

# Supplier Manual



# Vision Cornerstones



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## 1 INTRODUCTION

### 1.1 About the Bradley Corporation

Bradley is the industry's leading manufacturer of commercial plumbing fixtures and washroom accessories. Headquartered in Menomonee Falls, Wisconsin, Bradley serves a diverse customer base ranging from small local facilities to international corporations such as WalMart, General Motors, U.S. Postal Service, W.W. Grainger, and AMC Theaters Corp.

The company boasts the greatest depth and breadth of commercial plumbing products in the world. Architects and specifiers look to Bradley for the most innovative products in categories such as:

Washfountains, Multi-Station Lavatory Systems, Terreon® Solid Surface Products, Emergency Eyewash Fixtures and Drench Showers, Keltech® Tankless Water Heaters, Patient Care Lavatory Units, Commercial Faucets, Commercial & Group Showers, Washroom Accessories, Solid Plastic Locker Systems, Washroom Partitions.

Bradley makes it easy to specify these products through a seasoned customer service staff and the best informational tools in the industry.

### 1.2 Bradley Company History

2011 marked the 90th Anniversary of Bradley Corporation. This milestone was possible due to our many years of innovation, our superior sales rep force, our commitment to customers needs, and our vision for continued success. We encourage you to reminisce with us through the rich Bradley history outlined below. We'd also like to thank you for being an integral part of our substantial growth & prosperity throughout the years.

#### **An Innovative Beginning**

In 1917, Harry Bradley (founder of Allen Bradley Corporation), sought a way to reduce the floor space required for a bank of sinks, and help workers wash their hands quicker so as not to waste all their break time standing in lines.

By 1918, "washfountain" prototypes were created which allowed multiple users to wash up quickly. The idea was so successful, Harry Bradley patented the concept in 1919.

When word spread of the revolutionary product, Bradley decided to sell the patent in order to concentrate on his own business. In 1920, The Bradley Washfountain Company opened for business with Gustav Grossenbach, Louis Schlesinger, and Howard A. Mullett as founding partners.

### **A Family Affair**

In 1927, Howard A. Mullett assumed the secretary role, and in 1928 became president of Bradley. After moving through the sales ranks, his son, Howard G. Mullett became president in 1953. By 1980, grandson Donald H. Mullett assumed the president's role and today is the company's Chairmen of the Board. In the fifth family generation, Don's three sons, Bryan, Erik, and Christopher hold key positions in the company.

### **The Classic Washfountain**

The early circular washfountain, which sprayed water upward from the bottom of the bowl, was constructed as one piece. In addition to being sold for traditional industrial hand wash use, the fixtures were also used for flower planters, aquariums, rock terrariums, and even as fresh fruit produce displayers.

The first washfountains were hand operated. In 1925 the first foot-operated models were introduced. This same year saw the introduction of the semi-circular washfountain.

Due to user complaints of getting soaked by water surges, the upward water discharge was redesigned in the early 1930s to feature a down pointing sprayhead. Management also designed a two piece bowl to make the product easier to ship and install.

### **Setting Records**

In the company's first year, 15 washfountains were sold. In 1922 the company sold 94 units. By 1989 the company was averaging 7,000 units annually. Today, Bradley annually sells more washfountains, showers, and accessories than the company did in all its first 50 years combined.

### **Bradley in the New Millennium**

The products available at Bradley today are only now on the drawing boards of our competition. When it comes to Bradley plumbing fixtures and accessories, customers will find the best is yet to come. The products scheduled for release in the upcoming years will again set the pace for the industry and make it even easier for architects, engineers, catalog customers, and wholesalers

## **1.3 Bradley Operating Facilities**

### **Corporate Office**

W142 N9101 Fountain Blvd., Menomonee Falls, WI 53052-0309

Bradley corporate headquarters has been located just outside Milwaukee in the suburb of Menomonee Falls since 1964. With Bradley as the first major business to locate in the area, the city named the road leading to the new building "Fountain Boulevard". The facility houses many corporate offices, functional departments, and a state of the art showroom.

