1.0 Purpose/Scope

1.1 To describes a set of minimum quality assurance requirements for use in specifying the level of quality control that Delta Material Services (DMS) will exercise over external providers on the procurement of materials.

2.0 References and Definitions

2.1 Conformity - Fulfillment of a requirement

2.2 Non-Conformity – A nonfulfillment of a need or expectation that is stated, generally implied, or obligatory

2.3 Corrective Action - Action to eliminate the cause of a nonconformity and to prevent recurrence

2.4 PO - Purchase Order. The document that details the entire purchase agreement. These may include, but is not limited to, procurement documents such as contract work orders, purchase agreements and referenced documents such as specifications, trace documentation, maintenance manuals, tear down lists etc.

2.5 Preventive Action - Action to eliminate the cause of a potential nonconformity or other potential undesirable situation (risk)

2.6 QMS - Quality Management System

2.7 SCAR - Supplier Corrective Action Report

2.8 Supplier/Seller - The party to the purchase agreement supplying material, parts, assemblies, subassemblies, systems, or services in accordance with the provisions of the purchase order.

3.0 RESPONSIBILITIES DEFINED

3.1 **Supplier/Seller** – Responsible for managing their organization, as well as their entire supply chain, to ensure compliance to all DMS requirements as contained in, but not limited to, the purchase order, flowed down requirements, specifications, and this procedure. In case of conflict with this document and any other requirements, the order of precedence shall be:

a) DMS Purchase Order
b) Flowed down requirements and specifications
c) This Procedure

3.2 **Quality –** Responsible for reviewing and qualifying new suppliers and requalifying existing suppliers as required.

Sales – Responsible for providing new suppliers the *Supplier Quality Audit* form, this procedure, and to adhere to only purchasing products from approved suppliers.

All Employees – Responsible for identifying and reporting nonconformities or potential nonconformities (risks) in accordance with this procedure.

4.0 Instructions

4.1 SUPPLIER QUALIFICATION

4.1.1 Suppliers are qualified using the Supplier Quality Audit form, which is provided by Sales.

4.1.2 The Quality Manager will review the audit form for completeness along with any requested documentation. The Quality Manager will complete the DMS risk assessment form and approve/disapprove based on the risk.

4.1.3 If the new supplier is deemed qualified, their qualification status will be noted in ERP or company code 0160.

4.1.4 DMS's ERP system will not allow the creation of purchase or repair orders for any supplier that has expired.

4.1.5 New and approved suppliers shall allow DMS personnel access to perform an on- site survey for qualification/re-qualification with the understanding that the supplier reserves the right to deny access to sensitive and proprietary information.

4.1.6 The qualification of a supplier does not waive the need to ensure acceptable product.

4.1.7 All product received by DMS shall be reviewed, which may include, but is not limited to, any of the following:

- visual inspection for handling damage
- 100% dimensional checks
- Validating certification and PO requirements.
- Bench Check

4.1.8 A failure to the above requirements or lapse in work for an extended period or performance concerns may be cause for removal of supplier qualification.

4.2 SUPPLIER REQUIREMENTS FOR THE QUALIFICATION OF PERSONNEL

4.2.1 The Supplier/Seller is responsible for managing their qualification of personnel and maintaining their own records of training and certification for their employees.

4.2.2 The Supplier/Seller's personnel must be appropriately trained, qualified, and/or certified to the applicable work called for on the purchase order, flowed down requirements, and specifications.

4.2.3 Upon request, personnel certification documents shall be supplied to DMS

4.2.4 The supplier is responsible for ensuring that qualified personnel are also aware of their contribution to product or service conformity, their contribution to safety, as well as the importance of ethical behavior.

4.3 SUPPLIER ASSISTANCE

4.3.1 If requirements are not completely clear, or where special assistance is needed, DMS will provide additional information and may, if required, provide personnel to consult with the supplier

4.4 SUPPLIER QUALITY MANAGEMENT SYSTEM (QMS) REQUIREMENTS

4.4.1 The Supplier/Seller shall, in performance of a purchase order, maintain a QMS that ensures a quality product that meets requirements as contained in, but is not limited to, the purchase order, flowed down requirements, drawing, sketches, electronic files, specifications, and statements of work is delivered to DMS

4.4.2 The Supplier/Seller is responsible for ensuring that their organization's QMS is maintained, as well as their entire supply chain, and conforms to all DMS requirements.

4.4.3 The Supplier confirms that it has in place processes to prevent the supply and/ or use of suspected unapproved, unapproved, and counterfeit parts in the Components.

4.5 REQUIRED SPECIFICATIONS

4.5.1 The supplier is responsible for obtaining all specifications needed to complete the purchase order.

4.5.2 Upon request, DMS will furnish any specifications needed and may assist in obtaining any other specifications required.

4.5.3 All materials, parts, assemblies, subassemblies, systems, subsystems, or services supplied to a specification must meet the latest published revision of the issuing agency unless otherwise specified in the purchase order.

