

275 Barnes Blvd.  
Rockledge, FL 32955

## Supplier Quality Assurance Requirements

*By delivery of the item(s) of this purchase order, the Supplier certifies compliance to all requirements of the applicable drawings and specifications of the revision current at the time of shipment, unless otherwise specified in the purchase order.*

*The Supplier is responsible for performing or having performed all inspections and tests necessary, including control of identified critical items/key characteristics, to substantiate that the supplies or services furnished under this contract conform to contract requirements. All records required to demonstrate compliance shall be retained for a period of ten (10) years, unless otherwise specified in Clause Z, and made available upon request at no additional cost to the Buyer. The Supplier shall notify the Buyer prior to destroying any of these records.*

*No change shall be made to materials, parts, design or manufacturing processes (including prescribed tests) of the articles purchased herein after approval of the design and configuration without prior written approval from the Buyer. Any proposed change must be requested in writing detailing the proposed change, deviation or waiver, the reasons therefore and evidence (including analytical and test data as appropriate) that the proposed change, deviation, or waiver will not degrade performance. The Supplier shall also notify the Buyer of any changes in sub-tier suppliers, manufacturing facility location, and key management personnel.*

*Where military, federal/national, or industrial specifications are referenced, the Supplier shall use the latest revision available at time of the purchase order unless otherwise stated in the purchase order.*

*The Supplier shall not ship any material or part which does not conform to the requirements of all drawings and specifications referenced on the purchase order or this attachment without prior documented approval from the Buyer. Notification of such discrepancies shall be submitted through the Buyer to the attention of the Quality Assurance Manager. Disposition authority of the Supplier is limited to rework-to-specification or scrap.*

*During performance on this purchase order, your quality system and applicable facilities, processes, and records, including those of your sub-tiers, are subject to on-site review by authorized representatives of Matrix Composites, its customers, and regulatory authorities. Customer inspection or release of product prior to shipment is not required unless otherwise notified.*

*The Supplier shall not relocate any production, manufacturing, and/or processing operation, temporarily or permanently, prior to or during performance of the work specified on the purchase order from those previously qualified by Matrix without first notifying the Buyer and affording Matrix the opportunity to evaluate such transfers and verify the conformity of the work to contract requirements.*

*Final acceptance of materials procured under this purchase order will be based on receiving inspection at destination of shipment and conformance to all provisions of the purchase order. Nonconforming material found may be reported to the supplier on a Nonconformance Report (NCR) and subject to return. Where warranted by the type of nonconformance, a Supplier Corrective Action Request (SCAR) may also be issued. Failure to provide a formal SCAR response within the established time frame shall adversely affect the supplier's performance rating, and may impact future procurements.*

*The Supplier shall ensure that Counterfeit Work is not delivered to Matrix by developing and implementing a counterfeit product control plan using AS6174 as a guide. Counterfeit Work means a part or service that is or contains items misrepresented as having been produced under an approved system or other acceptable method, and includes work that has reached a design life limit or has been damaged beyond possible repair, but is altered and misrepresented as acceptable. The Supplier shall only purchase products to be delivered or incorporated as work to Matrix directly from the original manufacturer or through a distributor chain authorized by the original manufacturer. The Supplier shall immediately notify Matrix if the Supplier becomes aware or suspects that it has furnished Counterfeit Work. When requested, the Supplier shall provide documentation that authenticates traceability of the affected items to the applicable original manufacturer.*

*Should the shipment require environmental controls, such as temperature or humidity, a calibrated system or a system that is verified for accuracy shall be used to confirm that the required environmental limits during shipment have been maintained. Unless otherwise specified by the governing material specification, this system shall be designed and configured to collect data at least every thirty minutes for the entire trip in addition to meeting specification requirements for packaging/shipment.*

*The Supplier shall establish a communication method that ensures all personnel are aware of their contribution to product/service conformity, product safety, and the importance of ethical behavior.*

*In addition to the above requirements, the following items apply when checked or referenced on the purchase order:*

- A. Certificate of Conformance** – A Certificate of Conformance (CofC) attesting to the requirements of this purchase order is required with each shipment and part number. The CofC shall include a statement that the material conforms to all requirements of the purchase order, data supporting this is on file and available for review and, as a minimum, the following (as applicable):
- Supplier name and address
  - Matrix Composites purchase order number
  - Material description

## Supplier Quality Assurance Requirements

- Specification with revision (where applicable)
- Lot/batch number(s)
- Quantity in shipment
- Date of manufacture
- Date of shipment
- Expiration date (where applicable)
- Authorized signature/title and date