## **Bradley Plumbing**

### **Fixtures**

W142 N9101 Fountain Blvd., Menomonee Falls, WI 53052-0309

This facility houses manufacturing for the safety, washfountain, solid surface, faucet, patient care, security, and shower product lines.

### **Keltech**

729 South Grove Street, Delton, MI, 49046

This facility houses manufacturing and design for commercial-grade electric tank-less hot water systems.

## **Bradley Specialties**

### **Accessories**

N106 W13500 Bradley Way, Germantown, WI 53022

This newer facility (opened 2012) houses manufacturing for grab bars, mirrors, various vendors, and other popular washroom accessories.

### **Mills**

3007 Harding Highway East #201, Marion, OH 43302

This facility houses manufacturing for bradmar, phenolic, painted and stainless steel partitions as well as the plastic locker line.

## **BradleyWest**

5556 Ontario Mills Pkwy, Ontario, CA 91764

This facility houses more than 2,000 Bradley products and serves as a distribution hub for much of the West Coast.

# **1.4 Bradley & the Environment**

## **Green Mission Statement**

*Bradley is committed to the continuous improvement of our environmental management system and performance including resource conservation and pollution prevention.*

At Bradley, we are committed to continuous improvement and customer satisfaction. As a responsible corporate citizen, manufacturing premium-quality commercial washroom fixtures, we're committed to responsibly using all resources as well as safeguarding the communities and environments in which we operate.

We are a member of the US Green Building Council (USGBC) and have implemented many internal procedures to reduce waste and conserve resources in our manufacturing processes as well as continue to introduce products that support Leadership in Energy & Environment Design (LEED) credits.

## **2 DOING BUSINESS WITH BRADLEY**

### **2.1 Bradley Supplier Code of Conduct**

Suppliers are considered as an integral part of Bradley's business. The capabilities of our suppliers support the fulfillment of the Bradley Corporation Vision and the achievement of company objectives. Relationships with our suppliers are built on total quality principles and practices to achieve the best performance, delivery, service and total cost. As such, all suppliers must abide by the policies set forth in the Bradley Supplier Quality Manual.

We know there is only so much that we can do by ourselves, which is why we rely on our suppliers to help us accomplish our goals. We consider you a part of our team and we expect you to be treated by us in a manner consistent with our values. We also expect your employees, while working with us, to act in a manner consistent with our values.

#### **Confidentiality**

Suppliers must agree, acknowledge and abide by the requirements set forth in the Bradley Confidentiality Agreement.

#### **E-mail, Internet and Voicemail Usage**

Technology is a necessity in today's fast-paced world. It is our expectation that any electronic communications Suppliers send will: be appropriate for the intended audience; not contain any offensive or harassing language, and not contain any language or information that violates any laws or regulations.

When Suppliers communicate with employees of Bradley Corporation or any of its subsidiaries, sub-suppliers or other third parties on our behalf, they are expected to conduct themselves in a manner that complies with all Company policies and procedures and that is consistent with the Bradley Corporation Values.

#### **Health and Safety**

Bradley Corporation is committed to the safety and health of its employees and conducts its operations in compliance with applicable laws and regulations. Suppliers are expected to provide a safe working environment that promotes accident prevention and minimizes exposure to health risks.

Suppliers are expected to remain in material compliance with all health and safety laws applicable to the operation and use of the facilities at which products are manufactured or stored on our behalf.

#### **The Purchase of Gifts or Entertainment by Suppliers for Bradley Corporation Employees**

Suppliers are discouraged from providing Bradley Corporation employees with gifts, entertainment or services.

If you do offer gifts, there are certain guidelines you should follow to ensure that they are not considered excessive and inappropriate for a business relationship:

- Meals may be provided if they have a business purpose, are reasonable in cost and appropriate as to time, place and expense.
- Gifts should be infrequent and moderate in value.
- Gifts should not embarrass the Company, the person receiving the gift or the person giving the gift.
- Trips, use of vacation homes and other gifts of excessive entertainment are inherently compromising and should not be offered or accepted.
- Cash or its equivalent should never be given or received as a gift.

