Certech, Inc
Standard Quality Requirements for Suppliers

Purpose & Scope
This document establishes the minimum quality requirements to ensure that purchased materials, equipment, services, and other products meet the required quality level for Certech, Inc, hereafter referred to as Certech. Purchase order requirements or purchase order standard terms and conditions supersede this document.

Any exemption from this document, shall require written approval from Certech.

This addendum applies to the following Suppliers:

Class	Supplier Type	Products & Service Description
1	Raw Materials & Process Materials	Ceramic Raw Materials Ceramic Blended Raw Materials Kiln Saggers Media Ceramic Cores Wax Materials Rods (Alumina & Quartz) Chemicals Gas Products
1	Production Equipment Manufacture and Services	Mixers Injection Molding Presses Kilns CNC Machines
1	Tooling Manufacture and Services	Dies Fixtures Gages
2	Monitoring & Measurement Equipment	Equipment Manufacture Standards Calibration Services
3	Chemical Laboratory Services	Chemical Analysis
4	X-Ray Equipment, CMMs, QC Tools	Calibration Services

The defined class, type, and product & service descriptions are used throughout this document. The term "product" in this document is used to encompass purchased services as well.

QUALITY MANAGEMENT SYSTEMS – REQUIREMENTS

1. SCOPE

1.1 General

This specification applies to all suppliers that furnish product, material, processes, or product related services to Certech as a contractual requirement regardless of supplier's industry, regulatory accreditation, or certification status, and each supplier shall be responsible for ensuring that every member of its organization and supply chain complies with the requirements set forth herein and are aware of their contribution to product or service conformity , safety and

ethical behaviors Members reserve the right to flow down additional requirements to satisfy specific customer and/or business requirements.

GENERAL REQUIREMENTS:

This document establishes the minimum quality system requirements for suppliers to ensure that purchased products, materials and services meet the required quality level for Certech.

This document supersedes and replaces all prior Supplier flow down documents.

When Certech purchase order requirements differ from those defined herein, the purchase order requirements shall prevail. The order of precedence shall be:

1.1 Purchase order or contractual agreement (excluding this document);
1.2 Applicable purchaser's drawing;
1.3 Specifications referenced on drawings;
1.4 This document;
1.5 Specifications referenced in this document.

The requirements of this document are generic and are intended to be applicable to all organizations doing business with Certech operations, regardless of the product provided or service.

Exclusions or Exceptions – Exclusions or exceptions to these requirements shall be submitted in writing and accepted in writing by Certech. Verbal authorizations shall not be permitted. Requirements that cannot be applied due to the nature of an organization and its product will be considered for exclusion, providing such exclusions do not affect the organization's ability or responsibility to provide product that meets Certech and regulatory requirements.

Notification of Changes – The Supplier shall notify the Certech facility procurement representative of changes that affect the operational proficiency of a facility; alterations in upper management or organization restructuring; alterations in the business name, location or ownership; processing capabilities, and any other pertinent changes that could hinder the capacity to conduct customary business activities or the quality of products and services. The Supplier shall immediately notify Certech when the status of their required approvals and/or certifications, or the approvals or certifications of their sub-tiers have changed or been revoked.

Confidentiality – The supplier shall treat all product(s), material, and specifications(s) received from Certech as confidential in nature. Depending on the type of product or process, suppliers may be required to sign a nondisclosure agreement prior to doing business with Certech as confidential in nature. Depending on the type of product or process, suppliers may be required to sign a nondisclosure agreement prior to doing business with Certech. No customer material is to be viewed or provided to subcontractors without prior written authorization from Certech.

Right of Entry – Certech, Certech customers, and regulatory authorities reserve the right of access to all the applicable areas of the facility, at any level of the supply chain involved in the order, and to all applicable records, and to perform audits and/or inspections at the Supplier's and/or supplier's subcontractor's facility, when necessary to determine and verify the quality of contracted work, records, and product. All supplier material, records, routers, inspection, and test

facilities shall be subject to review. Suppliers shall provide equipment, facility, and necessary personnel for all on-site verifications of contract/purchase order compliance.

