

TranSpec Fasteners, Inc.
SUPPLIER QUALITY REQUIREMENTS (SQR-1)

1.0 APPLICABILITY

This document defines restrictions and quality system requirements, as applicable, when goods and services are procured by TranSpec Fasteners, Inc ("TranSpec").

2.0 ORDER OF PRECEDENCE

The order of precedence for TranSpec purchases is defined in TranSpec Standard Terms and Conditions on the Purchase Order. Note that the purchase order cannot change design data.

3.0 PROCESS RESTRICTIONS

Unless otherwise directed by the Purchase Order, the following restrictions apply:

3.1 **Glass Beads** are prohibited from use in the processing or manufacturing of parts related to all TranSpec Purchase Orders unless allowed by specific note on the drawing furnished by TranSpec with the purchase order. Requests for exceptions shall be submitted in writing to the TranSpec Buyer listed on the Purchase Order for each specific part number. Suppliers that use glass beads in their normal processing are required to have an effective method of segregation to prevent contamination of TranSpec hardware.

3.2 **Elastomeric Compounds** *shall* have 75% or greater storage life remaining upon receipt at TranSpec based on SAE ARP5316 (available at www.sae.org). The supplier shall identify on the shipped paperwork the manufacturers name, compound trade name, batch number, cure date, specific gravity range and QPL approval status, as required, by TranSpec print for each lot.

3.3 **Electronic Components** (i.e. transistors, integrated circuits, connectors, etc.) ordered to military specifications - The component manufacturer and lot / date code for each component must be identified on the packing list.

3.4 **Electrical Discharge Machining (EDM)** is not permitted for manufacture of parts related to all TranSpec purchase orders unless allowed by specific note on the drawing furnished by TranSpec with the purchase order. Requests for exceptions shall be submitted in writing via the TranSpec Buyer listed on the Purchase Order for TranSpec approval for each specific part number.

3.5 **Electrostatic Discharge Protection** - Devices designated by the drawing as static sensitive, or otherwise applying static sensitive technology, must be properly handled, packaged, and labeled in conformance with ANSI /ESD S20.20 (www.ansi.org), BS EN 100015-1 (www.bsigroup.com) or MIL-STD-1686 (<http://quicksearch.dla.mil>).

4.0 QUALITY REQUIREMENTS

Unless otherwise directed by the Purchase Order, the following quality system requirements apply:

4.1 **Quality Management System ("QMS")**: Suppliers shall have a QMS in compliance with or certified to ISO9001:2015, AS9100D, AS9120B, NADCAP, or other requirements acceptable to TranSpec.

4.2 **Record Retention** – Suppliers shall retain applicable quality records for minimum of (10) years from the date of shipment, unless a longer period is otherwise specified. If original records are not maintained, the method for transferring original records to electronic images, shall comply with FAR 21, subpart 4.7. Quality records include the following but not exhaustive list: Approved Certificates of Conformity, Test Reports, Raw Material Certifications, Special Process Certifications, First Article Inspection Reports (FAIR), Route Cards/Travelers, and Calibration Records. This data shall be made available to TranSpec upon request, at no extra charge. Records shall be appropriately identified in accordance with customer, regulatory and company defined requirements. Storage facilities shall provide environmental conditions to prevent deterioration or damage and to prevent loss. Records in storage shall be protected from unauthorized access. The nature of the information in the records, as well as its format, dictates the method by which they shall be destroyed. When records contain sensitive information (such as design detail, proprietary info, ITAR restricted info, etc.), they shall be disposed by irreversible destruction methods such as shredding, or "erasure"/reformatting for electronic/magnetic media.

4.3 **Calibration System** - Calibration of measuring and test equipment used for product acceptance shall be traceable to established international or national measurement standards (e.g., BSI, NIST, UKAS, etc.). Procedures for periodic calibration, certification, maintenance of tools and equipment, and an action plan, should measuring and/or test equipment be found to be out of calibration, shall be established and followed. The action plan shall contain, as a minimum, item identification (model, manufacturer, and serial number), found condition (including span/range and accuracy), date condition found, date of previous

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calibration, notification details, and any other pertinent measurement details.

4.4 Inspection System - Suppliers shall develop inspection procedures and maintain records of inspection. Legible records *shall* include evidence of inspection for all attributes (e.g. first article inspection, acceptance test data) of products / processes supplied to TranSpec, show the product has been inspected and/or tested during all stages of manufacturing, identify the name of the individual who certified the results, and where applicable, include the results of the inspections and tests.

4.5 Travelers – As applicable, suppliers shall maintain a traveler, router, process flow sheet, or equivalent control mechanism that directs procedures appropriate for the control of quality and configuration through all stages of production.

