

Quality Manual

The Capacitance Company
KEMET
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I. OVERVIEW AND ORGANIZATION

A. Scope

The information in this document pertains to KEMET Electronics Corporation's Ceramic, Film and Electrolytic Business Group and Tantalum Business Group including manufacturing facilities located in the Americas, Asia, and Europe, and to related support functions at its Headquarters location in Simpsonville, South Carolina, USA.

B. Quality Policy and Objectives, Environmental Policy

KEMET's approach to Total Quality Management is a systematic process of continuous quality improvement, based on the following guiding principles:

- Mission
- Vision
- Values
- Quality Policy
- Environmental Policy

These guiding principles are fully documented in Corporate Quality Document 000 (Q).

KEMET's **Quality Policy** is:

**KEMET exceeds customer expectations
through operational excellence and continuous improvement .**

KEMET's commitment to these guiding principles, and in particular to Quality Policy is manifested through the **Quality Objectives** :

- Zero Defects
- 100% On-time Delivery
- Technology Leader
- Lowest Total Cost of Ownership
- Six Sigma Process Capability
- World-class Cycle Time Efficiencies

KEMET's **Environmental Policy** is:

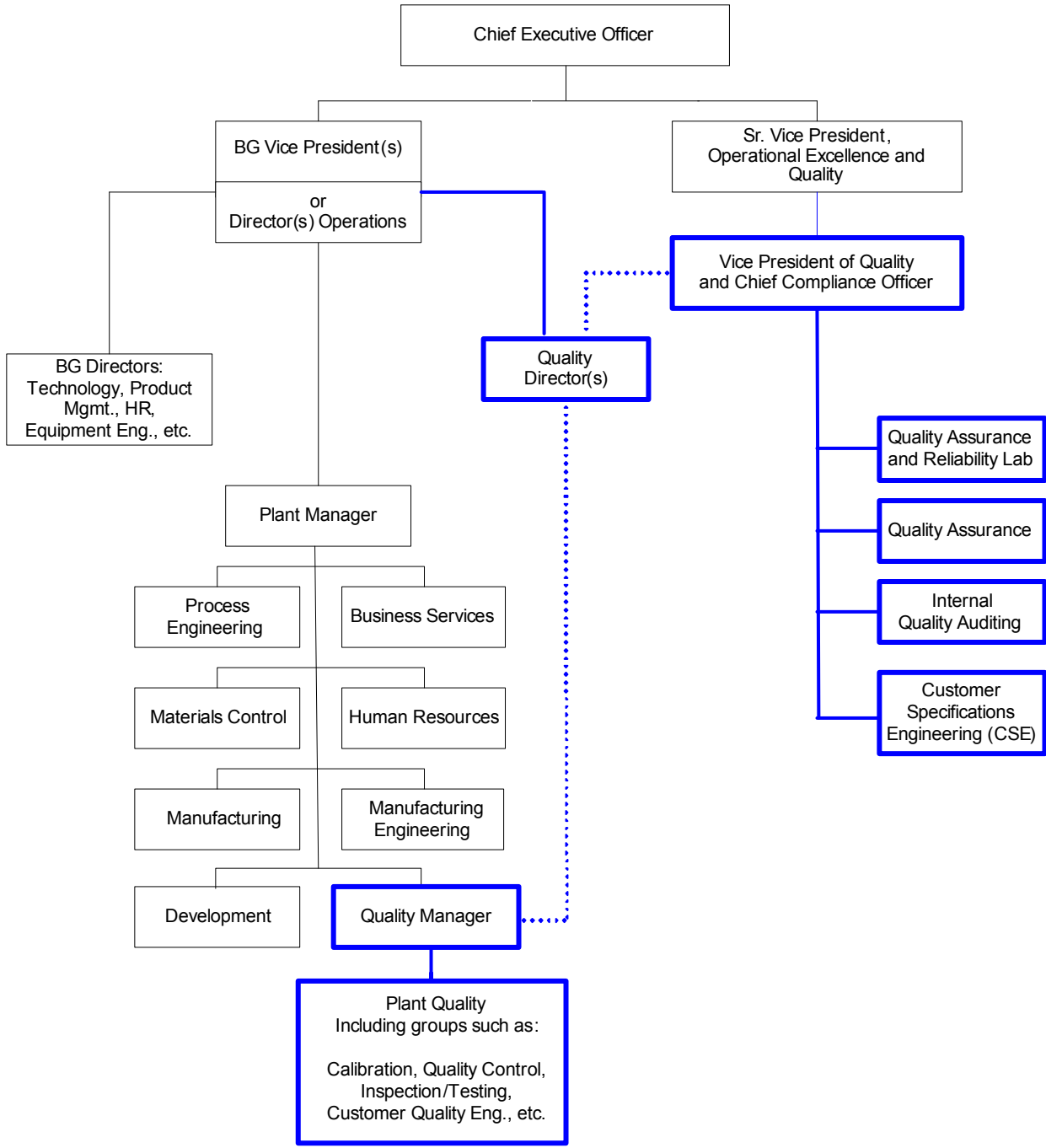
**KEMET conducts its business
in a manner designed to protect the health and safety**

**of our employees , our customers , the public ,
and the environment .**

KEMET is committed to compliance with government environmental requirements , conducting its operations in a manner that minimizes environmental impact , participating in the development of regulatory requirements, controlling and preventing pollution , and continuous improvement of environmental performance. Programs are in place throughout KEMET to support these commitments. For those plants that are registered to the environmental standard ISO 14001, location-specific documents cover those requirements.

C. Organization

Quality Organization Chart



Quality Organization

The overall purpose of the KEMET Quality Organization is to ensure that the quality systems are effective, and the manufacturing and business processes result in total customer satisfaction . Specific roles and responsibilities of the resources within the Quality Organization are described below.

Management Representative

The Vice President of Quality and Chief Compliance Officer (VP of Quality) was appointed by the Senior Vice President, Operational Excellence and Quality as the Quality System Management Representative and has the responsibility and authority that includes :

- ensuring that processes needed for the quality system are established , implemented and maintained,
- reporting to top management on the performance of the quality system and any need for improvement,
- ensuring the promotion of awareness of customer requirements throughout the company, and
- the organizational freedom and unrestricted access to top management to quality management issues.

The VP of Quality (Management Representative) assigns certain tasks related to the ISO/TS/AS Program to the ISO/TS/AS Coordinator. The specific responsibilities include understanding the ISO/TS/AS requirements and making sure that they are included as part of the overall KEMET quality system. This function also serves as liaison with the US military and with KEMET's ISO/TS/AS registrars. To ensure that these responsibilities are covered for the Film & Paper and Power & Specialty BUs, the F&E Quality Director interfaces with the ISO/TS/AS Coordinator.

The Corporate ISO/TS/AS Coordinator/FEBU Quality Director will notify the registrar (s) of any changes relating to legal, commercial, organization status or ownership and in the event of formal disciplinary action taken by an automotive customer as defined in that customer 's requirements. In addition, should a registrar withdraw KEMET's certificate, the Corporate ISO/TS/AS Coordinator/FEBU Quality Director will ensure those customers requiring certification are notified in writing .

Designated Management Representative (DMR) for IEC/CECC

The VP of Quality (Designated Management Representative (DMR)) for IEC/CECC delegates the duties to the Local DMR of the applicable sites that are certified to ship CECC product . The Local DMR is responsible for maintaining liaison with the Supervising Inspectorate and ensuring that KEMET complies with the requirements of the IEC Quality Assessment System .

Customer Representative

Corporate Quality documents describe the key Business Processes utilized by KEMET to ensure customer satisfaction and financial success of the company . Business Process Owners are identified for each key process . While the customer-focused, global Sales organization typically interacts directly with customers , KEMET's Chief Executive Officer (CEO) designated the Business Process Owners with responsibility and authority to ensure that customer requirements are addressed.

Quality Policy Committee

The Quality Policy Committee (QPC) focuses on managing the overall KEMET Quality System ensuring that customer expectations are met. QPC members meet periodically to address various quality topics , assign projects to improve quality systems and documentation , and plan deployment of changes to existing systems. Committee membership includes the VP of Quality and representatives from the Headquarters and Plant Quality organizations for the Tantalum BG, the Ceramic BU, and the Film & Paper and Power & Specialty BUs.

