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ASTONICS INC	<b>Creator Name:</b> Kim Topping	<b>Creation date:</b> 06/17/2013	<b>Approver name:</b> Jim Topping	<b>Release date:</b> 11/21/2017

Date:	Nature of modification:
06/24/13	Released
02/10/14	Rewritten to include AS9100C requirements
11/21/2017	Procedure no. changed from AST-742-01 to AST-842-01

This document establishes the requirements for external providers and is applicable to all Purchase Orders Placed by Astonics Inc. Your acceptance of an Astonics Purchase order confirms acceptance of these documented Requirements and contractual flow down to your sub-tier suppliers and manufacturing facilities.

**The General Requirements** for product assurance, including continuous improvement, are applicable unless expressly excluded in the Purchase Order.

### 1. General Quality Requirements

1.1 The Supplier shall:

- a) Meet all the requirements of the latest revision of the Quality Clause attachment AST842-01 and all applicable requirements therein in effect as of the date of the purchase order.
- b) Ensure all applicable quality requirements are imposed (flowed down) upon sub-tier suppliers and manufacturing facilities in their purchasing documents.
- c) Changes to the design, materials and/or processes which affect form, fit, quality, reliability and/or safety shall not be accepted without prior written authorization from Astonics, Inc.
- d) First Article Inspection Report (FAI) is required with shipment of an item from the first production run of a new part or assembly. This process must be repeated when changes occur that invalidate the original results (i.e. engineering change, tooling change, manufacturing process change).
- e) No reworked, refurbished and/or overhauled product will be accepted. Astonics, Inc will hold suppliers liable for any deviations of product/manufacture tampering to part numbers listed on the purchase order. Any exceptions must be approved, in writing, by Astonics, Inc' quality management team.
- f) If any parts supplied are ITAR regulated, Astonics, Inc must be notified, in writing, before processing PO.
- g) At a minimum, have and maintain a Quality Management System that is compliant with ISO 9001 (current rev) or AS9100 (current rev) or a currently published and maintained consensus industry standard quality system specification to Supplier's activities. Supplier must notify Astonics, Inc. if any quality certifications/registrations are revoked or suspended within 2 working days.
- h) Notify Astonics, Inc, in writing, at least 90 days in advance of any sale, relocation and/or transfer of Supplier's manufacturing operations.
- i) Upon request by Astonics, Inc, provide all Supplier records, reports, specifications, drawings, inspection and test records and/or any other documentation in English (as applicable to Astonics Inc's PO's).
- j) Acknowledgement of the purchase order is required by fax or email.

### 2. Specifications, Revision Control and Part Substitution

2.1 All products ordered shall comply with current revisions as of the date of the order unless otherwise specified on the purchase order. Part substitution is not authorized without prior written consent, including the part number, description and drawing revision where applicable.

2.2 In the event of a conflict in requirements between technical documents, the following order of precedence shall prevail: 1. Purchase Order/Contract 2. Current Drawing 3. Specifications cited on the drawings.

2.3 **Obsolescence.** Supplier shall have an obsolete product monitoring plan, and notify Astonics when products purchased are planned for obsolescence.

**3. Certificate of Conformance (CoC)** - Supplier shall prepare a Certificate of Conformance (CoC) declaring that the items contained with the shipment are in total compliance with all applicable requirements of this purchase order. Supplier shall include a copy of the CoC with each shipment.

**4. Counterfeit Parts Prevention** - Supplier shall plan, implement, and control processes, appropriate to the organization and the product, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s). This plan shall be flowed down to their complete supply chain. Supplier Accepts full financial responsibility for any counterfeit product they supply.

**5. Foreign Object Debris/Damage Prevention Program (FOD)** - Suppliers must have a FOD program for prevention, detection, and removal of foreign objects. The program should meet the following requirements as applicable: FOD prevention must be implemented in all areas as applicable and FOD awareness training must be given. Parts must be protected from handling damage in all areas; material handling awareness training must be provided to all employees and handling standards documented.

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**6. Qualified Personnel-** Qualified Personnel shall be used as determined by training, education, and experience ensuring that persons are aware of their contribution to product or service conformity; their contribution to product safety; the importance of ethical behavior.

**7. Configuration Management/Change Control** -For all Astonics, Inc. designed parts, the supplier shall maintain the configuration – including revision levels – of all hardware and associated data/drawings throughout all manufacturing and processing steps. Changes to any product configuration shall be approved by Astonics, Inc. prior to implementation.

**8. Calibration** - Supplier shall maintain a documented calibration system for the control and maintenance of measuring and test equipment. The calibration system shall be documented, traceable and provide for initial and re-calibration during the life of the equipment to acceptable industry standards and requirements.

