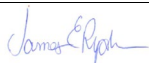


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## **Purpose**

Defines and explains quality requirements for supplier and supplier's sub-tiers on product purchased by SSP.

## **Scope**

This document is invoked by direct reference on the purchase order. No deviation from these requirements is permitted unless specifically authorized in writing by SSP VP of Quality or SSP VP of Supply Chain. Supplier shall comply with and flow down all applicable requirements to all their sub-tier suppliers and/or processors.

## **Reference**

AS6174 Counterfeit Material; Assuring Acquisition of Authentic and Conforming Material

AS9100 Quality Management Systems

AS9102 Aerospace First Article Inspection Requirement

NAS 412 Foreign Objective Damage/Foreign Object Debris (FOD) Prevention

## **Responsibility**

Supply Chain

- Verify supplier is approved and technical requirements for the order are communicated.

Quality / Engineering

- Provide clarification for technical requirements, as needed, prior to production.

Supplier:

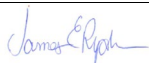
- Ensure the use of customer directed supply and process sources (as applicable).
- Ensure the capabilities of any offload sub tiers to be used and the quality of the products and or services provided.
- Shall contact SSP Supplier Quality and/or Procurement to obtain any clarifications required prior to production or delivery of products.
- Shall contact SSP Procurement if contacted directly by SSP customers to coordinate activities as required.

## **Processes**

### **Acceptance Authority Media (media used to record the status of tasks/operations)**

The supplier will assure that:

- Processes are accomplished prior to signing the process documentation ("stamp/sign as you go")
- Processes are performed by those that are qualified/trained.
- Documentation is complete and corrected per industry standards.

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- Stamps used to approve products are appropriately controlled to prevent unintended/unapproved usage.
- Staff is trained on the above criteria.

### Acceptance Test Reports

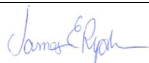
Acceptance test reports shall be maintained per record retention requirements and provided to SSP upon request or as specified below.

- Special Processor: Each shipment must include one (1) legible and reproducible copy of a certificate showing each process performed. The certificate(s) shall include the name and current revision level of the process, the specification to which it conforms, the signature and title of an authorized representative of the seller. When parts are serialized, serial numbers must appear on the certification.
- Certification of x-ray - All parts requiring radiographic certification will be submitted to SSP and processed in accordance with applicable SSP and Government specifications and standards. The x-ray film and one (1) legible and reproducible copy of the report must accompany the material. When parts are serialized, serial numbers must appear on the certification and x-ray film.
- Raw Material Analysis- Raw Material orders require chemical and physical analysis for all raw materials used in the manufacturing of this product. Acceptance of raw material(s) utilizing "Typical Analysis Report" will only be accepted if the report specifies the lot, batch, heat, mill, and name of the producer.
- Synthetic Rubber Components and Raw Material - Each package of synthetic rubber components shall be marked with date of cure, part number, quantity, compound number, and manufacturer's identification (if different from part number). Date of cure on O-rings shipped to SSP shall not be older than is permissible under SSP Specification [EMS-002](#) when specified. Synthetic rubber raw materials shall be identified with date of cure, compound, and manufacturer's name.
- Hazardous Material-Certification and appropriate data sheets defining chemical composition, safety and health hazards, first-aid measures and storage requirements for materials supplied with this order shall be forwarded to the SSP buyer in advance of shipment of materials to SSP.

### Certificate of Conformance (C of C)

C of C, signed by the Supplier's authorized representative, shall accompany all materials shipped against the order. As a minimum, the certificate shall include the following:

- The SSP Purchase Order number
- Part number
- Revision level
- Quantity
- Serial number, if applicable.
- Shelf Life, if applicable.
- Lot number, when applicable.

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- A statement that certifies compliance to the drawing / specification.
- The applicable chemical / physical and/or mechanical test data is on file and available for SSP's customer review.
- Reference any approved NCMR's/Waivers/Deviations, etc. for non-conforming product.
- Signature, date, and title of the seller's responsible representative.