Corporate Quality

Under the direction of the VP of Quality , who reports to the Senior Vice President, Operational Excellence and Quality, the Corporate Quality Organization supports the

Tantalum BG, the Ceramic BU, the Film & Paper and Power & Specialty BUs, and support groups through the following areas of responsibility .

Customer Specifications Engineering (CSE) examines customer drawings, specifications and related information and consults with other KEMET groups to determine the feasibility, practicality, advisability and costs of manufacturing the product to customer specifications . When appropriate, they also identify production alternatives . CSE also coordinates PPAP (Production Part Approval Process) submissions for customers

Internal Quality Auditing manages the KEMET Internal Auditing Program and conducts Internal Quality Audits at Headquarters and the Tantalum BG and Ceramic BU locations . The Film & Paper and Power & Specialty BUs Internal Audit Function is managed by the F&E Quality Director .

The **Quality Assurance (QA)** group is responsible for quality support activities for all of KEMET, including Corporate Quality System development , documentation, and interpretation, coordination of customer quality audits, and assisting CSE with completion of Requests for Technical Information (RTIs) related to product and process quality .

Under the direction of Corporate quality management, the **Quality Assurance and Reliability Laboratories** offer product reliability testing, including environmental testing . Responsible personnel review test results and forward the data to requesting organizations for use in product improvement and development projects . Product evaluation and testing for military and industry requirements are performed according to established standards and test protocols .

An **additional link to the Tantalum BG , Ceramic BU , and Film & Paper and Power & Specialty BUs** exists in the form of a dotted-line reporting relationship of the plant-level Quality Managers, the Quality Directors, and the Manager of Global CQE to the Vice President of Quality .

Manufacturing Plant Quality

Each KEMET manufacturing facility has a quality function which monitors the quality of products and processes; performs corrective actions; and provides quality engineering services. As defined by plant documents, Manufacturing Plant Quality's responsibilities include implementation, improvement, and verification of quality system activities such as :

- Raw Material Receipt and Verification (where applicable)
- Process Control and Improvement
- In Process-Verification and Final Inspections
- Calibration
- Measurement Systems Analysis
- Customer Communication
- Change Control
- Document Control

D. Quality Focus

KEMET strives to continuously improve quality systems , product quality, delivery, value to customers, internal systems, equipment design and performance, process development, and most importantly, the training and support of employees. KEMET strives to reduce cycle time, eliminate waste, and

increase productivity. Every individual, every team, every department, and every facility plays a vital role in exceeding the requirements of both internal and external customers.

II. KEMET QUALITY SYSTEM

A. Quality System and Management Leadership

KEMET's Quality System incorporates the requirements of the ISO/TS 16949 and AS9100 standards and includes customer and military needs, as required. The process for Automotive Customer Specific Requirements is described in Corporate- and plant-level Quality documents. In addition, the AIAG reference manuals, Advanced Product Quality Planning (APQP), Potential Failure Mode and Effects Analysis (FMEA), Measurement Systems Analysis (MSA), Production Part Approval Process (PPAP), and Statistical Process Control (SPC) are used as guidelines for system development.

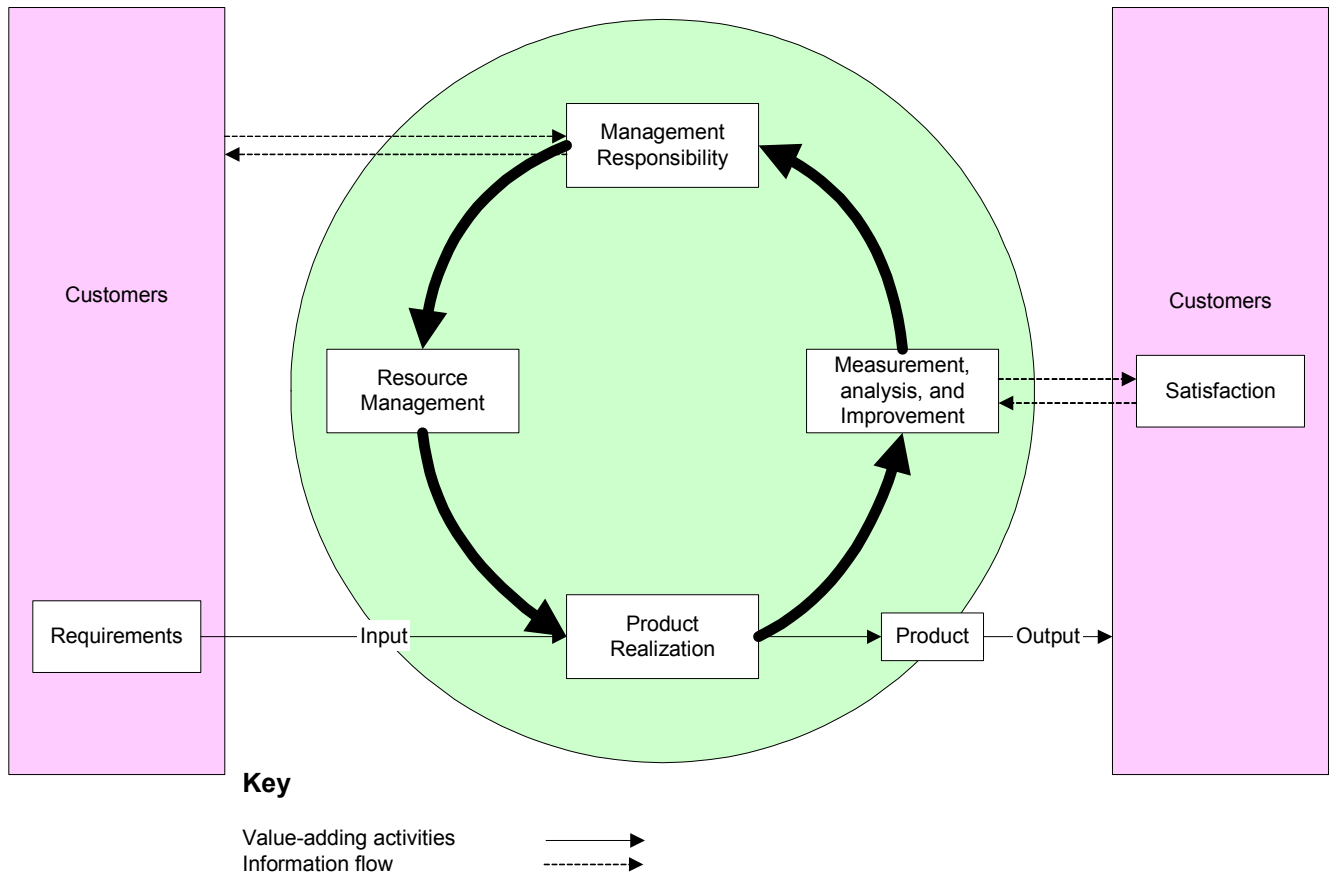
KEMET utilizes business processes, such as the following, to ensure customer satisfaction and financial success of the company:

- Strategic Business Planning
- Management Review
- Quality System Management
- Internal Auditing
- Financial Management
- New Product Development Portfolio Management
- Design and Development (including Verification and Validation)
- Contract Management
- Order Fulfillment
- Manufacturing
- Delivery
- Customer Satisfaction
- Procurement
- Training

KEMET Business Processes are described in Corporate Quality Documents "002 Business Processes". Flowcharts and diagrams describe the interaction between these processes and define the process flow, performance indicators, key related processes, and other essential information for each individual process.

KEMET's process-based Quality System enables these processes to work together to meet and exceed customers' expectations. Continuous improvement of products and processes is integral to the Quality System as illustrated in the following diagram:

Continual Improvement of the Quality System



This system is maintained, documented, and evaluated on a regular basis to ensure the products and processes conform to requirements and are continuously improved.

