

Naprotek, LLC Purchase Order Quality Requirements

The following clauses specify Naprotek, LLC Quality Requirements for All Suppliers. Exceptions will be noted below specific clauses. The Supplier is responsible for compliance to the identified requirements and shall ask for clarification if needed. These clauses may be in addition to the clauses listed on the Purchase Order.

QR01-QUALITY MANAGEMENT SYSTEM (QMS)

Suppliers must maintain a quality management system (QMS) conforming to the requirements described in AS9100, ISO9001, ISO13485, or AS9120. Third party registration by an accredited registrar may be accepted. The supplier's QMS must always be subject to review and approval by Naprotek, LLC Representatives. Supplier must notify Naprotek, LLC Buyer within three (3) business days of any suspension or disapproval of the supplier's QMS by their accreditation body. Supplier must also notify Naprotek, LLC of any work delivered to Naprotek, LLC during the period of any such suspension or disapproval.

QR02 – Foreign Object Debris or Damage (FOD)

Supplier represents and warrants that it has an effective foreign object debris or damage, (FOD), prevention program for manufacturing/production areas which effectively prevents the introduction of foreign objects into any item delivered under a Purchase Order. Guidance can be found in the following standards: AS9146 *Foreign Object Damage (FOD) Prevention*, National Aerospace Standard 412 (NAS 412), or IPC J-STD-001.

QR03 – CERTIFICATE OF CONFORMANCE

A Certificate of Conformance shall accompany each shipment of material defined in the purchase order. The Certificate of Conformance shall be legible and at a minimum, include the Manufacturer's name, address and cage code, Naprotek, LLC purchase order number, part number as specified on the Purchase Order, serial number, date code and quantity and revision. When applicable, Manufacturer's heat, lot, batch number/date code and expiration and/or cure date. All supplied raw material shall be of the same lot unless otherwise stated and agreed to per PO. When multiple lots of material are used in completing a shipment, all material lot numbers, or mill heat numbers shall be reported and kept separate. When processing is performed against a Naprotek, LLC order, parts shall not be mixed, and traceability shall be maintained.

QR04 – TEST DATA AND INSPECTION REPORTS **(Applies to Made to Print Parts/Fab Suppliers)**

Test and Inspection reports must be a legible document (reproducible condition) of the recorded data, showing evidence of Seller's inspection and verification of conformance, and shall accompany each shipment of deliverable items to Naprotek, LLC. The format, at a minimum consists of Naprotek, LLC Purchase Order number, specification/drawing number and revision,

part number, lot number, serial numbers, date codes of items tested and/or inspected, type of test or inspection performed, total quantity tested/ inspected, quantity accepted, and quantity rejected, as applicable.

QR05 – RECORD RETENTION

Records created by the supplier or distributor of products produced or delivered to Naprotek, LLC, shall be maintained on file for a minimum of 10 years unless otherwise specified. Records include assembly, test, inspection and verification/validation data identifying conformance to each of the requirements specified in the referenced drawing and/or specifications as applicable. Records shall be traceable to the Naprotek, LLC purchase order number. Records shall be made available to Naprotek, LLC and/or government/regulatory representative upon request. Naprotek, LLC must be notified prior to destruction of these documents.

QR05-1 – RECORD RETENTION FOR MEDICAL PRODUCTS

Records created by the supplier or distributor of products produced or delivered to Naprotek, LLC, that fall under Medical Products shall be maintained on file for the life of the product, unless otherwise specified. Records include assembly, test, inspection and verification/validation data identifying conformance to each of the requirements specified in the referenced drawing and/or specifications as applicable. Records shall be traceable to the Naprotek, LLC purchase order number. Records shall be made available to Naprotek, LLC and/or government/regulatory representative upon request. Naprotek, LLC must be notified prior to destruction of these documents.

QR06 – NONCONFORMING PRODUCT CONTROLS, RECALLS & ESCAPE NOTIFICATION

Subcontractors are required to report any failure, malfunction, or defect in any product, part, process or article that is manufactured and delivered to Naprotek, LLC and shall provide notice of the non-conformance within 3 business days. This also includes any departure from drawings, specifications, or other purchase order requirements.

QR07 – PRODUCT QUALITY

Products shall be uniform in quality and condition, sound and free from foreign materials and imperfections detrimental to the usage of the product. The product must be of an overall quality consistent with good industry practices and adhere to requested PO requirements without deviation.

QR08 – PRECEDENCE OF REQUIREMENTS

In the case of conflicting requirements, the following order of precedence will apply Naprotek, LLC Purchase order, Naprotek, LLC Quality Clauses, Drawing, Material & Process Specification then General Terms & Conditions.

QR09 – SURVEY/AUDIT RIGHTS

Naprotek, LLC and/or Naprotek, LLC customers (Including Government) and Regulatory bodies shall have the right to conduct surveys and perform surveillance of the vendor's and sub-vendor's facilities to evaluate their capability to comply with the requirements necessary to conform to contractual requirements at no cost.

QR10 – TRACEABILITY

All parts, material and/or applicable documents must be identified by a manufacturing lot number or batch number by the seller. (A lot or batch number is defined as parts and/or material produced by one manufacturer in one unchanged process, in accordance with the same drawing and/or specification revision.)

