

Distribution Survey and Profile Response

TestEquity LLC., shares your commitment to legal and ethical business practices, and we offer this document to satisfy the need for pertinent information regarding our business profile, practices, and organizational attributes. We hope this response provides the assurance that TestEquity (TE) is committed to uncompromising integrity in its business practices.

TestEquity LLC. Executive Office: 9151 Blvd 26, Building A, Floor 4 N. Richland Hills, TX 76180 Website: www.testequity.com	Founded/Incorporated: 1973 State of Incorporation: Delaware Company Type: Public Classification: Corporation
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Company Overview: TE is a distribution company specializing in test and measurement equipment serving the electronic assembly, aerospace and defense, automotive, medical, and other industrial markets. TE brands international branch network spans numerous stocking locations throughout North America, including subsidiaries in Mexico and Canada. For company history and additional information please refer to our website at [TestEquity: About Us](#).

Our Mission: We are committed to our role as a trusted solutions provider with profitable growth through investment, innovation, and operational excellence.

Employment Policies: TE provides equal employment opportunities without regard to race, color, sex, religion, national origin, age, veteran status, or disability. We conform to all applicable federal and state laws, rules, guidelines, and regulations, and provide equal employment opportunities in all employment and employee relations. For additional information on EOE or other employment practices, please visit our website at [TestEquity: Careers](#).

W9 Requests: You may request a W9 form by sending an e-mail request to creditapplications@testequity.com. Please include your company name, address and the TE location you are looking to do business with in your email request.

Confidentiality and Non-Disclosure Agreements: TE routinely works with customers where specific content shared between parties must occur in a confidential manner. TE limits the parties involved to only those necessary for specific functions and as mutually agreed upon with the customer. If confidential information has been determined necessary to pass between parties, a non-disclosure agreement may be considered and would be negotiated at that time in a manner that is clearly defined and specific to the nature of the business relationship. If interested in signing an NDA with TE, contact a Customer Service or Sales representative. Please include your company name, and location and identify the recipient's legal entity information in your email request.

Terms and Conditions: TE's customer, supplier/vendor, privacy, cyber security, conflict minerals, quality and other policies are available on the TE website under "Policies" at [TestEquity: Quality & Compliance](#).

Please contact a Customer Service or Sales representative for ordering, lead times, prices, fees, payment terms, and payments.

Quality Policy: TE is committed to providing quality products, services, customer satisfaction and loyalty by continuously improving to provide a positive customer experience that meets or exceeds our customers, compliance standards, and regulatory requirements. Information related to our commitment to quality is available on the TE website at [TestEquity: Quality & Compliance](#).

Quality Management System and Certificates: Our distribution sites follow a Quality Management System compliant with ISO 9001 standards. Our internal calibration labs are certified and accredited to ISO 17025 standards. Current certificates are available on our website at [TestEquity: Quality & Compliance](#).

Compliance and Safety Data Sheets: Product compliance documents such as RoHS, Reach, Cal. Prop 65, etc. relative to specific products are available upon request through TECompliance@testequity.com.

Quality Management System Elements

Administrative Elements

- TE's distribution sites follow a documented Quality Management System (QMS) compliant to ISO 9001 standards. The QMS Manual (document CM-AS9120-ISO9001) is available to customers upon request or during audits at QualityTeam@testequity.com. Please include your company name, location and identify the TE site you are doing business with in your email request.
- Certificates for certified sites can be found on our website at [TestEquity: Quality & Compliance](#).
- Organization charts are employed to identify the reporting structure, authority, and identification of Management Representatives.
- TE has defined, documented, and periodically reviews policies, procedures, and work instructions as required within the management system to ensure compliance with business practices, customer requirements, and standards. This information is considered proprietary and is not disseminated publicly. This information may be viewed during an audit.
- Employees are routinely trained in policies and procedures and evaluated for competency. Training and competency records are maintained and retained based on corporate documentation retention policies.
- QMS assessments to ensure effectiveness are conducted through scheduled internal audits, management reviews and on-going evaluations of metrics to quality objectives. Leadership is committed to continual improvement of the organization and the QMS to ensure customer satisfaction.

Documentation

- TE has controls in place to ensure only the latest documents are available for access by all personnel.
- Obsolete documents and Quality records are indexed and stored for timely retrieval.
- TE has a record retention policy that is consistent with industry standards. When applicable, customers may take possession of the product records at their expense at the end of TE's retention period if their retention requirements are longer. General retention period is 10 years from the date of record creation.

