

## Supplier Quality Assurance Requirements

TC Machine & Manufacturing is committed to continuous improvement of its processes that result in a high level of quality and customer service, with parts delivered on time, every time. This document will define general and specific requirements TCMM has imposed to meet that commitment. For questions concerning any of the requirements, please contact the President, Jeff Copeland at 918-986-7924.

### 1) Supplier Quality Management System

Supplier shall maintain a quality management system which complies with industry standards and specifications appropriate to the type of product or service. TCMM strongly recommends its suppliers be certified or compliant with ISO 9001 or AS/EN9100. Suppliers shall provide a current copy of their certifications to TCMM.

Recommendations for Suppliers' quality management system by type of supplier:

Calibration: A2LA, ANSI-Z540-1, ISO 17025, ISO 10012

Special Process: Nadcap AC7004, AS/EN9100

Manufacturer: ISO 9001, AS/EN9100

Pass-Thru Distributor: ISO 9001, AS9120, ASA 100

### 2) Use of External Providers

Supplier shall use external providers approved by TCMM. Approval is indicated when the external provider is listed on a TCMM purchase order. External providers of special processes shall maintain NADCAP certifications, and Supplier shall provide those certifications to TCMM upon request.

### 3) Disclosure/Notification of Nonconforming Delivered Products.

Supplier shall provide immediate verbal and written notification to TCMM Quality Manager of nonconforming processes or product released from the Suppliers facility or delivered to TCMM. Supplier shall notify TCMM within one business day when a nonconformance is determined to exist or is suspected to exist. Notification must include product name and number, quantity, clear description of discrepancy, release date, purchase order number, and provide root cause and prevention method to correct the process for subsequent shipments. If product is still at Supplier's facility when the nonconformance is detected, Supplier must contact TCMM for direction regarding the disposition of the nonconforming material.

### 4) Counterfeit Parts

Supplier shall ensure only new and authentic materials are delivered to TCMM. Supplier shall perform due diligence in counterfeit detection process that meets the intent of SAE standard AS6174, Counterfeit Material, Assuring Acquisition of Authentic and Conforming Material.

### 5) Changes in Quality Management System

Supplier shall notify the Quality Manager of TCMM in writing within 5 business days of any change in products, processes, services, management representation, ownership, quality system, manufacturing location, or external providers. Supplier shall obtain approval of any change from the Quality Manager of TCMM in writing.

### 6) Flow Down Requirements

Supplier shall flow down all applicable requirements in TCMM purchase orders and these Supplier Quality Assurance Requirements to all external suppliers who provide products, processes, or services for TCMM orders.

### 7) First Piece Inspection and Approval Requirement

If a First Article Inspection is required, Supplier shall provide evidence of inspection results when a first piece is brought to TCMM for inspection. Supplier shall obtain verbal or written notification that the part is conforming

prior to machining the production lot of parts. Final product acceptance shall be performed at TCMM; however, Supplier is required to perform 100% inspection on the finished lot prior to delivering them to TCMM. Supplier may perform sampling inspection using a statistically valid sampling plan provided they have received approval from the TCMM quality department. When requested, Supplier will provide test specimens for design approval, inspection/verification, investigation, or auditing.

8) Quality Documents Record Retention

Supplier shall maintain quality records, which provide evidence that processes meet or conform to requirements. Quality records must be in English, legible, identifiable, appropriately stored to protect from damage, deterioration, or loss. Records must be easily retrievable for review.

Supplier shall maintain records for review by TCMM, customers and/or regulatory agencies for a minimum of one calendar year plus (10) years upon completion of contract (unless otherwise specified) . Supplier shall flow down this requirement to external suppliers.

Upon expiration of the retention period, Supplier shall notify TCMM of its intent to dispose of the records. Upon approval from TCMM, Supplier may either destroy or recycle the records.

Records include but are not limited to:

- Test Results
- Inspection Reports
- Raw Material Certification
- Special Process Certifications
- Certificate of Conformance
- Material Review Reports
- Calibration Records
- Control Charts
- Traceability Records (traveler/manufacturing order, etc.)
- Education, training, and skills records

9) Right of Access

Representatives of TCMM, its customers, Government, and/or regulatory agencies reserve the right to visit Supplier and its external suppliers to obtain objective evidence of compliance to an acceptable quality system, including conformance to product requirements, general requirements, and specific requirements included in the TCMM purchase order. TCMM may honor qualified second- and third-party audits to provide evidence of compliance of the Supplier's quality system. Additionally, TCMM and its customers reserve the right to visit to resolve product quality issues.

10) Ethics, Product Safety and Product Conformity

TCMM believes that its long-term success depends on companies upholding integrity in bidding, negotiating, and performing contracts. TCMM expects its suppliers to behave ethically towards their customers, suppliers, competitors, employees, and other stakeholders and to ensure their employers and external suppliers are aware of the importance of ethical behavior. Additionally, Supplier shall ensure that its employees and external suppliers are made aware of the importance of their contribution to product or service conformity and to product safety.