro's specifications prior to shipment.

Lot Traceability

A lot traceability system that allows tracking of Syncro purchased materials back through all levels of supplier processes is required. This includes traceability from supplier raw material receipts, work-in-process, all subassembly stages and finished goods.

In the event of nonconforming material, supplier must have method for identification of sorted, reworked and new production. Timely containment of known nonconforming AND suspect product is also a requirement.

Document Control

The supplier's quality system must ensure control of all relevant documentation. This includes availability in appropriate locations (i.e.: Manufacturing, Quality Assurance, Purchasing, Engineering), and verification of correct revision level for all drawings, specifications and QMS documentation. Affected documentation may include internal as well as external references such as regulatory agency and customer specifications (drawings, purchase orders).

The system must further control changes to such documentation. At a minimum, details of change should include: new revision level, date (or lot identification) of implementation, definition of change (what & why), and change authorization (who). Changes include temporary deviations as well as permanent revisions. Record retention and management of obsolete documents must also be controlled.

Business Changes

Any significant changes in business operations or processes must be communicated to Syncro. Business operation changes may include acquisitions, divestitures, litigation, financial viability, or management structure. Process changes such as new production/process equipment, relocation, end of life components or resourcing of critical components/raw materials must also be advised. Supplier and Syncro may mutually determine appropriate actions to assure continuity of production and quality as well as suitable contingency plans. If in doubt, supplier should contact Syncro for clarification of "significant" changes.

Communication

All verbal and written communication with Syncro must be in English. Suppliers are expected to have access to electronic communications for email and Internet exchanges/inquiries. Use of computer based

software programs for word processing and spreadsheets are minimal requirements. A supplier's limited knowledge and use of database management, project management, design/development engineering, and materials management software tools will very likely be detrimental to partnership development.

Total Cost

Suppliers are expected to have a firm understanding of the "Total Cost" of doing business. Although Syncro does not have a formal tool for tracking this metric, we continually evaluate suppliers with similar process capabilities based upon total procurement cost. Such comparisons are used in our supplier rationalization process to strengthen our supplier relationships with key suppliers while streamlining our supply base.

Components of total cost include: unit price, payment terms, tooling/NRE, freight, lead time, inventory, order placement & expediting, technical assistance and cost of poor quality.

Confidentiality

As a trusted partner, supplier must maintain confidentiality when dealing with all aspects of Syncro's past, present and potential business. Proprietary information may exist within existing Syncro drawings, specifications, business information as well as documentation to support Request for Quotations (RFQs). Syncro requires all suppliers to use discretion with regard to all data shared in good faith of maintaining or securing business.

As deemed necessary, Syncro will require supplier to endorse our CONFIDENTIAL DISCLOSURE AGREEMENT for selected business opportunities. Template version of this contract may be found in the SUPPLIER MANUAL APPENDIX.

3. PURCHASE ORDERS

Syncro Corporation's Buyer may initiate a purchase order (PO) for any direct material or purchased service item with an established Syncro part number. POs may only be entered with suppliers appearing on the Approved Vendor List (AVL). A supplier must be AVL approved AND part number specific approved prior to PO entry.

New POs and order changes (including cancellations) to existing POs must be entered within Syncro's operating system. Although Syncro Buyer may provide PO number and requirements through verbal communications, supplier must receive a signed copy of PO via fax, email attachment, or carrier to be a binding agreement.

Effective January 1, 2005 Syncro implemented a one page/single part purchase order. Supplier's may acknowledge PO receipt via email or fax. It is no longer necessary to sign PO copy and return to Syncro. Syncro Corporation's TERMS AND CONDITIONS OF PURCHASE ORDER (TCPO) are referenced on face of PO. Refer to APPENDIX for current revision level. This will not change without written notification from Syncro.

NOTICE: Syncro Corporation's TERMS AND CONDITIONS OF PURCHASE ORDER are the only terms applicable to orders made by Syncro Corporation with a supplier. Variations to these Conditions, or terms offered by supplier, which differ from these Conditions, are incorporated into these Conditions only if they are accepted by Syncro in writing. Acceptance of goods or services or payment for them by Syncro will not be deemed acceptance of any new or varied terms.