Strategic Business Planning

The chief responsibility of KEMET senior management is strategic planning for each of the two main businesses: 1) Ceramic, Film and Electrolytic, and 2) Tantalum. The Strategic Business Planning process includes the following:

- the KEMET Strategic Plan (KSP) defining long-term business strategies
- the Annual Business Budget (ABB) defining short-term goals and annual business objectives

Management Review

Management Review at KEMET is accomplished through:

- Leadership Team (LT) Meetings
- Quarterly Review Meetings (QRMs)
- Plant / Product Line and Business Group QOS (Quality Operating System) Meetings / Balanced Scorecard Reviews

This multilevel process ensures that all aspects of the individual business and the quality system

are evaluated on a regular basis for performance to goal, as well as allowing opportunity to identify improvement needs and to track progress towards existing improvement goals .

Quality System Review

When a nonconformance, a potential problem, or an opportunity for improvement relating to the documented KEMET Quality System is identified by a KEMET employee, it is reported to departmental management for validation and correction or improvement. As appropriate, issues are escalated to the Corporate QA group and/or the Quality Policy Committee (QPC).

Quality System effectiveness is evaluated on an ongoing basis by the QPC . This group, under the direction of the VP of Quality, reviews all elements of the quality system and recommends improvements to ensure the system's ongoing suitability and effectiveness. As needed, the VP of Quality escalates issues from the QPC and Internal Audit Program results to senior management at the Quality QRM.

B. Design and Change Control

KEMET has defined design and change control processes to ensure that KEMET's business needs and the voice of the customer are met. Training is provided to maintain and enhance the skills of personnel involved in these activities . The design and change control processes are executed and documented.

The design and change control processes defined by KEMET meet the requirements for configuration management to the extent applicable to the products manufactured by KEMET (Reference ISO 10007, Second Edition dated June 15, 2003 - Guidelines for Configuration).

Design Control

The KEMET Advanced Quality Planning System (KAQPS) is a disciplined methodology, based on the AIAG Advanced Quality Planning (APQP) and Control Plan reference manual for design, development, and implementation of new products and processes. A cross-functional team is used from initial needs analysis through full-scale manufacturing validation. Additionally, customers are involved closely in process, product, and prototype (i.e., samples of capacitors) development, where appropriate, to ensure the customer requirements are understood and are being met. The KAQPS process includes environmental and material evaluations to anticipate risks and verify that proposed solutions are beneficial to the process, employees, and customers. Design project information is available to personnel involved in similar design projects throughout KEMET.

Each Development project has phases which require specific deliverables . Project roles and responsibilities, meetings and phase reviews, and required phases and deliverables are described in the in Corporate- and plant-level documents.

The KAQPS process is consistent with the requirements of the other processes in the KEMET Quality System. During development projects, the following are determined:

- quality objectives and requirements for the product
- processes, documents, and resources specific to the product
- required verification, validation, monitoring, inspection and test activities specific to the product/process and the criteria for product acceptance
- records needed to provide evidence that the realization processes and resulting product meet requirements

To ensure that targeted product and process characteristics are met and customer risks

minimized, design verifications and management reviews are held for each phase . A project is closed when its solution has been successfully integrated into the KEMET manufacturing environment.

KEMET ensures the confidentiality of customer-contracted products under development and related product information.

Change Control

The KEMET change control process is used to modify an existing technology (product, process, material, or equipment) in KEMET's production environment. This disciplined methodology is followed to ensure the impact of a proposed change on the quality, reliability, characteristics, and end use of KEMET product is assessed and understood prior to implementing the change into production. Risk Levels are defined to ensure the product quality is not adversely affected ; an acceptable process capability is maintained or improved ; cost reduction is implemented as feasible; and to minimize or eliminate any possible impact to internal (downstream and/or upstream) and external customers.

The scope of change control projects includes :

- Product modification (including semi-finished product)
- Process modification
- Product validation
- Introduction and approval of new manufacturing equipment
- Change in existing raw material or introduction of new raw material
- Change in existing equipment

As part of the change control process, all prospective design changes are identified , documented, reviewed and approved by a change control team. Automotive customers are notified of changes as required by the PPAP manual or customer-specific requirements. Other customers may receive change notifications, by request.

KEMET Production Part Approval Process (PPAP)

KEMET's Production Part Approval Process (PPAP) verifies to automotive customers and other customers by request that all design and specification requirements are properly understood and applied to the production process, and that the process has the potential to produce product that meets those requirements.

The process is designed specifically to meet the requirements of ISO/TS 16949 and the AIAG Production Part Approval Process reference manual.

C. Process Control and Improvement

The KEMET Process Control and Improvement System is used for control and continuous improvement of manufacturing processes. This system aims to reduce common-cause variation, achieve and maintain process improvements, and encourage process optimization. The methodology is based on the AIAG Statistical Process Control and Failure Mode and Effects Analysis reference manuals.

Production Scheduling

KEMET's manufacturing scheduling systems, coordinated by Business Group Materials Control/Production Control and Plant Management, are both customer- and capacity-driven. Based on immediate customer needs and forecast demands, production is scheduled in such a manner as to ensure the most efficient cycle time so that customer shipment needs are met .

Real-time information regarding production and shipment status is available as part of the Easy-To-Buy-From (ETBF) system. Customer Demand Fulfillment and Customer Service maintain Advanced Shipment Notification system capability, as well as computerized system for receipt of customer planning information and ship schedules.

Process Control

KEMET's manufacturing system emphasizes error prevention, and ensures control and continuous improvement of critical finished product and process characteristics. Each production process is documented in control plans and flowcharts. Methods, workmanship standards, and setup instructions are documented and are accessible to all appropriate personnel. Process capability studies and statistical methods are used to establish and monitor the performance of each critical process, as defined on the control plan. Suitable equipment, tooling, and production environment are identified during the design and change control processes. Cleanliness requirements are identified. Preventive and predictive maintenance and production tooling management activities are identified, scheduled, and executed to ensure optimized equipment and tooling availability. Additionally, KEMET maintains compliance with all applicable government safety and environmental regulations.

A manufacturing process is initially brought into control during its design and development, where special causes of variation are eliminated. Once the process is fully functioning in manufacturing, personnel analyze inherent sources of variation through process potential and capability studies, and then pinpoint and eliminate root causes of variation. PPM and Cpk data is also gathered to measure and monitor the rate and amount of improvement.

To maintain ongoing process control, manufacturing personnel control critical process outputs using techniques appropriate for the process including analysis of Statistical Process Control data, inspection and test results, predictive maintenance techniques, and calibration system data.

Product Identification, Traceability, and Status

Throughout all phases of the manufacturing process, material identification and inspection status are clearly identified. In addition, product traceability is maintained through manufacturing records, which are generated and tracked on-line as product moves through the manufacturing process to shipment.

Handling, Storage, Packaging, Preservation, and Delivery

KEMET has developed systems for handling, storage, packaging, preservation, and delivery of product. Products are handled in such a manner as to prevent damage or deterioration, and are stored in designated areas which ensure that product integrity is preserved. First-in, first-out procedures for inventory management and stock rotation are utilized. Product is packaged to ensure integrity and ease of use, in compliance with all customer packaging and labeling requirements. Delivery reliability is monitored. Shipping instructions include customer requirements for delivery including transportation mode, routings, and containers. Delivery performance is tracked as part of the KEMET Quality Operation System (QOS). When on-time delivery goals are not achieved, corrective actions are implemented as appropriate.

Continuous Improvement

All organizations within KEMET are expected to pursue continuous improvement activities in the areas of quality, productivity, and cost. Plants identify processes for improvement based on process data and customer feedback. Problem-solving methods are applied to projects that require a cross-functional approach to determine root cause and long-range solutions. Mistake-proofing activities are integrated as part of continuous improvement, wherever possible.

D. Inspection and Measurement Activities

Inspection and Testing

To ensure product quality through every phase of the manufacturing process, KEMET maintains an inspection and testing program for incoming raw materials, in-process products, and finished products prior to shipping. Inspection and testing requirements are documented in raw material specifications, work instructions, and on the control plan for each product line. Acceptance criteria for products using attribute data sampling are zero-defects. Inspection status and, where applicable, material shelf-life requirements are identified. Completion of all required process steps, inspections, and tests is documented on the manufacturing records accompanying the product through the manufacturing process.

