

<i>Quality Machining, Inc.</i>	Supplier Quality Clauses	F-8.4.1.0-01	Page 1 of 10
Process Owner: Management Representative	Approved by: Peggy Bloom	Revision Date: Date: 11/9/2021	Revision: 1
		Original Issue Date: 9/25/2019	

PURPOSE

This document has been established to provide the quality flow-down requirements to applicable Suppliers listed on the Approved Supplier List. This document outlines requirements for suppliers of materials, products or services provided to Quality Machining, Inc. It is intended to clearly communicate to the Supplier the requirements they are responsible for meeting in relation to quality.

SCOPE

It is understood by both Quality Machining, Inc. and the Supplier that this document is applicable to every purchase order/contract where the procured product, services or processes are deliverable/consumable by Quality Machining, Inc. customers. Suppliers of specific component parts or special processes must meet the quality system requirements contained herein when performing to a Quality Machining, Inc. purchase order/contract which contains reference to this document.

THE SELLER SHALL ENSURE THAT ITS EMPLOYEES ARE AWARE OF:

- Their contribution to Product or Service Conformity
- Their Contribution to Product Safety
- The importance of Ethical Behavior

DEFINITIONS AND ABBREVIATIONS

1. **Contract** – The Contract, Sub-Contract, Purchase Order or other written agreement between Quality Machining, Inc. and the supplier.
2. **Product** – The result of activities or processes. A product shall include, but not be limited to: services, hardware, software, processed material, or a combination thereof.
3. **PO** – Purchase Order issued by Quality Machining, Inc.
4. **Supplier** – The person(s) and/or Company/Corporation providing goods and or services to Quality Machining, Inc.
5. **QMAC** – Quality Machining, Inc.

Quality Machining, Inc.	Supplier Quality Clauses	F-8.4.1.0-01	Page 2 of 10
Process Owner: Management Representative	Approved by:	Revision Date: Date: 11/9/2021	Revision: 1
		Original Issue Date: 9/25/2019	

QUALITY CLAUSE LIST

- QC 100 CERTIFICATE OF CONFORMANCE (CoC)
- QC 101 CERTIFICATE OF ANALYSIS (COA) AND/OR CERTIFICATE OF CONFORMANCE (COC)
- QC 102 PACKAGING
- QC 103 SUPPLIER SUB-TIER CONTROL
- QC 104 FOREIGN OBJECT DEBRIS/DAMAGE (FOD) PREVENTION
- QC 105 AGE/ENVIRONMENT SENSITIVE MATERIAL (SHELF LIFE)
- QC 106 QUALITY MANAGEMENT SYSTEM
- QC 107 ZERO DEFECT GOAL
- QC 108 COUNTERFEIT PARTS MATERIAL AVOIDANCE
- QC 109 CONTROL OF CHANGES
- QC 110 WORKMANSHIP
- QC 111 CORRECTIVE ACTION
- QC 112 NON-CONFORMING MATERIAL AND SUPPLIER PERFORMANCE
- QC 113 CONTROL OF QUALITY RECORDS
- QC 114 RIGHT OF ACCESS
- QC 115 ITAR/EAR RESTRICTIONS
- QC 116 CONFLICT MINERALS
- QC 117 SUPPLIER CONTRIBUTION
- QC 118 CHANGES TO CERTIFICATION/REGISTRATION

- QC 200 RESTRICTION OF HAZARDOUS SUBSTANCES (RoHS)
- QC 202 DFAR/DOMESTIC REQUIREMENTS
- QC 203 SAFETY DATA SHEET (SDS) (Formally known as MSDS)
- QC 304 EXCLUSION OF MERCURY

- QC 300 FIRST ARTICLE INSPECTION (FAI)
- QC 301 TESTING, INSPECTION DATA
- QC 302 SOURCE INSPECTION
- QC 303 SERIALIZATION

- QC 400 OTHER

<i>Quality Machining, Inc.</i>	Supplier Quality Clauses	F-8.4.1.0-01	Page 3 of 10
Process Owner: Management Representative	Approved by:	Revision Date: Date: 11/9/2021	Revision: 1
		Original Issue Date: 9/25/2019	

QUALITY CLAUSES

The following 100 series quality clauses apply to all purchase orders from QMAC. All other quality clauses, if applicable, will be indicated on the Request for Quote and any resulting Purchase Order (PO).