If you give or offer an excessive gift, favor or provide excessive entertainment that violates these guidelines or appears to be inappropriate, Bradley Corporation employees must decline and return such gifts. Please avoid putting our employees in this position by not offering inappropriate gifts and entertainment.

### **Environmental Responsibilities**

As we work each day to preserve the Bradley Corporation legacy, we must also work to preserve our environment for future generations. Suppliers must exercise good judgment and meet their responsibilities with regard to the environment.

International, federal, state and local environmental laws guide our efforts when it comes to minimizing the emission, generation, discharge and disposal of hazardous materials and other waste. Suppliers are expected to make decisions that materially comply with these laws.

### **Responsible Sourcing**

Bradley is committed to supporting responsible sourcing of its materials from suppliers that share our values around human rights, ethics, and environmental responsibility.

As a result of the Dodd-Frank Wall Street Reform and Consumer Protection Act and the Conflict Minerals rules that the U.S. Securities and Exchange Commission adopted, many companies must make public disclosures regarding whether “conflict minerals” used to manufacture their products originated in the Democratic Republic of Congo (“DRC”) or the adjoining countries.

Although Bradley does not purchase any of the conflict minerals directly, we require our suppliers of materials which contain any conflict materials that are necessary to the functionality or production of said materials to only use DRC Conflict Free sources.

Bradley’s entire Conflict Mineral Policy can be accessed from the following website : [www.bradleycorp.com/supplierlibrary/](http://www.bradleycorp.com/supplierlibrary/)

### **Good Corporate Citizen**

Bradley Corporation prides itself on being a good corporate citizen to all of our stakeholders. We expect our Suppliers to be good corporate citizens as well and to comply with all applicable laws and regulations, including those governing the manufacture of our products, safety, child labor, employment, labor and the environment.

Suppliers are expected to be familiar with the business practices of their sub-suppliers and contractors and, with them, operate within the guidelines of this Code.

We take our Values and this Code seriously. We view it as the foundation and critical element of any Supplier relationship.

## **3 QUALITY SYSTEMS REQUIREMENTS**

### **3.1 Quality Systems**

Suppliers should be compliant with an industry recognized quality standard such as ISO 9001:2008 or TS16949. Certification by an accredited third party registrar is recommended and encouraged. Bradley may elect to perform an onsite audit to assess compliance of the Supplier's quality system against the requirements of this manual.

Suppliers shall also demonstrate capability to attain certification to appropriate internationally recognized standards as required for the product or process. Examples include UL, CSA, ASTM, ASME, ASSE, RoHS, REACH, etc.

In cases where gaps are identified in a Supplier's quality system, the supplier must provide an action plan to address the improvement opportunities.

### **3.2 Quality Planning**

Suppliers are encouraged to have a robust New Product Development (NPD) process based on AIAG APQP guidelines which include the five basic phases of NPD:

- Plan and define the program specific to Bradley product needs
- Product Design and Development (If Applicable)
- Process Design and Development
- Product and Process Validation
- Feedback, Assessment & Corrective Action

### **3.3 Quality Records**

Suppliers shall retain all quality system records for a minimum of 3 years, unless otherwise specified in their Quality Management System. This includes records of process control and product traceability.

### **3.4 Traceability**

Suppliers are encouraged to establish a lot traceability system that tracks raw material lot/batch numbers to the finished product lot/batch numbers including traceability to inspection records.

## 4 SUPPLIER SELECTION AND APPROVAL

### 4.1 Supplier Selection & Approval

Bradley's selection process is designed to partner with Suppliers that present the best environment for continuous improvement of product, service and processes.

