

Quality Requirements

All suppliers must comply with the basic Quality Requirements. Additional Quality requirements will be noted on the Purchase Order as applicable.

QR 1 - INSPECTION SYSTEM REQUIREMENTS:

The Seller shall provide and maintain an inspection system in conformance with:

- AS9003 or AC7004 with active certificate
- ANSI/ASOG 9001. with active certificate
- AS9100. with active certificate
- or other Quality System approved by Automatic Products

QR 2 - CONTROL OF CHANGES:

Seller agrees not to make any change in materials or design details. Seller also agrees to notify the organization of changes to processes, products, or services, including changes of their external providers or location of manufacture or other product which would affect the part or any component part thereof without prior written Buyer approval. The Seller will identify, on the Certificate of Conformance and/or packing sheet, the as built revision level of the end item product being delivered.

QR 3 - SUPPLIER CORRECTIVE ACTION:

Seller shall, on request, on forms designated by Buyer, provide statements of corrective action on failures of seller's hardware or quality system. Corrective action statements, at Buyer's option may require approval signature by Buyer and Government Quality representative. All rejected articles resubmitted by seller to Buyer shall bear adequate identification including reference to Buyer's rejection document.

QR 4 - RIGHT OF ENTRY:

- (1) The Buyer, their customer and regulatory authorities shall be granted the right of access to all sellers' facilities, at any level of the supply chain, involved in the order and all applicable quality records.
- (2) The right to verify at the seller's premises that subcontracted product conforms to specified requirements. Such verification shall not be used by the seller as evidence of effective control of quality by the supplier.

QR 5 - SHELF LIFE AND TEMPERATURE SENSITIVE MATERIALS:

The Seller shall identify all materials and articles which have definite characteristics of quality degradation with age or environment. The Seller shall affix this information directly on the material container or article. This identification shall indicate the date useful life was initiated and the date or cycle at which the useful life will be expended. When environment is a factor in determining useful life, the identification shall include the storage condition (i.e., temperature, humidity, etc.) required to achieve the stated life. A minimum of 75% of the applicable material/article shelf life shall remain upon receipt of the material by Buyer or the material is subject to rejection and returned to the seller.

QR 6 - PACKAGING:

Unless otherwise specified by the item drawing, specification or purchase order, the seller is responsible for assuring that all items are delivered without damage or deterioration and are efficiently and economically packed for the method of transportation and type of handling involved. Unit and intermediate packaging will be employed as necessary to prevent damage or deterioration.

QR 7 - MATERIAL SAFETY DATA SHEETS:

Material(s) noted on this purchase order must be supplied in accordance with OSHA's hazard communication standard 29CFR1910-1200, OSHA instruction CPL2-2.38 dated August 5, 1985 and Washington State codes 296-62-05413 a "Materials Safety Data Sheets". All first time orders MUST be supplied with "Materials Safety Data Sheets". Materials not received in compliance with aforementioned OSHA requirements and Washington State codes will be subject to immediate rejection and return at supplier's expense. In addition, if Seller is aware of any additional precautions and/or handling techniques instituted with regard to other customers, seller is required to submit those safeguards with MSDS. Seller is required to forward a Toxic Substances Control Act

QR 8 - IDENTIFICATION:

Parts, assemblies and components shall be identified as specified on the engineering drawing. When identification is not specified on the engineering drawing, the product shall be identified with the part number specified on the purchase order. When items are too small to easily identify, they may be bagged and tagged with the proper identification indicated on the bag or tag. Raw material procured to Federal, Military, Aerospace or other specification shall be marked and identified per the requirements of the identification specification which is referenced in the controlling (i.e. Federal, Military, Aerospace, etc.) specification.

QR 9 - CALIBRATION SYSTEM REQUIREMENTS:

Seller shall use NIST traceable calibrated equipment for product acceptance and employ a calibration system that assures compliance with a recognized standard, ISO17025 is preferred. Any deviation or waiver to this requirement must be approved by buyer's Material and Quality Assurance Representatives.