- B. Supplier Quality System** must meet the applicable requirements of AS9100D/ISO 9001:2015. Registration through a third party is not required unless otherwise specified in clause Z.
- C. Supplier Calibration System** must meet the requirements ISO 17025, ISO 10012, or ANSI Z540-1. Registration through a third party is not required unless otherwise specified in clause Z.
- D. Quality Plan** - The Supplier shall prepare, submit, and maintain a written Quality Plan. As a minimum, this plan will show product flow with planned production run quantities and inspection/test stations with a definition of the inspection/tests to be performed at each station. This document shall be submitted prior to start of manufacturing. The Supplier shall include a copy of their Quality Manual, if available.
- E. Source Inspection** - Source Inspection and release by Matrix Composites or its Customer is required prior to shipment of product. Unless otherwise instructed, the Supplier will notify the Matrix Purchasing Department at least five (5) working days prior to the date that source inspection is required. When directed by the Purchasing Agent, the Supplier shall contact Matrix Supplier Quality Assurance to schedule source inspections. The Supplier shall provide all assistance, personnel, facilities and equipment necessary for verification of purchase order requirements.
- F. Government Source Inspection** - Government Source Inspection is required prior to shipment from your plant. Upon receipt of this purchase order, promptly (at least 10 days before start of manufacture) furnish a copy to the Government Representative who normally services your plant, or, if none, to the nearest Defense Logistics Agency Inspection Office. In the event the Government Representative Office cannot be located, the Buyer shall be notified immediately.
- G. Material Certification and Test Reports** - Each shipment shall be accompanied by chemical and/or physical reports with actual (not typical) results of tests conducted on materials shipped.
- H. Acceptance Inspection/Test Report** - Each shipment shall be accompanied by an inspection & test report with actual results for identified characteristics (see clause Z). Variable data shall be provided whenever possible; attribute data (i.e.: Go/NoGo, Pass/Fail) may be used only if no other inspection technique is feasible.
- I. Special Process Control** - Special Process Suppliers (welding, soldering, NDI, heat treating, plating/coating, chemical processing, materials testing, etc.) are responsible for compliance to the applicable specifications whether the operation is performed within their facility or by subcontractors. Special Process Certifications must identify the supplier performing the special process, with the applicable specification title and number, and be signed by an authorized Quality Control representative. The Supplier shall ensure controlled processes are accomplished by sources approved by Matrix Composites and/or their customers where required by specification, whether the process is performed within their facility or by subcontractors. Matrix encourages Nadcap Certifications where special processes have such certifications available.
- J. Proof Part** - The Supplier shall furnish a proof part for acceptance of tooling and/or processing. The proof part shall represent the end condition of the material, unless otherwise approved by the Buyer.
- K. First Article Inspection** - A First Article Inspection is required for the initial production of articles produced, including products manufactured, processed, assembled, tested or inspected at sub-tier suppliers. A First Article Inspection Report (FAIR) shall be completed in accordance with AS9102 and submitted with the initial shipment. The FAI unit shall be tagged with "First Article" or similar wording and included with the initial shipment. Approval of the First Article is not required for continued production unless otherwise specified in clause Z. Partial or Delta FAIs shall be performed according to the requirements of AS9102.
- L. Customer Property** - This contract involves Matrix Composites owned or controlled property. The Supplier shall not modify, add-on, or replace any such property without written authorization from the Buyer. The Supplier shall immediately report to the Buyer any such property lost or found damaged, malfunctioning, or otherwise unsuitable for use. In addition, the Supplier shall establish and maintain a documented system to ensure the control, maintenance and calibration of tooling and inspection/test equipment on loan from Matrix Composites.

275 Barnes Blvd.  
Rockledge, FL 32955

## Supplier Quality Assurance Requirements

- M. Material Aging** – The Supplier shall identify any materials having definite characteristics of quality degradation with age, with the date of manufacture or cure and date when useful life is expended in accordance with applicable specifications and/or drawings. Unless otherwise specified in clause Z, material with shelf life limits shall be delivered with no less than 80% of the usable shelf life remaining.
- N. Digital Product Definitions** – Should this purchase order involve the use of Digital Product Definitions, the Supplier shall implement a program for the control and use of digital datasets that will ensure integrity of product configuration is maintained throughout the realization process from receipt of data through creation of derivatives, to product acceptance and process improvement. Inspection media derived from Digital Product Definitions shall be approved by the Supplier's QA organization and must be traceable directly back to the original datasets, independent from manufacturing derivatives.
- O. Domestic Specialty Metals** – Compliance with the requirements of DFARS 252.225-7009 applies to this purchase order.
- P. FOD Control Program** – The Supplier shall maintain a FOD prevention program compliant with AS9146 or equivalent.
- Q. Software Control** – The Supplier shall implement a program for the development, operation, verification, and maintenance of Manufacturing, Test and Support software, and Deliverable Software used in design, analysis, manufacture, inspection, test, or calibration which directly affects or verifies the configuration, conformity, or quality of a product. This includes verification of software used for automated inspection (e.g. CMM, etc.) by correlation of the test results with the results from an independent method of inspection.
- Z. Other Requirements** –