4.6 Traceability & Product Identification - Supplier shall ensure that individual articles and materials and lots thereof are identified and segregated from all other articles, materials, and lots at all times. Records for articles shall indicate the part number, revision level, lot number or the serial number (if applicable), and associated detailed information. Records for materials shall indicate type, applicable serial numbers, lot numbers, heat numbers, batch, date code, cure date, etc. Material or articles furnished by TranSpec for outside operations must remain identifiable by the TranSpec supplied lot or serial number. This number must be recorded on all applicable supplier paperwork.

4.7 Certificate of Compliance – When required by the purchase order, a legible and reproducible supplier Certificate of Conformance (CofC) with authorized signatures must accompany each shipment. The CofC statement must indicate materials meet all purchase order and specification requirements, reference to the TranSpec purchase order number, part number, revision level, lot number or serial number (if applicable), quantity represented, and the country of origin of the product being offered. The CofC must be signed by an authorized representative of the Supplier. The supplier should also be able to furnish heat numbers, batch, date code and cure dates as applicable.

A legible and reproducible Manufacturer's Certification of Conformance (Mfg. CofC) or Test Reports must accompany each shipment when required by the purchase order. The Mfg. CofC or test reports must be attached to the shipping documents or incorporate sufficient information to match it with the pertinent purchase order and specific shipment.

4.8 Responsibility for Conformance - Acceptance of product shall not be used as evidence of effective control of quality by the supplier and shall not absolve the supplier of responsibility for acceptable products or preclude subsequent rejection by TranSpec customers.

4.9 Industry Specifications and Standards - For all Military, Federal, and Industry specifications and standards, the supplier shall comply with the revision in effect at the time the TranSpec purchase order is issued. TranSpec reserves the right to request a different revision that would be specified on the purchase order.

4.10 Nonconforming Product - Suppliers shall ensure that non-conforming products are identified, segregated, and properly dispositioned as required per supplier's procedures. Only product that conforms to specified requirements shall be shipped to TranSpec. Dispositions of Use As Is or Repair for products shall require written authorization prior to shipment (see 4.8). TranSpec does not grant Material Review Board (MRB) Authority to suppliers, unless granted in writing by TranSpec Quality Engineering. TranSpec reserves the right to audit for compliance. Any reworked parts shall be re-inspected and/or tested prior to shipment to TranSpec.

4.11 Nonconformances Affecting Shipped Products- Suppliers are required to notify the TranSpec Buyer within 24 business hours of discovering any nonconformance that exists or is suspected of existing on hardware that has previously been shipped to TranSpec. This notification shall include the following information:

- Affected Part number(s), process(es) and name(s);
- Description of the nonconforming condition and the affected requirement (Both requirement and actual condition);
- Quantities, dates, purchase orders, and destination of delivered shipments;
- Lots, batch numbers, serial numbers or date codes as applicable of the affected lot.

4.12 Supplier Deviation Request - Suppliers shall, in writing, request review of nonconforming material, change to drawings or specifications, or clarification of requirements to the applicable TranSpec buyer. Nonconforming material shall not be shipped to TranSpec without written approval from TranSpec. In addition, all nonconforming product shipped to TranSpec 1) Must be clearly identified as non-conforming product and packaged separately from the acceptable product, 2) Must be accompanied by a copy of the TranSpec's written approval of the nonconformance(s), and 3) The nonconformance must be clearly listed on the packing slip and Certificate of Conformance and FAIR if applicable.

For corrective action requested, the supplier shall: 1) consider the details of the recorded non-conformance/corrective action

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and request clarification if necessary from the initiator of the request; 2) complete and respond to both the containment and whole corrective action requirements within the timeframe indicated on the non-conformance notification providing an effective short term and long term corrective action.

4.13 Statistical Techniques - Suppliers are responsible for understanding and reducing variation within processes and are encouraged to use control-charting techniques. When control charting is not performed, sample inspection of all attributes shall be performed to ANSI/ASQ Z1.4 (MIL-STD-105), Level II, 1.0 AQL, c = 0, or an equivalent plan approved by TranSpec. Suppliers using sample inspection plans are not relieved from the responsibility for all attributes on the part/assembly.

4.14 Special Processes – When required by the purchase order, TranSpec’s customer approved special process suppliers must be used on products related to that TranSpec purchase order. The use of a TranSpec’s customer approved supplier does not relieve the supplier from responsibility to furnish acceptable products.

4.15 Supplier Control - Suppliers, including dealers and distributors, are responsible for ensuring that the applicable requirements of this purchase order and quality requirements are imposed on lower tier procurements for raw material, components or process services being used in the manufacture of products or services being provided.