4. SUPPLIER APPROVAL PROCESS

Suppliers must satisfy Syncro's "Supplier Selection, Evaluation & Development" procedure, QMP-010 prior to being added to Approved Vendor List (AVL). AVL revisions involve a Syncro cross-functional team approach. Approval process may involve one or more of the following methods.

- a. Supplier Quality Questionnaire
- b. Pre-Award Survey
- c. Quality Systems Audit
- d. Third Party certification of vendor's quality management system
- e. Prior quality / delivery history

Suppliers are required to provide the following data to allow entry in to Syncro's supplier database:

- a. Company Name; Address; Phone and Fax
- b. Bill To information if different than above
- c. Contact name and email address for PO entry & inquiries
- d. QMS Certificate if registered by Third Party

Suppliers should strive to attain "Certified Supplier" status per QWI-002, "Certified Supplier" Quality Work Instruction. Receipts from a Certified Supplier do NOT require lot-to-lot inspection. Syncro will periodically recertify procured material to verify ongoing conformance.

A supplier may be removed from AVL due to unacceptable performance. This includes inability to meet product quality requirements as well as delivery and total cost requirements.

5. PART APPROVAL PROCESS

All procured material and services require Syncro's approval prior to use in manufacturing. Such approval will be conducted per Syncro's "Monitoring & Measurement of Product" procedure, QMP-022. This procedure outlines acceptance requirements for initial as well as ongoing receipts.

Criteria for inspection and approval will vary by product family. First Article Sample Reports documenting compliance to all characteristics on Syncro specifications are required with initial shipment for custom-tooled components. If raw material of component is specified on the drawing, Material Certification is required with initial

6. NONCONFORMING MATERIAL

Effective January 1, 2005 all supplier nonconforming material is subject to the following conditions. Additional details are outlined in Syncro's "Control of Nonconforming Product & Material" procedure, QMP-0023.

- a. Nonconformance Report (NCR): Syncro assigns a NCN number for identification, containment and monitoring of corrective/preventive action process closure. NCN will detail date and description of rejection, Syncro P/N, quantity rejected and Syncro PO material was received against.
- b. Supplier Corrective Action Report (SCAR): Syncro's Quality Engineer forwards SCAR with NCN details for supplier review and completion. Suppliers are required to address NCN with written containment, corrective and preventive actions within 10 working days on SCAR form.

receipt. All raw material purchases require Material Certifications, initial and subsequent receipts. As necessary, Syncro and/or our customer may identify additional documentation of product or process requirements. Product specific requirement may include supplier's in-process or final test results. Process control documentation can include capability studies, control plans, FMEAs, flow charts or other defined criteria.

Syncro may elect to conduct source inspection at supplier's facility. This option would most likely result from poor quality history of existing part, significant change to existing part, or for new product development requirement.

- c. NCR Debit: Nonconforming material will include a minimum debit of \$40.00 to cover administrative costs. In addition, NCRs requiring sorting/reworking in excess of 1 hour by Syncro personnel will be debited at \$ 25.00 per hour, in hourly increments. Time permitting, supplier may have option of returning material to their facility or completing necessary containment / corrective action steps at Syncro.

Supplier is accountable for all raw material, components, subassemblies, and finished goods that are nonconforming or suspect due to their nonconformance. In addition, supplier may be held liable for subsequent damages (labor, materials and work stoppage/recall costs) incurred by Syncro resulting from supplier's nonconformance in customer's application.

7. SUPPLIER PERFORMANCE

Syncro’s goal is to provide all suppliers with periodic feedback on your performance versus established goals. We will compare actual results to key metrics identified below on a quarterly basis.

- a. Quality: Goal = 0 PPM (100% Acceptable)
 Calculated as: (Total # of pieces Not accepted / Total # of pieces received) x 1,000,000
 Includes compliance to product, packaging, labeling and documentation requirements
 Syncro reserves right to reject entire lot quantity. We do not have resources to inspect or sort supplier nonconformances
- b. Delivery: Goal < 20,000 PPM (98% On-time) to Syncro Request Date
 Calculated as: (Total # of pieces Not on-time / Total # of pieces received) x 1,000,000
 “On-time” = 5 week days (exclude weekends & Syncro holidays) early, 0 days late
 Partial shipments will be rated as they are received.
- c. Supplier Rating: (Quality PPM + Delivery PPM) / 2
- d. Trend Analysis: Quarterly review of performance results

8. PACKAGING AND LOGISTICS

The minimal acceptable requirements for all receipts include:

- a. Suppliers must include applicable items from Table 8.1 on respective shipment documentation. Consolidated containers are acceptable unless otherwise specified. However, documentation must clearly define each of details below for every part number received.