2. SPECIFICATIONS:
Certech shall provide suppliers with specifications

3. QUALITY MANAGEMENT SYSTEM REQUIREMENTS:
All suppliers that provide product, materials and services shall be responsible for maintaining quality system compliance to the applicable quality system defined below in Table A.

Suppliers shall be certified/registered and receive routine system evaluations by their certification body or be subject to periodic compliance audits by Certech.

Table A

Supplier Type (see Appendix B for definition of supplier types)	Certification Required
Component supplier	ISO 9001
Raw materials and process material supplier	ISO 9001 or an industry equivalent standard
Distributor	AS/EN/JISQ 9120, ISO 9001 or an industry equivalent standard
Laboratory / Test Facility	ISO/IEC 17025 or AC7101 (Nadcap)
Tooling Suppliers	ISO 9001, an industry equivalent standard or 700.004.003 – Minimum Quality System Requirements for Tooling Suppliers
Non-Product Related Services	ISO 9001 or an industry equivalent standard
Brokers / Traders and Pass-Thru Distributors	At a minimum, meet the requirements of 700.004.002 – Minimum Quality System Requirements for Brokers, Traders and Pass-Through Distributors

Suppliers are required to provide evidence of a certificate of registration from an IAF accredited Certification Registration Body to the industry standard listed above. Suppliers are required to notify Certech Quality Assurance of any changes regarding quality system certifications(s). This includes additional certifications awarded, certification suspensions, and mergers and acquisitions. Quality Certifications include, but are not limited to, AS 9100, ISO 9001, ISO/IEC 17025, AS 9003 and TS 16949. Suppliers must submit to Certech Supplier Quality a copy of the renewed certificate within 60 days of the certification expiration date. Suppliers that have not submitted a renewed certificate within 60 days of expiration date will be temporarily removed from the Approved Supplier List and will not receive new Purchase Orders until a renewed certificate has been submitted. If a renewed certificate is not available at the time of expiration Suppliers can submit a letter from their registrar or a copy of the audit report indicating certification requirements have been met. To submit Quality Certifications or provide notification of changes, e-mail all documentation to Certech Quality at bruce.krol.@morganplc.com or fax to (201) 939 1423.

4. DRAWING AND SPECIFICATION CONTROL:

It is the supplier's responsibility to conduct timely reviews and incorporate the latest engineering specifications and drawings, including end customer specifications.

The appropriate revision level of the technical specifications(s) stipulated in the purchase order shall be incorporated within 30 days, or as otherwise specified, from the "Issued" date in all product and material arriving at the purchasing facility immediately following incorporation of the specification and the supplier / Certech agreed upon effectivity date shall be configured to the appropriate specification revision level. **The supplier shall be responsible for verifying that all specifications are current prior to use.**

5. ETHICS:

Certech is committed to dealing fairly with suppliers. Certech will emphasize competition, without discrimination or deception, in a manner consistent with long-lasting relationships. Certech will purchase all equipment, supplies, and services based on merit. Certech suppliers and subcontractors will be treated with fairness and integrity.

Suppliers and subcontractors shall adhere to the same high standards of behavior and excellence required of every Certech employee. They shall not act on behalf of the Company in any manner that is inconsistent with the Certech Code of Ethics and Standards of Business Conduct, policies, or any applicable laws or regulations. **Suppliers shall have documented ethics program in place and implemented within their company.** At a minimum, an ethics program and a method to report unethical issues anonymously and without consequences. This method may, at supplier discretion, be set up through an independent agency, through calls to a Certech representative, or through an internal system.

6. CONTROL OF PURCHASES

Flowdown of Requirements – The supplier shall have a process in place to flowdown Certech requirements to sub-tier suppliers. When applicable, the supplier shall ensure that any Certech requirements that are associated to items that are procured or outsourced in order to meet a Certech purchase order are flowed down to the applicable sub-tier suppliers.