QR11 – GOVERNMENT, CUSTOMER OR REGULATORY AGENCY INSPECTION

Government, Customer or Regulatory Agency reserves the right to inspect any or all of the work included in this Purchase Agreement at the supplier's plant prior to shipment. Verification by the customer shall not absolve the supplier of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by customer. Supplier shall be notified prior to shipment if Government, Customer or Regulatory Agency inspection is required.

QR12 – AGE SENSITIVE MATERIAL (Applies to material such as Loctite, RTV, etc)

C of C for age-sensitive materials shall contain the following as a minimum: Date of manufacture (cure date), shelf-life expiration date, and storage conditions to achieve shelf life, if not stated on material package. Shipments with less than 85% of its total shelf life remaining when received by Naprotek, LLC will not be accepted.

QR13 – SUBCONTRACTED SERVICES

Requested services are to be performed by the contracted supplier. Supplier is not permitted to flowdown services to a Sub-tier without prior written approval of Naprotek, LLC. If/when written approval is granted by Naprotek, LLC, all requirements shall be flowed down to the sub-tier supplier(s).

QR14 – SPECIALTY METALS (Applies to Suppliers using "specialty metals" in deliverables to Naprotek, LLC)

Raw material or items which contain "specialty metals" (defined as certain steel and other alloys, titanium, and zirconium) shall be acquired from domestic or "qualifying country" sources. Any source for specialty metals melted outside the United States must be disclosed in writing to Naprotek, LLC prior to shipment of deliverables.

QR15 – ELECTROSTATIC DISCHARGE CONTROL (ESD)

Seller shall provide and maintain a documented Electrostatic Discharge control program for all electronic items furnished on this Purchase Order. All control program requirements for electrostatic sensitive devices must be in compliance with ANSI /ESD S20.20 Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices), and include documented employee training, recertification and record keeping.

All electrostatic sensitive devices shall be packaged in static shielding packaging that meet the requirements of, ANSI/ESD S541, latest revision, unless otherwise noted. Additional requirements of ESD controls may be listed in the PO notes, statement of work, or drawings/specifications.

QR16 – REINSPECTION OF NON-CONFORMING MATERIAL

Non-conforming material rejected back to the supplier, shall be 100% inspected and re-tested by the supplier prior to re-shipment to Naprotek, LLC. Supplier to submit CAPA, cause and corrective action.

QR17 – FIRST ARTICLE INSPECTION (FAI)

FAI's shall be accomplished at the location specified by the Buyer. The balance of the lot shall not be processed until approval of the First Article.

QR18 – MEASURING AND TEST EQUIPMENT

The Seller must have a calibration system in place for measuring and testing which complies with ISO 17025, latest revision, and may include ANSI/NCSL Z540-1-1994, unless otherwise notified.

QR19 – PACKAGING

Preservation, packaging, packing, handling and shipment of items shall be in accordance with appropriate procedures to prevent damage and ensure that original quality is maintained.

QR20 – COUNTERFEIT PARTS

The Supplier will only deliver authentic components, devices, pieces, materials, modules, assemblies, subassemblies, goods, or other items that are manufactured by or obtained from original equipment manufacturers, original component manufacturers, or authorized distributors. If this part is being purchased from a broker or independent distributor, special requirements are added to this purchase order to assure authenticity. Parts provided must be conforming, original, and authentic. Acquisition traceability certifications leading back to the original manufacturer are required with each shipment.



Upon receipt, Naprotek, LLC will perform special inspections to verify that the material is not counterfeit. If there is indisputable evidence that the parts are counterfeit, Naprotek, LLC will not pay for the material, parts may be returned in a “rendered useless” condition, and notification to GIDEP authorities shall occur. All exceptions to this clause must be approved in writing by Naprotek, LLC.

QR21- NOTIFICATION OF PRODUCT, SUPPLIER, FACILITY SITE AND PROCESS CHANGES

Naprotek, LLC requires the Supplier’s written notification prior to implementation of changes to the design, processes, testing, or acceptance criteria, that affects or can potentially affect form, fit, function or reliability. This includes changes in suppliers or in facility site. The Supplier shall not ship changed product unless Naprotek, LLC has been notified in writing of change and acceptance by Naprotek, LLC. An accepted signed copy of the change must accompany the shipment.

QR22-AWARENESS

Naprotek monitors its own performance and the performance of its suppliers. The suppliers are required to monitor their performance for quality and delivery and ensure that the persons performing the work are aware of their contribution to product or service conformity, their contribution to product safety and the importance of ethical behavior.

QR23-ITAR

Suppliers of materials designated for ITAR products are required to be committed to corporate policy and directive to comply with the International Traffic in Arms Regulations (ITAR) with the knowledge and understanding of when and how ITAR affects the company. It includes ITAR controlled items and the establishment and implementation to ensure compliance with ITAR.

QR24-CUI (Controlled Unclassified Information)

Naprotek, LLC accepts data from customers that have data handling regulations. To maintain compliance with these regulations relating to CUI, it’s important to understand what it is and how to handle it. CUI stands for Controlled Unclassified Information, which is a category of information that is not classified but requires safeguarding or dissemination controls. CUI requires that sensitive information be appropriately marked to convey sensitivity, handling, and safeguarding requirements.

QR25-24-Source Inspection

Goods and Services are subject to Naprotek, LLC Source Inspection as noted in the Purchase Order.



QR26-24-First Article Inspection Report

FAIR, Aerospace First Article Inspection Requirement in accordance with SAE AS9102. An AS9102 (FAI) Report using the latest revision is required and a copy must be included with the shipment.