



## **SUPPLIER QUALITY REQUIREMENTS**

## 1. Introduction and Scope

Excell Aerofab Company's Quality Policy is:

"Excell Aerofab, Inc is committed to meeting customer, regulatory and statutory requirements by manufacturing to requirements and delivering on time, while continually improving the effectiveness of our quality management system.

It is understood by Excell Aerofab the importance of our Supply Chain in achievement of this policy, and requires a similar desire and commitment to excellence from our Suppliers. With open communication between us we can strive for mutual success for both of our organizations.

By this, Excell Aerofab has created this Excell Aerofab Supplier Quality Requirements document to clearly communicate our requirements.

- 1.1 This document defines general and specific quality system requirements for the Excell Aerofab supply base.
- 1.2 This document applies to all suppliers/sub-contractors whose products or services are included in ExcellAerofab's end items.
- 1.3 This document is intended to explain and supplement, but not replace or nullify any specifications, standards, terms and conditions, purchase order terms, purchase agreements or other contractual agreements.
- 1.4 The requirements outlined in this document are designed to ensure that the supplier's quality practices comply with Federal regulations, industry standards, and Excell Aerofab practices; specifically.

- > The requirements of current revision of the AS9100 Standard.
- > Best industry practices for aerospace supplier quality management and
- > ExcellAerofab specific specifications, standards, forms, processes and practices.

- 1.5 All supplies and services received by Excell Aerofab shall be subjected to inspection verification after receipt, as necessary to assure conformance to purchase order requirements. Excell Aerofab shall not be obliged to subject non-conforming supplies to complete inspection.

**Unless otherwise authorized in writing by Excell Aerofab, the Supplier shall furnish Excell Aerofab only articles which are in complete compliance with all purchase order requirements.**

- 1.6 ANY DEVIATIONS TO THE REQUIREMENTS OF THIS DOCUMENT MUST BE APPROVED WITH WRITTEN CONSENT OF EXCELL AEROFAB QUALITY ASSURANCE.

## 2. Definitions

**AS9100: Aerospace Standard** – Standards developed by a technical Committee including all elements of ISO9000 with additional requirements needed for the Aerospace Industry.

**AS9102: First Article Inspection requirement** – Aerospace Standard for First Article Inspection, three part form used for all first production parts.

**Contract:** Purchase Order (PO)

**Commercial, off-the-shelf (COTS):** This is the product which is ready-made and available for sale, lease or license to the general public.

**Foreign Object Debris (FOD):** A substance, debris or article that has invaded a product, assembly or system and would potentially cause damage.

**Excell Aerofab:** This includes Excell Aerofab employees, representatives, customers and regulatory agencies including the FAA.

**NADCAP: National Aerospace and Defense Contractors Accreditation Program:** Independent certification for special processes.

**Original Equipment Manufacturer (OEM):** An organization that manufactures products or components that are purchased by a company and retailed under the purchasing company's brand name. OEM refers to the company that originally manufactured the product.

**Supplier:** Any subcontractor that include:

- 1) **T – Standards:** (Part Standards, COTS (Commercial off the Shelf) Sources and OEM Products.
- 2) **P – Finishing & Special Processes:** (Special Processes including but not limited to Welding, Heat Treat, Plating, Painting)
- 3) **V – Sub-Contractors:** (Machining, Casting, Molding, Forging, Metal Forming)
- 4) **S – Raw Material Sources:** (Wrought Metals, Plastics, Extrusions)
- 5) **N – Support Services & Products:** (Prototyping, OEM (Original Equipment Manufacturer), Training Services, Catalog Sales, Engineering Defined Sources, Calibration & Test Services, Assembly)

### 3. Supplier Quality Requirements

The table below describes and defines those requirements for which Suppliers are responsible. The applicability column defines which Suppliers are affected by the requirements.

