

1.1 NOTIFICATION OF CHANGES IN DESIGN OR PROCESSES

14 CFR §21.137(a, b), AS9100D CLAUSE 8.4.3(g)

For Supplier-owned design, notification to U.S. Technical in writing or design changes for products sold to U.S. Technical is required.

Changes to these processes or designs must be communicated to U.S. Technical prior to shipping product to U.S. Technical.

NOTES:

- Changes to U.S. Technical owned drawings/data are not acceptable without U.S. Technical's Engineering Department's written approval.
- Parts manufactured with revised U.S. Technical's data which has not been accepted/approved by U.S. Technical will be rejected.

1.2 SUPPLIER FIRST ARTICLE INSPECTION

14 CFR §21.137(c), AS9100D CLAUSE 8.4.3(f)

The Supplier shall perform a First Article Inspection on each U.S. Technical part number which the supplier fabricates for the first time. This shall include drawing revision changes when the changes are of a physical nature.

Documented results shall be furnished with the shipment.

1.3 U.S. TECHNICAL SOURCE INSPECTION

14 CFR §21.137(c), AS9100D CLAUSE 8.4.3(f)

When source inspection is imposed and specified in the purchase order, all parts fabricated to U.S. Technical data are subject to inspection at the Suppliers' facility by an U.S. Technical Quality Representative prior to shipment. Verification of product by the source inspector(s) does not relieve the Supplier from the responsibility to provide acceptable product, nor shall it preclude subsequent rejection.

1.4 SUPPLIER EVALUATION AND SELECTION

14 CFR §21.137(c), AS9100D CLAUSE 8.4.3(e)

Criteria for evaluation and selection of supplier for placement on U.S. Technical's Approved Supplier List is based on the suppliers' abilities to consistently deliver defect free products and/or services, meet our delivery requirements, be cost competitive, and be responsive to U.S. Technical's needs.

1.5 SUPPLIER MONITORING

14 CFR §21.137(c), AS9100D CLAUSE 8.4.3(e)

Approved supplier performance will be measured monthly. Suppliers must score at least a minimum of 87% in their Performance Rating in the monthly Supplier Rating system. Failure to do so may require the supplier to submit a corrective action plan for improvement.

The supplier may be contacted to discuss development goals to assist in the improvement of their performance. Supplier performance shall be measured on their ability to meet U.S. Technical's expectations and requirements. To

remain on the Approved Supplier List, suppliers must meet minimum requirements defined.

1.6 PROBATION CRITERIA

14 CFR §21.137(c), AS9100D CLAUSE 8.4.3(e)

Approved suppliers whose ratings fall below 87% for a three-month period will be put on probationary status. A request will be issued to the probationary supplier to submit a written Action Plan with improvements, responsibilities, and implementation dates to be returned to U.S. Technical Quality Manager and Purchasing Manager to review the submitted action plans. Acceptable plans will be acknowledged, and the supplier will submit progress reports. Suppliers who show minimal improvement in ratings in the following 12 months may be subject, but not limited to:

- a) On-Site Survey
- b) Limited access to new business
- c) Removed from Approved Supplier Status

Unacceptable Action Plans will be critiqued and reviewed with the Supplier until a satisfactory Action Plan can be developed or the supplier is removed from the Approved Supplier List. Suppliers shall not be awarded new orders if they have been removed from the Approved Supplier List. If a supplier is determined to be unacceptable, the Purchasing Manager will initiate the appropriate actions to find other qualified resources prior to the removal of the supplier from the Approved Supplier List. In the event a supplier is a mandated source by a U.S. Technical customer, then the customer's approval will be required.

1.7 INSPECTION AND TEST SYSTEM REQUIREMENTS

14 CFR §21.137(c, e, g), AS9100D CLAUSE 8.4.3(i)

The Supplier's inspection system shall be approved by U.S. Technical's Quality Department and is subject to review and approval by U.S. Technical's Quality Assurance prior to purchase agreements with U.S. Technical.

If any tests are required, the purchase order and/or supplementary documents would state that information and requirements to the supplier including reference of test specimens.

