



Supplier Quality System Requirements

Scope: Process establishes requirements for supplier quality requirements to AirBorn suppliers and sub-suppliers.

Applicability: The requirements detailed in this document pertain to suppliers and sub suppliers of material and fabricated components and are in addition to requirements set forth in the AirBorn Terms and Conditions, applicable specifications, drawing requirements, PO requirements and / or any contractual requirements.

Requirements: The supplier shall establish a Quality Management Program which will assure that product supplied to AirBorn conforms to any and all requirements. Relevant Terms & Conditions related to quality requirements, including but not limited to the processes outlined below, shall be flowed down to sub-tier suppliers, as required. Supplier management shall define, document and implement a policy for quality and identify the responsibility and authority of personnel performing work affecting quality.

- 3.1 The system shall assure that the applicable revision of drawings, specifications, and instructions are available to appropriate personnel, procedures are maintained for control of processes, and personnel training is performed and competency assessed and documented. When revisions are not defined in the contract or associated documents, the revision to be used shall be that which is in effect at the time of Purchase Order release. Relevant operations including inspection and testing shall be documented in clear and concise instructions. Any modification to instructions, pending an Engineering Change, shall be recorded in ink, dated and traceable to the originator with original data being legible.
- 3.2 The suppliers system shall provide for the identification, storage, protection, retrieval, retention time and disposition of records (material, process, inspection/test, etc.). Adequate records of relevant operations shall be maintained indefinitely from the date of manufacture. To maintain legibility, records shall be documented in ink or other permanent marking. When applicable, records of material composition shall be traceable to the manufacturer's lot and material certs shall be provided as directed by the component drawing. Inspection records should include the nature and number of observations, including any required 1st article inspection, results of any electrical, mechanical or environmental testing required by the contract, deficiencies found, criteria for acceptance and rejection, and quantities accepted / rejected. All data must be free of false, fictitious or fraudulent entries. Product shall be identified as to inspection status during and subsequent to processing and any non-conforming material should be identified, segregated, and dispositioned. Maintenance and calibration of measuring and inspection devices shall assure that product conforms to requirements. Where required, certificates of conformance shall be provided as required by the drawing and/or purchase order. Certificates of Conformance for all AirBorn Interconnect sites shall be conforming to AB-R061, Certificate of Conformance Requirements. Where the requirements of magnetic material exclusion is needed, AirBorn will require a certificate of conformance with required verbiage stating specifically that the magnetic requirements of the components as stated on the drawing or relative part meet specification.
- 3.3 The supplier shall provide immediate written notification to the AirBorn buyer of non-conforming products or processes that are discovered to affect product either previously sent or in production for AirBorn. The notification shall include part numbers, traceability information, ship date(s), quantities and a description of the non-conformance. The supplier may request MRB consideration by AirBorn prior to shipment of any product that cannot be reworked to drawing specifications.

- 3.4 Process control procedures, including those for “special processes” shall be an integral part of the inspection system when such inspections are part of the specifications or contract. The supplier shall notify AirBorn of changes in material, product and/or process definition and where required, obtain AirBorn approval.
- 3.5 A system shall exist defining a contract review process to assess risk and determine that requirements can be met along with subsequent function to ensure purchased product meets requirements.
- 3.6 A system shall exist whereby assessments of the processes (internal audits) are scheduled and performed with timely action taken to correct assignable errors and / or address any human factors where applicable.
- 3.7 The supplier shall establish a FOD (Foreign Object Detection) system to assure that components are free of any debris.
- 3.8 Corrective actions which address problems or potential problems are critical to continued supplier qualification and preference. Any issues that may occur that may affect quality and/or delivery, shall be communicated to AirBorn by the supplier immediately. Where corrective action is needed, the supplier shall address the root cause of the nonconformance and also consider the root cause of lack of detection and/or system failures and elimination of any human factor where applicable. Corrective actions are to be conducted in a timely manner with the supplier actively communicating with AirBorn and/or their sub suppliers as needed.
- 3.9 The supplier and/or sub-tier manufacturer of plastic / gasket raw material shall establish a system whereby periodic testing is performed to verify the composition of material being supplied and validate the certifications of material.
- 3.10 The supplier shall provide for right of access to the suppliers facility based on prior notification and also provide the necessary facilities should source inspection or customer to supplier audits are required.
- 3.11 The supplier shall maintain a process for determining personnel vision capability as it relates to function and where applicable. This shall include, but not be limited to the administration of acuity and color eye exams for personnel evaluating product. It is desired that acuity capability shall be determined annually with a minimum being 20/25 in one eye, corrected or uncorrected. Records shall be maintained as appropriate.
- 3.12 The supplier and any supplier subcontractors shall ensure that their personnel are aware of
 - a. their contribution to product or service conformity;
 - b. their contribution to product safety;
 - c. the importance of ethical behavior.
- 3.13 The following requirements are for AirBorn Interconnect orders. The revision of each ESG at time of order placement will be in effect. ESG’s can be found on the AirBorn website.
 - a. Specialty Metals, including Stainless Steels, Titanium alloys and Zirconium alloys, must be in accordance with AirBorn ESG6023.
 - b. wire or cable containing silver must be packaged in accordance with AirBorn ESG5428
 - c. Prohibited Materials must be in accordance with AirBorn ESG6017.