Requirements	Applicability	Comments
<b>The Supplier shall allow an on-site audit of their Quality control System by either Excell Aerofab personnel and/or Excell Aerofab customers and/or regulatory authorities including their sub-tier suppliers.</b>	All Suppliers	Advance notice will be given before an audit is conducted..
<b>The Supplier shall conduct a review of all the Excell Aerofab's Purchase Order requirements, to ensure their product or service conforms to those requirements.</b>	All Suppliers	The supplier may be asked to present evidence of review during an audit.
<b>The supplier's Quality Management System shall address the Requirements contained in this document.</b>	All Suppliers	Upon request, you may be asked to provide Excell Aerofab with a copy of Your Quality Manual.
<b>Quality related documentation and certifications shall be retained and available to Excell Aerofab for a period as defined in your internal procedures or a minimum of twenty (20) years, unless otherwise stated in contract. After the defined retention period the supplier will communicate to Excell Aerofab prior to dispositioning of any records.</b>	All Suppliers	The supplier may be asked to present such records during an audit.
<b>All suppliers are responsible for ensuring they have the latest revision Of Excell Aerofab's digital data, drawings and specifications. The latest revisions of Excell Aerofab's drawings and/or specifications will be stated on the Excell Aerofab Purchase Orders. <u>It is the responsibility of the suppliers to obtain any additional documents, standards or specifications called out on those drawings.</u></b>	All Suppliers	<ul style="list-style-type: none"> <li>• Documents will be available to appropriate personnel as required.</li> <li>• Obsolete documents will be removed from use to preclude unintended use.</li> <li>• Supplier may be asked during an audit to show methods to ensure that the latest applicable drawing, specifications, digital data and purchase order requirements are used for fabrication, inspection, verification and Testing.</li> </ul>
<b>The supplier shall notify Excell Aerofab of any substitutions/changes in their product and/or process definition. Excell Aerofab reserves the right to determine</b>	All Suppliers	Any and all changes must be approved by Excell Aerofab prior to shipment.

which changes affect fit, form or function.		
<p>Supplier shall notify Excell Aerofab in the event of changes in the following production processes:</p> <ul style="list-style-type: none"> <li>• Manufacturing relocation</li> <li>• Changes in personnel (CEO, Plant Director, Quality Director, etc.) or ownership</li> <li>• Major changes/revisions to the Quality Manual/System.</li> </ul>	All Suppliers	Supplier should submit product to First Article Inspection, after relocation or major changes.
In absence of specific packaging requirements on the drawing or purchase order, the supplier shall provide packaging that protects the component from mechanical and environmental damage during transport and storage.	All Suppliers	-None-
Nonconforming and suspected nonconforming material shall be segregated and clearly marked as such within the Supplier's facility. Reworked product will be submitted for re-inspection, before release.	All Suppliers	When the Supplier identifies a nonconformance to requirements, the Supplier has the option to submit an Advance Rejection to Excell Aerofab for disposition, prior to shipment of product.
Within 24 hours of discovery, the Supplier shall notify Excell Aerofab in writing of nonconforming or suspected nonconforming materials shipped to Excell Aerofab.	All Suppliers	The Supplier shall take prompt action to correct conditions which have resulted or could result in the submission to Excell Aerofab of products which do not conform to drawing, specification and/or purchase order requirements.
Any corrective action request issued by Excell Aerofab shall be completed by the Supplier in a timely manner.	All Suppliers	The response shall be in writing detailing root cause, correction and verification activities to prevent further occurrence.
<p>The Supplier shall submit a Certificate of Compliance (C of C) with each product shipment.</p> <p>C of C is to include:</p> <ul style="list-style-type: none"> <li>• Part Number</li> <li>• Lot#</li> <li>• Quantity Shipped</li> <li>• Excell Aerofab's PO #</li> <li>• Specification/Drawing</li> </ul>	All Suppliers	Before shipment to Excell Aerofab, Supplier's shall have a system to verify all proper documentation and certification is included.

<ul style="list-style-type: none"> <li>• &amp; Revisions</li> <li>• CofC is to be signed by an authorized supplier representative.</li> </ul>		
<p><b>Excell Aerofab owned tooling stored at the supplier's facilities must be given periodic tooling inspection, as required to verify their continued accuracy.</b></p>	All Manufacturers	Records shall be kept of verification activities.
<p><b>All products that are manufactured to Excell Aerofab's requirements shall be submitted with all special processing, raw material test reports and/or certification, with each shipment.</b></p>	All Manufacturers	Certification must show acquisition and full traceability throughout the Supplier's system.
<p><b>Excell Aerofab furnished material and tooling shall be identified, separated and stored in the appropriate area. All material drop-shipped at the Supplier's facility, shall have Excell Aerofab acceptance before production can begin on said equipment.</b></p>	All Manufacturers	Excell Aerofab must be notified immediately, if condition of material or tooling received at the supplier's facility is damaged or is not capable of producing to its intended purpose. Excell Aerofab furnished material that is processed nonconforming shall be identified and segregated, when returned.
<p><b>Suppliers will have a system to define the appropriate operators and sequences to produce the product/service to Excell Aerofab's requirements.</b></p>	All Manufacturers	-None-
<p><b>Suppliers will at appropriate points in production, have a method of inspection/validation of first piece, in-process and/or final inspection before release to further processing or delivery.</b></p>	All Manufacturers	The Supplier is required to maintain adequate records of all inspection, test and other quality control activities and shall be available for review by Excell Aerofab and/or our customers.
<p><b>All products manufactured to ExcellAerofab's drawing shall have a First Article Inspection per AS9102. A copy is to be submitted with the first delivery of production parts.</b></p>	All Manufacturers	<p>First Article Inspection Report must be re-accomplished under the following circumstances:</p> <ul style="list-style-type: none"> <li>• Drawing Revision</li> <li>• Lapse in production greater than 2 Years</li> <li>• Changes to Suppliers facility</li> </ul>
<p><b>The Supplier shall maintain a system for identifying the inspection status of supplies throughout production.</b></p>	All Manufacturers	When Acceptance Authority Media (AAM) are used (e.g.: stamps, electronic signatures, passwords), the supplier Shall establish controls for the media. NOTE: Use of AAM