During the selection process, Bradley requires the following:

- Bradley Confidentiality Agreement
- W-9 form
- \*\*Certificate of Insurance
- Supplier Assessment
- Supplier Onsite Assessment (at Bradley's discretion)
- Request For Quotation
- Financial Analysis
- Supplier Manual Agreement Confirmation

\*\* Supplier will maintain in full force and effect during the time they are an active supplier to Bradley, and for two years thereafter, with one or more insurance companies reasonably satisfactory to Contractor, comprehensive general liability insurance, including coverage for products liability and personal injury, business auto liability insurance and workers' compensation insurance, with respect to all claims and damages arising out of the manufacture, distribution, sale, offering for sale and use of Products, Services or any actions taken by Supplier pursuant to this Agreement, regardless of when such claims are made or when the underlying injuries occur or manifest themselves. Comprehensive general liability insurance will have aggregate policy limits of at least two million dollars (\$2,000,000) per occurrence. Business auto liability insurance will have aggregate policy limits of at least one million dollars (\$1,000,000) per occurrence. Statutory workers' compensation covering the legal liability of Supplier under the applicable worker compensation laws of the state or federal government for claims for personal injuries and death to Supplier's employees in amounts required by statute. Such policies will be issued by the insurance company authorized to do business in the U.S., will name Contractor as an additional insured and will provide that notice be given to Company at least thirty (30) days prior to any expiration, cancellation or material change in the terms of the policies. Copies of certificates evidencing such insurance will be delivered by Supplier to Company on an annual basis.

The decision to select a supplier is based on the results of the aforementioned processes. A Continuous Improvement Action Plan (CIAP) may be requested based on the results. In such an instance, the CIAP must be approved by Bradley prior to award of business.

Bradley New Supplier Forms can be accessed from the following website:  
[www.bradleycorp.com/supplierlibrary/](http://www.bradleycorp.com/supplierlibrary/)

## 5 REQUIREMENT COMMUNICATION

### 5.1 Request for Quote (RFQ)

Bradley Purchasing Agents will initiate a Request for Information (RFI)/Request for Quote (RFQ) from a potential supplier. RFQ's will typically contain all necessary documents for quotations, including Engineering Drawings & Technical specifications.

The Supplier should contact Bradley if the RFQ material is illegible or missing key information that is necessary for quotation

Suppliers shall submit a Quote to meet the requirements listed on the RFQ. Suppliers are also required to submit a **Specification Exception Agreement (SEA)** with every quotation. Any exceptions required to print specification should be listed on the SEA and an action plan agreed with Bradley prior to award of business.

Suppliers are encouraged to submit potential cost saving ideas that might be achieved by changes in the construction or engineering specification at the time of an RFQ. However, these proposals should be segregated from the Formal quotation.

Bradley SEA form can be accessed from the following website  
: [www.bradleycorp.com/supplierlibrary/](http://www.bradleycorp.com/supplierlibrary/)

### 5.2 Specification Documents & Revisions

Three types of Specification Documents are used to communicate part requirements to suppliers:

1. Engineering Drawings or Prints
2. Engineering Specifications (E-Specs)
3. Raw Material Specifications

The revision levels of all Specification Documents are controlled through an Engineering Change Notice (ECN) process. Each released document is identified via a document number (i.e., part number, drawing number, E-Spec number, or raw material specification number) and a revision level.

Released Specification Documents use an alphabetical revision level, beginning with the initial release which uses an "A" designation. Many older released Specification Documents use a "no revision" designation such as blank, "--", "\*\*\*\*", or "NR" for the initial release.

Unreleased, prototype, or developmental Specification Documents use a numeric revision level, beginning with the initial revision designated as revision "0" (zero).

In some instances, such as tabulated and assembly drawings, multiple part numbers may be referenced under a single drawing. Tabulated drawings typically contain collections of similar parts and are generated to create logical, easily-referenced part groupings. Tabulated drawings are easily identifiable by a base part number containing the suffix "TAB." Assembly drawings are generated to illustrate collections of individual components that are grouped to create complete assemblies. Assembly drawings may be identified by a base part number containing the "ASM" suffix. When a tabulated or assembly drawing forms the basis of a specification, it is important to recognize that the

drawing revision level may not match the revision levels of the individual parts referenced by the tabulated or assembly drawing.