Table 8.1

	Packing Slip	Master Carton	Individual Container(s)	Invoice
Syncro P/N	X	X	X	X
Syncro P.O.	X	X		X
Quantity	X	X	X	X
Description	X	X	X	X
Date	X	X		X
Vendor ID #	X	X	X	X
Invoice #	X	X		X
Material Certification	X	X		
FASR	X	X		
1 of _; 2 of _; etc.	X	X	X	X

- b. Traceability (“Vendor ID #”):
 Manufacturer’s Lot Number, Date Code or some other means of lot identification must appear legibly on all containers. Material with shelf life constraints must include Date of Manufacture / Shipment and defined shelf life parameters on carton itself and / or label attached to each carton and individual container.
- c. Unique Labeling: All shipments with special requirements (i.e.: shelf life; ESD; moisture and or temperature limitations) must be properly identified to assure Syncro notification prior to receipt, inspection, unpacking, storage and use.
- d. Safe Lifting: Individual packaging containers as received must not exceed 50 pounds unless otherwise denoted on Syncro drawing, specification of Purchase Order.
- e. Freight Carriers: Supplier must use preferred freight carriers and methods as defined by Syncro. Refer to instructions on PO or to SYNCRO ROUTING INSTRUCTIONS in the Appendix.

Notice: Failure to adhere to above requirements without prior approval from Syncro Purchasing may result in material rejection and delayed invoice payment.

APPENDIX

TERMS AND CONDITIONS OF PURCHASE ORDER

1. No charges will be allowed for transportation, boxing, crating, or other packaging unless agreed upon herein.
2. No Federal Excise Tax or State Sales or Use Tax shall be billed to us where same was not included in price quoted. Where price includes State Sales or Use tax such tax shall be listed separately on invoice, but any Federal Excise Tax included in the price shall not be listed separately. If this order includes materials in respect of which a charge is made against us for Sales and/or Use Tax you agree to the following condition which shall be printed upon and become a part of your invoices.

In case it shall ever be determined that the foregoing tax or any part thereof was not required to be paid by the Supplier, the Supplier agrees to make prompt application for the refund thereof, to take all proper steps to procure the same, and when received, to repay the same to Syncro Corporation for distribution to the proper Governments.

3. No agreement or other understanding in any way modifying the conditions of this contract will be binding upon us unless made in writing and signed by our authorized representative.
4. Our count will be accepted as final and conclusive on all shipments not accompanied by packing ticket.
5. Our order number, part number, description, quantity and your name and packing slip number, also piece number, will appear on all invoices, packaging and bills of lading.
6. Your invoices in duplicate will be mailed to our Accounting Department no later than the day after shipments are made. Individual invoices will be issued for shipments applying against each Purchase Order.
7. Original bill of lading or express receipts properly signed by railway representative, except where shipment is made direct to destination on a government bill of lading, should be mailed to our traffic department the same day the shipment is made or not later than the day after.
8. All material received by us will be subject to inspection and rejection, and rejected material may be returned at your expense including transportation charges paid by us. Unless otherwise mutually agreed upon, only such replacements of defective material returned as are specified on our Return Material Order will be accepted.
9. You expressly warrant that all articles, materials, and work covered by this order will conform to the specifications, drawings, samples of other description furnished or adopted by us, and will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect.
10. Patterns, dies or other tools and specifications or drawings furnished or paid for by us shall be confidential, shall remain the our property, shall be used only in the performance of orders from us, this property to be withdrawn from the premises at any time at no charge to us. This supersedes and cancels all conditions in quote form and letters upon acceptance of this order.
11. Any materials furnished by us on other than a charge basis in connection with this order, will be deemed as held by you

upon consignment, and you agree to pay for all such material spoiled by you or not otherwise satisfactorily accounted for.