Special Processes – When special processes are outsourced, the supplier shall only utilize Certech and Certech's customer-designated Approved Suppliers. If the purchase order does not specify the sub-tier supplier to be used, the Certech Procurement or site Quality representative shall be contacted to obtain a list of approved sources, including Certech customer-approved sources.

Special Processes are those processes and services that have the potential to directly influence the quality of products manufactured by Certech and whose conformance to contract requirements cannot be fully determined upon receiving inspection. These processes may require a demonstration of operator or equipment capability or proficiency, and require special controls for monitoring, per specifications.

Right of Entry – The supplier shall include right-of-entry provision in any subcontract. These provisions shall allow the supplier, its customers, and regulatory agencies to determine and verify the quality of work, records, and material at any place, including the plant of the subcontractor.

Control of Confidential Information – The supplier shall establish nondisclosure agreements with subcontractors that receive or process Certech product, blueprints or specifications, confidential proprietary technical data or other Certech intellectual property prior to doing business with them.

7. QUALITY ASSURANCE PLANNING:

Quality Planning – For new projects and/or programs with Certech, the supplier shall engage in effective quality planning that embodies critical concepts of defect prevention and continuous improvement, i.e. contract review, resource planning, early change management, cost reduction, etc. Project/program management timelines shall be used to track critical project/program events, key dates, and assigned responsibilities.

Key Product and Process Characteristics – A key characteristic is an attribute or output of a product or manufacturing process that has significant influence on product fit, performance, service life, or manufacturability. At a minimum, the supplier shall identify the characteristics as key for those products / processes they supply and/or perform. Suppliers shall identify these characteristics as key in the control plan.

Control Plans – A detailed control plan (or equivalent method) shall be documented to record the 1) inspection plan for a part to ensure that all engineering drawing characteristics and notes are subject to inspection or control, 2) Use of SPC controls used within a process to ensure process parameters and process related characteristics are maintained within appropriate limits and 3) the ongoing inspections frequency (independent of the FAI) for each characteristic, for example 100% inspection, sampling plan, product of the die, etc., and 4) controls to present conformity parts from entering the product stream.

Sampling – Ongoing product acceptance inspection shall be performed on specified characteristics per an agreed upon inspection plan with Certech. This plan shall be defined in the detailed control plan.

When using sampling plans:

7.1 Inspection personnel shall be trained in the application of sampling methods.

7.2 The lot shall be rejected if a nonconformance is discovered in the sample. If a nonconformance is found in the sample, inspect all pieces in the lot for the nonconformance that had been noted and remove all nonconforming pieces from the lot.

7.3 Sampling plans shall be an industry approved C=0 plan or an alternate plan approved by Certech.

7.4 Sampling inspection is not permitted for characteristics that are affected by repair and rework Material Review Board (MRB) dispositions.

7.5 Sample(s) shall be randomly selected and representative of the population.

7.6 Additions or exchanges shall not be made to the original sample.

First Article Inspection Requirements – If required by Certech purchase order, the supplier shall submit a first article sample(s) with report for first build, revisions, and after a two (2) year lapse in production.

8. PROCESS CONTROL:

Product or Service Acceptance – Product shall be inspected per the inspection plan or specification. Records that the product meets the defined requirements shall be maintained including the identity of the equipment or gage that was used to inspect each characteristic.

Control of Certech Owned / Supplied Equipment and Tooling – Certech or Certech Customer owned/supplied equipment and tooling includes gages, test equipment, and tooling supplied by Certech for use in production or maintenance or made by the Supplier and paid for by Certech.

Supplier shall:

8.1 Use Certech Supplied Gages, Special Test Equipment, and Special Tooling on Certech purchase orders only and for only those purchase orders for which the items were supplied.

8.2 Identify all tools and test equipment, unless size or use prohibits, with an identification tag(s) ensuring legibility and permanency, which states the ownership designation as “Property of Certech” upon receipt or fabrication, or Certech customer name, where applicable.

