



Management System Procedure
Title: Supplier Quality Requirements
Procedure_Revision: MSP 7.4.1_3.pdf

SCOPE

This document defines:

- General supplier quality system requirements that apply to all purchase orders for direct material or services used in Kennebec Technologies (KT) deliverables
- Specific supplier quality requirement codes imposed by KT purchase orders.
Failure by the supplier to conform to the applicable codes listed on the purchase order may be cause for rejection and return of product at the supplier’s risk and expense.

SUPPLIER QUALITY SYSTEM REQUIREMENTS

MATERIAL CONTROL:

- A. Material shall be controlled to include its identification, traceability and lot segregation.
- B. Product handling must ensure no metal to metal contact resulting in nicks, dents or scratching to finished part surfaces.
- C. Packaging shall prevent part to part contact and shall be adequate to prevent part damage during transit. Packages shall identify the part number and revision, KT purchase order number / line number and quantity per package.

INSPECTION/TESTING:

- D. Calibration of measuring and test equipment shall conform to part 2 of ISO 10012 or ANSI/NC SL Z540-1.
- E. Supplier shall perform and document product inspections at appropriate stages of production to ensure acceptance of final product, including final inspection.

DOCUMENTS / RECORDS:

- F. Right of entry privileges shall apply for KT, its customers and any Regulatory Agency for the purpose of verifying product conformance, reviewing records or auditing compliance with quality system requirements.
- G. The supplier shall maintain all quality records of service, manufacture or testing for a minimum of 7 years after date of delivery. All quality records shall be available for review by KT, its customers and/or Regulatory Authorities upon request. Notification shall be made to KT Quality Assurance and authorization granted prior to the disposal of any records after a 7 year period.

NONCONFORMANCES:

- H. Non-conforming product shall be controlled to include its identification, segregation and disposition.
- I. Supplier shall have a system for analyzing the root cause(s) and implementing corrective actions to prevent the recurrence of non-conforming product.
- J. Supplier shall notify KT of all non-conformances prior to shipment or disposition including rework.



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SUPPLIER QUALITY CODE DEFINITIONS

1. Use of any sub-tier suppliers requires written authorization from KT Quality Assurance. When use is authorized, Supplier shall flow to any sub-tier suppliers the applicable requirements of this purchase order. Care shall be exercised in the flow down of any proprietary information.
2. Supplier shall submit a certificate of analysis providing mill identity with chemical and physical property analysis results for material supplied on this order.
3. Supplier shall submit a certificate of conformance for material supplied on this order which states test results are available for review upon request.
4. Supplier shall certify that all articles furnished against this purchase order do not contain nor have they been contaminated with mercury in any form.
5. Supplier shall certify that only KT furnished material has been used in the manufacture of this purchase order.
6. Written authorization from KT Quality Assurance shall be obtained prior to the delivery of any non-conforming product.
7. A First Article approval is required to be submitted for inspection by KT and approved in writing prior to the delivery of any production parts.
8. A tagged first article part traceable to an inspection report is required to be submitted with product shipment.
9. A certificate of conformance attesting to product compliance with all purchase order requirements shall be submitted with each shipment of items covered by this purchase order. The certificate of compliance will identify:
 - The part number and revision level
 - The KT purchase order number and line item number
 - The material or process specification and revision level. Specifications shall be to the latest revision at time of order.
 - The quantity of accepted and rejected parts
 - The authorized releasing agent
10. This order contains key characteristics which must be inspected and documented 100%. Sampling may be performed when process control is demonstrated by a $Cpk \geq 1.33$ and documented evidence has been submitted.
11. Source inspection is required for this purchase order. Contact KT Quality Assurance to schedule the audit 24 hrs. prior to product completion. Source inspection shall not constitute final acceptance of delivered product nor prohibit subsequent rejection.
12. Changes to processes, including facility location or sub-tier use, after first article acceptance require KT Quality Assurance approval.