		must be considered as a personal warranty of compliance and conformity, and communicated to authorized employees.
<b>Suppliers of products manufactured to an Excell Aerofab's PO requirements shall review their manufacturing capability, work instructions, tooling, fixturing, test equipment, special controls, and the skills required to assure they have the ability to produce products that conform to the requirements.</b>	All Suppliers, except Distributors	The supplier may be asked to present evidence of review during an audit.
<b>The Supplier shall flow down all the applicable quality requirements stats in Excell Aerofab purchase orders, inclusive to this document _____, to any sub-tier suppliers selected by the Supplier.</b>	All Suppliers, except Distributors	Suppliers shall have a system to approve and disapprove suppliers based on their ability to meet Excell Aerofab's contractual requirements.
<b>Supplier procured parts, materials, and process to be used on Excell Aerofab end items shall be subjected to a receiving inspection to assure conformance to applicable drawings, specifications and requirements of the Excell Aerofab purchase order.</b>	All Suppliers, except Distributors	This is generally considered to be manufacturing planning and/or process control procedures, and these methods are documented. The supplier may be asked to present evidence during an audit.
<b>The Supplier shall provide and maintain tooling, gages and other precision measuring and test equipment to the extent necessary to ensure that supplies and services conform to the technical requirements, and will not compromise the quality of Excell Aerofab end items.</b>	All Suppliers, except Distributors	Tools shall be calibrated/validated in accordance with established intervals using Excell Aerofab accepted standards or methods that are traceable to the National Institute of Standards and Technology (N.I.S.T.). Records shall be kept of calibration activities.
<b>Suppliers who are Distributors shall maintain a quality system sufficient to ensure items from original manufacturer meet all purchase order, drawing, specification and quality requirements.</b>	Distributors Only	-None-
<b>Suppliers of commercially developed and manufactured catalog type items that are available for general purchase, are responsible for ensuring their products conform to drawings, specification or applicable industry standards.</b>	Distributors Only	-None-

<p><b>If the supplied product is life-limited, the supplier is required to furnish either the expiration date, or the material cure date.</b></p>	<p>All life-limited suppliers.</p>	<p>Life-limited materials shall have at least 75% of the shelf life remaining upon receipt at Excell Aerofab receiving dock.</p>
<p><b>Product subject to special processing must be accompanied by certification documents. The documents shall specify the Process Specification and Revision, with a statement of the Suppliers conformance to the requirements of that process.</b></p>	<p>All Processors</p>	<p>All Special processing shall be accomplished by a source that is:</p> <ul style="list-style-type: none"> <li>• ExcellAerofab’s customer approved</li> <li>• NADCAP Approved</li> <li>• Industry Accepted Approval</li> <li>• Excell Aerofab approved facilities</li> </ul>
<p><b>Suppliers of raw materials shall provide raw material certifications traceable to the source, with each shipment.</b></p>	<p>Raw Materials Suppliers</p>	<p>-None-</p>
<p><b>Suppliers shall implement all necessary arrangements to prevent, detect and eliminate FOD during manufacturing, assembly, inspection, storage, maintenance, packaging and shipping.</b></p>	<p>All Suppliers</p>	<p>-None-</p>
<p><b>Suppliers will prevent the use of Counterfeit Parts</b></p>	<p>All Suppliers</p>	<p>-None-</p>
<p><b>Suppliers will ensure that persons are Aware of:</b></p> <ul style="list-style-type: none"> <li>• Their contribution to product service conformity</li> <li>• Their contribution to product safety</li> <li>• The importance of ethical behavior</li> </ul>	<p>All Suppliers</p>	<p>-None-</p>