8.3 Obtain written approval prior to making modifications or changes to gages, test equipment or tooling.

8.4 Maintain, protect and preserve tooling, test equipment, and gages. Tooling and gauging shall be maintained for 3 years after purchase order is complete unless directs otherwise.

8.5 Contact the Buyer before the transfer of gages, test equipment, or tooling among supplier facilities (address location) or to other suppliers.

8.6 Supplied gages, test equipment, or tooling that become excess to the needs of the purchase order shall be reported to Certech.

8.7 Obtain written approval from Certech before the disposal or destruction of supplied gages, test equipment, or tooling.

8.8 Report all cases of loss, damage or destruction of property in possession or control or property located at Supplier's second-tier suppliers to the Buyer within 72 hours as such facts become known.

8.9 Maintain a record (Tool List) of all supplied gages, test equipment, or tooling. The list shall be traceable back to the APP tooling purchase order and job number.

Verification of Tooling – The supplier shall endure that the condition of all tooling is verified prior to use.

Calibration – You must have in place a system control, calibrate, and maintain all inspection, measuring and test equipment that has the potential to affect product quality.

All calibration must be traceable to a recognized standard such as the National Institute of Standards Technology (NIST). If your company performs calibration internally, the master gauges used to perform calibration (i.e., gauge blocks) must be sent out for calibration to either the Original Equipment Manufacturer (OEM) or an ISO/IEC 17025 accredited laboratory whose Scope of Accreditation shows that they are accredited to perform calibration of your master gauges.

All items calibrated must be identified in such a say that indicates the calibration date and due date. If any gauge or equipment is found to be out of tolerance during a normal scheduled calibration, your company must determine in any in-process product or any product built and delivered, has been negatively impacted. If so, your company must inform immediately of the potential for a dimensionally nonconforming tool, fixture, or gauge.

You must maintain a list of inspection equipment which shows the calibration due date and location of each piece of equipment.

For suppliers of calibration services, the supplier shall provide a certificate that states the accuracy of the subject item(s), the source performing the calibration, traceability of calibration to NIST, date of last calibration, test or report number(s), calibration method (ANSI, federal standard, etc.) and the environmental conditions during the calibration actions. In addition, documentation must show the "as received" condition of subject devices prior to adjustment.

Control of Software – Where applicable, the supplier shall have a process in place which includes Software Development and Validation Plan that are approved by the facility cognizant engineering organization and quality assurance representative. To control software that is used in

design, manufacturing, inspection, test acceptance or calibration, which may have product impact.

The Software Development Plan should include the following items:

- Identification of software
- Organization structure and responsibilities
- Software development schedule and metrics
- Quality and project records, including retention
- Project review schedule
- Resources and resource utilization
- Corrective Action process
- Risk management
- Subcontractor management
- Security and safety, including disaster recovery
- Data management
- Programming languages
- Standards
- Storage requirements
- Version control
- Access control
- Deployment methodology
- Data migration, if required
- User training
- Hardware requirements

The Software Validation Plan shall include the following items:

- Software testing environment, including hardware and software elements.
- Control of installation and test activities
- Configuration and change control
- Data analysis and retention
- Method of formally documenting results
- Signature of individual(s) who performed validation and approver (validation and approval shall be performed by different personnel)

The Software Control Process should include, at a minimum:

- Objective evidence that the software performs the required function;
- A defined method to maintain version control;
- Change control process that includes re-verification and re-validation to ensure the modified software meets the requirements and/or function;
- Limited access to software masters and edit functions;
- A method to archive, backup and recovery software programs;
- An internal audit or review process to ensure compliance to maintained.

Note: Supplier(s) are not permitted to Update or Revise any Executable Program without notification and written approval from the cognizant Certech engineering organization, designated information systems and quality systems representatives.

Product Serialization – If required by the product drawing and/or specification, product shall be sterilized with unique serial numbers or number series for the product and shall be referenced on the C of C form.