Compliance with the provisions of this clause in no way relieves the Supplier of the final responsibility to furnish acceptable supplies or services in accordance with U.S. Technical's Purchase Order.

1.8 IMPLEMENT A QUALITY MANAGEMENT SYSTEM

14 CFR §21.137(d), AS9100D CLAUSE 8.4.3(k)

The supplier's Quality Management System must address the requirements contained in this document.

1.9 SPECIAL PROCESSES

14 CFR §21.137(d), AS9100D CLAUSE 8.4.3(k)

Special Processes shall be defined as Painting, Anodizing, Plating, Chemical Finishing, etc.

Suppliers who perform Special Processing for U.S. Technical shall ensure that the required special processes are carried out in accordance with the drawing and/or process specification requirements and that all special processes are performed by competent qualified personnel.

In addition, the Supplier shall provide a Process Certification Statement that certifies that the parts were processed in accordance with the drawing and/or specification requirements.

This requires the certification to include:

- Full Part Number as specified on the Purchase Order.
- Process Specification as called out on the drawing.

1.10 CALIBRATION LABORATORIES

14 CFR §21.137(f), AS9100D CLAUSE 8.4.3(b)

Calibration Laboratories shall comply with standards imposed by the tool manufacturer or by NIST standards if tool manufacturer standards are not available.

1.11 NONCONFORMING MATERIAL

14 CFR §21.137(h), AS9100D CLAUSE 8.4.3(k)

When nonconforming material/items are shipped to U.S. Technical without authorization, acceptance of the material/items at U.S. Technical does not relieve the Supplier from their responsibility to comply with the drawing, specification, or purchase order requirements. These items may be returned to the Supplier for rework, replacement, or cost reimbursement.

Parts or materials not conforming to drawing, specification, and/or purchase order requirements, shall be identified as Non-Conforming Items and be withheld from shipment at your facility.

Supplier's request for Material Review Action must be submitted to U.S. Technical.

All nonconforming material shall include a root cause and corrective action report along with the shipment.

1.12 REQUIRED RECORD KEEPING

14 CFR §21.137(n), AS9100D CLAUSE 8.4.3(k)

The supplier must keep records related to U.S. Technical purchase orders for a minimum of ten (10) years.

The Supplier shall keep accurate work, inspection, and certificate of conformance/compliance records and allow representatives from U.S. Technical, regulatory agencies (FAA, EASA, etc.) and/or its customers to review such records.

Records will include: Shop Travelers and inspection records, material traceability (CofC's), Test results when applicable, and drawings given to the supplier from U.S. Technical for production.

When retention time requirements have been satisfied, it is the responsibility of the supplier to notify US Technical and request disposition instructions

1.13 QUALITY ESCAPES

14 CFR §21.137(n), AS9100D CLAUSE 8.4.3(k)

The supplier must immediately notify U.S. Technical of any quality escapes from their production line of U.S. Technical PO's. Notification may be done by mail, email, or phone call.

The supplier must have a process in place to correct such quality escapes.

1.14 CONFIDENTIALITY, NON-DISCLOSURE

Supplier shall keep confidential any and all technical and proprietary information furnished by U.S. Technical in connection with all purchase orders, contracts, request for quotes, etc. and proprietary information includes and up to: design, drawings, data, testing procedures, manufacturing and repair procedures, and all and any other information furnished to Supplier by U.S. Technical.

Supplier shall not use such items and/or information for its own design, manufacture, production and/or repair of any goods, or for any other purchase or manufacture of production of larger than those specified in U.S. Technical's Purchase Orders, except with the express consent in writing from U.S. Technical. Supplier, including its suppliers, agents, employees and representative will exercise extreme caution to prevent disclosure of such information to third parties.

The obligations of this provision shall survive the completion of performance and expiration or termination of U.S. Technical's Purchase Orders/Contracts.

1.15 AS9100/ISO 9000 CONFORMANCE

AS9100D CLAUSE 8.4.3(b)

Supplier of U.S. Technical are requested to be compliant to the AS9100/ISO 9000 international quality standard. In addition, we encourage our suppliers to seek a third-party accreditation. Supplier quality systems shall be formally documented, implemented, and maintained to ensure suppliers' products and/or services conform to the identified purchase specifications, engineering, or material specification and/or contract requirements. The suppliers' quality documentation shall be made available to U.S. Technical upon request.

