



## Supplier Quality Assurance Requirements (C)

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<b>Document Issued By:</b>	Jarrold Young	<b>Approved By:</b>	Cayly Landrian



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Wichita, KS 67209



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Revision Level	Description Of Revisions	Date & Approved By
NEW	Initial Release	11/9/2018 Jarrod Young
A	Added policy on human trafficking	8/8/2020 Jarrod Young
B	Updated formatting to match new form standard templates. Added verbiage to Proprietary / Confidentiality Information section (Section 7) related to NDA and IP/CI requirements. Added business continuity plans requirements to Configuration Management section (Section 4). Updated supplier performance evaluation from 2 months to 3 months. (Section 6) Added contact information for SQAR purposes. (Section 1)	10/20/2021 Jarrod Young
C	Added MAX lot number to section 9 (C of C requirements).	12/13/2021 Cayly Landrian



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## 1 Purpose

This document establishes general, mandatory, and special quality assurance requirements for use on Purchase Orders from MAX Aerostructures. It is intended to clearly define all requirements for the Supplier to assure that all products delivered by the Supplier, on the Purchase Order, conform to MAX Aerostructures' specified requirements for quality, reliability, and integrity. The Supplier shall flow down the requirements to its own sources. Extended information on MAX Aerostructures' requirements for the Purchase Order is clarified on our Purchase Order Terms and Conditions (See MAX Aerostructures website). If the Supplier has questions or concerns about the requirements or plans to make changes to any flowed down requirements, they are to contact MAX Aerostructures using sqar@max-aero.com. The Supplier is required to maintain this document on file for reference as necessary.

## 2 Scope

This document establishes the minimum quality requirements for MAX Aerostructures' Suppliers and sub-tier sources. These requirements apply to Manufacturers, Distributors, and Special Processors providing parts or services for MAX Aerostructures, when this document is specified by inclusion on purchase orders or contracts issued by MAX Aerostructures. Use of MAX Aerostructures specified sub-tier sources do not relieve the Supplier of compliance to all applicable products technical and quality requirements. In the event that the purchase order or contract conflicts with the requirements of this document, the purchase order or contract requirements will supersede.

## 3 Introduction

We can only achieve our customer's goals by expecting the best from our Suppliers. We ask that our Suppliers join us in providing the best products with respect to quality, delivery, and price. We believe a strong Supplier base will assist us in providing the best products for our customers. Our objective is to support the development of future mutual goals for our organizations.

## 4 Configuration Management

Supplier shall comply to all purchase order flow down instruction. These would include specifications, engineering drawings, regulatory or statutory standards, special instructions driven down by MAX. If the supplier receives any engineering documents that do not match what is flowed down via the PO, it will be the responsibility of the supplier to contact MAX and resolve any differences before proceeding. All documents shall be controlled, maintained, and issued as the latest revision at the time the PO is received and acknowledged. The latest version



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of all specifications can be found on the MAX website. Supplier shall have a system for configuration management of all hard copy and digital media, including any applicable customer furnished data. Supplier shall also implement and maintain appropriate business continuity plans to prevent data and manufacturing loss due to unforeseen circumstances such as power loss, computer failure, natural disasters, work stoppages, etc.

### 5 Existing Suppliers Evaluation Methods

Supplier approval shall be re-evaluated by MAX. Re-approval will be based on the supplier's quality performance, delivery performance, changes in the supplier's quality system, delegated inspection authority or changes based on the needs of the business. It is the responsibility of the supplier to provide to MAX a written statement of any changes in the supplier's top management, ownership, location, quality system, or any other changes that could affect products or services. This notification should be sent to MAX purchasing department. Upon receipt of this notification, MAX will determine what re-approval activities are required.

### 6 Supplier Performance Monitoring

MAX evaluates supplier performance in the areas of quality, reliability, schedule and cost as applicable. Performance tracking is accomplished by utilizing MRP/ERP system reporting tools and charts. Our suppliers are required to maintain a 95% delivery and 98% quality rating each month. For those whose ratings fall below these established thresholds for three consecutive months will be required to provide a formal Corrective Action Plan. This plan must address the root cause(s) and demonstrate sufficient corrective action plans with objective evidence as necessary. Successful implementation of this plan must be completed within 30 days of request. The supplier may be placed on probation if performance does not improve. The supplier is responsible for complying with quality system requirements noted herein and for meeting performance expectations. Failure to comply with requirements or to achieve an acceptance performance level may result in an additional on-site or product audit. To ensure that our Supplier's quality systems conform to MAX's quality system requirements, our customers, and/or their authorized Inspection Agency, or Regulatory Authorities shall have the right to send representatives to the supplier's facilities or its sub-tier suppliers to determine contract compliance by either monitoring, witnessing, and/or performing such activities as inspections, test, witness or other system, process and/or product evaluations and verifications as necessary to determine product acceptability to contractual requirements.