Product Traceability – Traceability shall be maintained from receipt of raw materials through finished product. Records and material shall be identified by lot number, material type, specification and applicable revision identifier or date of issue, serial number, etc., as required to maintain traceability. Records shall be maintained at the supplier's facility or a storage facility approved by, and shall be available upon request within two business days.

Marking Requirements – Marking shall not be applied directly to any product manufactured or component(s) unless contractually authorized and approved in writing by the procuring facility. This includes marking materials such as ink, wax, pencil, pen, etchants, etc., and methods such as vibropeen, laser marking, etc. All marking materials and methods shall be approved by the procuring facility. Once approved, changes to marking material source and/or method require written approval.

Change Management – In addition to change management requirements in the Certech product specification(s) applicable to the product being supplied, the supplier shall notify in writing Certech QA representative prior to making change in the:

Process materials critical to the chemical and physical characteristics of the applicable product;
Manufacturing process that may affect the chemical or physical characteristics of the product;
Changes in manufacturing location, subcontractors, or significant process flow of the product;
Changes in product verification sampling plan and/or test methods

Note: For changes to fixed processes, changes must be approved in writing by Certech prior to implementation by the supplier.

9. CONTAMINATION CONTROL:

Foreign Object Contamination Control and Detection – Processors performing primary or secondary manufacturing or non-destructive testing (NDT) operations on product shall ensure all open cavities subject to ingestion of foreign objects and debris are free of any foreign matter (e.g., machining chips and dust particles, blasting materials, shot, weld and braze splatter, coatings, process solutions, maskants, trash, food, etc.). Prior to the return of all components to the processor shall confirm the absence of foreign matter, objects, and debris and process solutions.

A Foreign Object Damage (FOD) program shall be introduced to all employees performing work directly or indirectly affecting conformity to Certech product requirements. This training shall increase employee awareness on the causes and effects of FOD, along with emphasis on good work habits. This training shall be part of employee orientation, job activity assignment, and/or reassignment, and shall be reviewed on an annual basis to ensure employee-continued awareness.

This training program shall include, at a minimum, the following topics:

Causes and effects of Foreign Object Damage (FOD);

Methods for protection of product;
General and location-specific housekeeping requirements;

Applying business unit clean-as-you-go principles (Don't Take It, Don't Make It and Don't Pass It On);
Equipment and hardware control and accountability;
Incoming (consumable) material control and accountability;
Storage and shelf life control for processing materials; and
Location-specific preservation and packaging controls.

Cross Contamination – All products (including raw materials) must be kept safe from any potential cross-contamination that may occur when processing similar or dissimilar products on the same manufacturing equipment. When switching from one manufacturing process or product to another, the entire relevant manufacturing system must be purged as necessary to prevent material(s) from the previous production run to enter into the next production run.

Lot Control – In a continuous manufacturing system lot control must be maintained to a level that a nonconformance can be traced back to additional material that could be affected, including adjacent lots.

Prohibited Materials – Materials known to contain greater than trace levels of lead, bismuth, silver, antimony, zinc, tin, iron, arsenic, and selenium and/or other harmful impurities such as tellurium, thallium, indium, sulfur, boron, cadmium should not be utilized in product. The supplier shall also preclude contamination, contact, or processing product in the same equipment as other product(s) that contains greater than trace elements of these materials, and prevent counterfeit parts.

Suppliers shall notify the facility Procurement and Quality representatives, immediately, if contamination with any of the materials listed above is suspected.

10. INSPECTION AND TEST:

Eye Examinations –

Employees performing visual inspection and/or other product acceptance activities that require visual acuity shall receive eye examinations, including visual acuity and color vision, as applicable, administered by medically qualified personnel or performed by personnel who have been trained by a medical professional, according to the following:

Intervals shall not exceed one year.

Individuals must meet minimum standards in one eye, either corrected or uncorrected; ensuring that the optical aids used during the vision assessment are also used during product verification / inspection activities.