### **Communication**

All communication regarding any Purchase Order from SSP shall flow through suppliers assigned SSP Supply Chain Representative and/or SSP Quality. At no time "unless formally instructed by SSP in advance" shall any supplier contact SSP's customer regarding any work covered by an SSP Purchase Order. If SSP's customer contacts the supplier regarding any work covered by an SSP Purchase Order, SSP shall be notified immediately.

The supplier will notify SSP of any changes in management, ownership, location, MRP system or 3<sup>rd</sup> party certification status. The supplier shall notify SSP prior to outsourcing of any product originally produced by the supplier.

The supplier will ensure their employees are aware of their contribution to product/service conformity, their contribution to product safety and the importance of ethical behavior.

### **Competence**

Supplier employees will have the required competence and training to consistently provide quality products/services. The supplier will identify the required training/competence of employees and ensure requirements are met. Inspectors will be trained in metrology and GD&T as required.

### **Compliance**

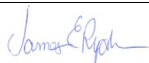
Conflict Minerals: In compliance with US SEC Regulations, the supplier must notify SSP if any products it sells contain tin, tantalum, tungsten, gold and their derivatives originating in the Democratic Republic of Congo or surrounding countries.

### **Counterfeit Goods**

Counterfeit Goods are defined as goods or components that:

- Are unauthorized copies or substitutes of an Original Equipment Manufacturer (OEM) item.
- Are not traceable to an OEM sufficient to ensure authenticity in OEM design and manufacture.
- Do not contain proper external or internal materials or components required by the OEM or not constructed in accordance with OEM design.
- Have been reworked, remarked, relabeled, repaired, refurbished, or otherwise modified from OEM design but not disclosed as such or are represented as OEM authentic or new.
- Have not passed all OEM required testing, verification, screening, and quality control processes.

SSP suppliers and their sub-suppliers will take appropriate measures to prevent the delivery of goods containing counterfeit parts/components or materials by procuring from:

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- the OEM
- OEM authorized supplier (must have OEM cert)
- Customer directed source.
- Supplier that can provide:
  - OEM certs
  - Sufficient records providing unbroken supply chain traceability to the OEM
  - Test and inspection records demonstrating the item's authenticity.
  - Note: Material certs will be available for all parts/components. Supplier is responsible for verifying chemistry of material certs.
- For raw material, verification to requirements provided on the material certs.
- For Commercial off the Shelf (COTS), verification to requirements on the Certificate of Conformance.

If SSP suppliers and/or sub-suppliers become aware of counterfeit goods, Non-Conforming Material Procedures will be followed including potential disclosure to the customer. SSP reserves the right to scrap counterfeit parts at the supplier's expense.

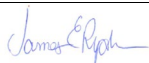
### Distributors

- Definition- Organization carrying out the purchase, storage, splitting, and sale of products and not transforming, assembling, or otherwise modifying purchased product.
- Distributors are limited to raw material, industry standard, and Commercial Off The Shelf (COTS) parts.
- Definition of Commercial Off The Shelf (COTS)- Commercially available products defined by industry recognized specifications and standards, sold through public catalog listings.
- All Distributors in the supply chain shall be certified by an industry accredited body to AS/EN/JISQ 9100, AS/EN/JISQ 9120, ISO 9001, or IATF16949:2016

### Ethics

- **Health and Safety** – The supplier will provide the facilities, equipment, tools, procedures, safety programs, and training necessary for employees to work injury and illness free and comply with all applicable government laws and regulations.
- **Regulatory Compliance** – The supplier will comply with applicable laws, regulations, and legal requirements including trade controls, employment, environment, competition, etc.
- **Financial Integrity** – The supplier will ensure that funds are appropriately spent, financial reports are complete, accurate, and timely, and internal accounting controls are followed.
- **Respect in the Workplace** – The supplier shall assure the right of all employees to work in a respectful environment free of harassment, unlawful discrimination, intimidation, bias, or violence of any kind.
- **Gifts, Donations, and Bribery** – The supplier will not perform any actions that can be perceived as bribery. Gifts, meals, entertainment, and other business courtesies will be limited.
- **Confidential information** – The supplier shall assure that confidential information is protected and shared with others under a disclosure agreement.