Calibration

To ensure the accuracy of inspections and tests being performed, inspection, measuring, and test equipment (IMTE) used for process control or product acceptance testing is maintained through KEMET's calibration system. Each manufacturing plant's calibration system includes all applicable requirements for recall, labeling, environmental conditions, equipment history, record keeping, standard and calibration source selection, and handling of nonconformances. KEMET's calibration systems conform to the requirements of ISO 10012. All standards are traceable to international or national measurement standards.

Measurement Systems Analysis (MSA)

Measurement Systems Analysis (MSA) studies are performed on each type of inspection, measuring, or test equipment listed on the control plans to analyze the variation present. The AIAG Measurement Systems Analysis manual is used for reference.

Nonconforming Product Control

When incoming, in-process, or finished product is identified as either nonconforming or suspect, the product and/or product container are identified and, where possible, physically segregated to ensure they are not inadvertently used or shipped. Nonconforming product is dispositioned by the proper authorities, and action taken to reduce and/or prevent recurrence prior to its being used.

Corrective and Preventive Action

KEMET has defined internal corrective action procedures at the plant level as part of the system for verification of product conformance, and responds promptly to external customer requests for corrective action. As appropriate, managers with responsibility and authority for corrective action are promptly informed of products or processes that do not conform to requirements.

Problem-solving methods or other customer-prescribed approaches are used to determine the root cause and corrective/preventive measures for nonconformances. Mistake-proofing methods are used to support prevention, as appropriate.

E. Quality Assurance and Reliability

The Quality Assurance and Reliability Laboratories offer product reliability testing, including environmental testing. Responsible personnel review test results and forward the data to requesting organizations for use in product improvement and development projects. Product evaluation and testing for military and industry requirements are performed according to established standards and test protocols.

Laboratory Quality Systems

Laboratories which verify product conformance maintain laboratory process control systems to ensure the quality and validity of the tests being performed. This system includes the following:

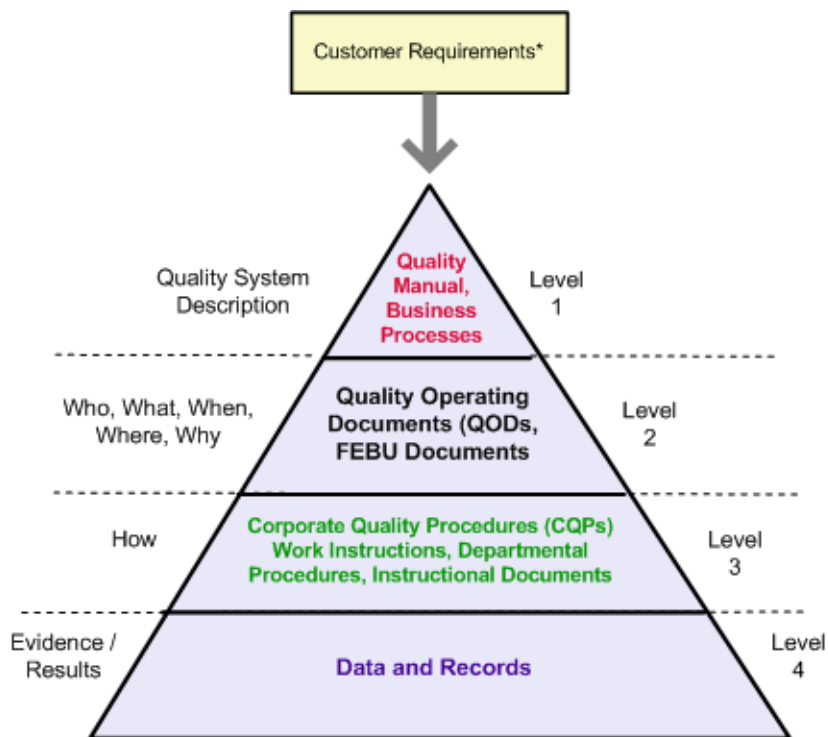
- defined laboratory scopes
- documented procedures and methods for testing or calibration services
- identification and traceability of test samples to relevant process standard
- equipment calibration and maintenance
- defined personnel training requirements
- verification of test results.

Internal Quality Audits

KEMET maintains an internal quality audit system to verify compliance and effectiveness of the documented quality system. Audit findings are recorded and resolved through corrective actions. Effectiveness of corrective actions is verified through follow-up audits. Audit results are reported to the VP of Quality, and reviewed by appropriate management. Nonconformances as indicated by audit results are escalated for correction.

F. Document, Data, and Records Control

KEMET's quality system is documented to ensure products and processes comply with the requirements of customer and military standards, AS9100 aerospace and the ISO/TS 16949 automotive standard, as appropriate. The documented quality system forms a four-tiered hierarchy:



* Including standards, specifications, and requirements such as ISO 9001, ISO/TS 16949, AS9100, Military Specifications/Standards, Customer Specific Requirements, etc.

- Level 1 - The Quality Manual provides an overall quality system description and documents KEMET's guiding principles including the Corporate Quality Policy and Quality Objectives which are implemented and understood throughout all levels of the organization . KEMET Business Process Documents describe the processes KEMET uses to ensure customer satisfaction and financial success of the company .
- Level 2 - Major quality system components and requirements for their implementation are described in Corporate Quality Documents (QODs) and Film & Paper and Power & Specialty BUs documentation documents.
- Level 3 - Corporate Quality Procedures and various instructional documents provide guidance for performing certain quality functions when a specific method is required for the Ceramic Business Unit and Tantalum Business Group locations . Level 3 documents also include work instructions, departmental procedures, and instruction documents developed and maintained by the Film & Paper and Power & Specialty BUs individual manufacturing plants , and various support groups.
- Level 4 - Data and Records provide evidence that the quality system defined in the three levels of documents above are implemented and being followed , as well as providing results for required tests, inspections, and other quality-related activities.

Document and Data Control

KEMET's policy and procedure documents are maintained throughout the company . Controls are in place for document access, revision, approval, distribution, and archiving, either electronically or in hard-copy form. This system ensures that employees have access to current information , workmanship standards, forms, and other information essential to the quality of products and processes.

In addition to controlling internal information , KEMET maintains control of software and external customer specifications .

Control of Records

KEMET has identified records which support the documented quality system . Requirements for this system are defined in documents for control of quality records .

G. Customer Support Systems

Contract Review

When a customer orders a standard KEMET product, contract review activities ensure agreement to contract conditions between KEMET and the customer prior to order placement . If the customer order is for nonstandard product, or if special requirements are needed to comply with a customer request, Customer Specifications Analysts inform manufacturing and other responsible groups of what is necessary for the product being produced to meet the customer's requirements.

Amendments to existing customer orders are agreed to by both the customer and by KEMET before adjustments are made to ensure the customer requirements are understood and feasible .

Customer Satisfaction

Customer satisfaction is the responsibility of every member of the KEMET team and focuses on providing:

- products the customers want
- perfect quality, and

- 100% on-time delivery.

Complaints reported by customers receive immediate attention. Initial responses to customers are made promptly, and the corrective action process is completed within a designated time frame. Problem-solving methods or other customer-prescribed tools are used.

KEMET's Customer Satisfaction process provides a means of determining the level of customer satisfaction in critical areas identified by both customers and KEMET. Complaint trends are tracked in the manufacturing facilities' QOS, and are an input to Management Review. In addition, information relating to customer perception as to whether KEMET has met customer requirements is monitored.

Contingency Plans

KEMET will do whatever is reasonable to ensure that the flow of product to customers is not interrupted. KEMET's Disaster Contingency Plan includes three modules: Business Continuity Planning, Emergency Disaster Planning and Action, and Business Recovery.

Business Continuity Planning includes measures ensuring KEMET's ability to conduct day-to-day operations. KEMET's Business Continuity plan includes elements that address risk identification and risk mitigation. Emergency Disaster Planning and Action as well as Business Recovery are facilitated by maintaining Headquarters and plant location-specific Business Continuity Plan (BCP) information in the on-line TAMP Disaster Recovery System (DRS).