- 3.14 Where applicable, material that has a shelf life (expiration date) shall have three quarters of its life available life when received at AirBorn.
- 4.0 It is AirBorn's intent to remove the "SPC REQUIRED" verbiage from the prints, where applicable, while retaining the critical and major characteristic callouts (▶ / •). Dimension(s) identified with a major or critical callout are essential to the proper functioning of the component in its next higher assembly, in its final application, or both. When, and if, SPC is performed, it should be first on dimension(s) identified as critical, and secondly on dimension(s) identified as major. This will ensure the integrity of the design.
- 4.1 Seller acknowledges that any technical data provided by Buyer, including but not limited to drawings and specifications, are subject to the export control laws and regulations of the United States and agrees to abide by those laws and regulations. Seller agrees that technical data received pursuant to these terms and conditions may be used only for the purpose specified by Buyer and may not be exported by Seller from the United States or any other country in which it is received without the prior written approval of Buyer. The term "export" includes revealing in the United States such technical data to non-U.S. nationals (i.e., persons who are not U.S. citizens or lawful permanent U.S. residents - "green card" holders). Seller further agrees, upon the request of Buyer, to return or destroy any technical data received from Buyer upon completion of the work specified by Buyer in its purchase order.
- 4.2 The organization shall ensure, when required, that customer-designated or approved external providers, including process sources (e.g., special processes), are used. The organization shall require that external providers apply appropriate controls to their direct and sub-tier external providers, to ensure that requirements are met.

AirBorn General Procurement Policy

Suppliers are extensions of our business and are a key to our progress and success. As business partners, we seek to mutually develop value creating activities that enable us to compete successfully. Like our business planning and company policies, our supplier relationships are guided by these principles:

- o Integrity
- o Commitment To Excellence
- o Process Control
- o Continuous Improvement
- o Total Customer Satisfaction

AirBorn Standard of Business Conduct

AVOID the intent and appearance of unethical or compromising practice in relationships, actions and communications.

DEMONSTRATE loyalty to the employer by diligently following the lawful instructions of the employer, using reasonable care and only granted authority.

REFRAIN from any private business or professional activity that would create a conflict between personal interests and the interests of the employer.

NEVER solicit or accept money, loans, credits or prejudicial discounts, and avoid the acceptance of gifts, entertainment, favors or services from present or potential suppliers which might influence or appear to influence purchasing decisions.

HANDLE information of a confidential or proprietary nature to employers and/or suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.

PROMOTE positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.

REFRAIN from any form of reciprocity.

OBEY the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.

ENSURE that all segments of society have the opportunity to participate by demonstrating support for small, minority-owned and other disadvantaged group businesses.

DISCOURAGE the establishment of employer-sponsored discount programs and personal purchase programs from suppliers.

ENHANCE the proficiency and stature of the purchasing profession by acquiring and maintaining current technical excellence and the highest standards of ethical behavior.