QC 100 CERTIFICATE OF CONFORMANCE (CoC)

Applicable to Service Providers

The Supplier shall submit a Certificate of Conformance stating that the product(s) furnished on this contract conform to the quality assurance requirements, drawings, materials, processes, test specifications and other applicable specifications. The Certificate of Conformance shall accompany each shipment. The supplier shall have records on file to substantiate product compliance to the contract and will furnish copies of these records upon request of QMAC.

- Supplier/Provider's Name
- QMAC PO number/contract number
- QMAC part number & revision level (if applicable)
- Indicate conformance to the drawing/specifications
- Lot/Batch#, or serial numbers, as applicable
- Test data
- Shelf Life requirements, if applicable
- Statement of Conformance by the Supplier declaring the product or service has met the requirements of the purchase order including drawings and specifications at the prescribed revision level
- Authorized Quality Representative Signature and date

QC 101 CERTIFICATE OF ANALYSIS (COA) AND/OR CERTIFICATE OF CONFORMANCE (COC)

Applicable to Material/Product/Hardware/Etc.

Certificate of Analysis and/or Certificate of Conformance is required at the time of delivery. Material/Product/Hardware/Etc. supplied shall be accompanied with a certificate of Analysis (Test Report) and/or Certificate of Conformance certifying chemical and, in some cases, physical properties and states a product is made in compliance with specific standards of international standards organizations such as ANSI, ASME, etc. and bears the applicable Heat/Lot/Batch Number(s) from which the material/product was created.

<i>Quality Machining, Inc.</i>	Supplier Quality Clauses	F-8.4.1.0-01	Page 4 of 10
Process Owner: Management Representative	Approved by:	Revision Date: Date: 11/9/2021	Revision: 1
		Original Issue Date: 9/25/2019	

Products also must be identified by the manufacture lot or batch number. The lot or batch number shall be identified on tags or labels and attached to the product or product container.

QC 102 PACKAGING

The Supplier is responsible for ensuring that product is packaged and preserved in container(s), bags, boxes, crates, as applicable for the type of product to prevent damage and/or deterioration. Each item shall be packaged and identified with the appropriate information.

Do not combine items from different purchase orders on the same packing slip.

QC 103 SUPPLIER SUB-TIER CONTROL

The Supplier is responsible for insuring all items produced from its subcontractors conform to all requirements of the purchase order. Supplier shall ensure all applicable provisions of this document are flowed down to its subcontractors.

QC 104 FOREIGN OBJECT DEBRIS/DAMAGE (FOD) PREVENTION

The Supplier shall establish and maintain an effective FOD prevention program to control and eliminate FOD and/or contamination assuring work is accomplished in a manner preventing foreign objects or material from entering and remaining in deliverable products. The Supplier's program shall utilize effective FOD prevention practices. NAS 412 may be used as a guide to establish and implement the External Provider's FOD program.

QC 105 AGE/ENVIRONMENT SENSITIVE MATERIAL (SHELF LIFE)

The Supplier shall identify all materials and articles which have definite characteristics of quality degradation with age and/or environment. Identification shall include the date useful life was initiated and the date and/or the cycle at which the useful life will be expended. When environment is a factor in determining useful life, the identification shall include storage conditions required to achieve the stated shelf life expiration date. The shelf life shall not exceed the requirements and a minimum of 75% of the shelf life shall remain at the time of shipment. Special storage requirements, if required, shall be provided with each shipment.

<i>Quality Machining, Inc.</i>	Supplier Quality Clauses	F-8.4.1.0-01	Page 5 of 10
Process Owner: Management Representative	Approved by:	Revision Date: Date: 11/9/2021	Revision: 1
		Original Issue Date: 9/25/2019	

QC 106 QUALITY MANAGEMENT SYSTEM

The supplier shall maintain a Quality Management System (QMS). The supplier’s QMS shall ensure all items deliverable are in full compliance with the requirements of the purchase order. The supplier QMS may be subject to review by QMAC at any time.

QC 107 ZERO DEFECT GOAL

It is the goal of QMAC to receive 100% acceptable product from its supplier base. This is necessary to ensure QMAC receives product which will be processed through assembly and test with no interruptions due to defects which result in extra cost and delays due to rework, return to supplier or repair and Use As Is MRB actions. It is imperative that our supplier understand the need to pay special attention to part and Purchase Order details to ensure total compliance.