Initial specifications may also be provided in the form of three-dimensional Computer Aided Design (CAD) models. The CAD models will generally represent nominal geometry. However, final requirements will be governed by other Specification Documents. When a conflict exists between a CAD model and the Specification Documents, the Specification Documents take precedence. Bradley Engineering will provide the CAD model with a unique model identifier – including a model name and date code – to positively identify the model forming the basis of the specification.

### 5.3 Critical to Quality Characteristics (CTQ)

A CTQ characteristic is a part or process characteristic for which the variation during manufacturing could significantly affect customer satisfaction or regulatory compliance with the product.

CTQs are identified on the engineering drawings by the designation “CTQ#”. CTQs require additional care when developing the manufacturing process and during production of the part on an ongoing basis.

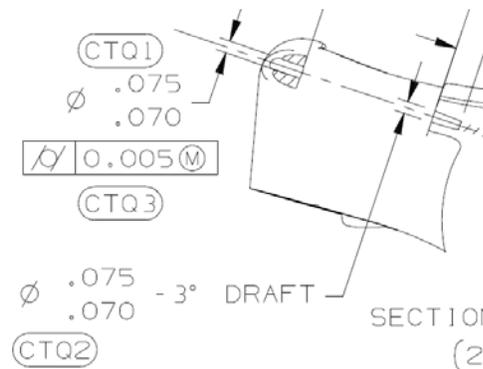


Figure Illustrates characteristics that are designated as CTQ

Suppliers are required to design and implement CTQ controls during the advance quality planning phase. There are various ways a CTQ can be addressed (eg. mistake proofing, 100% inspection, process capability studies, statistical process control, etc.). Bradley requires suppliers to address CTQs in their Control/Inspection Plan and have a robust continuous improvement system for reducing process variation.

“Initial Process Capability Studies” are typically mandatory for CTQs. The purpose of the initial process study is to understand the process variation and determine if the production process can manufacture products that will meet the required specifications. The purpose is *not* to achieve a specific index value.

Initial process studies are summarized with capability or performance indices. There are two primary indices used to summarize process capability.

**C<sub>pk</sub> – The capability index:** The estimate of sigma (standard deviation) is based on within subgroup variation. C<sub>pk</sub> is useful for determining whether or not a process is

capable of meeting customer requirements. It indicates how good a process could be if all process variation between subgroups is eliminated.

**$P_{pk}$  – The performance index:** The estimate of sigma (standard deviation) is based on total variation (all individual samples).  $P_{pk}$  shows whether the process performance is actually meeting the customer requirements.  $P_{pk}$  is an indicator of process variations throughout the full set of data.

When calculated on the same data set,  $C_{pk}$  and  $P_{pk}$  can be compared to analyze the sources of process variation. Bradley recommends the process studies to be based on minimum of 25 groups containing a total of at least 100 readings from a significant trial run of the manufacturing process. For certain processes, alternative analytical tools such as Individual and Moving Range (I-MR) charts may be appropriate and permitted with prior approval from Bradley.

**Minimum acceptable capability for all CTQs is 1.33**

## **5.4 Purchase Orders (POs)**

Production Parts requirements are communicated to the supplier via Purchase Orders (POs). Purchase Orders typically contain the part number, part revision level, print revision level, agreed price, quantity & delivery date. Suppliers may be required to acknowledge each Purchase Order to the Bradley Purchasing Agent.

Based on the Annual Usage and Lead times, Bradley will determine the ordering strategy of a production part. Typically, one of the following ordering strategies are employed

- Kan-Ban
- Material Requirements Planning (MRP)
- Vendor Managed Inventory (VMI)
- Order As Needed
- Consignment

## **5.5 Purchasing Terms and Conditions**

Acceptance of a PO also indicates acceptance of the standard terms and conditions of a PO. Bradley Terms and Conditions of a Purchase can be obtained from the following website:

[www.bradleycorp.com/supplierlibrary/](http://www.bradleycorp.com/supplierlibrary/)

Suppliers are required to have a contract review process to ensure that the details of the POs are accurate and all appropriate documentation is available including the latest revision of the Engineering Documents listed on the PO.