Distributors

KEMET is supported by a network of distributors who are authorized to stock and distribute KEMET product which has passed all inspections at manufacturing plants, including military Established Reliability capacitors.

H. Supplier Quality

The KEMET Supplier Quality System ensures the procurement of high-quality materials from approved suppliers. Materials which impact the quality of finished KEMET product or processes are defined, suppliers are evaluated, and an approved supplier list is maintained for each raw material.

KEMET establishes and maintains long-term partnerships with strategic suppliers who share KEMET's commitment to continuous quality improvement and demonstrate an ability to make improvements in their processes, products, and services. KEMET works directly with the supplier to identify opportunities for improvement in products, processes, and quality systems, and to develop strategies to achieve these goals. These partnerships improve material quality and lower cost of ownership.

KEMET recognizes suppliers who achieve high quality and delivery levels and attain their targeted performance objectives. Material suppliers are required to be registered to ISO 9001 and encouraged to pursue compliance and registration to ISO/TS 16949 and other industry quality standards. KEMET also encourages them to benchmark other companies and investigate new production methods and quality systems.

All purchased materials used in the KEMET manufacturing process are handled and processed in a manner consistent with governmental safety and environmental requirements.

I. Human Resources

KEMET employees have the skills, knowledge, and experience necessary to support KEMET's guiding principles, achieve quality objectives, and make continual improvements. Human Resources

policies and procedures ensure that necessary pre-hire education and competencies for personnel, including those performing work affecting product quality, are determined. In addition, employees' post-hire competency needs are assessed and training programs are provided (or other actions are taken) so that employees have the appropriate skills and knowledge to support short- and long-term business objectives and to produce quality products. In addition, KEMET's Human Resources programs, and the Quality System promote innovation and motivate and empower employees to achieve quality objectives and make continual improvements.

Training and Development

KEMET's Training and Development Program ensures that all employees are competent to provide products and services that exceed customer expectations and demonstrate continuous improvement. Post-hire training needs are identified periodically through formal needs assessments and employee evaluations. Throughout the organization, training plans which support business and customer needs are established and training is provided.

Each KEMET location's training program ensures that personnel at all levels are competent to perform their jobs, with particular attention to the satisfaction of customer requirements. Training is provided for new or modified jobs affecting product quality and retraining is provided when performance is not acceptable.

During new-hire orientation and on-the-job training, employees are made aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives. Personnel whose work can affect quality are also informed about the consequences to the customer of nonconformity to quality requirements.

Progress to training goals is monitored using the Quality Operating System (QOS) and other similar methods. Training effectiveness is measured through training evaluations, job-skill training certifications, re-certifications and audits, and job performance evaluations.

Motivation and Empowerment

KEMET's process to motivate and empower employees to achieve quality objectives and make continual improvements is incorporated throughout the Business Processes. Three fundamental components of the motivation and empowerment process are the company's:

- Training and Development Program for employees
- Process-based Quality System
- Human Resources programs and systems

The Training Program described in the section above is the main component of the motivation and empowerment process. Effective training enables employee competence, motivates personnel to achieve objectives, and empowers them to make continual improvements.

The process-based Quality System's emphasis on cross-functional team work and the requirement for use of quality tools and methodologies provides an innovative environment. Through active participation in KEMET's Lean Six Sigma Program, QOS and Yield Meetings, Product Line Reviews, and numerous project teams, employees are empowered to continuously improve products and processes.

Human Resources programs such as Employee Benefits and Rewards, Job Performance Evaluations, and Succession Planning are essential for motivation and empowerment. In addition, Management's commitment to share business information is manifested through its communication systems and provides a foundation for informing employees about quality objectives and business and customer needs.

The extent to which KEMET employees are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives is apparent during daily work activity and is periodically measured through , skill certification and recertification , job audits, employee performance evaluations, and/or the Internal Audit Program.

III. MATRICES AND CROSS-REFERENCES

Quality Registrations and Cross-reference Tables

Scope of Quality Registrations

Scope of AS9100 Registration

KEMET Locations	Type of Registration	Certificate Number / Registrar	Date Registered
USA: Headquarters	AS9100	Certificate: A1139 Registrar: UL	10-Sep-08
Mexico: Monterrey (Guadalupe)	AS9100	Certificate: A1139 Registrar: UL	10-Sep-08
Mexico: Monterrey (San Nicolás)			
USA: Simpsonville	AS9100	Certificate: A1139 Registrar: UL	10-Sep-08
Mexico: Matamoros			
Mexico: Victoria			

Scope of ISO 9001 and ISO/TS 16949 Registration

KEMET Locations	Type of Registration	Certificate Number / Registrar	Date Registered
USA: Headquarters	ISO/TS 16949	Certificate: A1139 Registrar: UL	23-Nov-04
China: Suzhou	ISO/TS 16949	Certificate: A1139 Registrar: UL	23-Nov-04
Mexico: Monterrey 1 and 2	ISO/TS 16949	Certificate: A1139 Registrar: UL	23-Nov-04
Mexico: Monterrey 3	ISO/TS 16949	Certificate: A1139 Registrar: UL	23-Nov-04
USA: Anode Manufacturing / Simpsonville	ISO/TS 16949	Certificate: A1139 Registrar: UL	23-Nov-04
Mexico: Victoria and Matamoros	ISO/TS 16949	Certificate: A1139 Registrar: UL	23-Nov-04
China: Suzhou	ISO/TS 16949	Certificate: A1139 Registrar: UL	23-Nov-04
Portugal: Evora	ISO/TS 16949	Certificate: 11267 Registrar: DNV	21-Nov-06
Finland: Suomussalmi	ISO/TS 16949	Certificate: 081077 TS2 Registrar: DQS	3-Oct-06
Sweden: Granna	ISO/TS 16949	Certificate: 78 111 057835 Registrar: TUV	26-May-06
Indonesia: Batam	ISO/TS 16949	Certificate: TS-2007-0279 Registrar: TUV	31-Jan-07
UK: Weymouth	ISO 9001	Certificate: FM 11885 Registrar: BSI	12-Mar-91
China: Nantong	ISO/TS 16949	Certificate: TS-517720 Registrar: BSI	11-May-07
China: Anting	ISO/TS 16949	Certificate: 04207Q10123ROM Registrar: SQC	19-Dec-07
Italy: Sasso Marconi	ISO/TS 16949	Certificate: 9136.ARCT Registrar: CISQ	7-Feb-05
Italy: Monghidoro			
Italy: Vergato			
Germany: Landsberg	ISO/TS 16949	Certificate: 9136.ARB2 Registrar: IMQ	16-Oct-02
Bulgaria: Kyustedil	ISO 9001	Certificate: 9101.ACTB Registrar: IMQ	15-Dec-03

Note: Locations that are registered only to ISO 9001 do not currently supply products to automotive customers.

Tables

The following tables are applicable for the Tantalum Business Group and Ceramic Business Unit, and related support group functions. For Film & Paper and Power & Specialty BUs refer to F&E plant-level documentation.

References: ISO 9001:2008, ISO/TS 16949: 2009, and AS9100C.

