



Liburdi Dimetrics Corporation

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Title: LIBURDI DIMETRICS CORPORATION VENDOR REQUIREMENTS					

Approval (Latest Version)				
	Name	Title	Signature	Date (YYYY-MM-DD)
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Revision History					
Rev.	Issue Date YYYY-MM-DD	Description	Prepared by:	Reviewed by:	Approved by:
0	2014-11-18	Original Issue	K. Urbasik	M. Lathan	K. Urbasik
1	2015-11-13	Add section numbers Add section 11 Add section 12 Revised to new format Add section 13	K. Urbasik	M. Lathan	K. Urbasik
2	2017-07-26	Add section 14. Add section 15. Section 1 – Revised Scope to clarify the sections that apply to off-the-shelf components. Corrected spelling/grammar errors. Formatting.	G. Mackie	K. Urbasik	K. Urbasik
3	2018-02-22	Add Section 16.	G. Mackie	K. Urbasik	K. Urbasik
4	2018-11-14	Reorganized document into Section A for all Vendor Purchases and Section B for Custom Parts. Added Section B7 for Serial Numbers. Modified Section A7 for Elastomeric Materials. Corrected spelling/grammar errors.	G. Mackie	M. Lathan	K. Urbasik
5	2026-03-10	Updated Company Name and format. Delete B8 – Late Penalties. Added to A2 – communication, item 2. Modified A8 – shipment condition expectation. Section B – title clarified. Modified section B2. Added section B3 – 3D printed parts. Added section B4 – electronic subassembly. Renumbered sections as needed. Added A7 – Authorized distributors. Modified B5 – surface finish Added B11 - traceability	R. Fung	K. Urbasik	K. Urbasik



SCOPE

In an effort to improve communication of expectations, this document will be sent to vendors as part of the vendor approval / renewal process. Section A applies to all Vendors. Section B applies to machine shop vendors and vendors providing a Custom Products manufactured to a Liburdi Design or Liburdi Specification.

SECTION A – Requirements for All Vendors

A1. General

1. The purchase order is used to specify requirements. This may include:
 - a. Descriptions and notes included in the purchase orders
 - b. Attached documents or drawings
 - c. Referenced documents or drawings
2. One of the referenced documents is the “Liburdi Purchasing terms and conditions”. The latest version may be found on the website www.liburdi.com under “terms and conditions”.
3. If any referenced documents are missing, the vendor will contact Liburdi purchasing for the applicable document. The Vendor shall not use documents sent for quotation or from previous orders since they may not be applicable to the current order.

A2. Communication

In general, prompt and accurate communication is essential to maintain schedule and quality requirements. The following specific points are emphasized:

1. When Liburdi requests a quotation, the vendor is requested to promptly provide a quotation indicating price and delivery. If the vendor chooses to no-quote, the vendor is encouraged to notify Liburdi purchasing immediately.
2. When a purchase order is transmitted to the vendor, the vendor is required to send an email acknowledging receipt of the purchase order
3. If the requested delivery date is in doubt, the vendor is required to notify Liburdi of a revised date. As soon as possible. Do not wait until the due date.
4. Non-conformances (MDN’s) are not anticipated in Liburdi production schedules. If a non-conformance is identified it must be addressed as a priority task to minimize schedule impact.

A3. Quality Assurance Requirements

When the purchase order includes a reference to a quality assurance requirement such as “ISO 9001 required for this order”. The vendor is required to ensure the products are provided under the stated standard, regardless of vendor QA system certification. The vendor is also required to ensure sub-supplier work is provided under the stated requirements. This applies to the purchase of raw materials.

If clarification is required, contact Liburdi purchasing.



A4. Quality

Liburdi delivery schedules are adversely affected by product non-conformances, and often causes Liburdi to incur unnecessary costs. The vendor is expected to work with Liburdi to reduce or eliminate non-conformances. The following specific points are emphasized:

1. The vendor is required to meet the requirements of the purchase order. This is not limited to dimensional inspections or testing specified on the purchase order.
2. In the event of non-conformance detected during vendor production, the vendor is expected to notify Liburdi purchasing to discuss possible dispositions. In some cases, the non-conformance may be accepted on a “use as-is” or “repair” basis. This will be evaluated on a case-by-case basis. Liburdi will notify the vendor in writing of the disposition.
3. In some cases, the final acceptability of a non-conforming part must be determined by fit-up to an assembly or by testing after assembly.
4. In the event of non-conformance detected after delivery to Liburdi, the vendor will be notified by Liburdi purchasing and possible dispositions will be discussed.