## **5.6 Packaging & Logistics Requirements**

Packaging and Logistics requirements will be referenced on Bradley Specification, Drawing or Purchase Orders. Suppliers must comply with such requirements, according to the production needs of each Bradley site (e.g. pallets, batch sizes, etc).

## 5.7 Supplier Manual

General supplier requirements are contained within the Bradley Supplier Manual. Supplier compliance with this manual is a requirement of doing business with Bradley. Performance of suppliers in meeting these requirements will be assessed on an ongoing basis and will be a factor in supplier strategy.

## 6 PART QUALIFICATION

### 6.1 First Article Inspection Report (FAIR)

First Article Inspection Report (FAIR) is typically a dimensional or performance related inspection performed to verify compliance with Bradley specifications. FAIR is typically required on new purchased parts and any significant changes to production parts.

### 6.2 Production Part Approval Process (PPAP)

Bradley utilizes a Production Part Approval Process to qualify certain New Purchased Parts or any changes to production parts. A decision to apply PPAP and the associated Levels are determined by Bradley project teams based on a Risk Management Process. Supplier will be informed if a PPAP is required on a part by a Bradley representative along with a due date for the submission.

Supplier is responsible for submitting a PPAP package along with Sample parts prior to the due date assigned by the Bradley representative. A product is not approved for production until the PPAP submission is formally approved by Bradley. Bradley does not compensate for completing the PPAP process.

Suppliers are required to identify any samples/parts submitted for FAIR or PPAP approval by attaching a **Sample Part identification sheet** to the side of the shipping box or pallet as applicable.

Bradley PPAP forms can be accessed from the following website :  
[www.bradleycorp.com/supplierlibrary/](http://www.bradleycorp.com/supplierlibrary/)

### 6.3 Material Compliance

Suppliers are required to verify the composition of the raw materials used in the manufacturing process. Bradley reserves the right to request raw material confirmation on a purchased product. Supplier should be able to provide a Certificate of Analysis (CoA) report when requested. In certain instances, Bradley may require the supplier to submit a CoA with every shipment during the life of the product.

If the supplier does not have in-house capability to test raw material, an accredited external third party source should be utilized to complete the testing.

It is critical to demonstrate compliance to the material listed on the Bradley specification. "Equivalent Specifications" for materials are not to be used for performing material analysis unless approved by Bradley Engineering.

## 6.4 Material Safety Data Sheet (MSDS)

All new products or chemicals are required to go through an MSDS review committee before they are brought into the Bradley facility. Suppliers shall submit an MSDS sheet when requested by Bradley. Suppliers are encouraged to submit MSDS information at the time of submitting a quotation or response to RFQ/RFI.

## 7 MANAGEMENT OF CHANGE

### 7.1 Supplier Change Notification (SCN)

Suppliers are required to notify Bradley regarding any changes in the manufacturing of a Bradley purchased part and in many cases get approval prior to proceeding with the change. The upcoming change along with a timing plan should be communicated to Bradley Purchasing Agent utilizing the Supplier Change Notification (SCN) form no less than 90 days prior to any anticipated change.

A change in the manufacturing process may have an impact on the performance of the product. Managing a change is critical to minimize any potential adverse effect. Unapproved changes made by the supplier are subject to chargebacks on cost incurred related to the change.

Bradley will determine the potential impact of the change and communicate the Change Management requirements (eg. FAI, PPAP, parts bank build quantity, etc). Upon completion of the change in manufacturing process, Suppliers are required to submit evidence of completing the Change Management and regulatory compliance requirements.