### First Article Inspection

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First article inspection (FAI) shall be completed and maintained by the supplier according to the current revision of AS 9102 when explicitly required for the Purchase Order. The supplier will notify SSP when any changes are made that require an FAI.

The supplier shall perform a full FAI or partial (Delta) for affected characteristics, when any of the following occur:

- First production runs for the SSP part (Full FAI required).
- A change in design characteristics affecting form, fit or function.
- A change in manufacturing source(s), process(es), inspection method(s), location of manufacture, tooling, or materials that can potentially affect form, fit or function. (i.e. – location of manufacture change, SSP specified sub-tier supplier change). (Delta FAI may be acceptable).
- A change in numerical control program or translation to another media that can potentially affect form, fit or function.
- A natural or man-made event, which may adversely affect the manufacture process.
- An implementation of corrective action required to complete previous FAI, as described in AS9102, section 4.4.
- A lapse in production for two years shall require an update for any characteristics that may be impacted by the inactivity. This lapse is from the completion of last production operation to the actual restart of production.

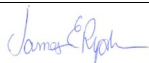
**Note: NADCAP Special Processors shall be identified on Form 2 with special process and NADCAP/PRI certification number.**

#### **Foreign Object Debris/Damage**

- Contact SSP if product damage or obvious non-conformances are identified upon receipt. If instructed to process, document non-conformance on the C of C.
- Supplier will maintain a FOD program that is compliant with **NAS 412 Foreign Object Damage / Foreign Object Debris (FOD) Prevention**.
- Process will be implemented to prevent parts from touching each other or other hard surfaces. Preventive Maintenance will be performed as planned on material handling equipment to assure continued product protection.

#### **Product Identification and Traceability:**

- Non-serialized parts must be identified with a unique lot number and date of manufacture. The traceability number (lot) must be on the shipping paperwork and traceable back to supplier's production and product conformity records.
- The supplier shall retain evidence to document that items furnished under the purchase order conform to contract requirements. Evidence will generally include information tracing the items back to the manufacturing source or its authorized distributor. At a minimum, evidence shall be sufficient to establish the identity of the item, its manufacturing source, and conformance to the item description. Documentation will be kept for at least 20 years from the date of manufacture.

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- Identification must be legible after all finishes with unaided eye.

### **Inspection**

- Sampling permissible to ASQ H1331 Zero Acceptance Number Sampling Plans initial minimum requirements C=0, AQL 1.0.
- 100% inspection is required for all identified key characteristics until verification of acceptable Gauge Repeatability and Reproducibility and  $\geq 1.33$  CPK capability is obtained.
- When/If a CPK of  $\geq 1.33$  cannot be obtained, the supplier will continue with 100% inspection and create an improvement plan per AS9103.
- Key characteristics identified to suppliers via SSP and/or Customer drawings. 100% inspection of key characteristics and provision of inspection records are sent in with each shipment.

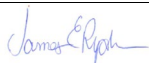
### **Material Review Board (MRB) / Nonconforming Material Disposition Authority**

- The supplier may disposition any product where they are the design authority except the top-level part where SSP or SSP's customers require approval.
- Supplier may disposition nonconforming material as "scrap" for supplier owned materials without SSP approval.
- Supplier may disposition nonconforming material "rework to print" within normal process controls prior to outside processing without SSP approval unless product is governed by Customer specifications.
- Any nonconformance to a build to print design that cannot be eliminated and brought back into conformance to SSP / customer design shall be presented to SSP for approval (i.e. "use as is" or "repair") prior to shipment.
- Suppliers cannot deviate from the purchase order without SSP approval. A Request for Deviation/Waiver must be submitted to SSP Engineering via the SSP Buyer within 24 hours of first awareness of a nonconforming condition.