Code Key for clause number columns	
√	= clause is applicable to the referenced standard
None	= clause not in referenced standard
■	= same clause used, requirement is different

Requirement / Clause	ISO 9001: 2008	ISO/TS 16949: 2009	AS9100C	QM Section	Corporate Quality and Other Documents
QUALITY MANAGEMENT SYSTEM	4.0				
General Requirements	4.1	√	√	All	All
General Requirements - Supplemental	None	4.1.1	None	N/A	Plant Documents
Documentation Requirements	4.2.1	√	√	All	002, 300, 300A, 005, 005A
Quality Manual	4.2.2	√	√	All	002: Quality System Management
Control of Documents	4.2.3	√	√	II.F	002: Quality System Management, 300, 300A
Engineering Specifications	None	4.2.3.1	None	II.G	002: Contract Management, 502, 502A
Control of Records	4.2.4	√	√	II.F	002: Quality System Management, 005, 005A
Records Retention	None	4.2.4.1	None	II.F	002: Contract Management, 005, 005A
MANAGEMENT RESPONSIBILITY	5.0				
Management Commitment	5.1	√	√	I.B, II.A	002: Management Review, Quality System Management, Strategic Business Planning, 400
Process Efficiency	None	5.1.1	None	II.A	002: Management Review, 400, 310
Customer Focus	5.2	√	√	I.C, I.D	002: Quality System Management, Order Fulfillment, Customer Satisfaction, 400, 504
Quality Policy	5.3	√	√	I.B, II.A	002: Quality System Management, 400
Planning - Quality Objectives	5.4.1	√	√	I.B, II.A	002: Management Review, Quality System Management, 400
Planning - Quality Objectives - Supplemental	None	5.4.1.1	None	II.A	002: Strategic Business Planning, Management Review, 400
Quality Management System Planning	5.4.2	√	√	II.A	002: Quality System Management
Responsibility, Authority and Communication - Responsibility and Authority	5.5.1	√	√	I.C	002, Corporate/Plant HR Policies and Procedures
Responsibility for Quality	None	5.5.1.1	None	I.C, II.D	002: Strategic Business Planning, Quality System Management, 300, 307, KPRS MBOs, Plant Documents
Management Representative	5.5.2	√	√	I.C	002: Quality System Management
Customer Representative	None	5.5.2.1	None	I.C	002
Internal Communication	5.5.3	√	√	II.I	002: Management Review, 400
Management Review - General	5.6.1	√	√	II.A	002: Management Review, 400, 310
Quality Management System Performance	None	5.6.1.1	None	II.A	002: Strategic Business Planning, Management Review, Quality System Management, 400
Review Input	5.6.2	√	√	II.A	002: Management Review, Quality System Management, 200, 310, 400, 500, 503
Review Input (Supplemental)	None	5.6.2.1	None	-	002: Management Review, Quality System Management, 400
Review Output	5.6.3	√	√	II.A	002: Management Review

Requirement / Clause	ISO 9001: 2008	ISO/TS 16949: 2009	AS9100C	QM Section	Corporate Quality and Other Documents
RESOURCE MANAGEMENT	6.0				
Provision of Resources	6.1	√	√	II.A	002
Human Resources - General	6.2.1	√	√	II.I	002: Training, 604, HR Policies and Procedures, Plant Documents
Competence, Awareness and Training	6.2.2	√	√	II.I	002: Training, 604, HR Policies and Procedures Plant Documents
Product Design Skills	None	6.2.2.1	None	II.B, II.I	002: Training, 604, HR Policies and Procedures, 601 series, 604
Training	None	6.2.2.2	None	II.I	002: Training, 604, Plant Documents

Training on the job	None	6.2.2.3	None	II.I	002: Training, 206, 604, Plant Documents
Employee Motivation and Empowerment	None	6.2.2.4	None	II.I.	002, 310, 400, 601 series, 604, HR Policies and Procedures, Plant Documents
Infrastructure	6.3	√	√	-	002
Plant, Facility and Equipment Planning	None	6.3.1	None	II.B	002: Delivery, 601 series
Contingency Plans	None	6.3.2	None	II.G	002: Manufacturing, 400C, 503, Plant Documents
Work Environment	6.4	√	√	-	201, 601 series, Plant Documents
Personal Safety	None	6.4.1	None	II.C	002: Design and Development, Manufacturing, 601 series
Cleanliness of Premises	None	6.4.2	None	-	002: Manufacturing, 200
PRODUCT REALIZATION	7.0				
Planning of Product Realization	7.1	√	√	II.B.	002: Design and Development, 601series
Planning of Product Realization - Supplemental	None	7.1.1		II.B.	002: Design and Development, 502, 502A, 601 series
Project Management	None		7.1.1	II.B	002: Design and Development, 206, 502, 601 series
Acceptance Criteria	None	7.1.2		II.D	002: Design and Development, 307, 601 series
Risk Management	None		7.1.2	II.B	002: Design and Development, 206, 502, 601 series
Confidentiality	None	7.1.3		II.B	-
Configuration Management	None		7.1.3	II.B	002: Design and Development, 206, 502, 601 series
Change Control	None	7.1.4		II.B	002: Manufacturing, 206, 506, 510
Control of Work Transfers	None		7.1.4	-	602
Customer-Related Processes - Determination of Requirements Related to Product	7.2.1	√	√	II.G	002: Contract Management, Order Fulfillment, 601 series, 502, 502A, Sales Handbook
Customer Designated Special Characteristics	None	7.2.1.1	None	II.B, II.C	002: Design and Development, 601 series, 200 (N/A - See Cross Reference Notes.)
Review of Requirements Related to the Product	7.2.2	√	√	II.G	002: Contract Management, Order Fulfillment, 502, 502A, Sales Handbook
Review of Requirements Related to the Product - Supplemental	None	7.2.2.1	None	II.G	002: Contract Management, Order Fulfillment, Contract Management, Order Planning, 502, 502A, Sales Handbook
Organization Manufacturing Feasibility	None	7.2.2.2	None	II.B, II.G	002: Contract Management, 502, 601 series
Customer Communication	7.2.3	√	√	-	002: Contract Management, Sales Handbook, CDF Procedures, web site, QOD-502, 502A, 503/KCIS
Customer Communication - Supplemental	None	7.2.3.1	None	II.B	002: Design and Development, 601 series(Computer-aided design is not applicable. See Cross Reference Notes.)
Design and Development - Design and Development Planning	7.3.1	√	√	II.B	002: Design and Development, 601 series
Multidisciplinary Approach	None	7.3.1.1	None	II.B, II.C	002: Design and Development, 601 series, 200, 200A

Requirement / Clause	ISO 9001: 2008	ISO/TS 16949: 2009	AS9100C	QM Section	Corporate Quality and Other Documents
PRODUCT REALIZATION (cont'd)	7.0				
Design and Development - Inputs	7.3.2	√	√	II.B	002: Design and Development, 601 series
Product Design Inputs	None	7.3.2.1	None	II.B	002: Contract Management, Design and Development Process, 502, 502A, 601 series

Manufacturing Process Design Input	None	7.3.2.2	None	II.B	002: Design and Development, 601 series
Special Characteristics	None	7.3.2.3	None	II.B, II.C	002: Design and Development, 601 series, 200, 200A, 200B (See Cross Reference Notes.)
Design and Development Outputs	7.3.3	√	√	II.B	002: Design and Development, 601 series
Design and Development Outputs - Supplemental	None	7.3.3.1	None	II.B	002: Design and Development, 201, 601 series
Manufacturing Process Design Output	None	7.3.3.2	None	II.B	002: Design and Development, 201, 601 series
Design and Development Review	7.3.4	√	√	II.B	002: Design and Development, 601 series, 005
Monitoring	None	7.3.4.1	None	II.B	002: Design and Development, 601 series
Design and Development Verification	7.3.5	√	√	II.B	002: Design and Development, 601 series, 005
Design and Development Validation	7.3.6	√	√	II.B	002: Design and Development, 601 series
Design and Development Validation - Supplemental	None	7.3.6.1		II.B	002: Design and Development, 601 series, 506
Design and Development Verification and Validation Testing	None		7.3.6.1	II.B	002: Design and Development, 601 series, 506
Prototype Program	None	7.3.6.2		II.B	002: Design and Development, 601 series
Design and Development Verification and Validation Documentation	None		7.3.6.2	II.B	002: Design and Development, 601 series
Product Approval Process	None	7.3.6.3	None	II.B	002: Design and Development, 601 series, 506
Control of Design and Development Changes	7.3.7	√	√	II.B	002: Design and Development, Manufacturing, 206, 601 series, 506, 510
Purchasing - Purchasing Process	7.4.1	√	√	II.H	002: Procurement, 100, 500, Corporate Purchasing Policies and Procedures (See Cross Reference Notes.)
Regulatory Compliance	None	7.4.1.1	None	II.H	002: Procurement, 100, Corporate Purchasing Policies and Procedures
Supplier Quality Management System Development	None	7.4.1.2	None	II.H	002: Procurement, 100, Corporate Purchasing Policies and Procedures
Customer - Approved Sources	None	7.4.1.3	None	N/A	Not applicable. (See Cross Reference Notes.)
Purchasing Information	7.4.2	√	√	II.H	002: Procurement, 100, Corporate Purchasing Policies and Procedures
Verification of Purchased Products	7.4.3	√	√	II.H, II.D	002: Procurement, 100, 307, Corporate Purchasing Policies and Procedures, Plant Documents
Incoming Product Quality	None	7.4.3.1	None	II.D	002: Procurement, 100, 307, Corporate Purchasing Policies and Procedures, Plant Documents
Supplier Monitoring	None	7.4.3.2	None	II.H	002: Procurement, 100, Corporate Purchasing Policies and Procedures
Control of Production and Service Provision	7.5.1	√	√	II.C	002: Manufacturing, Delivery, 206, 200, 300, 301, 303, 601 series
Control Plan	None	7.5.1.1		II.B, II.C	002: Design and Development, Manufacturing, 200, 601 series, 200A

