Shoemaker Mfg. Solutions

AS9100D Supplier Flow Down Requirements

The Supplier requirements below apply to all Suppliers and sub-tier Suppliers to Shoemaker Mfg. Solutions providing raw materials, manufactured components and products as well as performing material processing such as, but not limited to: heat treating; chemical processing; surface enhancements; non-destructive and destructive testing; coatings; welding; and nonconventional machining processes. Acceptance of a Purchase Order from Shoemaker Mfg. Solutions binds the Supplier to the Terms and Conditions listed in the Purchase Order and the requirements listed in this document. The Supplier is not authorized to outsource any portion of the Purchase Order requirements unless specifically authorized by Shoemaker Mfg. Solutions and must flow down these requirements to any sub-tier Suppliers. Note that these requirements correspond with the requirements of Shoemaker Mfg. Solutions' customers and with the requirements of AS9100D, Clause 8.4.3.

a. the processes, products, and services to be provided including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions)

Refer to Shoemaker Mfg. Solutions' Purchase Order and / or the Acknowledgement provided by Supplier.

For Purchase Orders specified as DFAR or DFARS (Defense Regulations Acquisition Regulations System), the following clauses are incorporated in their entirety:

- DFARS 252.225-7008 and
- DFARS 252.225-7009 and
- DFARS 252.225-7010 and
- DFARS 252.225-7012

The latest version of these can be found at:
http://www.acq.osd.mil/dpap/dars/dfars/html/current/252225.htm

b. the approval of: products and services; methods, processes, and equipment; the release of products and services;

Each shipment must be accompanied by one legible copy of a statement of conformance unless otherwise noted in the Purchase Order. A certificate of conformance (C of C), supplied with the shipment must provide at a minimum: Supplier name, part number, purchase order number, quantity of parts, engineering revision, serial numbers (if applicable), and title and signature of authorized Supplier representative.

- Material certifications shall show quantitative analysis of each element and physical testing as required by specifications referenced. Certifications must reference all related specifications required by a drawing and list full chemical/physical properties and source.
- Certification of heat treatment must show the type of treatment and specifications, hardness range, percentage of parts tested, tensile test results (as applicable by part), type of test performed, specifications and any other information required by the drawing/specifications. A laboratory performing a test shall be identified and any certifications signed by tester. Name of heat treat Supplier must be shown.
- Passivation Certificate of Conformance must reference the process specification used. Magnetic Particle Inspection/Penetrant Inspection Certificates shall reference specifications used, number of pieces tested, with results and signed by a certified tester and must indicate level to which it is certified.

Traceability for Raw Material is required and shall be retained and provided to Shoemaker Mfg. Solutions with product.

c. competence, including any required qualification of persons;

Supplier will ensure that employees and people working on its behalf are competent and trained in accordance with the requirements of AS9100D.

d. the Supplier's interactions with the Shoemaker Mfg. Solutions;

In addition to the other requirements recorded within this document, Suppliers shall hold all information received from Shoemaker Mfg. Solutions confidence and no third party request for information will be authorized unless approved, in writing, by Shoemaker Mfg. Solutions.

e. control and monitoring of Supplier's performance to be applied by Shoemaker Mfg. Solutions;

Shoemaker Mfg. Solutions will score Suppliers based on Quality, Delivery, and Service. Suppliers will be rated on a scale of 1 to 3, with 3 being the best. Suppliers that fail to perform in these areas may receive Corrective Actions and may be considered for probation or removal from Shoemaker Mfg. Solutions' Approved Supplier List.

f. verification or validation activities that Shoemaker Mfg. Solutions, or its customer, intends to perform at Supplier's premises;

Shoemaker Mfg. Solutions and its customers reserve the right to perform verification and/or validation activities at the Supplier's premises.

g. design and development control;

Design and development control does not apply to Shoemaker Mfg. Solutions' Suppliers.

h. special requirements, critical items, or key characteristics;

- As per the requirements of AS9100D Supplier is responsible for the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement.