12. We reserve the right to cancel any part or all of the above order or postpone deliveries thereunder in the event of a delay in shipment not due to strike, accident, or other cause beyond your control.

13. Acceptance of and payment for material is contingent upon strikes, accidents and other causes beyond our control.

14. You agree to indemnify us and keep us indemnified against all claims, suits, actions, demands, loss, costs, expenses (including legal expenses), judgements and awards made against us or incurred by us, relating to goods or services delivered or supplied by you and products incorporating the goods delivered by you, to the extent that such liability or loss is caused by your breach of these Conditions, or your negligent act or omission. This is a continuing indemnity and is in addition to any statutory rights or remedies we may have or exercise against you.

15. In accepting this order you represent the prices for the goods, covered hereby do not involve any discrimination within the provisions of the Robinson-Patman Act, or any similar legislation.

16. The material ordered hereunder, or some part thereof, is or may be for the United States, or for use in fulfilling a contract with the United States, and in accepting this order you agree to comply with all applicable State, Federal, or local laws.

17. No right or obligations under this order (including the right to receive moneys due and to become due hereunder) shall be assigned by the you without our prior written consent, and any purported assignment without such consent shall be void.

18. You warrant that the articles furnished under this order were produced or derived from material or sources within the territorial limits of the United States, in accordance with the provisions of the Buy American Act; Act of March 3, 1993 (Public No. 428, 72nd Congress).

19. You warrant that you have not employed any person to solicit or secure this order upon any agreement for a commission, percentage, brokerage or contingent fee. Breach of this warranty shall give us the right to cancel this order or, in its discretion, to deduct from the price the amount of such commission, percentage, brokerage, or contingent fee. This warranty shall not apply to commissions payable by you upon contracts or sales secured or made through bona fide commercial or selling agencies maintained by you for the purposes of securing business.

20. We shall become the owner of the Goods as soon as same are manufactured. Liability for risk for the Goods shall transfer at the moment of final acceptance by us at the place reflected on the Purchase Order.

21. You shall procure and maintain insurance(s), in amounts and with coverages acceptable to us, with reputable and financially secure insurance carriers. At our request, you shall furnish to us certificates or

22. The laws of the state of Alabama shall govern and control the interpretation and execution of these general Terms and Conditions and the Purchase Order to which attached.

SYNCRO ROUTING INSTRUCTIONS: INBOUND FREIGHT

Syncro Corporation requires strict adherence to these shipping instructions. Shipments shall be via surface surface freight unless air freight is specified on the face of the purchase order. When Syncro Corporation agrees to absorb the freight charge, the shipment must be identified as **freight collect**.

If for some legitimate reason, it is not possible to ship collect, you must issue a separate invoice with a copy of the prepaid freight bill attached.

SHIP TO ADDRESS:
 SYNCRO CORPORATION
 1030 Sundown Drive, NW
 Arab, AL 35016

BILL TO ADDRESS:
 SYNCRO CORPORATION
 P.O. Box 890
 Arab, AL 35016

WEIGHT BREAKDOWN OF VARIOUS SHIPPING MODES

SURFACE FREIGHT

Weight (LBS)	Routing Method
Under 150	FEDERAL EXPRESS GROUND COLLECT: Syncro Account # 035802991 If FedEx is not available, UPS COLLECT: Syncro Account # 334-233
150 - 12,000	Per Syncro LTL Routing Guide Table below
Over 12,000	Contact Syncro Shipping/Receiving at 256-931-7890 for routing instructions

AIR FREIGHT - MUST BE PRE-APPROVED BY SYNCRO PERSONNEL IN WRITING

Weight (LBS)	Routing Method
Under 90	UPS AIR Collect - Verify Next Day vs Second Day Air
90 or over	Contact Syncro Shipping/Receiving at 256-931-7890 for routing instructions

NOTES:

- A. Inbound shipments must be addressed to "SHIP TO" address shown above.
- B. Invoices regarding freight forwarding must be sent to "BILL TO" address shown above.
- C. Any unauthorized deviation of carrier by your company, which results in increased freight costs, will be debited back.
- D. All shipments to one location on one day must be consolidated into one shipment to assure the lowest charges.
- E. All drop-shipments to a location other than Syncro's Arab, AL address must have prior approval and defined routing method by Syncro Corporation.
- F. Failure to comply with Syncro's Routing Instructions will cause delays in processing of invoices.
- G. Shipping requirements as defined on Syncro P.O. may override these Routing Instruction guidelines.
- H. Please contact Syncro Shipping/Receiving with any other freight forwarding concerns.

