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May 22, 2014

Dear Valued Supplier,

Effective on May 30, 2014 Brooks Automation (Brooks) will be implementing the following process to ensure timely return of non-conforming material to our Suppliers for root cause analysis and corrective action and faster responsiveness on repair/replacement of such non-conforming material.

Brooks' Material Review Board (MRB) consisting of the Buyer, Manufacturing Engineer, and Supplier Quality Engineer (SQE) will meet daily to review non-conforming material discovered either during incoming inspection or manufacturing process to determine responsibility. From time to time the MRB may contact the Supplier to aid in the determination of responsibility.

When the responsibility is determined to be Brooks' the Buyer will contact the Supplier to obtain a quoted/estimated cost to rework. Upon review of the estimate, the Buyer may decide to issue a rework purchase order (PO) to Supplier by requesting a Return Material Authorization (RMA). The rework PO will have an estimated delivery date which Supplier will need to confirm within 48 hours from receipt of material to be reworked. Please note that Supplier On Time Delivery (OTD) performance to these rework PO will be tracked and measured and will affect the Supplier scorecard. In addition, if such rework PO will become 30 days or more overdue, Brooks will automatically cancel such PO and debit Supplier for the then current cost of the returned material.

When the responsibility is determined to be Supplier's, the Buyer will immediately request an RMA. The Supplier will be given 48 hours to provide an RMA along with the necessary shipping instructions. If Supplier does not provide an RMA within such time frame, Brooks will assign an internal tracking number and return the non-conforming material to Supplier using a shipping method of Brooks' choice. Immediately upon the return of the non-conforming material to Supplier, Brooks will debit Supplier for the current cost of the goods and the

transaction will be considered closed. Upon receipt of the returned non-conforming material, Brooks' expectation is for Supplier to review it in a timely manner to determine root cause and corrective action to prevent any future occurrence. Brooks' SQE may request Supplier to Pareto the identified failure modes for tracking purposes. Also, if Supplier would like to dispute the assignment of responsibility, they should contact their SQE and/or Buyer to review the matter and request a reversal. If supplier desires to rework and return the non-conforming material, they'll need to contact their Buyer for authorization and instructions on how to properly process such an option. Please be advised that Brooks does not accept reworked/repared material against orders for "new" items. Any violations to this policy may result in the Supplier's being disqualified on that particular part or as a Brooks' Supplier.

This process coupled with other improvements internal to Brooks, will result in a much more efficient and timely disposition of non-conforming material for both the Supplier and Brooks.

Thank you in advance for your on-going support and don't hesitate to contact your Buyer should you have any questions regarding this process.

Sincerely,



Giovanni Ghisletti
Director Supply Chain