Change Control

- TE employs change control practices for its services and distributed products. TE requires OEMs and sub-tiered suppliers to provide notification if the supplier plans to make changes in product and/or process, changes of suppliers, changes of manufacturing facility location.
- TE will provide notification to all impacted customers of the changes pending upon becoming aware of the change from an OEM or sub-tier supplier. Configuration Management practices are employed to control the changes.

Design Controls

- TE employs design control practices to manage and maintain the design of our environmental chambers.
- TE will provide notification to all impacted customers of the changes, where applicable, in accordance with the Change Control program.

Supplier Controls

- TE strives to work directly with OEMs, Authorized Distributor and is an Authorized Distributor for numerous suppliers to offer a vast range and network of supplies to our customers. Utilization of OEM and AD networks is a key component in our ability to mitigate counterfeit part assurance to our customers.
- TE has established the requirements and controls required to be applied to externally provided products, and services.
- Product requirements and controls are employed by direct and sub-tier suppliers as appropriate to risk, and in accordance with customer requirements.
- Suppliers on our Approved Supplier's List (ASL) are monitored and evaluated to ensure compliance with the elements outlined in our program.

Customer Service & Ordering

- Dependent on specific order pathways, Contract Review of incoming orders are performed to ensure customer requirements can be met prior to order acceptance.
- TE's Customer Service and Sales team works with customers when contract changes are required. This may include change orders, specifications, change control, supplier standards, and/or Quality Agreements.

- Instructions specific to customer requirements are clearly defined, flowed down, and communicated throughout the supply chain to ensure all requirements are understood and can be met.

Receiving Inspection

- Incoming receiving requirements for materials are subject to receiving inspection standards, including practices to prevent counterfeit materials.
- Material certification and inspection records are kept on file subject to the record retention policy outlined in the documentation section.
- Controls are in place that prevents nonconforming material from being put into stock or inadvertently distributed. Material is electronically and systematically controlled and monitored within the facility.

Operational Controls

- Written instructions are in place for personnel performing specific processes to ensure the outcome meets requirements for the provision of our products and services.
- Documented information is maintained to establish that the processes have been carried out as planned and that demonstrate the conformity of our products and services.
- Certificate of Conformance is provided with every shipment. A Certificate of Analysis or other product documentation from an OEM may be available upon request.

Equipment Control

- TE tracks, calibrates, and verifies critical inspection, measurement, and test equipment traceable to NIST or another suitable standard when required in accordance with defined frequencies.
- Equipment critical to the process at TE is tracked and maintained based on defined frequencies to ensure the performance of the equipment.

Handling, Storage, Preservation & Delivery

- TE ensures materials and products are identifiable and traceable throughout the supply chain process. Materials are traceable to certifications, purchase orders, and sales orders.
- TE ensures materials and products are stored and managed in a manner that precludes damage and deterioration where required. In addition to storage precautions, packaging practices for reasonable protection from damage and deterioration are utilized.
- Procedures are in place to ensure that different customer orders are not commingled. Some customer orders may be consolidated for shipment where necessary.
- All critical products are identified throughout the handling process, including batch/lot information, date of manufacturer, date of expiry, and storage requirements.
- Materials that have a limited shelf life are tracked in accordance with Lot control where required. Products will be identified with labels that identify the expiration date.
- Facilities have established housekeeping practices to ensure adequate control of the work environment, including temperature and humidity monitoring, and cleaning programs.

Packaging & Labeling

- TE has documented packaging controls, instructions, and standards in place dependent upon product type or customer specific requirements.
- Most packaging and labeling are supplied by the original manufacturer (OM). Should specific packaging or labeling be required, contact TE Sales to ensure that requirements are defined prior to ordering.

Nonconforming Control

- Physical and electronic controls are in place to monitor, handle and control nonconforming materials.
- Nonconforming material, including suspected counterfeit materials, is identified, and segregated to preclude inadvertent use. The product is quarantined and cannot be moved until disposition. When applicable, engaging the customer's approval may be part of the disposition process.

Corrective/Preventative Action and Improvements

- A Corrective Action and Preventive Action process that is compliant with appropriate standards is employed.
- Root Cause Analysis is performed as a component of the Corrective Action process. Preventive actions are employed with the Corrective Action process, where applicable.
- Improvements to the management system are captured through the Prevention Action process.

Customer Satisfaction

- Feedback from customers is documented and evaluated to ensure that customers' expectations are met.
- Evaluation and actions are taken when necessary to remediate issues.

For additional information and questions please contact QualityTeam@testequity.com.