A5. Counterfeit, Fraudulent and Suspect Items

If any purchased items are described using part or model numbers, product descriptions, performance requirements or industry standards, the vendor is responsible for ensuring the product they supply conforms to the latest version of those requirements.

Used, reconditioned, refurbished or indeterminate (such as surplus or salvaged) materials are not permitted unless otherwise specified.

If the vendor is a distributor, or not the manufacturer of the goods, they are responsible for making reasonable efforts to ensure the goods are manufactured by the original manufacturer and meet the manufacturer’s performance specifications.

Any deviations from stated purchasing requirements require written authorization from Liburdi.

If counterfeit, fraudulent or suspect items are supplied, the vendor is responsible for providing replacements, and is liable for any reasonable costs incurred to replace the part.

A6. Elastomeric Materials

When the product being supplied is made from Elastomeric Materials (such as O-rings, Gaskets, or Seals) with a limited shelf life:

1. A manufacture date or expiration date must be recorded on the product or packaging.
2. If the manufacture date is specified, upon arrival at Liburdi, the product must have 80% estimated shelf life remaining.
3. If the expiration date is specified, upon arrival at Liburdi, product must have at least 3 years remaining before expiration.

For Elastomeric Materials that are part of an assembly, it is the Vendor’s responsibility to ensure that the elastomers have at least 3 years of shelf life remaining before arrival at Liburdi.

For Elastomeric Materials with unlimited shelf life, none of the requirements of Section A6 apply.



A7. Authorized Distributors

For catalogue/commercial off-the-shelf electronic components, authorized distributors will be used.

A8. Shipment Condition Expectation

Parts are suitably packaged and shipped in a manner that minimizes the risk of damage during shipping.

SECTION B – Requirements for machine shops and vendors providing Custom Products manufactured to a Liburdi Design or Liburdi Specification.

B1. Source Inspection or Surveillance

When the PO calls for Liburdi personnel to visit the vendor facility, the vendor is responsible for giving Liburdi sufficient notice (2 days typically) to arrange the visit. The vendor will hold production until the visit is completed. If Liburdi decides to skip the visit, notice must be given in writing. If production is delayed due to the visit, the vendor is to advise Liburdi purchasing of the schedule impact.

B2. Electronic CAD files for machined items (Except 3D printing – see B3)

Electronic CAD files are provided by Liburdi to the vendor when requested to assist in the manufacturing process. Available formats include “.dxf”, “.stl”, “.stp”, and “.sat”. These are to be considered reference documents; they are correct to the best of our knowledge, but the part is to be manufactured per the approved drawing pdf file. In the event of discrepancy, the vendor is to contact Liburdi purchasing for clarification. The vendor will obtain the electronic file from Liburdi purchasing. Do not rely on CAD files and drawings sent for quotation or from previous orders, they may not be applicable to the current order. The electronic file is sometimes embedded as an attachment in the drawing pdf file.

B3. 3D Printed Parts (plastic or metal)

For 3D printed parts, the drawing, .STL and .STP file will be provided by Liburdi (the .STL and .STP file may be an attachment in the PDF file or a separate file). The vendor is required to produce parts that match the .STL and .STP model the dimensions in the drawing are for reference only but the vendor must follow any embedded specifications in the drawing including instructions contained in the notes section (material, stacking direction, etc.). Unless otherwise specified, a dimensional inspection report is not required.

B4. Electronic Subassembly

Electronic Subassembly vendors manufacturing to a Liburdi design shall use the following process:

1. Use the “manufacturer / supplier” shown on the Liburdi Bill of Materials sent with the purchase order.
2. Alternately, the following manufacturers / suppliers are on the Liburdi Approved Supplier List and may be used interchangeably with:

Component Suppliers

- a. Digikey
- b. Newark Electronics
- c. Electrosonic
- d. PEI Genesis
- e. Wesco
- f. Mouser



- g. RS Components (formerly Allied Electronics)
- h. Future Electronics
- i. Gerri Electric
- j. City Electric Supply

Subassembly Manufacturers (including circuit boards)

- a. Radiant Technologies
- b. Permotech
- c. OES
- d. RMF Design and Manufacturing Inc.
- e. MiraTech
- f. Weston Modular
- g. MicroArt
- h. LDC-USA
- i. Powersonic

- 3. Any other manufacturers/suppliers require written approval from Liburdi.

B4. Raw Materials

Liburdi will specify material requirements on drawings.

