	Management System Procedure
	Title: Supplier Quality Requirements
	Procedure_Revision: MSP 8.4.3_NR

OBJECTIVE

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:

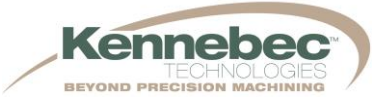
- A. Material shall be controlled to include its identification, traceability and lot segregation.
- B. Product handling must ensure no metal to metal contact resulting in nicks, dents or scratching to finished part surfaces.
- C. Packaging shall prevent part to part contact and shall be adequate to prevent part damage during transit. Packages shall identify the part number and revision, KT purchase order number / line number and quantity per package.
- D. Suppliers shall have a process in place on how and where to report suspected or confirmed counterfeit parts or materials. This process should include who to contact and what (if any) organizations to report the information to. All appropriate personnel should be aware of the proper reporting process for suspected Counterfeit or Unapproved Parts or Materials within their own company as well as required by Kennebec Technologies and local authorities.

INSPECTION/TESTING:

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

DOCUMENTS / RECORDS:

- G. 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.
- H. The supplier shall maintain all quality records of service, manufacture or testing for a minimum of 7 years after date of delivery or per PO instructions. 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.
- I. Kennebec Technologies is committed to conducting its business with integrity in all relationships. We require the highest standards of ethical business conduct by all suppliers in the performance of their responsibilities.


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- Suppliers shall perform the work for Kennebec Technologies while following the highest standards of quality. All defects and nonconformities shall be reported.
 - Suppliers will not engage in improper payments, directly or indirectly, accept bribes or kickbacks while conducting Kennebec Technologies business.
 - Suppliers will not give or receive gifts of more than a nominal value in the conduct of the company's business.
- J. Supplier shall ensure that employees performing work for Kennebec Technologies are aware of their contribution to product safety in that the work performed on the product ensures that it is able to perform to its designed or intended purpose without causing unacceptable risk of harm to persons or damage to property.

NONCONFORMANCES:

- K. Non-conforming product shall be controlled to include its identification, segregation and disposition.
- L. Supplier shall have a system for analyzing the root cause(s) and implementing corrective actions to prevent the recurrence of non-conforming product.
- M. Supplier shall notify KT of all non-conformances prior to shipment or disposition including rework.
- N. Supplier shall provide written notification to Kennebec when a nonconformance is determined to exist, or is suspected to exist, on product already delivered. (NOE)
- Written notification shall include the following information:
- KT Purchase Order number(s)
 - Affected process(s) or product number(s) and names
 - Description of the nonconforming condition and the affected requirement (i.e. what it is and what it should be)
 - Quantities by delivery date
 - Suspect/affected lots, serial number(s) or date codes if applicable

Notification must occur within three (3) business days of knowing all the above information. However, if the condition can possibly risk safety of flight, submit all available information immediately.

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SUPPLIER QUALITY CODE DEFINITIONS
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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 requires KT Quality Assurance approval.