Color perception testing is required one time only. Individuals shall be capable of adequately distinguishing and differentiating colors used in the method for which certification is required, the process being performed, or inspection activity.

Records of vision testing shall be retained for the period that the relevant employee remains within the supplier's organization, plus three 3 years.

Individuals performing.....	Shall be compliant with.....
Visual Inspection (i.e. calibration, non-weld, in-process, layout, dimensional)	Near vision requirements of Jaeger 1 at 12 to 14 inches
NOTE: Vision tests may be substituted for the options listed above providing the equivalence is verified and documented by a licensed optometrist	

11. CERTIFICATES:

All product, material, services and processes supplied or provided to shall be accompanied by an appropriate Certificate of Conformance (C of C), Certificate of Analysis (C of A), Certificate of Test or Certificate of Calibration, etc. The supplier shall be responsible for maintaining and supplying this certification documentation as objective evidence of meeting purchase order and drawing/specification requirements. The supplier shall provide proper certification may result in payment being withheld until proper certification has been received.

Certificates shall contain either:

Data defined in the applicable technical specification;
Data approved by the applicable location; or at a minimum:

11.1 Supplier's name, address and, if applicable, supplier's product identification;
11.2 The purchase order number
11.3 The product identification and drawing or specification with revision level;
11.4 Quantity supplied/shipped;
11.5 Statement that product, material, service, or process conforms to the purchase order requirements;
11.6 Authorized signature and date of quality representative or company official with title listed

As applicable and/or required by the receiving plant, the certificate shall also contain:

Serial numbers, lot number and/or batch number, as applicable;

Verifiable results (usually numerical results or observed visual criteria) of all testing/ inspections required by PO, drawing or specifications for raw materials, special processes and other applicable products;

Certification of 100% inspection or Cpk data when required on the PO;

If outsourced processes are performed on product, the subcontractor's name, location and the specific process(es) that were subcontracted.

Shelf Life – For limited shelf life (age/environmental sensitive materials) items, the certificate shall contain the specification number, if applicable, lot or batch number of the material, date of manufacture and/or cure date (month/year or quarter/year), the shelf life expiration date and any environmental storage conditions that apply shall be stated on the certificate as well as the container. Materials shall not be shipped with less than 75% of the required remaining shelf life to facilities unless approved in writing by the facility or as otherwise stipulated in the Purchase Order.

Chemical and Metallurgical Analysis – For Chemical and Metallurgical Analysis, the material certification (i.e., Certificate of Analysis) shall contain the specification number of the material

being supplied as it appears on the purchase order, revision letter, and shelf life if applicable. Actual test results that are required by the specification, such as mechanical test data, chemical properties, hardness, etc., shall be included on the certification.

Distributors – All material/product supplied by a distributor requires a copy of the sources certification to be supplied with each lot/shipment. If additional verification testing is performed by the distributor, copies of both certifications are required and shall accompany each lot/shipment.

Certech Supplied Raw Material – For Supplied Material, a certification shall be provided with the shipment starting the material type, and lot #, and the quantity received as it appears on the purchase order. Material substitutions are prohibited without written approval from Certech.

Catalog Items – For standard "of-the-shelf" (catalog) items, a packing list is acceptable provided a signed statement is included. A reference to the purchase order number, manufacturer name and product number (no revision level required) is required for each item listed.

12. PREPARATION FOR SHIPMENT:

Source Inspection and Surveillance – When specified on the purchase order, source inspection and system surveillance of procedures, facilities, and products covered by the purchase order are mandatory prior to shipment of purchased items. Use of supplier's equipment, gages and measuring and testing devices shall be made available at the supplier's facility for the designated Source Inspectors, when required, to determine conformance to contractual requirements. The supplier's personnel shall be made available for operation of such devices and for verification of their accuracy and condition. Product acceptance does not imply supplier's product will not be rejected upon receipt at, should a deviation be found.