**9. Control of Nonconforming Product, Product Escapement and Corrective Action**

9.1 Supplier shall implement and maintain a documented quality system that provides for identification, documentation, disposition (including scrap disposal) and records of nonconforming product. Supplier shall ensure that effective corrective and/or preventive action is taken to prevent, minimize or eliminate nonconformities. Supplier's quality management system shall ensure that nonconforming product is not used for production purposes.

9.2 Supplier shall evaluate nonconforming product(s) for its potential to exist in previously produced or delivered items, or items in transit to Astonics, Inc. If a nonconformance or product escapement exists, the Supplier shall notify Astonics, Inc, in writing, within 24 hours for items in transit to Astonics, Inc, and, in writing within 5 working days for all other issues.

9.3 Supplier shall provide root cause analysis, effective corrective and/or preventive action as requested via Supplier's internal document. All Astonics, Inc' identified nonconformities shall be assessed whether or not the product was returned to Supplier and appropriate actions taken to ensure causes of nonconformance are corrected.

9.4 Supplier shall not ship nonconforming material with the intent of delivering nonconforming product without written deviation request and authorization from Astonics, Inc.

**10. Quality Assurance / Corrective Action Requests**

10.1 The Astonics, Inc' Quality Assurance department will process all vendor rejected material documentation to the Supplier of the nonconforming product.

10.2 Corrective Action Requests will be made when a quality problem exists, the Buyer will request corrective action from the Seller. Such request shall be responded to in the specified time and shall include the following information: Analysis of the root cause of the problem, Statement of the action taken, Effectivity of the action, Copies of supporting documentation

10.3 The results of such nonconformance will be recorded and retained in the quality record system for a period of five years minimum.

**11. Supplier Approval Rating**

11.1 The Supplier's quality performance will be reviewed on an annual basis. Suppliers that consistently have an unsatisfactory rating will be required to provide corrective action.

**12. Shipping and Delivery Instructions**

12.1 Delivery shall be in accordance to the delivery schedule specified with the purchase order. When deliveries are past due, Astonics, Inc must be notified immediately.

12.2 The purchase order number must appear on all packing slips, invoices, correspondences, etc.

12.3 Certificate(s) of Conformance (CoC) must accompany each shipment certifying that the articles listed conform to the contract, drawing, specifications and other applicable documents. The Certificate must be validated by an authorized quality representative and include Purchase Order number, part number and revisions, quality and lot numbers as applicable and RoHS status.

12.4 All products will be properly packaged for the protection of individual items using material deemed appropriate. Items shall be identified with appropriate part number, rev level, and lot code.

12.5 On time delivery is essential, Astonics evaluates on time delivery performance using a shipping window of 2 weeks early/0 days late. Supplier is authorized to ship up to 2 weeks early.

12.6 Any order that states 'ASAP' can ship immediately regardless of the stated Delivery date.

12.7 Purchase orders delivered must be free from Foreign Object Debris (FOD).

12.8 The supplier shall comply with REACH (Registration Evaluation Authorization Chemicals)1907/2006/EC of 18th December 2006 directive requirements and current addendums/revisions.

12.9 The Supplier shall develop an effective conflict minerals program to meet customer, legal, and regulatory requirements established by Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act. This requirement must be flowed down to sub-tier suppliers.

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12.10 The Supplier shall comply with RoHS (Restriction of Hazardous Substances) Directive 2002/95/EC requirements. This requirement shall be listed on the CoC as compliant with each shipment.

**13. Right of Access**

13.1 Supplier shall allow Astonics, Inc, our customers, and regulatory agencies right of access to any place necessary to determine and verify the contracted work conforms to specified requirements, including all applicable records and materials. This includes any internal and sub-contracted records held by the Supplier.

**14. Records**

14.1 Supplier shall maintain all applicable records involved in the purchase order for a minimum of ten years after completion of a purchase order. Records shall be available for review by Astonics, Inc, our customers, and regulatory agencies per contract and/or regulatory requirements at no additional cost, price or fee to Astonics, Inc.

**15. Terms and Conditions**

15.1 Supplier shall comply with all applicable federal, state and local laws, ordinances, lawful orders, rules and industry regulations. Supplier agrees to indemnify Astonics, Inc against any loss, cost, damage or liability because of Supplier's violation. Laws, regulations and other customer requirements (as applicable) may include but are not limited to:

- a) Export Administration Regulations (EAR)
- b) Arms Export Control Act
- c) International Traffic in Arms Regulations (ITAR)
- d) Occupational Safety and Health Act of 1970 (includes MSDS)
- e) Toxic Substances Control Act (15 U.S.C. Sec. 2601)
- f) Registration, Evaluation, Authorization and Restriction of Chemicals (REACH)
- g) Environmental laws and regulations
- h) Federal Acquisition Regulation (FAR) clauses
- i) Defense Federal Acquisition Regulation Supplement (DFARS) clauses