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### 7 Proprietary / Confidentiality Information

All drawings/documentation supplied to our Suppliers with regards to Purchase Orders or request for quotes are to be considered proprietary information. Refer to MAX Aerostructures Non-Disclosure Agreement Proprietary Information for further details. All property of MAX that is furnished or made available to the Supplier for performance of work under the Purchase Order shall be segregated from the Supplier's property and be marked and identified as MAX property. As such, supplier shall have NDA agreements in place within their organization for and IP/CI that is provided by MAX and/or that is flowed down to their supply base for the purpose of completion of MAX purchase order requirements. Such property shall be used exclusively for performance of the Supplier's obligation under the Purchase Order and shall be returned to MAX at its written request, or upon termination, cancellation, or completion of the Purchase Order.

### 8 DPD / MBD Requirements

Suppliers who perform work for MAX using Digital Product Data or Model Based Definition datasets are required to complete our DPD/MBD Self Audit Packet to assure compliance of MAX and our Customer's requirements for authority datasets or dataset derivatives that are used for manufacturing or product acceptance. Suppliers will be responsible for the maintenance, change incorporations, use of datasets and observance of security restrictions for the design, manufacturing, and inspection of all MAX supplied DPD/MBD products. All datasets will be transferred between MAX and our Suppliers through a secured FTP site that has been set up by MAX. MAX and its customers reserve the right to survey and/or review the DPD/MBD quality assurance and configuration management systems of all our suppliers. All suppliers are required to comply with applicable MAX Aerostructures DPD requirements and its customers.

### 9 Certificate of Conformance

The Supplier shall furnish, with each shipment, a Certificate of Conformance (C of C) that must be signed by an authorized representative of the Supplier's quality organization and must show the part number, revision level, PO number, MAX Lot number, quantity shipped, and date of shipment to ensure the product meets the requirements of the engineering documents and the Purchase order. When the Purchase Order does not specify the revision level of the engineering documents or specification, the latest engineering documents or specification will apply. The Supplier shall provide a copy of all Certificates of Conformance from the Supplier's subcontractor when the subcontractor's work is completed. The original Certificate of Conformance for each part number should be kept in the Supplier's files for future audit



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purposes. If no Certificate of Conformance is received with the shipment, the shipment will be rejected and may affect the Supplier's quality rating. If the Supplier manufactures parts for MAX and then applies finishes (plating, painting, etc. either by sub-tier or in-house) the Supplier shall perform 100% Rockwell and Conductivity, as applicable, inspection of the order prior to application of the finishes. Such Rockwell and Conductivity shall be performed per customer engineering requirements and applicable specifications by MAX customers. Where MAX supplies the material for an order, the Supplier shall certify on each shipment that the Supplier has not made an unauthorized substitution of the material. MAX Quality Assurance must approve any substitution of material.

### 10 First Articles

First Article Reports are required for the first time build by a supplier and shall be required for any subsequent builds at a new drawing revision, existing part ordered from new source, or if the last fabrication was more than 2 years prior. Supplier First Article Inspection (FAI) shall be performed using Net-Inspect and comply with the latest revision of AS9102 for all first article inspections. All Outsource manufacturing Suppliers will be assigned with a username and password to access FAI's on Net-Inspect. If, the Outsource Supplier is manufacturing the part complete, only Form 3 of the FAI will need to be pre-created and completed using Net-Inspect. If the outsource supplier is manufacturing the part complete, it is the responsibility of the Supplier to create a full FAI on Net-Inspect with all required fields filled out appropriately. The FAI shall be retained as a quality record at the Supplier's facility and a copy must be sent to MAX with the shipment. Each characteristic, feature or note on the drawing must be inspected and verified for conformance, and results recorded as follows:

