

SPG-QA001

Supplier Process Guideline

FOD Prevention Guide**REVISION 01****2025-03-28****SPG**

Revision Log

REV.	DATE	INITIATOR	DESCRIPTION	TRAINING REQUIREMENT
01	2025-03-28	Sébastien Monette	DCO_2024-074 : - Initial release. • Reason: CAPA_2025-001 and continuous improvement.	Reading

Disclaimer: If there is a conflict between the content of this document and the quality procedure, the information in the quality procedure will prevail.

Approvals

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1 Purpose

Provide Kinova suppliers with a guide to reduce and eliminate risks associated with foreign debris that can affect product quality and safety, based on the following points:

- Safety: Reduce the risk of equipment damage and personnel injury caused by foreign objects;
- Equipment protection: Avoid costly damage to machinery, equipment, that can result from the presence of debris;
- Operational efficiency: Minimize operational delays and equipment downtime that can be caused by FOD incidents;
- Quality maintenance: Ensure that finished products are free from any defects or damage caused by FOD during manufacturing processes;
- Education and awareness: Train personnel to identify, manage and prevent FOD risks through ongoing education and the implementation of good working practices.

2 Scope

This process applies to all stages of production, from the supply of raw materials to the assembly and delivery of finished products.

3 Acronyms and References

3.1 List of Acronyms

The table below contains the definitions of the acronyms used in this document.

ACRONYM	DEFINITION
FOD	Foreign Object Debris
KPI	Key Performance Indicator

3.2 List of References

The table below contains all the referenced documents.

REFERENCE	DESCRIPTION
F-258	Supplier Quality Agreement

4 Procedure

4.1 Identification of Sensitive Areas

4.1.1 Mapping of Critical Areas

Each supplier must identify areas sensitive to the risk of foreign debris within its facilities (production, assembly, and storage areas).

4.1.2 Definition of Risk Levels

Each area is assessed according to its potential exposure to FOD, and risk levels are defined (low, medium, high).

4.2 Training and Awareness

4.2.1 Training

All employees working in critical areas must be trained on FOD risks and prevention procedures. Training sessions are held every six months.

4.2.2 Continuous Awareness

Regular reminders of FOD prevention practices are displayed in sensitive areas, and visual tools (warning signs) are used to remind people of good practices.

4.3 Access and Cleanliness Control

4.3.1 Restricted Access Area

Sensitive production areas should have access control to limit entry to authorized personnel only, thereby reducing the risk of contamination by foreign objects.

4.3.2 Cleanliness of Workstations

Strict cleaning and workstation organization procedures must be implemented at the end of each shift. Cleaning checklists are used to ensure standards are met.

4.3.3 Clothing and Tools

Personnel should wear suitable clothing without pockets or detachable parts, and tools used should be secured and accounted for after use to avoid lost items.

4.4 Regular Checks

4.4.1 Visual Inspections

Systematic visual inspections of production areas should be carried out at regular intervals, before and after each major operation, to detect any potential FOD.

4.4.2 Use of FOD Detectors

In critical environments, the use of debris detectors (such as magnetic or ultrasonic detectors) is required to detect foreign objects not visible to the naked eye.

4.4.3 FOD Audits

Internal and external FOD audits are carried out to assess the effectiveness of the measures implemented. The results are shared with the management team to improve processes if necessary.

4.5 Management of FOD Non-Conformities

4.5.1 Reporting a FOD Incident

If a foreign debris is detected at any stage of production, a non-conformity report is immediately written. This is applicable to suppliers for internal corrective actions as well as for Kinova, via supplier non-conformity report.

4.5.2 FOD Incident Monitoring

A follow-up is carried out for each documented FOD incident, and the results are shared with the company to assess the impact on deliveries and propose adjustments in the FOD program.

4.6 Continuous Improvement

4.6.1 Quarterly Review of the FOD Program

Every quarter, the FOD prevention program is reassessed during meetings with the quality team and production managers. Supplier performance is analyzed to adjust prevention measures.

4.6.2 Improvement Proposals

Suppliers are invited to submit proposals to improve FOD practices and share innovations or technologies that could further reduce risks.

4.6.3 Monitoring of FOD Indicators

Key performance indicators (KPIs) such as the number of FOD incidents per quarter and the frequency of corrective actions are monitored and are an integral part of the quality assessment.