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## PURCHASE ORDER QUALITY REQUIREMENTS

### REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
[Rev Number]	[Date of Issue]	Original issue.	[Procedure Approver Name]
01	02/2015	Original issue	Shantia Gerard Purchasing Manager
02	5/03/2019	Previous versions are obsolete. Updated Q1: Removed the revision level 2000 from ISO 9001. Added Q26 and Q27.	Shantia Gerard Purchasing Manager

The following Quality Requirements (QR) apply to all Purchase Orders and Contracts, unless otherwise noted.

**Q1 INSPECTION and TEST SYSTEM REQUIREMENTS**

The supplier shall establish and maintain an Inspection and Test System in compliance with the requirements of ISO 9001, ISO 17025 and/or AS9100. The supplier' Inspection and Test System is subject to audit, verification and approval and/or disapproval by Darmark designated representative(s).

**Q2 MRB AUTHORITY**

Material review board authority is not authorized on this purchase order.

**Q3 APPROVAL and CHANGES**

The supplier shall notify the buyer of any proposed changes in the design, fabrication methods, or processes previously approved by the buyer and/or the buyers customer, and obtain written approval of the changes from the buyer and/or the buyers customer. Changed articles shall be clearly identified and in a different

manner from the previous articles. When a proprietary item is procured by the buyer, the supplier shall notify the buyer of changes.

**Q4 RAW MATERIALS**

Raw materials shall be accompanied with copies of the certified mill test reports or typical(s) in English and of microfilm or photographically reproducible quality. The supplier shall certify to the specific requirements defined on the face of the purchase order. Darmark's discreet job number shall be added to all Packing List and shipping containers for compliance.

All material shipped that is more than 30 pounds weight shall be packaged so that material not damaged or lost from shipment upon destination.

**Q4A Actual Chemical test results required.**

**Q4B Actual Physical test results required.**

**Q5 IDENTIFICATION AND DATA RETRIEVAL**

Where and to the extent that traceability is a specific requirement, the supplier shall apply a unique identification to the individual product, material or batch. This identification data shall be recorded on and traceable to related suppliers records (see supplier quality records).

**Q6 SUPPLIER QUALITY RECORDS**

The supplier shall maintain suitable inspection and test records to serve as evidence of conformance with specified requirements. Such records shall be legible and traceable to the product involved. These records shall be maintained for a minimum period of ten (10) years from the date of final manufacture or as stated otherwise in the contract.

**Q7 SUBMISSION and RESUBMISSION OF NONCONFORMING ARTICLES OR MATERIALS**

Do not send nonconforming products or materials to Darmark without prior written authorization.

Nonconforming articles and/or materials returned by the buyer and subsequently resubmitted by the supplier shall bear adequate identification of such nonconformance, either on the articles, materials, or applicable suppliers records.

The supplier shall provide evidence that the cause of the nonconformance has been corrected and that actions were taken to preclude any reoccurrence.

**Q8 ACCESS to ALL SUPPLIER'S FACILITIES**

During Contract performance, the supplier shall grant reasonable access to all supplier's facilities and applicable records involved with the purchase order to representatives of Darmark, Darmark customers, US government and/or regulatory agencies for the purpose of evaluating supplier's conformance to all PO/Contract requirements. When applicable, the access requirement shall be flowed-down by the supplier to the supplier's sub-tier sources.

**Q9 FIRST ARTICLE AT SUPPLIER ACTIVITY**

Supplier shall perform a first article inspection in accordance with the requirements set forth Supplier shall forward one (1) copy of the first article inspection report to the buyer.

**Q10 CERTIFICATE OF CONFORMANCE**

Supplier shall provide evidence that the processes requested in this purchase order were performed by approved sources. Such evidence shall be maintained on file by the supplier. Included with each shipment to the buyer shall be a certificate of conformance indicating as a minimum the process description, process number, name and address of the process supplier, the purchase order and part number, and shall reference the revision level of the part.

Certificates received must be in English and of microfilm or photographically reproducible quality.

**Q11 MATERIAL TRACEABILITY**

Identification of each piece of material and each report is required by specification to provide traceability to heat, lot or batch number.

**Q12 GRAIN DIRECTION IDENTIFICATION REQUIRED (where applicable)**

**Q13 CONTROL of SUB-TIER SOURCES**

The supplier, as the recipient of the PO or Contract, is responsible for meeting all PO/Contract specified technical and quality requirements, whether the supplier performs the work, or the work is performed by the supplier's sub-tier sources. When the supplier uses sub-tier sources to perform work on products and/or services scheduled for delivery to Darmark, the supplier shall include (flow-down) on Purchase Orders or Contracts, to his sub-tier sources, all of the applicable technical and quality requirements of the Darmark PO or Contract, including, when applicable the requirement to document and control "key characteristics" and/or "key processes", and to furnish certifications and test reports required by the applicable PO Quality Requirements.