STATE	Primary	Secondary
Alabama	Averitt Express	AAA Cooper
Arizona	Roadway	Yellow
Arkansas	SAIA	Averitt
California	Roadway	Yellow
Colorado	SAIA	Fedex East
Connecticut	USF USF Holland	Fedex East
Delaware	USF USF Holland	Fedex East
Dist of Columbia	USF Holland	Fedex East
Florida	Averitt Express	AAA Cooper
Georgia	Averitt Express	AAA Cooper
Idaho	Roadway	Yellow
Illinois	USF Holland	Fedex East
Indiana	USF Holland	Fedex East
Iowa	USF Holland	Fedex East
Kansas	SAIA	Fedex East
Kentucky	SAIA	AAA Cooper
Louisiana	SAIA	Fedex East
Maine	USF Holland	Fedex East
Maryland	USF Holland	Fedex East
Massachusetts	USF Holland	Fedex East
Michigan	USF Holland	Fedex East
Minnesota	USF Holland	Fedex East
Mississippi	Averitt Express	AAA Cooper
Missouri	SAIA	AAA Cooper
Montana	Roadway	Yellow
Nebraska	Fedex East	SAIA

STATE	Primary	Secondary
Nevada	Roadway	Yellow
New Hampshire	USF Holland	Fedex East
New Jersey	USF Holland	Fedex East
New Mexico	SAIA	Roadway
New York	USF Holland	Fedex East
North Carolina	SAIA	AAA Cooper
North Dakota	Roadway	Yellow
Ohio	USF Holland	Fedex East
Oklahoma	SAIA	Fedex East
Oregon	Roadway	Yellow
Pennsylvania	USF Holland	Fedex East
Rhode Island	USF Holland	Fedex East
South Carolina	SAIA	AAA Cooper
South Dakota	Roadway	Yellow
Tennessee	Averitt	AAA Cooper
Texas	SAIA	Fedex East
Utah	Roadway	Yellow
Vermont	USF Holland	Fedex East
Virginia	SAIA	Fedex East
Washington	USF Holland	Fedex East
West Virginia	USF Holland	Fedex East
Wisconsin	USF Holland	Fedex East
Wyoming	Roadway	Yellow

Canada	USF Holland	Fedex East
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CONFIDENTIAL DISCLOSURE AGREEMENT
(Mutual Disclosure)

SUPPLIER NAME, having a place of business at SUPPLIER ADDRESS, CITY & ST and Syncro Corporation, having a place of business at 1030 Sundown Drive, NW, Arab, Alabama, have a mutual interest in PROGRAM NAME. In order to facilitate this evaluation, it might be necessary for either party (DISCLOSER) to disclose to the other party (RECIPIENT) information which it deems to be confidential and/or proprietary (hereinafter referred to as INFORMATION) including, but not limited to, technical drawings, specifications, know-how, notes, data and business information. Therefore, in order to induce DISCLOSER to disclose and RECIPIENT to accept such INFORMATION:

- a) DISCLOSER agrees to promptly identify in writing as confidential and/or proprietary, or mark as confidential and/or proprietary, any INFORMATION which it discloses to RECIPIENT;
- b) RECIPIENT agrees to receive in confidence any INFORMATION delivered or made available thereto by DISCLOSER.
- c) RECIPIENT agrees not to disclose received INFORMATION to any third party and not to use such INFORMATION in any way other than in connection with the above-mentioned evaluation, for a period of three years from its date of receipt;
- d) RECIPIENT agrees to use at least the same level of care to prevent disclosure or unauthorized use of received INFORMATION as it exercises in protecting its own INFORMATION of similar nature;
- e) RECIPIENT agrees to promptly return to DISCLOSER, upon demand, any INFORMATION furnished under this Agreement which is either received in or reduced to material form.

