Supplier Quality Requirements (SQR)

Linda Tool's Suppliers must maintain active status on the Linda Tool approved suppliers list. Suppliers that service aerospace customers shall have a QMS that is compliant with the current AS9100 requirements and certified by a third party registrar. Suppliers will be approved by a Supplier Audit and/or other means including; past performance history for both Quality and On Time Delivery (OTD). Linda Tool's partnerships with their supply base has proven successful in the past as performance metrics are measured, maintained and critical for continued approval status. Linda Tool requires all suppliers to apply appropriate controls to their direct and sub-tier external providers to ensure requirements are met. Linda Tool also requires their Suppliers notify Linda Tool in any case where the use of a sub-tier external provider may be utilized.

Linda Tool depends on their Supplier's contribution to product/service conformity, product safety and ethical behavior.

Export Controlled Data
Suppliers who are handling technical data identified as "Export or ITAR Controlled" must control the data in accordance with International Traffic in Arms Regulations (ITAR) title 22, sub-chapter "M".

Control of Documented Information
Suppliers shall maintain records for a minimum period of 10 years, from the date of the last shipment under each applicable purchase order for all product/part numbers unless otherwise specified by purchase order. In the case of insolvency, the Supplier must notify Linda Tool as soon as possible. Linda Tool has the right to retrieve any and all manufacturing, and quality documents as directed by Linda Tool, at no cost to Linda Tool.

Suppliers shall maintain the following type of records, but not limited to:

- First Article Inspection Report (FAI)
- Material Certification(s)
- Process certification(s)
- Calibration record(s)
- Fabrication/ Work order traveler(s)
- Inspection, Test and Training Records
- Nonconformance Reports
- Nondestructive Certifications
- Corrective Action
- Audit Results

All entries on any Quality Records shall be entered using ink only. No liquid correction fluid (white-out) is permitted. If a correction is needed, a neat single line shall be drawn through the incorrect entry. The correct information shall be entered next to the incorrect information. The person authorizing the change shall enter his/her initials and enter the date.

Raw Material distributors shall deliver raw material according to Linda Tool's purchase order/contract with the specified size, condition and material specification. The material has to be traceable to the original material producer. All requests for material substitution and/or deviation must be made to Linda Tool in writing prior to accepting the Request for Quote and/or Purchase Order, and prior to delivering the material. Deviations shall be clearly stated and substantiated by the distributor at the quoting process. Linda Tool will review deviation requests against customer engineering requirements and will request authorization from Linda Tool's customer as required prior to authorizing the deviation.

Restriction on Acquisition of Specialty Metals - DFAR clauses 252.225-7008, 252.225-7009, 252.225-7012 - Military Programs Only. Supplier shall be aware that these clauses restrict the country of origin for certain specialty metals used in products to be delivered to the US Department of Defense (DOD). The DFARS clauses 252.225-7008/-7009/-7012 Restriction on Acquisition of Specialty Metals require that any specialty metals incorporated into articles to be delivered to the DoD shall be melted in the United States, its

possessions, Puerto Rico or in certain qualifying countries. Supplier is required to obtain a copy of the DFARS clauses 252.225-7008/-7009/-7012 and comply.

Verification of Purchased Product,
All purchased product and processing undergo verification upon receipt at Linda Tool and must pass inspection prior to acceptance. Sampling inspection shall not be used as a means of product acceptance unless approved in advance by Linda Tool or as stated in the specification for processing. The plan shall preclude the acceptance of known defectives in the lot. All vendors are required to notify Linda Tool of any nonconforming product or processing and obtain approval for their disposition.

Counterfeit Parts/Materiel Prevention
Suppliers shall establish and maintain a Counterfeit Parts / Materiel Prevention and Control Plan using AS5553 and AS6174 to ensure that counterfeit work is not delivered to Linda Tool. The purpose of the Plan shall be to develop a robust process to prevent the delivery of counterfeit items to Linda Tool. Linda Tool defines a counterfeit part as "an unauthorized copy, imitation or modified part (e.g. material, part, component), which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer".