Government Source Quality Assurance Inspection – When specified on the purchase order, Government Source Quality Assurance Inspection is required prior to shipment from the supplier's plant. Upon receipt of the purchase order or a letter of delegation, the supplier shall promptly furnish a copy to the Government Inspector who services the supplier's plant. In the event that delivery of the items will be delayed due to inspection requirements, the supplier shall contact the buyer immediately. Evidence of the inspection shall be indicated on all shipping documents.

Packaging and Crating – Material shall be properly identified to include the name of the manufacturer; product nomenclature, commercial and/or Certech specification product designation identification; lot or batch designation number; gross and tare or net weight, and shelf life expiration date. In situations where returnable packaging or carts are in place, the supplier shall label containers as defined by the procuring Certech facility. If applicable, regional requirements for hazardous material shipments shall be adhered to. When stipulated in the Certech purchase order, all wood products used in packaging, crating and pallets shall be in compliance with the International Standard for Phytosanitary Measure (ISPM15) guide for regulatory wood and wood packaging in international trade. All products shall be labeled with the applicable Country of Origin.

Delivery – The supplier shall ensure that the accompanying shipping documents are protected from damage, i.e., enclosed in a weather-protected envelope and marked "Shipping Documents" or facsimile.

Contractually Provided Technical Data – Suppliers to Certech shall be responsible for obtaining all necessary International Traffic in Arms Regulations (ITAR) or Export Administration Regulations (EAR) export approvals and for maintaining compliance with all export control requirements. If it is not clear whether this provision applies, contact the Certech Procurement representative. All Certech documents and / or technical data, electronic or otherwise, furnished by Certech as a provision of the purchase order shall be returned to the appropriate Certech facility upon completion or termination of the purchase order, or at the purchaser's discretion.

13. RECORDS AND RETENTION:

Part, material, product and service related tooling records, purchase orders, and amendments are meant to be maintained for the length of time that the contract is active plus one calendar year. Product related manufacturing and inspection records are required to be maintained for 10 years unless otherwise specified in the contract. Records shall be maintained in an appropriate environment and shall be available upon request within two business days.

Quality system administrative records, such as internal audits and nonconformances, shall be retained for seven years unless otherwise stated in the contract.

External suppliers that generate X-Ray, N-Ray and other NDT records on product purchased by Certech, are required to provide those records to the procuring Certech facility with shipment of the product.

14. NONCONFORMING MATERIAL:

Material that departs from drawing, specification, or maintenance requirements shall be properly identified, segregated, and controlled to prevent unauthorized use or delivery to Certech or other designated destinations.

Material Review Authority – The Supplier shall not use dispositions of 'use as is' or 'repair' without written approval by Certech's Quality organization. Action shall not be taken on any nonconformance which could affect safety of personnel; adversely affect performance durability, interchangeability or reliability, materially affect weight; or otherwise result in failure of the end article to perform its intended function. All doubtful cases shall be submitted to Certech for review. Certech reserves the right to reject the decision of the Supplier's Material Review Board.

Concessions – The Supplier may request concession consideration for nonconforming material that cannot be reworked to fully conform to drawing or purchase order requirements. If unsure who the applicable quality representative is, the supplier should submit the request to procurement. A Request Form shall be complete and concise and accompanied with supporting information such as: dimension(s) affected, drawing location(s), photographs, sketches, chemistry, or physical analysis for material deviations, etc.

Escapes to Certech – The supplier shall provide prompt notification to both the Certech Buyer and the Site Supplier Quality Representative if nonconforming product or process escapes are identified after shipment to Certech has taken place. The notification shall include part numbers, traceability (lot, serial, and manufacturer numbers), ship dates, quantities, and a description of the nonconformance. This applies to any nonconformance that departs from the drawing,

specifications, purchase order requirements, etc. Once the initial notification is complete, the supplier shall initiate the corrective action process.