**Q14 SUPPLIER NOTIFICATION OF NONCONFORMING PRODUCTS DELIVERED TO DARMARK**

When the supplier has determined that nonconforming product(s) have been delivered to Darmark, the supplier shall notify Darmark within twenty-four (24) hours of the initial discovery. The supplier shall use receipt acknowledgement e-mail or other positive notification method. The notification shall include the supplier name, Darmark PO/Contract number, part number and description, affected quantity and serial numbers (if known), dates delivered (if known), brief description of the nonconforming condition.

**Q15 REQUIREMENTS for QUALIFICATION of PERSONNEL**

Where applicable, only qualified/certified personnel shall be used based on process specification requirements (NDT, etc.). Records shall be maintained of the personnel qualifications/certifications.

**Q16 REVISION CONTROL**

All specifications required per the Purchase Order and/or Print must be in Accordance with the latest revision. (Lower revision levels may be referenced if required and or approved by Darmark or its customer. If a lower level revision is approved, purchase order must be updated to show as such.)

**Q17 PROPRIETARY INFORMATION**

Vendor shall not disclose proprietary information with any other source unless that which is required to perform process per purchase order requirements. This requirement must be flowed down to all parties involved. All proprietary information shall be returned or destroyed upon completion.

**Q18 VENDOR NOTIFICATION REQUIREMENTS**

Upon receipt of order, supplier is responsible for notifying Darmark Corporation of any Quantity discrepancy, damage of any kind; including: dents, dings, or scratches. Failure to do so may result in a charge assessed for the missing or damaged item(s).

**Q19 DEVIATIONS**

At no time shall a vendor weld, plug, fill, repair, or replace any raw stock / Machined parts without the expressed written consent of Darmark Corp. At no time, without prior authorization, are processes to be stripped and reprocessed.

Deviation request must be reported to Darmark's buyer on a "Request for Deviation Authorization" (form DMQC104.00) for consideration by Darmark's Quality Review Board. (If available, please include visual documents, such as pictures or redline drawing).

**Q20 FIRST ARTICLE IDENTIFICATION**

First article piece is identified by bagged and/or tagged with order, example: yellow tag attached to product; this piece must be identified and/or segregated throughout process. First article piece must be bagged and tagged upon being returned to Darmark.

**Q21 METAL TO METAL CONTACT**

Parts are not to be banged together, care not to dent, ding, or damage as part may be fragile. No metal to metal contact.

**Q22 ADDITIONAL COST(S) NOTIFICATION**

It is the supplier's responsibility to notify Darmark Corporation immediately if it is found that additional cost(s), beyond quoted and/or agreed upon price, is required. A detailed description for additional cost(s) must be provided. ALL additional cost(s) must be approved by Darmark's purchasing department prior to any work being performed. Failure to do so will result in the supplier absorbing the additional cost(s).

**Q23 FOREIGN OBJECT DAMAGE (FOD) PREVENTION**

Foreign objects debris/damage prevention (FOD) required. All suppliers must ensure work is performed without foreign objects or material in deliverable items.

**Q24 CONFLICT MINERALS**

In performance of work under this order, Seller agrees to comply with all applicable Federal, state and local laws, rules, regulations and ordinances relating to the manufacture, storage, sale and delivery of all goods sold and delivered hereunder. Seller agrees to meet the requirements of Section 1502 in the Dodd-Frank Wall Street Reform and Consumer Protection Act (Conflict Minerals).

**Q25 PACKAGING / PROTECTION**

All shipments made to Darmark must be clearly identified with the following Information:

Purchase Order Number, Part Number (if known) & Job Number (if known).

If recycled / previously used boxes / containers are utilized to package Darmark shipments, supplier is required to remove or clearly mark (put an X) any non-applicable information.

Package return shipment for protection from any damage.

**Q26** Supplier shall ensure that their employees are aware of their contribution to product or service conformity and their contribution to product safety and the importance of ethical behavior.

**Q27** Supplier shall have a formal Counterfeit prevention program in accordance with AS9120 and AS9100 guidelines and ensure products supplier are not counterfeit parts.

**A APPROVED SOURCE(S):**

All material furnished or processing performed must be by an approved source:

**A1 NADCAP APPROVED SOURCE REQUIRED**

**A2 ROLLS ROYCE SABRE APPROVED SOURCE REQUIRED**

**A3 BOEING APPROVED SOURCE REQUIRED**

**A4 UNITED LAUNCH ALLIANCE (ULA) APPROVED SOURCE REQUIRED**

**A5 BOMBARDIER APPROVED SOURCE REQUIRED**

**A6 LOCKHEED MARTIN APPROVED SOURCE**