

SUPPLIER QUALITY FLOW DOWN REQUIREMENTS

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CEO	Date

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1.0 Purpose

The purpose of this policy is to maintain an approved record of Platform Aerospace's supplier quality flow down requirements.

2.0 Policy

Unless otherwise specified on the purchase order, or other referenced supporting document, this document outlines the minimum requirements that must be achieved by the seller after acceptance of order.

For all Suppliers (regardless of certification level), the Supplier must provide (at minimum):

- a) A packing slip is included with each product's delivery.
- b) The packing slip shall list the purchase order number.
- c) The packing slip shall also list the item name/number and quantities of items provided.
 - a) This shall be consistent with the item/numbers listed on the purchase order.
- d) If there are any discrepancies/exceptions to the order, the seller shall notify Platform Aerospace, in writing, prior to shipment.
- e) Ensure adequate personnel with competency required to provide products and services commensurate with the requirements of the purchase order.
- f) Any purchase order expected to ship late shall require notifying Platform prior to the due date provided.

In addition to the above, Platform Aerospace requires that its sellers (who are certified ISO 9001:2015, or higher, at time of order acceptance) shall:

- a) Implement and maintain a documented Quality Management System (QMS)
- b) Ensure any equipment or tool used to validate a requirement shall be calibrated which complies with tool manufacturer or NIST standards.
- c) Shall provide a Certificate of Conformance (C of C) with each shipment which includes a statement attesting the product conformance with requirements on the purchase order. Additionally, include signature or stamp, date, and title of seller's authorized personnel. The C of C or accompanying shipping declaration/packing slip shall include:
 - a) Platform Aerospace purchase order and line-item number
 - b) Supplier name and address
 - c) Original manufacturer's name and part number
 - d) Batch identification such as date code, lot code, heat lot, or serial number when required by drawing or technical data
- d) The following items shall be maintained and made available by the supplier upon request:
 - a) Manufacturer's certificate of conformance
 - b) Raw material certifications and test reports

- e) When required by drawings on the purchase order, Supplier must identify each product with the PO number, date of manufacture, part number, and revision.
- f) Products with shelf-life considerations shall include with each shipment the date of manufacture and/or the recommended shelf life stated by the manufacturer.
- g) Ensure supplier has a method to meet on-time delivery requirements.
- h) Understand that Platform Aerospace maintains an approved vendor list, including criteria for placing problematic vendors on a "disapproved" listing. Platform periodically reviews supplier performance data on past orders to evaluate supplier standing. Questions on this criterion can be directed to the Platform Buyer Agent.
- i) Provide access to facilities for Platform Aerospace inspectors to perform on-site inspections when this requirement is specified on the purchase order.

In addition to the above, Platform Aerospace requires that its sellers (who are AS9100D certified at time of order acceptance) shall:

- a) Notify in writing changes made to supplier-controlled designs for products specified on the purchase order during the time between order placement and delivery.
- b) Ensure that key characteristics, special requirements, or critical items specified on the purchase order (or included specification, drawings, etc.) are handled in a way to ensure configuration management is maintained throughout the lifecycle of the product, until shipment.
- c) Ensure items called out with a specific requirement for package labeling on the purchase order are labeled correctly at time of packaging.
- d) Ensure the supplier inspection system either is approved by Platform Aerospace or follows an established industry standard.
- e) Ensure if inspections and/or tests are required that the requirements for such events from the purchase order are included in the recorded documentation.
- f) Maintain documented procedures including criteria of selection and acceptance for inspection processes which utilize statistical controls.
- g) Maintain a system to ensure products provided for completion of purchase orders are not counterfeit. Supplier shall have a documented counterfeit prevention plan on hand and provided if requested by Platform Aerospace.
- h) Notify Platform Aerospace of any changes in product and/or process, manufacturing facility locations, including sub-tier special process suppliers, during the period of performance of provided purchase orders.
- i) Flow down requirements on provided purchase orders to any sub-tier suppliers who assist in satisfying requirements.
- j) Maintain a listing of all special processes they are qualified/certified to provide, available upon request to Platform Aerospace.

- k) Provide a certificate listing the compliance of special processes, carried out by the supplier, or any of their sub-tier suppliers, in satisfaction of requirements on Platform purchase orders.
- l) Notify Platform Aerospace in writing immediately should any product be found to contain non-conformities against requirements on the purchase order.
- m) Use and maintain a listing of approved suppliers.
- n) Provide, as required, test specimens for special processes, destructive testing, design approval, and/or auditing.
- o) Ensure their personnel are aware of:
 - a. Their contribution to product or service conformity.
 - b. Their contribution to product safety.
 - c. The importance of ethical behavior.

3.0 Vendor Performance Evaluation Criteria

Vendors will be evaluated by the Procurement team on a continual basis based on the following criteria:

- a) On time delivery (OTD)
- b) Product conformity to requirements listed on the Purchase Order.











Appendix B Figure21 Supplier Quality Flow Down Requirements Rev A

Final Audit Report

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