QC 108 COUNTERFEIT PARTS MATERIAL AVOIDANCE

The Supplier shall have a defined process in place for the Prevention of Counterfeit Parts.

QC 109 CONTROL OF CHANGES

The Supplier and their sub-tier suppliers shall not make changes to the design, configuration, material, part or manufacturing process that result in an impact to form, fit or function of the supplied product. These changes must be submitted to the Buyer and require the approval of QMAC.

QC 110 WORKMANSHIP

Workmanship shall be in accordance with the drawing requirements, specifications and any requirements of the detail equipment specification applicable to manufacturing, processing, marking of parts and assemblies, wiring, soldering, welding and brazing, plating, riveting, finishing, machine operations and shall be reviewed for the detection and removal of foreign objects to include product to be free from burrs, sharp edges, tooling marks, mismatch conditions, warped and/or bowed conditions or any other damage or defect that could make the product or equipment unsatisfactory for the intended purpose.

QC 111 CORRECTIVE ACTION

If the Supplier is issued a Supplier Corrective Action Request, the Supplier shall complete the applicable sections of the CAR. The CAR must be signed by an authorized representative of the company and returned to QMAC within the response due time frame. If the supplier requires more time to identify and

<i>Quality Machining, Inc.</i>	Supplier Quality Clauses	F-8.4.1.0-01	Page 6 of 10
Process Owner: Management Representative	Approved by:	Revision Date: Date: 11/9/2021	Revision: 1
		Original Issue Date: 9/25/2019	

implement corrective actions the Supplier must contact QMAC Quality Assurance and request an extension of the response due date. Failure to respond in a timely manner may result in the removal of the Supplier from the Approved Supplier List. Upon notification of the nonconformance, shipments may be suspended until containment processes are enacted.

QC 112 NON-CONFORMING MATERIAL AND SUPPLIER PERFORMANCE

The supplier shall not deliver any material that departs from drawing, specification or maintenance requirements. Non-conforming material is to be submitted for review and disposition by QMAC. Non-conformances discovered at QMAC (receiving inspection, in process manufacturing, final inspection, testing), that are supplier caused will be notified to the supplier and recorded against their record. Suppliers are responsible for all parts, processes, and services rendered by sub-tier suppliers. The supplier shall notify QMAC of any systemic quality concerns that may affect the quality or performance of product already delivered to QMAC. The supplier shall provide prompt, written notification to QMAC if nonconforming product or process escapes are identified after shipment to QMAC.

QC 113 CONTROL OF QUALITY RECORDS

The Supplier shall securely maintain records for a minimum of 7 years unless otherwise stated on the purchase order. QMAC shall have right of access to these records if needed. If the Supplier is not willing to keep records per this requirement, then submit the records to QMAC and we will retain them.

QC 114 RIGHT OF ACCESS

QMAC, QMAC's Customers and any applicable regulatory authorities maintain the right to review seller's inspection program, manufacturing processes, including right of access to all facilities. These rights apply at any level of the supply chain.

QC 115 ITAR/EAR RESTRICTIONS

By accepting the purchase order, the supplier understands that certain goods, data, and/or services to be provided to QMAC, under a contract or PO, may be subject to U.S. Government export control laws and regulations including the International Traffic in Arms Regulations (ITAR) and Export Administration Regulations (EAR). Goods or data that are subject to export controls and provided by QMAC will be clearly marked as such. Providing access to U.S. export controlled goods, data, or services to non-U.S. persons either in the U.S. or abroad is prohibited without prior written authorization of the U.S. Government.

<i>Quality Machining, Inc.</i>	Supplier Quality Clauses	F-8.4.1.0-01	Page 7 of 10
Process Owner: Management Representative	Approved by:	Revision Date: Date: 11/9/2021	Revision: 1
		Original Issue Date: 9/25/2019	

QC 116 CONFLICT MINERALS

QMAC is committed to complying with Section 1502 of the United States Wall Street Reform and Consumer Protection Act, also known as the U.S. Dodd-Frank Act. Therefore, QMAC requires all components and materials used in our products that contain “Conflict Minerals” (gold, tin, tantalum, and tungsten) must be sourced from “DRC conflict free” smelters.

QC 117 SUPPLIER CONTRIBUTION

The Supplier shall ensure that its employees are aware of:

- a) Their contribution to Product or Service Conformity
- b) Their contribution to Product Safety
- c) The importance of Ethical Behavior

QC 118 CHANGES TO CERTIFICATION/REGISTRATION

Should supplier QMS or special process certification/registration (i.e. AS9100, Nadcap, etc.) be revoked, lapse, expire or otherwise not be renewed, supplier must notify QMAC immediately.