- Nadcap stands for National Aerospace and Defense Contractors Accreditation Program. Nadcap's membership consists of "Prime Contractors" who coordinate with aerospace accredited suppliers to develop industry-wide audit criteria for special processes and products. The Nadcap Program is administered by the Performance Review Institute (PRI). Information on Nadcap requirements is found at https://www.eauditnet.com/eauditnet/ean/user/login.htm

  Suppliers supplying product with special processes listed with processing specifications listed on the blueprint and covered under Nadcap requirements are required to be Nadcap certified or use a Nadcap approved supplier.

  If indicated in the Purchase Order that a NADCAP approved Supplier is required, the Supplier must not perform any work or process any part if they are not NADCAP approved. Should a Supplier have a change to their NADCAP certification or accreditation, the Supplier MUST notify Shoemaker Mfg. Solutions per the terms of the NADCAP requirements.

i. test, inspection, and verification (including production process verification);

First Article inspection for the first production run of a new part must be performed, as specified by (AS) (EN) (SJAC) 9102, for AS9100 / NADCAP jobs or when contractually required.

The form used for 1st article inspection is taken from AS9102 unless a Customer specified form is provided.

For calibration Purchase Orders, all gauges and instruments must be calibrated using standards whose accuracies are traceable to the National Institute of Standards and Technology, the General Conference of Weights and Measures, or fundamental or natural physical constants. All provided calibration certifications must specifically state this traceability.

Supplier will maintain a quality/inspection system that will ensure all goods and services conform to contract requirements whether manufactured or processed by Supplier or procured from Sub-Tier Suppliers and that fully complies with the requirements of AS9100D.

j. the use of statistical techniques for product acceptance and related instructions for acceptance by Shoemaker Mfg. Solutions;

The Supplier will use a C=0 sampling plan with an AQL of 1 or 100% inspection, unless otherwise specified or agreed upon in writing by Shoemaker Mfg. Solutions.

k. the need to:

- **implement a quality management system**

  When specifically requested by Shoemaker Mfg. Solutions in writing, Supplier will maintain a quality system in compliance to recognized Quality Management Systems and/or approved by Shoemaker Mfg. Solutions.

- **use customer-designated or approved external providers, including process sources (e.g., special processes);**

  When required by Shoemaker Mfg. Solutions or by Shoemaker Mfg. Solutions' customers, Suppliers will use customer-specified sources.

- **notify Shoemaker Mfg. Solutions of nonconforming processes, products, or services and obtain approval for their disposition;**

  Shoemaker Mfg. Solutions will not accept Supplier product that does not meet engineering drawing and/or Purchase Order requirements. Supplier product discovered after shipment by the Supplier to be nonconforming to any engineering drawing and/or Purchase Order requirement shall be immediately disclosed to Shoemaker Mfg. Solutions upon discovery, including but not limited to quantity shipped, date shipped, and the extent of the nonconformance. Suppliers that receive notification of Nonconforming product shall take appropriate action to contain the nonconforming condition and prevent it from occurring again. The Supplier will be notified if formal Corrective Action is required to be submitted to Shoemaker Mfg. Solutions. The response shall be submitted within 1 week of issue or a time frame agreed upon between Shoemaker Mfg. Solutions and the Supplier. Errors with paperwork shall be resolved within 24 hours.

- **prevent the use of counterfeit parts (see 8.1.4);**

  To prevent the purchase of counterfeit or suspect / unapproved products and to ensure product identification and traceability (and for other reasons), Supplier will institute controls that include the requirement of Material Certificates, Certificates of Conformity, and/or other supporting documentation as is appropriate.

  Material and part substitutions are not allowed.

- **notify Shoemaker Mfg. Solutions of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain Shoemaker Mfg. Solutions' approval;**

  Supplier will notify Shoemaker Mfg. Solutions of any change in ownership, management, or location and are subject to re-survey and approval.