RECIPIENT and DISCLOSER agree that the above-stated obligations under this Agreement shall not apply to any INFORMATION which;

- 1) as shown by reasonably-documented proof, was in RECIPIENT'S possession prior to receipt thereof from DISCLOSER;
- 2) as shown by reasonably-documented proof, is developed by RECIPIENT without the developing person(s) having access to any of the INFORMATION received in confidence from the DISCLOSER;
- 3) now is or later becomes publicly known without breach by RECIPIENT of the confidentiality obligation established by this Agreement;
- 4) RECIPIENT receives in good faith from a third party not subject to a confidentiality obligation therefore to DISCLOSER; or
- 5) RECIPIENT is required to produce by a judicial order or decree or by a governmental law or regulation; provided, however, that RECIPIENT shall make every reasonable effort to protect INFORMATION so produced against public disclosure.

This Agreement shall terminate one year from the date of the latest signature below, unless sooner terminated in writing by DISCLOSER or RECIPIENT, except that the obligations of confidentiality and non-use with respect to INFORMATION disclosed to RECIPIENT prior to such termination shall survive such termination until the end of the period set forth in the above paragraph (c).

This Agreement constitutes the entire agreement and supersedes any prior agreements and/or understandings, both written and oral, between the parties with respect to INFORMATION disclosed hereunder.

SYNCRO CORPORATION

SUPPLIER NAME

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

REFERENCE DOCUMENTS

QMP-009	Purchasing
QMP-010	Supplier Selection and Development
QMP-022	Monitoring & Measurement of Product
QMP-023	Control of Nonconforming Product & Material
QMP-026	Corrective and Preventive Action
QWI-001	Receiving Inspection of Supplied and/or Purchased Material
QWI-002	Certified Supplier

GLOSSARY OF ACRONYMS

AVL -	Approved Vendor List
ESD -	Electrostatic Device
FASR -	First Article Sample Report
FMEA -	Failure Modes and Effects Analysis
NCN -	Nonconformance Notice
QMP -	Quality Management Procedure
QMS -	Quality Management System
QWI -	Quality Work Instruction
PO -	Purchase Order
PPM -	Parts Per Million
RFQ -	Request For Quotation
SCAR -	Supplier Corrective Action Request
TCPO -	Terms and Conditions of Purchase Order

SYNCRO CORPORATION - SUPPLIER MANUAL ACCEPTANCE

It is important that all suppliers receive, review, understand AND accept requirements outlined in Syncro Corporation's SUPPLIER MANUAL; SM-001. A supplier's lack of compliance will risk your ability to conduct current and future business with Syncro Corporation.

At a minimum, suppliers must complete sections below including authorized signature(s), titles and dates.

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Quality Contact: _____ Title: _____

Email: _____

Individual above will be primary contact for all supplier quality communications.

We have received your SUPPLIER MANUAL and will comply with stated requirements for all transactions with Syncro Corporation. All objections to these requirements must be addressed with all exceptions documented in writing and accepted by authorized Syncro representative.

Supplier Management Representative Signature Title Date

Supplier Management Representative Signature Title Date

Please return completed form via email, fax or USPS to your Syncro Buyer's attention.

Syncro Corporation Telephone: 256-931-7843
1030 Sundown Dr., NW Fax: 256-931-7920
P.O. Box 890
Arab, AL 35016

SYNCRO CORPORATION SUPPLIER MANUAL - Revision Control

Document: SMI – 001
 Issue: 0
 Revision: 1
 Date: April 6, 2005

ISSUE LEVEL	REV LEVEL	REV DATE	DETAILS		DESCRIPTION OF CHANGE
			Page	Para.	
0	1	April 6, 2005	All	All	Draft Issue
0	2	April 26, 2005	3 & 7	3.; 8 & 14	Revised verbiage of Section 3. Purchase Orders and updated Terms & Conditions of P.O. by removing previous paragraph #8, and replacing previous paragraph #1, now #14
0	3	May 2, 2005	3 & 7	Many	Updated wording after corporate review

REVIEWED BY: _____

DATE: _____

APPROVED BY: _____

DATE: _____

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