4.5.4 DMS shall provide the latest revision of documented information such as drawings, engineering sketches, and specifications.

4.6 SUPPLIER REQUIREMENTS FOR TEST SPECIMENS / TEST CERTIFICATIONS

4.6.1 The supplier shall forward copies of certification for all required testing and when required return all test specimens and X-rays to DMS QA.

4.6.2 All certifications shall be reviewed by DMS QA against the purchase order, flowed down requirements, drawings, sketches, electronic files, and specifications.

4.6.3 MATERIALS: SUPPLIER/SELLER SHALL PROVIDE A COPY OF REQUIRED CERTIFICATION / TEST REPORTS, AND MSDS FOR THE MATERIAL BEING SUPPLIED. FOR SHELF LIFE AND AGE CONTROLLED MATERIALS, THE SUPPLIER/SELLER SHALL ENSURE THAT AT LEAST 75% OF MATERIAL LIFE IS REMAINING AT TIME OF DELIVERY, THIS REQUIREMENT MAY BE WAIVED BY DMS MANAGEMENT.

4.7 SUPPLIER REQUIREMENTS FOR NONCONFORMING PRODUCT

4.7.1 Any nonconforming materials, parts, assemblies, subassemblies, systems, subsystems or services shall be documented and reported to DMS within 24

hours.

4.7.2 No deviation will be considered approved or be allowed to ship to DMS without written confirmation from DMS QA.

4.7.3 All nonconforming materials, parts, assemblies, systems, subsystems, or services shipped to DMS shall be clearly identified as such.

4.7.4 DMS QA must be informed immediately, not to exceed 24 hours or the next business day, of suspect nonconforming product shipped regardless of destination.

4.7.5 Prohibited Practices

- **Material Substitution:** Material substitution by Supplier/Seller is forbidden for all materials, parts, assemblies, subassemblies, systems, subsystems, or services supplied to DMS.
- **Scrap:** The Supplier/Seller shall return any furnished materials, parts, assemblies, subassemblies, systems, subsystems or services that Supplier/Seller has dispositioned as scrap to DMS. DMS shall determine whether the proper disposition will be scrap.
- **Repair:** The Supplier/Seller shall not repair a product without prior written approval of DMS QA.
- **Rework:** The Supplier/Seller shall not perform work outside of the specific specification limits.
- **Use of Special Processes:** The use of the following special processes is forbidden unless authorized by the DMS purchase order, flowed down prime source requirements, drawings, sketches, electronic files, or specifications: heat treat, welding, brazing, soldering, and all non- conventional machining.
- **Re-Submittal of Rejected Items:** The Supplier/Seller shall clearly identify items that were previously rejected by DMS QA and are being resubmitted to DMS.
- Use of Sub-Tier Suppliers: The Supplier/Seller shall not farm out work to a sub-tier supplier unless authorized by DMS
- Notification of Location Change: The Supplier/Seller shall notify DMS prior to any change in location of its facility to allow DMS QA time, if required, to perform an on-site audit for supplier qualification.

4.8 SUPPLIER REQUIREMENTS FOR RECORD RETENTION

4.8.1 The supplier is responsible for the retention of quality records to the latest requirements for a minimum of 7 years of DMS or per contract requirements.

4.8.2 All quality records are to be written in English, legible, reproducible, and identifiable to the purchase order.

4.8.3 All nondigital quality records (printed medium) shall be documented in ink or other permanent marking. Correction to quality records must be recorded, dated, and signed in ink or other permanent marking method with the original data being legible and retrievable after the change.

4.9 PERIODIC REVIEW

4.9.1 The Supplier/Seller shall provide right of entry/access to DMS QA personnel, its customer, and/or Government Regulatory Agency appropriate for the specific purchase order and/or customer to any of the Supplier/Seller's facilities where any work is or was performed.

4.9.2 Access shall allow for inspection and surveillance to verify conformity to requirements, determine and verify quality of work, records, materials, validation of procedures to the specific requirements of the purchase order.

4.9.3 Inspection and surveillance verification shall not absolve the supplier of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by DMS and/or its customers.

5.0 Opportunities and Risks

1.1 DO NOT EDIT THIS SECTION

1.2 The planning procedure P-600-001 for Planning for the Quality management system addresses opportunities and risks (risk-based thinking).

1.3 Delta Material Services makes use of our organizational knowledge, lessons learned and experience with the activities associated with **Operational planning and control** to determine the opportunities and risk that need to be addressed and that can:

- Give assurance that the procedure can achieve its intended result(s),
- Enhance desirable effects, and prevent or reduce undesired effects,
- Achieve improvement.

6.0 Revisions

Rev	Date	Section	Paragraph	Summary of change	Authorized by
A	11/11/24	All	All	Initial issue	P. Knouse
B	11/13/24	4.0	4.4.3	Added requirement for SUP's	P. Knouse