QC 200 RESTRICTION OF HAZARDOUS SUBSTANCES (RoHS)

All components supplied on this order shall be tested for the presence of Lead (Pb), Cadmium (Cd), Mercury (Hg), Hexavalent chromium (Hex-Cr), Polybrominated biphenyls (PBB), and Polybrominated diphenyl ethers (PBDE). For component(s) containing any of the elements listed above they shall not exceed any limit listed below. For Cadmium and Hexavalent chromium, there must be less than 0.01% of the substance by weight at raw homogeneous material level. For Lead, PBB, and PBDE, there must be no more than 0.1% of the material, when calculated by weight at raw homogeneous materials. Any RoHS compliant component must have 100 ppm or less of mercury must not have been intentionally added to the component.

QC 202 DFAR/DOMESTIC REQUIREMENTS

Supplier must conform to all designated DFAR regulations specified in the PO or Contract. QMAC prefers DFAR. Supplier agrees to flow-down, as required, all applicable DFARS clauses to its lower-tier suppliers. Supplier further agrees that all notifications and other communications required by these clauses shall be made through a QMAC representative, unless the order specifically states otherwise.

Quality Machining, Inc.	Supplier Quality Clauses	F-8.4.1.0-01	Page 8 of 10
Process Owner: Management Representative	Approved by:	Revision Date: Date: 11/9/2021	Revision: 1
		Original Issue Date: 9/25/2019	

QC 203 SAFETY DATA SHEET (SDS) (Formally known as MSDS)

The Supplier shall furnish one (1) copy of the SDS with each shipment of product under the PO issued by QMAC.

QC 300 FIRST ARTICLE INSPECTION (FAI)

QMAC's acceptance of a first article inspection (FAI) is required prior to acceptance of production parts, unless otherwise authorized by QMAC. The Supplier shall submit the FAI report and identifiable first article product to QMAC's inspection department for verification. The Supplier's FAI format shall include, at a minimum, the contract number product number, revision level, product name, Suppliers name, all drawing requirements (including tolerance), method used to obtain results, actual results of each measurement, pass or fail status of the measurements and proven compliance to each engineering drawing note. *As a guideline AS9102 should be used.*

QC 301 TESTING, INSPECTION DATA

Testing, inspection or manufacturing supporting data is required to be sent with the sample or manufactured product. The use of Statistical Techniques as applicable. Required information is stated on the purchase order.

QC 302 SOURCE INSPECTION

Source Inspection is required at supplier's location prior to shipment or at a defined step in the manufacturing process as stated on the Purchase Order.

QC 303 SERIALIZATION

Each product furnished on this contract shall be identified by a unique serial number. When specific serial numbers are required, they shall be identified by QMAC. All inspection and/or test reports and all other applicable documentation shall be traceable to each serial number.

QC 304 EXCLUSION OF MERCURY

Supplies furnished shall contain no free mercury (metallic form) or mercury compounds (e.g. mercuric oxide & mercuric chloride) without written approval of QMAC. Supplier shall perform a review to the

<i>Quality Machining, Inc.</i>	Supplier Quality Clauses	F-8.4.1.0-01	Page 9 of 10
Process Owner: Management Representative	Approved by:	Revision Date: Date: 11/9/2021 Original Issue Date: 9/25/2019	Revision: 1

extent necessary for a reasonable assurance that mercury is not being used in the supplies (e.g. review of drawing parts lists & material lists).

Mercury bearing instrument & equipment (i.e. those instruments containing free mercury) shall not be used in the manufacture, fabrication, assembly, testing, etc., of any supplies.

The Subcontractor shall require all sub-tier Subcontractors to comply with the mercury exclusion requirements.

QC 400 OTHER

If Other Quality Requirements are required, this code will be used and further defined on the QMAC Purchase Order.

Quality Machining, Inc.	Supplier Quality Clauses	F-8.4.1.0-01	Page 10 of 10
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Revision History:

Revision History					
Training Required?	Doc. Rev.	Pages or sections affected			Date
		Revised	Added	Removed	
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	1	Updated wording			11/9/2021
YES <input type="checkbox"/> NO <input type="checkbox"/>					
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YES <input type="checkbox"/> NO <input type="checkbox"/>					
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