Customer Approved Suppliers
When Linda Tool's customer requires the use of customer approved suppliers, the Supplier is responsible for using **only** those suppliers listed on the Linda Tool PO as approved by the design authority. All Supplier's purchased material or services must be obtained from Linda Tool customer (Prime) approved Supplier / Qualified Parts List (where applicable).

Identification and Traceability
Part identification shall be listed on Linda Tool's PO requirements, drawing requirements or customer specification. If Linda Tool's customer requires a specific part identification format, the Linda Tool PO will specify the format. Unless otherwise specified, Linda Tool is responsible for assigning and controlling serial numbers when required by drawing or parts list.

Critical Parts Document Identification
The terms "Fracture Critical", "Maintenance Critical", "Fracture Critical Traceable", "Fatigue Critical", "Safety/Mission Critical", Designated Parts, Critical Parts, or other similar terms as specified by specific customer classification shall be prominently posted on all documents pertaining to these parts. That is, Purchase Orders, Manufacturing Plans, Work Orders, Inspection Reports, Certifications, Shipping Documents, NDT written procedures and Discrepancy Reports. These requirements shall be defined on the purchase order / contract, or by other communication from Linda Tool, irrespective of what form that notification takes.

Linda Tool Owned Tooling, Customer-Government Owned Tooling and Measuring Equipment
It is not Linda Tool policy to provide measuring tools or tooling to suppliers. In the event that Linda Tool has agreed to provide Linda Tool and/or Customer-Government owned tooling and/or measuring tools in support of a Linda Tool purchase order, the supplier shall maintain an accountability of tooling in their possession to monitor activity and location. Tooling is subject to Linda Tool audits. Supplier will return Linda Tool tooling upon completion of the contract. Supplier will contact Purchasing agent for directions.

Workmanship, Surface finish, Deburring and FOD
Items supplied to Linda Tool shall be free of nicks, dents, gouges, scratches, tool marks, mismatches, raised material, stains and contamination. Items must be produced in a fashion so there is no metal to metal contact during the production cycle. Parts must be packaged individually or in a fashion that prevents metal to metal contact and damage during shipping. Only manual deburring is permitted. Tumbling of parts is prohibited unless otherwise noted on the drawing or permission is granted in writing through Linda Tool QA. Supplier shall have an active FOD prevention program in place. Material review authority is not granted to the supplier unless granted specific written approval from Linda Tool's authorized QA representative. The supplier shall not ship non-conforming product that is not segregated and identified and without first notifying Linda Tool.

Right of Entry
Linda Tool and or its customer's representatives shall have the right to perform on site surveillance of the seller or its subcontractors during the performance of a purchase order for the purpose of determining progress, performing surveillance audits, making inspections or witness.

Control of Nonconforming Product
The supplier shall provide prompt notification to Linda Tool if nonconforming product is identified. The Supplier shall obtain approval from Linda Tool for the disposition of such nonconforming product. The notification shall include part numbers, purchase order numbers, quantities, a description of the nonconformance, traceability (serial or lot numbers), and ship dates (if applicable). If the nonconformance pertains to product that was shipped to Linda Tool, the supplier shall take immediate action to determine if the condition exists on any other in-process work, in storage at the supplier's location, or in prior shipments. Containment shall take place prior to the next shipment of the affected part number.

When a nonconformance is reported by Linda Tool, the supplier shall not wait until the product is returned to begin the investigation process. Linda Tool will provide a written notification of the nonconformance and the details on a nonconformance report. The affected product may be returned to the supplier at the suppliers cost and liability. If the nonconforming product is returned to the supplier for rework and the supplier reworks, accepts and returns the parts to Linda Tool, the Inspection department of Linda Tool will be the acceptance authority.

Notification of Changes
The Supplier shall notify Linda Tool of changes to processes, products, or services, including changes of any external providers or location of manufacture. The Supplier must obtain Linda Tool's approval for such changes.