Bradley SCN Form can be accessed from the following website :  
[www.bradleycorp.com/supplierlibrary/](http://www.bradleycorp.com/supplierlibrary/)

## 8 CORRECTIVE ACTION

### 8.1 Supplier Corrective Action – 8D (8 Disciplines)

Suppliers must have an effective closed loop corrective and preventive action system, when process or product non-conformances are identified to have occurred.

When a Supplier Non-Conforming Material Report (NCRM) is generated at a Bradley Manufacturing Site, a Supplier Corrective Action request may be initiated depending on the severity and impact of the non conformance. Suppliers are required to respond to a corrective action within the prescribed timeframe below utilizing the 8D process form compliant with the industry standard.

**Through D3 (Interim Containment Action) :** Within 48 hours of notification.

**Through D7 (Prevent Reoccurrence) Action Plan :** Within 15 days of notification.

Bradley recognizes that the timeframe to complete an 8D depends on the issue and associated Corrective/Preventive Action Plan. The time to close an 8D corrective action should be reviewed and agreed with the Bradley team. Regular updates should be provided until the 8D is approved by Bradley.

## 9 SUPPLIER MONITORING AND IMPROVEMENT

### 9.1 Supplier Scorecards

Bradley monitors and ranks the suppliers on a periodic basis. Supplier performance is utilized by Bradley teams to determine opportunities to grow business. This information is also utilized to determine improvement opportunities in supplier performance. Supplier scorecards are periodically distributed to the Suppliers and can be obtained from Bradley's Purchasing Agent.

Bradley utilizes the following metrics for Supplier Performance Assessments.

#### Quality :

- Rejected Parts Per Million (PPM) :

$$\frac{\sum \text{Quantity Rejected}}{\sum \text{Quantity Received}} \times 1,000,000$$

- Cost of Supplier Quality (COSQ) :

$$\frac{\sum \text{Standard Cost} * \text{Quantity Rejected}}{\sum \text{Standard Cost} * \text{Quantity Received}} \times 100 (\%)$$

- Quality Incidences: Number of Non-conforming Material Reports (NCMRs) written on parts provided by the supplier.

#### Delivery :

- On Time Delivery (OTD) :

$$\frac{\sum \text{PO Line Items Received Overtime}}{\sum \text{PO Line Items Due}} \times 100 (\%)$$

Suppliers are encouraged to review the scorecards and maintain continuous improvement plans to improve their performance metrics. A formal corrective action may be requested by Bradley if the supplier's performance of a particular metric does not meet Bradley's expectations. In such an instance, suppliers must submit a formal corrective action within the guidelines outlined in Section 8.1 Supplier Corrective Action. Suppliers are also encouraged to maintain and submit continuous improvement plans for reduction of costs and lead times. Any changes for the continuous improvement of the manufacturing process should be within the guidelines outlined in Section 7.1 Supplier Change Notification

### 9.2 Supplier Quality Assessment

Prospective Suppliers may be requested to complete a self-assessment or participate in an onsite assessment on a periodic basis by Bradley. The purpose of the assessment is to evaluate the compliance of supplier systems to the requirements defined in the Bradley Supplier Manual. Supplier's facility, quality systems, records, personnel, gauging and test facilities should be made available as required for the assessment. If applicable, the Supplier would be required to demonstrate evidence for corrective and continuous improvement action items.

Bradley Supplier Quality Assessment forms can be accessed from the following website: [www.bradleycorp.com/supplierlibrary/](http://www.bradleycorp.com/supplierlibrary/)

# 10 ACKNOWLEDGED AND AGREED

**Company :** \_\_\_\_\_

Address : \_\_\_\_\_

City/State : \_\_\_\_\_

By : \_\_\_\_\_

(Signature of Authorized Representative)

Print Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

**Bradley Corporation** (and subsidiaries)

W142 N9101 Fountain Blvd.