### **Non-conforming Product**

- Scrap dispositions apply only to supplier supplied material. When replacement of product is necessary to fulfill the deliverable quantity on lot-controlled items, such replacements shall be from the same material lot, batch or heat lot, as applicable. If the scrap disposition renders the deliverable quantity short, notify the SSP buyer immediately.
- The supplier shall notify SSP promptly (within 24 hours) of discovery of any nonconformity affecting product already delivered. Notification shall include a clear description of the discrepancy; parts affected (Serial Number, lot number or manufacturing date, as applicable), quantity, and delivery date(s). Suppliers shall support SSP with additional data, and parts, if necessary, per contract, to resolve customer concerns. The Supplier will provide a timely and effective corrective action to prevent future non-conformances.

### **Part Packaging and Preservation**

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- Parts must be packaged, stored, and shipped in a manner to prevent damage and preserve product conformity. Suggested guidance for packaging and preservation can come from the following sources:
  - **ASTM-D3951-10** for “Standard Practice for Commercial Packaging”
  - **MIL-STD-2073**-(current revision) for “Standard Practice for Military Packaging”

### Obsolescence

The supplier will notify SSP immediately of plans by the supplier or their sub-tier to obsolete materials or parts purchased by SSP.

### Quality System

The supplier’s quality system will be ISO 9001 (AS9100 preferred) certified unless agreed to in advance by SSP. The supplier is to notify SSP within 3 days of any loss or suspension of certifications.

### Record Retention

- Must be controlled for 20 years after the point of manufacture.
- Changes to records provided by the supplier have been revised correctly (single line, initials and date, correct entry).
- Suppliers must have the ability to securely maintain and retrieve records if/when requested by SSP or SSP customers.
- Suppliers must implement appropriate technical and organizational measures to protect SSP's sensitive information and data from unauthorized access, disclosure, alteration, and destruction.
- Suppliers must ensure that access to SSP's sensitive information and data is restricted to authorized personnel only.
- Supplier shall not destroy the records without first providing SSP the opportunity to retain the records and obtaining SSP written permission for destruction.
- Suppliers must notify SSP immediately in the event of a data security breach or incident involving SSP data.

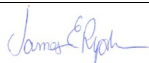
### Right of Access

The supplier shall provide access for SSP personnel, regulatory personnel and / or SSP customer to their facilities, personnel and records when requested as required for quality and management systems reviews, product / process validation evaluations, or investigations.

- **The supplier shall flow down this requirement to all their sub-tier suppliers.**

### Shelf Life

Materials or articles having definite age degradation characteristics (shelf life) shall be identified with manufacturing date, and/or cure date, shelf life, expiration date, storage condition requirements and any other data pertinent to the supplied materials or articles.

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- SSP reserves the right to reject and/or return any material with less than 80% of shelf life remaining unless otherwise specified on the SSP Purchase Order.

### **Supplier Improvement Plan (SIP)**

Suppliers will be notified if a Supplier Improvement Plan (SIP) is required for the further development of a supplier, in meeting SSP performance expectations for quality or delivery. Achieving and maintaining ( $\leq 500$  DPPM) Quality and (85% On Time ) Delivery are critical requirements for our joint success.

### **Special Process**

Nadcap accredited suppliers may be required for some SSP products. If a NADCAP supplier is required, it will be explicitly documented on the purchase order to the supplier. The requirements for a NADCAP supplier shall be flowed down to all sub-tiers' suppliers where applicable.

Special Processes supplied shall be produced in accordance with purchase order, applicable drawing, and specifications. Any deviation (including the use of superseding specifications) must be authorized and approved by the SSP in advance.

### **Work Transfer**

Work transfer refers to a SSP supplier subcontracting out all or part of the work scope of defined on the SSP Purchase Order. If a supplier is subcontracting any work scope outside of their business, the supplier shall have a documented work transfer process and ensure its application in its entire supply chain. SSP can provide guidance and assistance to establish a work transfer program if required.