



An ESCO Technologies Company

ISO 9001
& AS 9100
Certified

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Dated: 7/9/15

Subject: Corrections to Supplier Documents

To: VACCO Suppliers

VACCO requires that all suppliers review the Quality Flow Downs from VI-QFD-001 located on VACCO's website (Suppliers). Section 8.0 (Paragraphs 8.1 – 8.9) and Paragraph 9.6 identify certification and test report requirements. All supplier documentation shall comply with the requirements identified in the Purchase Order flow down notes. If corrections need to be made to these documents after they have been submitted to VACCO the following criteria shall apply.

Upon receipt of a request to modify a certification or test report, the supplier or sub-tier shall modify the document in the following manner:

- All modifications to legal documents shall be performed by the originating supplier for the cited document.
- Additions to the document shall be either electronically added or manually added.
- The deletion or removal of information shall be either manually or electronically crossed out.
- The revised document shall be signed or initialed and dated next to the modification.
- Initials/Signatures and dates can be added to the document electronically or manually.
- The originating date of the document shall not be changed due to the modifications.
- For multiple omissions, additions or to locate the initials/signature and date in another location on the document, the following method maybe used:
 - A footnote symbol is added next to the change and the same symbol is added next to the initials/signature and date.
- If corrections are made and the document is reprinted, the reprinted document shall have the originating date and state a revised date.

The VACCO Supplier Management Team provides support to our suppliers and works with VACCO's Purchasing Team and Quality Team to manage supplier issues. The team is available to you through phone calls, e-mails, telecoms and visits. Please feel free to contact me if you have questions.

Regards,

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Dated (4/15/15)