QR 10 - CERTIFICATE OF CONFORMANCE:

Each shipment will be accompanied by a legible and reproducible copy of a Certificate of Conformance with the signature of responsible representative stating material, process, or article being shipped meets requirements of applicable drawings or specification cited in Purchase Order. Supplier will include date of manufacture on Certificate of Conformance. If an Outsource Procurement Specification is called out on the Purchase Order, include the revision level.

QR 11 - MATERIAL TEST REPORTS:

A legible and reproducible copy of material test reports will accompany each shipment. Test reports will be identified with specification number and heat and/or cure lot number. Chemical and physical test reports will include actual numerical values for each property tested in accordance with the applicable specification. When more than one specimen is required test results of each is required on the report. Specification and revision will be shown on each test report furnished.

QR 12 - CERTIFIED TEST DATA:

A legible and reproducible copy of certified test data will accompany each shipment of material, parts, or assemblies. Test will be identified with specification number and heat and/or cure lot number. Chemical and physical test data will include actual numerical values for each property tested in accordance with the applicable specification. Specification and revision will be shown on each report furnished. Test data will include the following statement (or equivalent): "Test reports are on file and available upon request."

QR 13 - APPROVED PROCESS REQUIREMENTS:

A legible and reproducible copy of special process certifications (i.e. testing, heat treat, nondestructive testing. etc.) will accompany each shipment of material, parts, or assemblies. Special processes will be performed by customer (process specification owner) approved sources.

QR 14 - FIRST ARTICLE INSPECTION:

A legible and reproducible copy of the Sellers First Article Inspection (FAI) performed on the initial part or lot (as applicable) at the detail, subassembly and/or assembly level will accompany applicable shipments. The results of the FAI shall indicate 100% conformance to engineering drawing characteristics, special processes, functional test, and laboratory requirements. Subsequent (Delta) FAI's shall be performed and sent with applicable orders if tooling rework or modification and/or change(s) in supplier's

manufacturing method occur. Engineering drawing revisions will require a new FAI incorporating the differences and/or tool proofing inspection. The First Article Inspection will include a complete, independent, and documented physical and functional inspection process to verify that prescribed production methods have produced an acceptance item as specified by engineering drawings, planning, purchase order, engineering specifications, and/or other applicable design documents.

QR 14.1 ~ FIRST ARTICLE INSPECTION TO AS9102:

A legible and reproducible copy of the Sellers First Article Inspection (FAI), compliant with AS9102 latest revision, performed on the initial part or lot (as applicable) at the detail, subassembly and/or assembly level will accompany applicable shipments. The results of the FAI shall indicate 100% conformance to engineering drawing characteristics, special processes, functional test, and laboratory requirements. Subsequent (Delta) FAI's shall be performed and sent with applicable orders if tooling rework or modification and/or change(s) in supplier's manufacturing method occur. Engineering drawing revisions will require a new FAI incorporating the differences and/or tool proofing inspection.

The First Article Inspection will include a complete, independent, and documented physical and functional inspection process to verify that prescribed production methods have produced an acceptance item as specified by engineering drawings, planning, purchase order, engineering specifications, and/or other applicable design documents. If the product has not been produced for the Seller within 2-years a complete new FAI is required.

QR 15 ~ REPORT OF DISCREPANCY:

Any departure from drawing specifications or other purchase order requirements must be documented by the Seller and submitted to the Buyer for consideration and disposition. A copy of this disposition document must accompany each affected shipment.

QR 15.1 ~ REPORT OF ESCAPE:

The Seller upon discovery of a shipment/delivery of nonconforming product must provide a notice of disclosure to the Buyer within 48 hours of discovery.

QR 15.2 ~ NOTIFICATION OF NON-COMPLIANCE:

When an out-of-tolerance condition is discovered on a measuring device being calibrated by an approved Calibration Lab used by AP, that facility will contact AP immediately.

