

## Supplier Quality Requirements

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|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>A</b> | <b>Purpose</b>                                                                                                                                                 |                                   |
|          | <ul style="list-style-type: none"> <li>To define Classic Turning Inc.'s supplier quality assurance requirements.</li> </ul>                                    |                                   |
| <b>B</b> | <b>Scope</b>                                                                                                                                                   |                                   |
|          | <ul style="list-style-type: none"> <li>These requirements apply to all Classic Turning suppliers.</li> </ul>                                                   |                                   |
| <b>C</b> | <b>Responsibilities</b>                                                                                                                                        |                                   |
|          | <ul style="list-style-type: none"> <li>Acceptance of CT purchase orders constitutes acceptance to the requirements set forth within this procedure.</li> </ul> |                                   |
| <b>D</b> | <b>Definitions</b>                                                                                                                                             |                                   |
|          | <ul style="list-style-type: none"> <li>FOD</li> </ul>                                                                                                          | Foreign Objects, Damage           |
|          | <ul style="list-style-type: none"> <li>MRB</li> </ul>                                                                                                          | Material Review Board             |
|          | <ul style="list-style-type: none"> <li>NCR</li> </ul>                                                                                                          | Nonconformance Report             |
|          | <ul style="list-style-type: none"> <li>OTD</li> </ul>                                                                                                          | On-time Delivery                  |
|          | <ul style="list-style-type: none"> <li>RTV</li> </ul>                                                                                                          | Return to Vendor                  |
|          | <ul style="list-style-type: none"> <li>SCAR</li> </ul>                                                                                                         | Supplier Corrective Action Report |
| <b>E</b> | <b>Work Instructions</b>                                                                                                                                       |                                   |

### 1. Supplier Quality System Requirements

- 1.1. The supplier shall develop and maintain fundamental Quality Systems that provide for continuous improvement and ensure product or services provided to Classic Turning (CT) meet all applicable drawing, specification, purchase order, and quality requirements.
- 1.2. Suppliers shall be compliant to the latest revision of AS9100, ISO9001, ISO17025, or Nadcap as appropriate or have an approved audit/survey on file.
- 1.3. In addition to basic Quality System requirements, CT contractually mandates that requirements and procedures defined below are complied with.

### 2. Documents and Data

- 2.1. Documents and data supplied to CT shall be in the English Language.
- 2.2. CT supplied blueprints and sketches will be considered uncontrolled.
- 2.3. It is the supplier's responsibility to ensure the blueprint revision coincides with the P.O.
- 2.4. Whenever a specification or drawing is called out on a P.O., it should be interpreted to mean the latest revision issued at the date of the P.O. issuance, unless otherwise specified on the P.O.

### 3. CT Surveillance and Access

- 3.1. CT, its customers, and regulatory agencies reserves the right to access supplier's facilities for monitoring and inspecting of CT's products.

#### 4. Nonconformances

- 4.1. Any product not conforming to drawings or specifications found by the suppliers require disposition by a Material Review Board (MRB) in advance of shipment to CT.
- 4.2. All nonconformances of CT controlled requirements must be submitted to the appropriate facilities' MRB.
- 4.3. The supplier may submit a deviation request through Classic Turning Quality Department, from QF-0030.
- 4.4. The supplier shall submit the request prior to performing any rework or repair.
- 4.5. Acceptance by CT is only for the specified quantity and does not establish any criteria for future shipments.
- 4.6. In the event of non-conformance issues with a supplier, the company reserves the right to recover all associated costs, including but not limited to expenses incurred for:
  - 4.6.1. Rework,
  - 4.6.2. Scrap,
  - 4.6.3. Inspection,
  - 4.6.4. Sorting,
  - 4.6.5. Re-inspection,
  - 4.6.6. Downtime,
  - 4.6.7. Expedited freight,
  - 4.6.8. And any other direct or indirect costs attributable to the non-conformance.
- 4.7. Such costs will be debited from the supplier or otherwise recovered through any appropriate means necessary by Classic Turning.
- 4.8. The supplier shall notify CT Quality, within 24 hours, upon determining that nonconforming product, or items containing latent defects, have been shipped to CT.
- 4.9. Nonconforming material found by CT may be reported to the supplier on a Nonconformance Report (NCR).
- 4.10. Material may be classified as Return to Vendor (RTV) and returned without notification.
- 4.11. Where business needs warrant, nonconforming material may be submitted to the CT Material Review Board (MRB) for acceptance.
- 4.12. Acceptance of nonconforming material through the MRB does not relieve the supplier of the responsibility to provide product that conforms to all CT contract requirements and will adversely affect their Supplier Quality Rating.
- 4.13. Where warranted by the type of nonconformance, a Supplier Corrective Action Request (SCAR) may also be issued.

**4.14.** Failure to complete and return the SCAR by the requested due date will affect the supplier's performance rating and may result in CT withholding quotation opportunities.

## **5. Record Retention**

**5.1.** Suppliers shall establish procedures to ensure Quality records are, unless otherwise specified, maintained for a minimum of fifteen (15) years after delivery of material and material certification.

**5.2.** Quality records are those records which demonstrate conformance to specified requirements and effective operation of the quality system.

**5.3.** Records shall be made available for CT review upon request.

## **6. Notification of Changes**

**6.1.** The supplier shall notify CT Purchasing of changes to product and/or Process definition a minimum of 2 months prior to incorporation, or as required by Purchase Order, drawing, or specification.

**6.2.** Suppliers shall notify CT Purchasing of any management changes or certification status changes within 30 days of such change occurring.