Containment of Nonconforming Material – When a nonconformance is discovered or the Supplier is notified of a discrepancy, the Supplier shall take immediate action to determine if the condition exists on any other work in process, in Stores at the Supplier's facility, or in prior shipments. Containment action shall be taken and documented prior to the next shipment of the part number involved. Product identified on a Partial Shipment as source inspection accepted shall be re-inspected prior to shipment. The Supplier shall not wait for the discrepant product to be returned to begin an investigation.

Return Purchase Orders for Replacement, Reworked or Repaired Product – Product that is supplied to Certech on a return purchase order shall either fully comply with all drawing requirements or have Certech MRB approval through a signed Return Material Authorization for any repairs. Product that cannot be reworked to full drawing compliance, or where repair authorization will not be granted, shall be dispositioned as defined by the purchasing facility. Product that is dispositioned to scrap at the supplier's facility shall be mutilated prior to disposal.

Cost Recovery – Certech reserves the right to recover all incurred costs related to nonconforming product produced from the responsible supplier(s).

15. CORECTIVE ACTION:

If nonconforming product escapes to Certech, the supplier shall take corrective action immediately regardless of where the nonconforming was identified, i.e., the supplier's facility, at Certech, in transit, at a Certech customer, etc. This is to ensure nonconforming product is contained, root cause of the problem is identified and proper actions are put in place to prevent the recurrence in the process.

If nonconforming has been identified, the supplier shall place their operations on immediate containment to protect Certech from receiving additional defective material. Incidents of defective material may also require supplier containment at the Certech facility. In such cases, the supplier shall be responsible for performing the sort inspection on-site (if possible).

When performing a corrective action investigation, at a minimum, the supplier shall perform the following actions:

Identify the problem
Quarantine all suspect material, including raw material
Establish a clear break point for the nonconforming material
Review all suspect product to determine a disposition
Identify root cause of the nonconformance
Implement appropriate corrective actions
Validate the effectiveness of the implemented corrective actions
Update all appropriate documents to include the new controls implemented
Apply corrective actions to all like and similar processes to prevent a recurrence of the issue

Corrective action plans shall be reviewed with the Certech facility QA. Initial supplier response shall be submitted in writing within 48 hours of problem notification to the facility SQA or as directed on the Supplier Corrective Action Request (SCAR). An adequate corrective action plan

shall be submitted to Certech within 10 business days, including responsibilities and planned completion dates.

Documented Processes

The Supplier shall develop and maintain comprehensive, documented Certech processes and procedures that address the integrity of engineering, tooling and configuration is maintained from receipt of Certech data through the creation of derivatives to product acceptance and process improvement.

The documented procedures shall include;

Change control notifications;

Configuration management and traceability, including a formal release process, supplier planning/traveler traceability to current dataset, change control, and control of obsolete datasets;

Training – inclusive of all elements shall include competence evaluation, records, on-the-job training, and evaluations for all functions e.g. quality, IT, engineering, manufacturing, inspection, contract review, planning, and purchasing. All training will be updated to remain current with changes to hardware, software, and program requirements;

Inspection Media, including method of inspection and instructions for validation of each digitally defined product feature (for first article inspection and production inspections), traceability to authority dataset, configuration control, testing or validation process, inclusion of sufficient graphics and qualified personnel.

Control of Measuring Equipment

All Coordinate Measurement Systems (CMS) will be included in the Calibration Recall system and subject to all the same requirements, record keeping, and identification. The calibration standards of the CMS equipment shall be traceable to NIST or equivalent international standards and shall meet original equipment manufacturer requirements.

16. GENERAL:

Supplier Performance Reviews – Active and approved organizations that supply critical product, materials and services that directly influence the quality of Certech manufactured products are subject to performance reviews. Organizations with less than adequate performance will be required to take immediate corrective and preventive action. A failure to adequately address Certech performance issues in a timely manner may result in disqualification and loss of business.

SDS – Material Safety Data Sheets are required for all raw materials and chemicals.

Rev	Description		Date
4	Added AS9100D Supplier Requirements	B. Krol	5/19/2017
5	Applied to PA-OH QMS, POs	C.Krumlauf	7/15/2025