Requirement / Clause	ISO 9001: 2008	ISO/TS 16949: 2009	AS9100C	QM Section	Corporate Quality and Other Documents
PRODUCT REALIZATION (cont'd)	7.0				
Production Process Validation (1st Article)	None		7.5.1.1	II.C	308, 206, 601 series
Work Instructions	None	7.5.1.2		II.C	002: Design and Development, Manufacturing, Delivery, Procurement, 200,

					300
Control of Production Process Changes	None		7.5.1.2	II.B	002: Manufacturing, 206, 506, 510
Verification of Job Set-ups	None	7.5.1.3		II.C	002: Manufacturing, 200, Plant Documents
Control of Production Equipment, Tools, Software Programs	None		7.5.1.3	II.B, II.C	002: Manufacturing, 200, Plant Documents
Preventive and Predictive Maintenance	None	7.5.1.4		II.C	002: Manufacturing, 200, 900, Plant Documents
Post-Delivery Support	None		7.5.1.4	N/A	Not applicable. (See Cross-Reference Notes.)
Management of Production Tooling	None	7.5.1.5		II.B, II.C	206, 200, 601 series, Plant Documents
Control of Service Operations	None		7.5.1.5	N/A	Not Applicable. (See Cross-Reference Notes)
Production Scheduling	None	7.5.1.6	None	II.C	002: Order Fulfillment, Central Planning and CDF Documents
Feedback of Information from Service	None	7.5.1.7	None	N/A	Not applicable. (See Cross Reference Notes.)
Servicing Agreement With Customer	None	7.5.1.8	None	N/A	Not Applicable. (See Cross Reference Notes.)
Validation of Processes for Production and Service Provisions	7.5.2	√	√	II.C	002: Design and Development, 206, 601 series (Servicing is N/A. See Cross Reference Notes.)
Validation of Processes for Production and Service Provisions - Supplemental	None	7.5.2.1	None	II.C	002: Design and Development, 206, 601 series. (Servicing is N/A. See Cross Reference Notes.)
Identification and Traceability	7.5.3	√	√	II.C	002: Design and Development, Manufacturing, Delivery, Procurement, 202, 005
Identification and Traceability - Supplemental	None	7.5.3.1	None	II.C	002: Design and Development, Manufacturing, Delivery, Procurement, 202, 005
Customer Property	7.5.4	√	√	N/A	Plant Documents
Customer-owned Production Tooling	None	7.5.4.1	None	N/A	Plant Documents
Preservation of Product	7.5.5	√	√	II.C	002: Manufacturing, Delivery, Procurement, Plant Documents
Storage and Inventory	None	7.5.5.1	None	II.C	002: Manufacturing, Delivery, Plant Documents
Requirement / Clause	ISO 9001: 2008	ISO/TS 16949: 2009	AS9100C	QM Section	Corporate Quality and Other Documents
PRODUCT REALIZATION (cont'd)	7.0				
Control of Monitoring and Measuring Devices	7.6	√	√	II.D	002: Manufacturing, 301, 005
Measurement System Analysis	None	7.6.1	None	II.D	200, 303
Calibration / Verification Records	None	7.6.2	None	II.D	002: Manufacturing, 301, 005
Lab Requirements - Internal Labs	None	7.6.3.1	None	II.E	002: Manufacturing, 800
External Laboratory	None	7.6.3.2	None	-	002: Manufacturing, 301, 800
Measurement Analysis and Improvement	8.0				
General	8.1	√	√	II	002, 200 Series, 206, 200, 310, 400, 500, 610
Identification of Statistical Tools	None	8.1.1	None	II.B	002: Design and Development, Manufacturing, 601 series, 200A
Knowledge of Basic Statistical Concepts	None	8.1.2	None	II.I	002: Training, 200, 604, Plant Documents
Monitoring and Measurement - Customer Satisfaction	8.2.1	√	√	II.G	002: Customer Satisfaction, 400, 503, 504, 310

Monitoring and Measurement - Customer Satisfaction - Supplemental	None	8.2.1.1	None	II.G	002: Customer Satisfaction, 400, 503, 504, 310
Internal Audit	8.2.2	√	√	II.E	002: Internal Auditing, 008 series
Quality Management System Audit	None	8.2.2.1	None	II.E	002: Internal Auditing, 008 series
Manufacturing Process Audit	None	8.2.2.2	None	II.E	002: Internal Auditing, 008 series
Product Audit	None	8.2.2.3	None	II.E	002: Internal Auditing, 008 series
Internal Audit Plans	None	8.2.2.4	None	II.E	002: Internal Auditing, 008 series
Internal Auditor Qualification	None	8.2.2.5	None	II.E	002: Internal Auditing, 008 series
Monitoring and Measurement of Processes	8.2.3	√	√	II, II.A	002: Design and Development, Manufacturing, 002, 400, 310
Monitoring and Measurement of Manufacturing Processes	None	8.2.3.1	None	II.C	002: Manufacturing, 200, 200D, 200A
Monitoring and Measurement of Product	8.2.4	√	√	II.D	002: Manufacturing, 307
Layout Inspection and Functional Test	None	8.2.4.1	None	-	002: Manufacturing, 307, Plant Documents
Appearance Items	None	8.2.4.2	None	N/A	Not applicable. (See Cross Reference Notes.)
Control of Nonconforming Product	8.3	√	√	II.D	002: Manufacturing, 307, 005
Control of Nonconforming Product - Supplemental	None	8.3.1	None	II.D	002: Manufacturing, 307, 0054
Control of Reworked Product	None	8.3.2	None	N/A	Not applicable, documented in 307. (See Cross Reference Notes.)
Customer Information	None	8.3.3	None	II.D.	002: Manufacturing, Quality System Management, 307

Requirement / Clause	ISO 9001: 2008	ISO/TS 16949: 2009	AS9100C	QM Section	Corporate Quality and Other Documents
Measurement Analysis and Improvement (cont'd)	8.0				
Customer Waiver	None	8.3.4	None	II.G	002: Contract Management, 502, 502A
Analysis of Data	8.4	√	√	II.C	002, 100, 200, 310
Analysis and Use of Data	None	8.4.1	None	II.A	002: Customer Satisfaction, 504, 310, 503
Improvement - Continual Improvement	8.5.1	√	√	II, II.A, II.C, II.D	002, 500, 310, 206
Continual Improvement of the Organization	None	8.5.1.1	None	II, II.A, II.C, II.D	002, 200L, 500, 310
Manufacturing Process Improvement	None	8.5.1.2	None	II.A, II.C	002: Manufacturing, 200L, 500, 310, 206
Corrective Action	8.5.2	√	√	II.D	002: Manufacturing, 200L, 500, 503, 206
Problem Solving	None	8.5.2.1	None	II.D	002: Manufacturing, 200L, 500, 503, 503A, 206
Error-Proofing (mistake proofing)	None	8.5.2.2	None	II.D	002: Manufacturing, 200L, 500, 206
Corrective Action Impact	None	8.5.2.3	None	II.D	002: Manufacturing, 200L, 500, 310, 503, 206
Rejected Product Test / Analysis	None	8.5.2.4	None	II.D	002: Manufacturing, 500, 503, 206, Plant Documents
Preventive Action	8.5.3	√	√	II.D	002: Manufacturing, 200L, 500, 503, 503A, 310, 206

Notes

The following notes are applicable for the Tantalum Business Group and Ceramic Business Unit and related support group functions. For Film & Paper and Power & Specialty BUs refer

to F&E plant-level documentation.

