



**Copy Exact Requirement for Suppliers**  
**Customer Satisfaction • Technical Innovation**

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Dear Supplier:

Several of Setra's customers, commonly in the semi-conductor industry, require their suppliers, and sub-tier suppliers, to commit to a Copy Exact policy on an annual basis. Copy Exact (CE) is basically no changes without prior approval from the end customer.

Parts which have a Copy Exact requirement are indicated on Setra's Part Qualification Check Sheet (PQCS), which is part of the First Article Inspection (FAI) process. Additionally, Setra's part documentation (approved drawings released via ECO) will indicate if a part is under Copy Exact control. Parts that are under Copy Exact cannot have any changes to material, process (including manufacturing processes), manufacturing location or tooling without prior written authorization. If a supplier fails to notify Setra of such proposed changes, any costs related to the violation will be charged back to the supplier.

Annual "Copy Exact" training is also a supplier requirement, including the training of the supplier's employees. It may require provision of proof of that training in the form of employee training records. If your company already meets Copy Exact, and has training records to demonstrate it, that may be acceptable upon review by Setra's Quality department. If not, Setra can assist by providing Copy Exact training material.

Please print this email and have an Officer of the company sign below indicating that that your company, and its sub-tier suppliers, will commit to and follow Setra's Copy Exact requirements. Then return a .pdf copy of the signed letter via email to [ed.lynch@Setra.com](mailto:ed.lynch@Setra.com).

Sincerely,

**Ed Lynch**  
Quality Manager

**Setra Systems, Inc.**  
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Officer of the Company \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_