QR 16 ~ TRACEABILITY/LOT AND BATCH CONTROL:

Seller must maintain lot and batch control of raw materials to purchased items. Seller must provide positive traceability of manufactured parts and assemblies to raw materials through the use of lot/batch, serial numbers or date of manufacture, as applicable, for all items in the shipment.

QR 17 ~ SUPPLIER RECORDS:

The Seller shall maintain records of product delivered to buyer for an indefinite period of time unless specified otherwise.

QR 18 ~ KEY CHARACTERISTICS:

The Seller shall maintain applicable statistical control charts for key characteristics identified by the customer drawings. A copy of the key characteristics statistical control charts must accompany all items in the shipment to Buyer.

QR 19 ~ SUPPLIER FLOW DOWN TO SUB-SUPPLIER:

The Seller shall flow down to sub-tier suppliers the applicable requirements in the purchasing documents, including key characteristics where required.

QR 20 ~ USE OF LATEST REVISION SPECIFICATION:

Unless otherwise specified by way of Purchase Order, The Seller shall process to the latest revision or supersession of applicable specification.

QR 21 ~ PAINT/PRIMER APPLICATION SPECIFICATION:

If paint/primer application spec(s) are not listed on Purchase Order, vendor shall apply in accordance with manufacturer's recommendations and/or industry best practice.

QR 22 ~ EMPLOYEE AWARENESS:

The Seller has established an awareness program to communicate with employees their contribution to product or service conformity, product safety and the importance of ethical behavior, including basic working condition & human rights.

QR 23 ~ PERFORMANCE MONITORING:

Automatic Products intends to monitor performance including supplier quality and delivery performance and may request additional information or corrective action if performance is found to be unacceptable.

QR 24 ~ COUNTERFEIT PARTS CONTROL:

Establish and maintain a counterfeit and suspected counterfeit part/material program to affectively eliminate the introduction of counterfeit parts into the supply chain.

QR 25 ~ BUSINESS CONDUCT:

Seller commits to having basic working conditions, ethical behavior and human rights, including laws regarding slavery and human trafficking. See www.automatic-products.com for full details of required business conduct.

QR 26 ~ FOD:

The Provider shall implement a policy to prevent the introduction of FOD, Foreign Object Debris/Damage into their products/services. The Provider may use at their discretion AS9146, FOD Prevention Program Requirements.

QR 27 ~ CALIBRATION VENDOR REQUIREMENTS:

Measurement Device Calibration vendors shall maintain ISO:IEC 17025 (latest revision) or equivalent and applicable registration. Supplied Calibration Certifications/Reports will comply with ISO:IEC 17025 (latest revision) or an agreed upon alternate. Any alternate certifications must have approval in writing from Automatic Products Co., Inc. Quality Management. Any change to this status must be reported immediately.

QR 28 ~ CONFLICT MATERIALS:

Seller shall cooperate with any required conflict minerals reporting requirements and perform appropriate due diligence on its supply chain in order to fulfill reporting obligations. Seller agrees to communicate to its sub-suppliers its own commitment to responsible sourcing and legal compliance, and to cooperate with them to ensure traceability of conflict minerals (i.e. Tungsten, Tin, Tantalum, Gold). Seller will maintain all traceability documentation and provide such documentation to Buyer upon request. More information on conflict minerals reporting can be found at <https://www.aia-aerospace.org/wp-content/uploads/2016/07/AIAConflictMineralsStory2.pdf>. The Conflict Minerals Reporting Template can be found at www.conflictreesourcing.org.

REVISION HISTORY

Revision	Date	Description
Rev 01	3/30/2021	Update QR 9 and added QR 26
Rev 02	10/1/2020	Update QR 9 and add QR 27
Rev 03	4/2/2021	Update QR 27
Rev 04	7/6/2022	Update QR 17 and add QR 28
Rev 05	8/3/2022	Update QR17