Menomonee Falls, WI 53051

By: \_\_\_\_\_

(Authorized Representative)

Print Name : \_\_\_\_\_

Title: \_\_\_\_\_

Date : \_\_\_\_\_

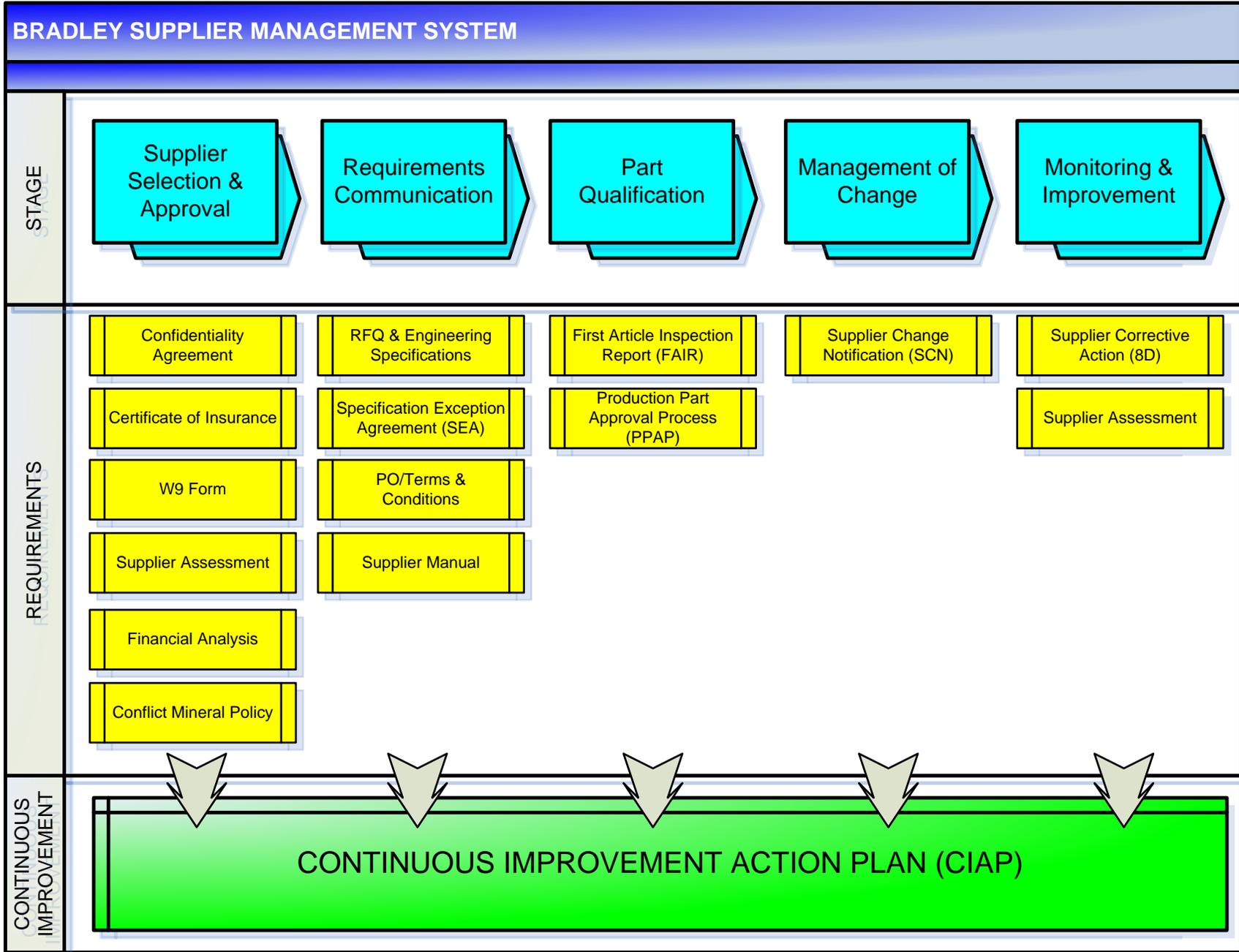


Figure illustrates the relationship of different requirements detailed in the manual to the various stages of the Bradley Supplier Management System.