- 1. Identical substitution is permitted provide the vendor provides written notification of the substitution and evidence that is identical.
- 2. Equivalent substitution is permitted provided Liburdi provides written permission for the substitution (this may be an email or a note “material xxx or equiv.” included on the drawing), the vendor provides written notification of the substitution and evidence that is equivalent.
- 3. Liburdi will specify materials to sufficient detail, typically listing the specification. Where the specification is incomplete, the vendor is to request clarification. For example, “aluminium 6061 should be shown on the drawing as AL 6061 – T6. If the heat treat condition is not shown the vendor will request clarification. Also, it may be possible to substitute –T651 (stress relieved) or –T6511 (stress relieved and straightened) if the vendor obtains permission from Liburdi.

B5. Surface Finish

Liburdi drawings have a default surface finish of 125 Ra, but the cosmetic requirements must also be considered. If the vendor has a concern, they should contact Liburdi for a disposition, which will be done on a case-by-case basis. In some cases, the area of concern will be hidden in the final assembly after EDM process to the equivalent of a machined surface finish.

- 1. **Unfinished machined items**, regular machining marks are acceptable. Scratches and irregular marks such as dents or pitting may be rejected.
- 2. **Unfinished sheet metal**, the as-rolled surface should be maintained.
- 3. **Black or clear anodized machined items**, regular machining marks are acceptable. Scratches and irregular texture areas may be rejected, and irregular coating finish may be rejected.
- 4. **Black or clear anodized sheet metal**, the as-rolled surface should be maintained, and irregular surface finish may be rejected.
- 5. **Parts with engraving or labelling**, the cosmetic requirements are higher, so cosmetic issues are more likely to be rejected.
- 6. **Electroless nickel plated surfaces** – these surfaces must be free of scratches since the chrome plating accentuates the scratches, and irregular coating finish may be rejected. Polishing the surface before finishing is required. Sandblasting is prohibited.

7. **Coloured anodize surfaces** – these surfaces must be free of scratches since the coloured anodizing is used for cosmetic purposes, and irregular coating finish may be rejected. Polishing the surface before finishing may be required. Colour matching is also important. Reference samples will be provided by Liburdi if requested.
8. **Hard Chrome** regular machining marks are acceptable. Scratches and irregular texture areas may be rejected. This finish is used for functional purposes, not cosmetic.
9. **Engraving** – If engraving is specified on the drawing follow the instructions on the drawing. When not specified, use Arial font, font size 0.125” if the part is too small contact Liburdi for direction. Default method for stainless or unfinished aluminium is machined engraving 0.010” deep. Default method for black anodized aluminium is laser engraving.
10. **Parts made from Garolite material (such as parts for L Series Heads) have cosmetic requirements as follows:**
 1. Colour matching is required because there is variation from raw material batch-to-batch. Sets of parts shall be machined from the same sheet of raw material to ensure colour is consistent.
 2. Dents and other surface imperfections may lead to part rejection.
 3. Contact Liburdi purchasing for clarification if needed.
11. **Fixturing** when parts need to be fixtured during processing, ensure entire part is processed and that sufficient size or quantity of fasteners or hangers are used to avoid loss or damage to part.

B6. Implied Tolerances

Unless otherwise stated, the following tolerances are implied.

1. Implied tolerances as shown on the engineering drawing title block
2. Thread tolerances are:
 - 2.1 – Internal 2B
 - 2.2 – External 2A

B7. Supplier Markings

1. Suppliers of Liburdi-designed products may not mark their name or logo on the products without written permission from Liburdi.
2. Suppliers designing customer products may attached typical “manufacturer’s” identification, such as a nameplate, but may not mark the product with logos, labels or other branding without written permission from Liburdi.

B8. Serial Numbers

If the drawing provided by Liburdi specifies a serial number is required:

1. Mark serial number in the format indicated by the drawing.
2. If specified, use the method specified.
3. If a serialized part is reworked, the original serial number will be used.
4. If a serialized part is replaced, a new serial number must be applied.



B9. Liburdi Concessions

Where the vendor has obtained a concession from Liburdi to deviate from the general requirements of Section A1, they must:

1. Document Liburdi approval of the concession (ex. email, Non-Conformance Report).
2. Reference the concession on the vendor documentation.
3. Include a copy of the concession with the part's accompanying vendor documents for Liburdi records.

B10. Shipment Condition Expectation

Liburdi expects shipments to meet the following conditions:

1. Any burrs that are the result of machining operations are removed.
2. Parts are cleaned with a cleaner that does not leave a residue to remove all dirt and debris.
3. No foreign substances on parts except for standard coatings used to prevent corrosion on certain materials.
4. Parts are suitably packaged and shipped in a manner that minimizes the risk of damage during shipping.

B11. Traceability

Traceability by heat number/lot number does not need to be marked on the physical item unless specified in the PO. Traceability will be by documents and records: CMTR, MTRS and CofCs will include the Liburdi P.O. Number and Drawing number + revision.