## **7. Foreign Object and Debris (FOD)**

**7.1.** Suppliers shall maintain procedures to control FOD (Foreign Objects, Damage) for all product delivered to CT.

## **8. Counterfeit Parts**

**8.1.** Suppliers shall maintain adequate procedure to control Counterfeit Parts., including (but not limited to) avoidance, detection, mitigation, and disposition per the requirements of SAE AS5553.

**8.2.** Suppliers shall notify CT Purchasing, within 24 hours, upon determining that counterfeit materials have been shipped or previously shipped to CT.

**8.3.** Special processing suppliers are exempt from having a procedure for counterfeit parts, but they should understand the concept of counterfeit parts.

## **9. Requirements Flow Down**

**9.1.** Suppliers shall flow down to sub-tier suppliers all applicable purchase order requirements. This flow down shall include all key characteristics when specified.

## **10. Certificate of Conformance**

**10.1.** Each shipment to CT must be accompanied by a Certificate of Conformance.

**10.2.** At a minimum, the following information must be included in the certificate of conformance:

**10.2.1.** CT Purchase Order Number

**10.2.2.** CT Part Number, Revision Level, and Part Description

**10.2.3.** Supplier Part Number and Revision Level, if applicable.

**10.2.4.** Standard / Specification and Revision Level, including Amendments, Notices, etc.

**10.2.5.** Quantity shipped

**10.2.6.** Statement of conformance to all purchase order and drawing requirements.

**10.2.7.** Signature and Title of a responsible representative of the supplier.

## 11. Government, Safety, and Environmental Regulations

- 11.1. All purchased materials used in part manufacturing shall satisfy current governmental and safety constraints on restricted, toxic and hazardous materials;
- 11.2. As well as environmental, electrical and electromagnetic considerations to the country of manufacture and sale.

## 12. First Article Requirements

- 12.1. For certain processes or product, Classic Turning, Inc. may request a FAI to be submitted. This will be specified on the initial Purchase Order.
- 12.2. The supplier will be required to submit a new FAI provided that the process or product has not been produced within the two-year time frame.

## 13. Supplier Classifications

- 13.1. Suppliers shall be classified by commodity:
  - 13.1.1. Outsource (Special Process suppliers)
  - 13.1.2. Raw Material
  - 13.1.3. Tooling
  - 13.1.4. Gage Vendors, including gage purchases and gage calibration services
  - 13.1.5. Other suppliers (Suppliers that do not have an impact on the manufacture or validation of CT products.)

## 14. Supplier Performance Rating

- 14.1. CT shall monitor Outsource suppliers, Raw Material Suppliers, Tooling Suppliers, and Gaging Suppliers for delivery and quality.
- 14.2. The frequency of monitoring suppliers is established by CT's management team.
- 14.3. Suppliers are expected to maintain an acceptable on time delivery and Quality score.
- 14.4. The Quality score considers the number of escapes and number of defects. Supplier scorecards will be issued on a quarterly basis.
- 14.5. CT will monitor all suppliers and take appropriate action as necessary.
- 14.6. Suppliers continually receiving unacceptable rating values will be notified and may be removed from CT's Approved Suppliers List.
- 14.7. Unacceptable ratings will be determined upon management input.

## 15. Outsource Suppliers

- 15.1. Outsource Suppliers shall provide a certificate of conformance with each shipment of product to CT, as defined in Section 10.
- 15.2. Outsource suppliers will be monitored for OTD and Escapes.
- 15.3. All packaging should be returned to Classic Turning as received or in better condition.
  - 15.3.1. Product should be shipped in a manner to protect parts from any damage during transit.

## 16. Raw Material Suppliers

- 16.1. Raw Material Suppliers shall provide the following with each shipment:
  - 16.1.1. Legible mill certifications, the mill certifications must reference the latest specification revision, unless otherwise specified on the purchase order.
  - 16.1.2. All test results showing conformance to the specification requirements and purchase order.

**16.1.3. Safety Data Sheets**

- 16.2. Raw materials must comply with DFARs clause 252.225-7009 unless otherwise specified in the purchase order.
- 16.3. Raw material from non-qualifying countries may be refused without prior authorization, unless specifically stated in the purchase order.
- 16.4. Raw material suppliers will be monitored for OTD and order accuracy.

**17. Tooling Suppliers**

- 17.1. Tooling suppliers will be monitored for OTD and order accuracy.

**18. Gage Suppliers and Gage Calibration Services**

- 18.1. New gages must be traceable to NIST. Long form certifications must be included with all new gage purchases.
- 18.2. Suppliers that provide gage calibrations must be ISO17025 certified, unless the supplier is the manufacturer of the gage.
- 18.3. Gage suppliers and Gage Calibration service suppliers will be monitored for OTD and order accuracy.

**19. Confidentiality**

- 19.1. Suppliers will maintain confidentiality regarding customer specific designs, prints and math data commercial arrangements.
- 19.2. The supplier will request written authorization from Classic Turning, Inc., when it is necessary to share such information with other entities.

**20. Ethical Policy**

- 20.1. It is expected for suppliers to comply with the Aerospace Industries Association of America (AIA) Global Principles of Ethics in the Aerospace & Defense Industry.

| F | Associated Documentation |                                 |
|---|--------------------------|---------------------------------|
| • | QF-0024                  | Supplier Contact List           |
| • | QF-0068                  | Supplier Deviation Request Form |
| • | QF-0109                  | Supplier SCAR Form              |
| G | Records                  |                                 |
| • | QF-0109                  | Supplier SCAR Form              |
| H | Disposition              |                                 |
| • | N/A                      |                                 |