Requirement / Clause	Clause	Notes
Customer Designated Special Characteristics	7.2.1.1 (TS)	Critical finished product and process characteristics are identified in the KEMET Control Plan for internal monitoring with a KEMET designated symbol. There are no customer special characteristics and no mandatory use of customer symbols. Ongoing process performance requirements are documented in QOD-200, requiring the default values specified in the PPAP reference manual for all critical finished product and process characteristics. Should KEMET be required to use customer special characteristics in the future, this clause will be addressed at that time.
Customer Communication - Supplemental	7.2.3.1 (TS)	Capability of two-way interface, via CAD/CAE, with customer systems is not required for KEMET product design. Should KEMET be required to have two-way interface capability via CAD/CAE in the future, this clause will be addressed at that time.
Special Characteristics	7.3.2.3 (TS)	See clause 7.2.1.1 above.

Requirement / Clause	Clause	Notes
Customer-Approved Sources	7.4.1.3 (TS)	KEMET Supplier Approval, documented in QOD-100 and the Purchasing Policies and Procedures is used in lieu of a customer approved subcontractors list. There is no customer approved subcontractor list. Should KEMET be required to use customer-approved sources in the future, this clause will be addressed at that time.
Post-Delivery Support	7.5.1.5 (AS)	Post-Delivery Support is not a specified requirement for KEMET product. Servicing is not applicable to KEMET's current products. However, should servicing be applicable to future products, these clauses will be addressed at that time. KEMET has no designated "special processes" or processes where the resulting output cannot be verified by subsequent monitoring or measurement.
Feedback of Information from Service	7.5.1.7 (TS)	
Servicing Agreement with Customer	7.5.1.8 (TS)	
Validation of Processes for Production and Service Provisions - Supplemental	7.5.2 (ISO) 7.5.2 (TS) 7.5.2.1 (TS) 7.5.2 (AS)	
Control of Reworked Product	8.3.2 (TS)	Documented in QOD-307, KEMET does not perform rework on nonconforming product (i.e., no repairs are made to bring the product into specification).
Appearance Items	8.2.4.2 (TS)	KEMET products are not designated as "appearance items" and an Appearance Approval Report (AAR) is not required as a part of PPAP for KEMET. Should KEMET's future products be designated as "appearance items", this clause will be addressed at that time.

Military Standard Cross-Reference

Reference: MIL-STD-790F (Revision: August 1, 1995)

MIL-STD-790F	Quality Manual Section	Corporate Quality and Other Documents
5.1.1	I.C	Quality Manual, Plant Documents
5.1.2	II.E	800
5.1.5	II.G	508
5.2.1	II.I	604, Plant Documents
5.2.2	II.D	301
5.2.4	II.D	307, 503, 700 Series
5.2.4.1	II.D	503
5.2.4.2	II.D	503
5.2.5	II.D, II.G.	503
5.2.5.1	II.B	206, 601 series
5.2.6	II.C	200, Plant Documents
5.2.7	II.B, II.C	200, 202, 206, 301, 307, 510, Plant Documents
5.2.8	II.F, II.H	100, 300, Corporate Purchasing Policies and Procedures
5.2.9	II.B, II.C	200, 601 series
5.2.10	II.D, II.H	100, 202, 200A, Plant Documents
5.2.11	II.C	Plant Documents
5.2.12.1	II.C, II.D, II.H	100, 202, 307
5.2.12.2	II.C, II.H	100, 202
5.2.12.3	II.D	307
5.2.12.4	II.C	202
5.2.13	II.C	202
5.2.14	II.D	307
5.2.15	II.C, II.D	200A, 307, 005, Plant Documents
5.2.16	II.E	008

Corporate Quality Document Index

The following tables are included for reference only. A Master Index of the titles, revisions, and dates of all Corporate Quality Documents is maintained in the Corporate Quality Document database (🔗). In addition, "004 Index - Corporate Quality Documents" (📄) identifies the applicability of each Corporate Quality Document to the locations with related activities.

Index	
Number / Link	Title
004	Index - Corporate Quality Documents
004A	Document Control Plan
Level 1: KEMET Quality Manual and Business Process Documents	
000	Our Mission, Vision, and Values
001	Quality Manual
002	Business Processes
003	Social Responsibility

Level 2: Quality Operating Documents (QOD)	
Number / Link	Title
005	Control of Records
005A	Record Retention Tables
008	Internal Quality Audit Program
008A	Corporate Quality Auditor Qualification and Training

008B	Corporate Internal Quality Audit Process
008C	Plant Self-audit Process
100	Supplier Quality Systems
200	Process Control System
200A	Process Control Plans (PCPs)
200B	Failure Mode and Effects Analysis (FMEA)
200C	Process Capability Studies
200D	Process Flowcharts
200E	Control Charts
200F	Target and Measures Summary
200G	Quality Function Deployment (QFD)
200L	Lean Six Sigma (LSS) Methodology
200M	Maverick Lot Detection (MLD)
202	Product Identification and Traceability
205	Plant Cpk and PPM Reporting
206	Product, Process, Raw Material, and Equipment Change Control
300	Document and Data Control
300	KEMET Standard Document Family Information
301	Calibration Systems
301B	Standard Accuracy Verification Procedure
303	Measurement Systems Analysis
307	Inspection and Testing / Control of Nonconforming Product
308	First Article Inspection (FAI)
310	Quality Operating System (QOS): Plant / Product Line
312	Cost of Poor Quality (COPQ)
400	Management Leadership
400A	Quality Policy Committee (QPC)
400C	KEMET Disaster Contingency Plan
400R	Risk Management
500	Corrective Action, Preventive Action, and Continuous Improvement
502	Customer Product Specifications
502A	Automotive Customer Specific Requirements
502B	

	Nondisclosure Agreement Guidelines
503	Customer Complaint Handling
503A	Global 8D Problem-solving Method
503C	Problem Part Identification and Containment
504	Customer Satisfaction
506	KEMET Product Part Approval Process (PPAP)
508	Handling of Parts by KEMET Distributors
510	Customer Change Notification
601A	New Product Platform Development
601B	Platform Extension and Custom Design
601C	New Material, Process, and Equipment Development
601D	Express Product Development
601F	Pre-project Feasibility and/or Prototype Work
601P	New Private Label or Alliance Partnership
602	Transfer Process
603	New Product Launch
604	KEMET Training Program
606	New Product Development (NPD) Portfolio Management
610	Sustainability Council (SC)
800	Laboratory Process Control
900	Software Control

Level 3: Corporate Quality Procedures (CQP)	
Number / Link	Title
700A	QA&R Testing
700B	Ceramic Commercial Monitoring Program
700C	Tantalum Commercial Monitoring Program
700D	Testing for Customers
700E	Aluminum Commercial Monitoring Program

Material Composition Declaration - IPC-1752-1	
Number / Link	Title
610A	IPC-1752-1 Material Composition Declarations
610B	Ceramic BU Flat File
610C	IPC-1752-1 MCD Files

610D	Film and Electrolytic BU Flat File
610E	Tantalum BG Flat File

Packaging	
Number / Link	Title
1000	Packaging Overview
1001	Packaging Minimum Standards
1002	Packaging by Product Type
1003	Storage
1004	Taping
1005	Void Fillers
1006	Edge Protection
1007	Overpacks
1008	Stacking
1009	Strapping and Stretch Wrapping
1010	Pallets
1011	Loading and Unloading
1012	HazMat packaging requirements
1013	Shipping instructions (SIs)
1014	Returns/Damaged Goods
1015	Loading Ocean Containers