  Supplier will notify Shoemaker Mfg. Solutions of any product or process changes or changes in approval status that affect Shoemaker Mfg. Solutions product and are subject to re-survey and approval.

- **flow down to external providers applicable requirements including customer requirements;**

  Suppliers shall flow-down to Sub-Tier Suppliers the applicable requirements as required by the purchase order either specifically or by reference.

- **provide test specimens for design approval, inspection/verification, investigation, or auditing;**

  When requested by Shoemaker Mfg. Solutions or its customers, Supplier will provide test specimens for inspection/verification, investigation and/or auditing purposes.

- **retain documented information, including retention periods and disposition requirements;**

  Unless otherwise specified on the Purchase Order, the latest specification revision in effect at the time the lot of raw material/parts was originally manufactured or processed shall apply. In the event a document has been superseded, the latest revision of the superseding document shall apply. All certifications, test reports, and inspection reports, as well as receiving inspection, in-process inspection, final inspection, and calibration records shall be retained for a minimum of ten years, unless otherwise specified by Shoemaker Mfg. Solutions. These records will be made available to Shoemaker Mfg. Solutions, Shoemaker Mfg. Solutions customers, or regulatory agency upon request.

- **prevent Foreign Object Debris**

  Supplier is required to establish and maintain a Foreign Object Debris (FOD) prevention program that employs appropriate housekeeping practices to assure timely detection and removal of residue/debris generated, during operations and normal daily tasks.

l. **the right of access by Shoemaker Mfg. Solutions, Shoemaker Mfg. Solutions' customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain;**

Shoemaker Mfg. Solutions and Shoemaker Mfg. Solutions' customers reserve the right to perform an on-site inspection of the Supplier's facility or visit the facility. Shoemaker Mfg. Solutions will give reasonable notification to the Supplier prior to the on-site inspection. The on-site inspection may include surveillance of the Supplier's facilities, procedures, production methods, processes, and the Supplier's Quality System. The Supplier shall furnish, at no cost, the necessary data as required by applicable drawings, Purchase Order, specifications, and inspection instructions to facilitate the on-site inspection.

m. **ensuring that persons are aware of: their contribution to product or service conformity; their contribution to product safety; the importance of ethical behavior.**

Supplier must be committed to the highest standards of ethics and business conduct. Supplier must comply with the law, honor commitments, act in good faith, and be accountable. Supplier must strive to maintain full compliance with all laws and regulations applicable to the operation of the business and customer relationships. Supplier must not offer, promise, authorize, or provide, directly or indirectly, anything of value (including business gifts or courtesies) with the intent or effect of inducing anyone to engage in unfair business practices. Supplier will avoid involvement in activities that may be perceived as a conflict-of-interest. Supplier will respect the legitimate proprietary rights and intellectual property rights of customers and Suppliers and take proper care to protect sensitive information, including confidential, proprietary and personal information.

Supplier will support product safety by ensuring robust management of special requirements, critical items and key characteristics. If there are concerns with respect to product safety, Supplier will communicate them to Shoemaker Mfg. Solutions. If there is a concern at the Supplier's premises with respect to safety during the manufacture of the product, Supplier will notify its own employees of the concern and whenever possible, mitigate the concern.

n. Conflict Minerals (Dodd-Frank Act §1502) Compliance

Suppliers shall ensure compliance with the Conflict Minerals requirements under Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act. Suppliers must disclose the presence and origin of any 3TG minerals (Tin, Tungsten, Tantalum, and Gold), as well as Cobalt or Mica when required by Shoemaker Mfg. Solutions or its customers. Suppliers shall provide a current Conflict Minerals Reporting Template (CMRT) upon request and shall ensure that all materials supplied to Shoemaker Mfg. Solutions are sourced from conflict-free smelters and refiners. Suppliers must flow down these requirements to all applicable sub-tier suppliers.

Supplier will ensure that employees and people working on its behalf are aware of:

- Their contribution to product or service conformity
- Their contribution to product safety
- The importance of ethical behavior