- Character accountability showing balloon number, drawing sheet number, zone, and character designator
- Required measurement with tolerance and the actual measurements/results for variable data
- Designated tool used to verify data
- Pass/Fail for attributes data (Standard, General, and Flag note associated with the part number)
- A ballooned print identifying the item checked which correlates with the actual measurement, feature or note
- Raw Material Certifications (if applicable)
- Plating Certifications (if applicable)
- Other special process certifications (if applicable)

Note: All information stated above 1-5 and 6-7 (if applicable), are to be identified and shipped to MAX with the parts and the Purchase Order. If the items 1-5 and 6-7 (if applicable), are not shipped with the parts and accurate, the inspection report will be rejected and returned to the



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Supplier to correct. The Supplier's First Article will be reviewed by MAX's Quality Department for acceptance. Continuous rejections for a First Article may prompt the Supplier to lose future business. MAX acceptance of the Supplier's First Article does not alleviate the supplier from future responsibility if the part does not meet with MAX specifications.

### 11 Nonconforming Material Control

The Outsource Supplier shall submit all nonconforming material to MAX Quality Assurance for approval prior to shipment to MAX Aerostructures. MAX will notify the Supplier of a nonconformance with a Corrective Action Request A CAR can be issued for a part as a result of receiving inspection rejections, defective parts in stock or found defective during our assembly process. The Supplier will have 10 days from the day the nonconformance was identified to the Supplier to return a completed CAR. The Supplier shall investigate the cause of each nonconformance, whether identified by the Supplier or MAX. The Supplier shall establish a corrective and preventative action plan to preclude the recurrence of the nonconformance. The Supplier is required to provide a statement of the cause, corrective action, and preventative action to MAX for approval. All part made from MAX provided material shall be returned with the completed order and identified/segregated from the good parts shipped.

### 12 Control of Inspection, Measuring & Test Equipment

The Supplier must have established and maintained documented procedure to control, calibrate and maintain inspection, measuring and test equipment and devices used to demonstrate the conformance of product to the specified requirements. Inspection, Measuring and Test Equipment should be used in a manner that ensures that the measurement uncertainty is known and is consistency with the required measurements capability. All inspection, measuring and test equipment must be traceable to the National Institute of Standards and Technology (NIST).

### 13 Sub-Contractor Control

The Supplier may not sub-contract any part of the work of the Purchase Order without prior consent of MAX Aerostructures. If consent is given, the Supplier will take full responsibility for any sub-contracted process and will have final approvals of inspection points in place to assure all sub- contracted components conform to the engineering documents and the Purchase Order. Supplier shall be responsible for using only end item customer approved sources for all products and services. A list of approved sources shall be made available upon request. MAX suppliers shall be responsible for the flow down of all applicable customer engineering and specifications, latest revision and any end user requirements listed within the engineering documents. End





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item users for products listed within a MAX purchase order shall meet the requirement of the following documents as applicable to part specific engineering flow down:

- MAX Aerostructures- MA-SQAR-B, AS9100
- Spirit AeroSystems- MAA1-10009-1, AS9100
- Boeing Commercial- D6,82479 D6-51991, D6-56199, D6-81491, D1-4426, AS9100
- Gulfstream Aerostructures- SQAR 0003, GA270, GER-7818, GA1048, AS9100
- Textron Aviation- BS25691, AS9100

Any specifications or standards not listed above but are requirements specified within the engineering flow down shall be followed and flowed down to all supplier's sub-contractors. The latest version of any applicable specification or standard can be found on the MAX-aero.com website.

### 14 Record Retention

The Supplier shall establish a system to retain records for a minimum of ten years after the product shipment. All records including test reports, certifications, engineering documents as required under the terms of the Purchase Order, and which document the quality of items provided shall be retained unless otherwise specified in the Purchase Order.

### 15 Raw Material

Where the Supplier supplies raw material either directly to MAX or purchases the material for use in manufacturer of machined or sheet metal products for MAX (standard hardware items are specifically excluded from this paragraph), the Supplier shall assure the material is manufactured and distributed by sources approved by MAX Customers. Raw material test reports and/or notarized reports, in accordance with all applicable specifications, must be kept on file and traceable to end item products delivered to MAX. All items delivered to MAX must maintain Job/Lot traceability. Where our Customer does not specifically require approval of the manufacturer and/or distributor of raw material, the Supplier shall assure that the material is manufactured in the United States of American or in a country in which the United States of America has ratified a Bi-Lateral Airworthiness Treaty. Certificate of Compliance with actual results of physical and chemical test reports must accompany each shipment where the Supplier furnishes the raw material. Material must be identified by heat lot and or heat treat load (if applicable). Test reports must be traceable to the material lots shipped.