1.16 CERTIFICATION OF CONFORMANCE

AS9100D CLAUSE 8.4.3(b)

The Supplier shall provide a Certificate of Conformance (CofC) with parts/materials supplied.

The certification shall attest to the conformance with the applicable supplied drawing(s) and/or specification requirements issued with the relevant PO.

One copy of the certification shall be included with each shipment.

All CofC's must include:

- Company Name and Address.
- Date when CofC was issued.
- Reference to U.S. Technical's PO Number.
- Part Number(s) with alternate Part Number(s) when applicable.
- Revision of part numbers fabricated when applicable (this revision level shall correlate to the drawing(s) issued to supplier with PO).
- Quantity of part/material shipped.
- P.O. Line Item (when applicable).
- Certification of Conformance Statement.
- Signature of Supplier's Quality Representative

1.17 MATERIAL/PRODUCT IDENTIFICATION and TRACEABILITY

AS9100D CLAUSE 8.4.3(b)

The Supplier shall have an established system for traceability during manufacturing or for services performed.

All materials and/or product must be traceable to records of inspection acceptance at all stages, including receipt of materials and/or product, storage, production, and delivery.

When required by drawings or specifications in the purchase order, the Supplier must identify the parts with the part number, revision, PO number, and date of manufacture by permanent means (ink-stamp, label, etc). When the parts are too small to part-mark/identify, "bag-and-tag" methods are accepted.

1.18 RAW METALS/MATERIAL TEST REPORT

AS9100D CLAUSE 8.4.3(b)

Sellers who provide raw material shall furnish chemical and/or physical test reports and certifications that show compliance to standard specification and/or drawing requirements with each shipment and shall be identifiable and traceable to the material submitted.

These test reports must contain the specification and lot numbers as applicable, results of the test from the approved agency performing the test and stipulate the acceptance criteria (minimum & maximum tolerance).

1.19 SHELF LIFE CONTROL

AS9100D CLAUSE 8.4.3(b)

Materials that are sensitive to age and temperature shall include, with each shipment, the date of manufacture and/or the manufacturers recommended shelf life.

All shelf-life materials shall be shipped to U.S. Technical with a minimum of 75% of the materials' remaining shelf life.

The manufacturer's Material Safety Data Sheet (MSDS) must accompany all chemical products.

1.20 ELECTROSTATIC SENSITIVE MATERIALS DEVICE/MATERIALS (ESDS)

AS9100D CLAUSE 8.4.3(b)

All ESDS materials shipped to U.S. Technical (such as Digital PCU's, Video Monitors, Electronic Boxes, etc.) shall be properly labeled with ESDS warning labels and shall be packaged with ESDS protective bags/containers, etc.

Suppliers who provide ESDS materials will ensure that ESDS materials/parts are accompanied by a certificate, test report, test status, etc.

1.21 FAA PMA and TSO MANUFACTURED ARTICLES

14 CFR §45.15. (AS9100D CLAUSE 8.4.3(b) (for part marking only)

When PMA or TSO articles are shipped to U.S. Technical, FAA Form 8130-3 Airworthiness Certification shall be supplied with the shipment if indicated in the body of this PO.

1.22 SUPPLIER EXPECTATIONS

AS9100D CLAUSE 8.4.3(d)

This Supplier Quality Manual/Standard Terms and Conditions has been created to assist our suppliers in understanding the purchasing expectations and quality requirements for products and/or services supplier to U.S. Technical. This document communicates the operating principles, general expectations, and procedures of U.S. Technical. Adherence to the guidelines described within required by all U.S. Technical suppliers. Acceptance of any and/or all purchase orders constitutes acceptance and commitment on behalf of the recipient to comply with this document's content. These guidelines are provided as supplement to, and do not replace or alter, any purchase agreement which are included as requirements of applicable drawings, specifications, and other contractual documents. This document describes the minimum requirements for which the supplier has responsibility.

