SUPPLIER QUALITY ASSURANCE MANUAL Table of Contents Section 1:

SECTION 1: INTRODUCTION

This manual outlines the expectations and requirements with which suppliers and their sub-tiers must comply when providing material and services covered by the purchase order. Suppliers are fully responsible for the quality and delivery of their products/services and their sub-tier suppliers. Depending on the specific order, not all sections or sub-sections apply. All prior documented supplier quality requirements remain valid. However, this manual may be used in lieu of requirements previously specified. All communications relative to the requirements of the purchase order, the drawings, the specifications, or this manual shall be directed to the appropriate Takata Protection Systems Inc (SCHROTH SAFETY PRODUCTS authorized Procurement representative). As used in this manual, the term "Supplier" shall have the same meaning as the term "Seller" or "Vendor." Similarly, the term "Purchase Order" shall have the same meaning as "Contract." All purchase orders that include a reference to this manual constitute acceptance and commitment on behalf of the recipient to comply with this manual's content at the purchase order stated revision. This manual and SCHROTH SAFETY PRODUCTS specifications and documents are for the sole use of fulfillment of the order. Unauthorized use may result in legal action.

1.1 Revision Control

A. The purchase order indicates the revision level to use. Other revisions - older or newer – shall not be used. Copies may be obtained by contacting your SCHROTH SAFETY PRODUCTS Procurement representative.

B. Unless otherwise authorized, the specified revision to applicable drawings, and instructions, as well as authorized changes thereto, flowed down within the purchase order, shall be used for fabrication, inspection and testing of SCHROTH SAFETY PRODUCTS product/services.

C. Products or services supplied under the purchase order shall be produced, inspected and tested in accordance with the current or subsequent revision/supersedure status of the specifications and standards referenced at the time of purchase order acceptance, unless otherwise expressly noted on the purchase order.

1.2 Application

The expectations and requirements described in this Manual apply to all suppliers of production components, materials, and/or services. Suppliers must meet all applicable requirements specified herein.

1.3 Implementation

Suppliers are responsible for the development, documentation, implementation, and maintenance of a quality system that is in compliance with AS9100 and/ or ISO 9001 current revisions

Quality Systems requirements.

1.4 Acronyms

AIAG	Automotive Industry Action Group
M&TE	Measurement and Test Equipment
APQP	Advanced Product and Quality Planning
MSDS	Material Safety Data Sheet
AQL	Acceptable Quality Levels
NADCAP	National Defense Contractors Association Program
AISI	American Iron and Steel Institute
PO	Purchase Order
ASTM	American Society for Testing Materials
PPAP	Production Part Approval Process
CAR	Corrective Action Request
QAP	Quality Assurance Provisions
C of C	Certificate of Conformity
RFD	Request for Deviation
DPMO	Defects Per Million Opportunities
RFW	Request for Waiver
FAIR	First Article Inspection Report
SPC	Statistical Process Control

SECTION 2: EXPECTATIONS

2.1 Basic Quality/Delivery

A. SCHROTH SAFETY PRODUCTS Quality and Delivery targets are 0 Defect Occurrence and 100% On-Time-Delivery. Any defect may result in rejection and return of defective lots to the Supplier.

B. SCHROTH SAFETY PRODUCTS requires all suppliers to provide the exact delivery date, product and/or services, quantity and pricing as stipulated in the purchase order/contract.

C. It is also SCHROTH SAFETY PRODUCTS expectation that the supplier develop processes and procedures to prevent the occurrence of defects and strive to continually improve upon those processes.

1. Processes similar to the AIAG/Advanced Product and Quality Planning (APQP) are highly recommended for use during the Planning and development of the Production processes.

2. SCHROTH SAFETY PRODUCTS also recommends the use of the 6 Sigma tool set, Lean practices, and 5S housekeeping activities.

2.2 Cooperative Management Attitude

SCHROTH SAFETY PRODUCTS expects suppliers' top management to share its commitment of meeting customers' quality and delivery expectations through continuous improvements. It is also expected that they will fully support the relationship between our companies and demonstrate flexibility in assisting SCHROTH SAFETY PRODUCTS in meeting all of our customer's requirements. A serious concern is when a supplier product/service shuts down a SCHROTH SAFETY PRODUCTS' production line, so suppliers should have a business continuity plan in place for SCHROTH SAFETY PRODUCTS components and/or products. Any condition causing a line shutdown warrants the supplier's immediate action to facilitate SCHROTH SAFETY PRODUCTS production activities and may result in associated costs charged back to the supplier.