4.16 Prohibited Sources - TranSpec suppliers and/or sub-tier suppliers are prohibited from using any source listed on the US government Excluded Parties List System (EPLS) (ref. <https://www.sam.gov>) in the production of products to be delivered to TranSpec.

4.17 Counterfeit and Suspected Unapproved Parts Prevention – The supplier shall have a program in place to prevent the delivery of counterfeit and/or suspected unapproved parts and materials to TranSpec. All parts, materials and assemblies (electrical, mechanical, raw material) included in the hardware delivered to TranSpec shall be procured directly from the Original Component Manufacturer (OCM) / Original Equipment Manufacturer (OEMs), or from the OCM/OEM authorized distributor.

The recording of false, fictitious or fraudulent statements or entries on any documents may be punishable as a felony under federal statute. All conditions of the TranSpec Fasteners, Inc. Fraudulent/Counterfeit Parts Mitigation Policy are hereby incorporated into these Supplier Quality Requirements. A copy of this policy can be found on the Partners Page of our website – www.transpec.com.

The supplier is responsible for the flow down of this requirement to its sub-tier contractors and their compliance to it. Further guidance on counterfeit parts avoidance can be found in SAE documents AS5553 and AS6081 for electronic components and AS6174 for non-electronic parts and assemblies (www.sae.org).

4.18 Handling, Packing, & Preservation - It is the responsibility of the supplier to ensure that the packaging is adequate to protect the components during transportation, handling, and storage. Packaging containers shall be appropriate for the size, weight, and fragility of the components being packed. Packaging requirements are as follows:

- Appropriate part separation dividers or unitized packing shall be used to prevent part to part or packaging damage.
- Mixing of manufacturing lots of the same part number within a package is not allowed. Each manufacturing lot shall be clearly identified and segregated in separate packages.
- Individual lot packages may be combined in a single outer container, if each inner container is clearly labeled with the lot information and the lots are individually listed on a shipping list as separate line items.
- Fragile packages shall be labeled as such.
- Material with shelf life requirements shall have the shelf life/expiration date clearly marked on the packaging and the shipping paperwork.
- All chemicals shall be accompanied by a relevant Safety Data Sheet (SDS) (formerly called Material Safety Data Sheet (MSDS)) with each shipment.

Supplier shall prevent foreign object debris/damage (FOD) when packaging products. NAS-412 shall be used for guidance as applicable for Supplier’s FOD prevention programs. Supplier shall flow down FOD requirements to sub-tier suppliers.

4.19 Right of Entry and Notification of Changes – Representatives of TranSpec, TranSpec’s customer, and other regulatory authorities *shall* have access to supplier’s facility and all other facilities involved in the fulfillment of the Purchase Order, where they *shall* have access to all procedures, practices, processes, associated documents, and records related to quality assurance, quality control, and configuration control. The supplier *shall* notify the TranSpec Buyer in writing to any significant facility changes (location, equipment, or process) or organizational changes (such as company name or senior quality management).

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Any change of location, equipment, and/or process by the supplier *shall* require a full first article inspection on these parts. TranSpec reserves the right to determine and verify quality of work, records, and material. Such visits *shall* not preclude subsequent rejection of product and do not absolve the supplier of its product integrity responsibilities. TranSpec reserves the right to audit for compliance to all requirements.

4.20 Training and Awareness -Suppliers shall ensure that all personnel performing activities on TranSpec product affecting quality have been suitably trained per supplier procedures or to Industry standards if applicable. Personnel performing assigned tasks must be qualified on the basis of appropriate education, training, and/or experience. The supplier shall ensure that all personnel are aware of their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior.

4.21 Obsolescence reporting - In the event of any risk of confirmed obsolete product (such as end of life notification, discontinuation notice, GIDEP Diminishing Manufacturing Sources (DMS) notice, etc.), materials, or services, the supplier shall contact the relevant TranSpec buyer and advise of all affected parts numbers or materials.

4.22 First Article Inspection Report AS9102 (FAIR) - When required, the First Article Inspection shall be performed per the requirements of SAE AS9102. The First Article Inspection Report (FAIR) shall be submitted to TranSpec with the first shipment of parts on the initial purchase order for the applicable revision of the part. A Delta or Partial First article shall be performed for the affected characteristics per the requirements of AS9102 and the report shall be submitted to TranSpec with the first shipment of parts which require a Delta first article. A Delta or Partial First article shall be performed for the affected characteristics per the requirements of AS9102 when there is a change in location of any machine used to fabricate the parts within the facility and the report shall be submitted to TranSpec with the first shipment of parts produced after the change of location.

Revision History

Revision	Description	Date	Approval
New	Initial Release	10-02-17	JD
A	Updated 4.19 to add "notification of changes"	11-21-19	JD
B	Updated 4.1, 4.5, and 4.7	02-11-20	JD