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### 16 Part Marking

Completed parts must be marked in accordance with customer specifications listed within the provided engineering documents. Any non-conformance that are applicable to the part or orders shall be noted on the part marking. For parts that are provided un-finished, all parts must be identified with at a minimum the part number, job number/traceable to the manufacturing order on a tag or directly on the parts. Marking shall not interfere with the finished part and should be easily removed without damage to the parts.

### 17 Standard Hardware Items

Where the Supplier supplies hardware items of standard design (whether industry or MAX Aerostructures, 's Customer standard) and the hardware is controlled by a qualified producer's list (QPL), the Supplier shall provide a certificate of source of supply when the direct MAX Supplier is not on the QPL. In the instance that MAX Aerostructures, 's Customer requires the distributor to be approved by the Customer, the Supplier shall only use and/or supply hardware from MAX Aerostructures, 's Customer approval distributor.

### 18 Shipments, Deliveries, & Packaging

Suppliers are held responsible to ensure packaging is sufficient to protect material from shipping damage (nicks, dings, scratches, etc.). The Supplier will adhere to formally accepted shipment dates as specified on the Purchase Order. MAX reserves the right to reject or return at Supplier's risk and expense shipments "made in advance of requirement schedules", or to defer payment on advance deliveries until the schedule delivery dates. (MAX Aerostructures shipping window is + 7 days / - 0 days). Suppliers are responsible for proper transportation in order to meet agreed delivery dates.

### 19 Right of Entry

During the performance of this order your quality system and manufacturing processes, as well as the systems and facilities of Seller's sub tier suppliers, are subject to review, verification and analysis by MAX Aerostructures, our customers' representatives and/or regulatory authorities to the applicable areas of facilities and to the applicable documentation information.



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## 20 Anti-Trafficking Policy

### 20.1 Scope

This policy applies to all MAX Aerostructures employees, suppliers, vendors, contractors, customers, and their employees.

### 20.2 Policy Elements

MAX Aerostructures prohibits:

- Engaging in any form of human trafficking.
- Engaging in commercial sex acts that may be directly associated with MAX Aerostructures, which includes during work hours, while attending off-site functions, and any time in work travel status.
- Using forced labor of any kind for any reason.
- Destroying, concealing, confiscating, or otherwise denying access by an employee to the employee's identity or immigration documents.
- Using misleading or fraudulent recruiting practices.
- Charging employee candidates recruitment fees for employment.
- Failing to pay contractually agreed return transportation costs for certain employees who have finished employment outside that employee's nation of residence.
- Providing or arranging housing that fails to meet the host country's housing and safety standards.
- Failing to provide proof of employment or similar work document in writing prior to the employee departing from his or her country of origin.

MAX Aerostructures will take appropriate disciplinary action for violations of these policies, up to and including discharge of employees, subcontractors, and agents. MAX Aerostructures must cooperate fully with the U.S. Government or other appropriate governmental authorities in audits or investigations relating to such violations. Employees of MAX Aerostructures are required to cooperate in any internal or external investigation of suspected wrongdoing under this policy

### 20.3 Mandatory Reporting Require

Employees having knowledge of credible information concerning actual or potential violations of this policy must report them immediately. Timeliness of reporting any suspected violation is critical as the U.S. Government has imposed an especially stringent reporting obligation when there is credible information of violations. Failure to report actual or potential illegal behavior or actual or potential violations of this policy may also subject employees to disciplinary action, up to and including termination of employment. Employees may report possible violations to a



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member of management or human resources. Any person who receives reports of possible violations under this policy must notify human resources immediately. When making a report, employees are encouraged to share as much information as possible so that appropriate action can be taken.

### 20.4 Non-Retaliation Policy

MAX Aerostructures prohibits retaliation against any employee who reports any violation of this policy or who cooperates with any investigation of such reports. Employees who engage in any retaliation or other violation will be subject to corrective action up to and including termination of employment and reporting to local authorities as appropriate. Any suppliers, vendors, contractors, customers, or their personnel that engages in any prohibited activities, fails to report suspicious activities, or engages in retaliatory actions will be subject to action including termination of the business relationship and reporting as appropriate.