U.S. Technical requires all suppliers to meet on-time delivery requirements. To further clarify this, we consider unauthorized early (more than 10 business days) and unauthorized late and partial deliveries (more than 2 business days) or over shipments to be unacceptable. The quality shipped per order cannot carry from specified quality without prior written consent.

Unless otherwise instructed, a supplier shall ship, as directed by U.S. Technical. Any excess transportation costs, due to the supplier not meeting the shipping instruction requirements, will be deducted from the purchase price.

1.23 SPECIAL REQUIREMENTS, CRITICAL ITEMS, OR KEY CHARACTERISTICS

AS9100D CLAUSE 8.4.3(h)

Products and/or services provided by suppliers must be at the highest level of quality.

When drawing, specification, and/or Purchase Order include "key characteristic" requirements the Supplier shall utilize Variation Management to ensure key characteristic integrity. The Supplier shall develop control plans for applicable key characteristics and shall have a Cpk goal of 1.33 or better

The supplier is responsible for ensuring items provided under the purchase order are packaged in such a manner that the product integrity is preserved, contamination and corrosion are prevented, no physical damage occurs, and it prevents damage, deterioration, or loss in transit.

The supplier shall label the exterior of the container to ensure adequate identification needed to ensure the identity of the product being shipped. The supplier must ensure the handling and shipping methods for a proper and on-time delivery without damage to the product. The supplier shall ensure that any special labeling requirements shall also be listed in the appropriate shipping documents and on each package.

The supplier shall comply with all governmental and safety constraints on restricted toxic and hazardous substances used in the processing or production of the product for U.S. Technical.

1.24 STATISTICAL PRODUCT ACCEPTANCE

AS9100D CLAUSE 8.4.3(j)

Acceptance criteria for the sampling and testing conducted by the supplier shall be adequate to assure that fabricated parts meet appropriate specification(s) and appropriate statistical quality control criteria as a condition for their approval and release. The statistical quality control criteria shall include appropriate acceptance levels and/or appropriate rejection levels.

1.25 PREVENTION OF COUNTERFEIT PART USE

AS9100D CLAUSE 8.4.3(k)

Supplier must take appropriate action to ensure that Parts, Products, or Materials supplier by you are not counterfeit. You need to have a Prevention of Counterfeit Parts Plan in place to ensure conformance to AS9100D, Section 8.1.4.

1.26 CHANGES IN PRODUCTS, PROCESS, AND FACILITY LOCATION

AS9100D CLAUSE 8.4.3(k)

The supplier is responsible to notify U.S. Technical of any changes in product and/or process, and changes of manufacturing facility location, including supplier change and receive approval of such change.

1.27 SUPPLIERS/SUB-TIER FLOW DOWN

AS9100D CLAUSE 8.4.3(k)

Suppliers of U.S. Technical are required to communicate all information and requirements related to the job to any supplier they use to produce U.S. Technical's products.

As required the supplier must flow down all applicable purchase order requirements to their supplier including key characteristics.

1.28 RIGHT OF ENTRY

AS9100D CLAUSE 8.4.3(l)

The Supplier shall provide access to their facilities to U.S. Technical and its customers, and regulatory agencies (FAA, EASA, etc.) upon request for inspection and audits of product, documentation, processes, procedures, equipment and tests performed as required by the applicable purchase orders, as U.S. Technical is an FAA-PMA manufacturing house.

1.29 CONTRIBUTION TO PRODUCT/SERVICE CONFORMITY

AS9100D CLAUSE 8.4.3(m)

This is being written to notify you, and for you to notify your personnel to ensure you are aware of your contribution to product or service conformity.

1.30 PRODUCT SAFETY

AS9100D CLAUSE 8.4.3(m)

You are to support Product Safety by ensuring robust management of special requirements, critical items, and key characteristics as addressed within this document and as defined by AS9100D.

1.31 ETHICAL BEHAVIOR

AS9100D CLAUSE 8.4.3(m)

It is necessary to understand the importance of ethical behavior in your business operations and treat all personnel in an ethical and fair manner while doing business with U.S. Technical.