2.3 Statistical Process Control (SPC)

SCHROTH SAFETY PRODUCTS encourages suppliers to continually improve the quality of products and services delivered to us. The supplier shall maintain documented evidence of an ongoing policy and practice of achieving continual improvement. This documentation must be available for review upon request by SCHROTH SAFETY PRODUCTS. A key aspect of continual improvement is the proper use of statistical methodologies. Statistical data shall be provided when required for purchases as identified by the purchase order, drawing, etc. SCHROTH SAFETY PRODUCTS recommends the use of the Statistical Process Control reference manual published by AIAG.

2.4 E-Business Capabilities

Suppliers shall have e-mail, internet access, an internet browser, and document scanning capabilities, at a minimum, for e-business capability

SECTION 3.0: SUPPLIER QUALIFICATION & PERFORMANCE

SCHROTH SAFETY PRODUCTS supply base will consist of organizations that are supportive of the Company's business needs. SCHROTH SAFETY PRODUCTS uses controlled methods through which suppliers are evaluated, selected, developed and monitored. Criteria for placement and for remaining on the SCHROTH SAFETY PRODUCTS Approved Supplier List are based on the suppliers' abilities to consistently deliver defect-free products and/or services, meet the Company's delivery requirements, be cost-competitive, and be responsive to SCHROTH SAFETY PRODUCTS needs.

3.1 Supplier Monitoring & Rating

A suppliers' performance will be continuously monitored. Supplier performance will be measured on their ability to meet SCHROTH SAFETY PRODUCTS minimum requirements defined for product quality, delivery performance, and responsiveness. Suppliers will be notified periodically of their performance. A supplier must remain in good standing on SCHROTH SAFETY PRODUCTS Approved Supplier List for each site. Failure to do so will place the supplier in a risk category. Once a supplier is placed in a risk supplier category, the supplier will be notified by their Purchasing or Quality representative and may then be required to submit a corrective action plan for performance improvement.

3.2 Supplier Quality Program/System Requirements

SCHROTH SAFETY PRODUCTS requires each supplier to develop a quality management system with a goal of compliance with AS9100 or ISO 9001 to assure that the requirements of SCHROTH SAFETY PRODUCTS supplied product or service are satisfied. SCHROTH SAFETY PRODUCTS supplier quality assurance requirements specified within this manual shall be considered minimum requirements for supplier approval. Objective evidence shall be on file verifying that such a system exists and is being maintained. Procedures and records shall be available for examination by an authorized SCHROTH SAFETY PRODUCTS Quality representative.

3.2.1 Notification Responsibilities

If there is a change in the supplier's facilities, utilized equipment or upper level management, or sub-tier suppliers, SCHROTH SAFETY PRODUCTS shall be notified of such change in writing. In addition, if a supplier loses an accrediting agency certification or is put on suspension by a registrar, the supplier shall notify the SCHROTH SAFETY PRODUCTS Purchasing and Quality representative of the occurrence in writing within 10 working days. When a supplier's certificate expires, a copy of the new certificate shall be forwarded to SCHROTH SAFETY PRODUCTS Quality representative.

3.2.2 Sub-Tier Supplier Management

A. It is SCHROTH SAFETY PRODUCTS requirement that suppliers maintain responsibility for all sub-tier suppliers, flow down purchase order requirements, and provide requirements and guidance to their supply base consistent with purchase order provisions.

B. The supplier shall have a process in place to ensure that all sub-tier suppliers have and maintain the ability to provide defect-free material and services in accordance with SCHROTH SAFETY PRODUCTS delivery requirements.

C. The supplier shall ensure that all sub-tier suppliers provide timely response to quality concerns.

D. If a situation arises where SCHROTH SAFETY PRODUCTS must take an active role with a sub-tier supplier to address a specific concern, SCHROTH SAFETY PRODUCTS will do so only after supplier notification.

SECTION 4: GENERAL REQUIREMENTS

4.1 Purchase Order / Contract

The purchase order is a legal contract between SCHROTH SAFETY PRODUCTS and the supplier. Only SCHROTH SAFETY PRODUCTS written authorization may be used to deviate from the purchase order requirements. • Procurement representative must authorize all cost and schedule changes • Quality representative must authorize all technical and quality related changes.

4.2 Order of Precedence

In the event of a conflict between or among the provisions of the purchase order, the following order of precedence shall prevail:

A. Authorized changes to the purchase order and any continuation pages thereof

B. Purchase order as printed

C. Engineering authorized drawing changes

D. Engineering Drawings

E. Applicable Acceptance and Quality Specifications

F. Specifications cited on the drawings

G. Documents cited within the applicable specifications

H. SCHROTH SAFETY PRODUCTS Supplier Quality Assurance Manual (SQAM)

4.3 Traceability Verification

The supplier must maintain traceability throughout all steps of the manufacturing process including any outside processing. All suppliers to SCHROTH SAFETY PRODUCTS must have a lot identification system that distinguishes one lot from another when shipping finished or raw product. All component / product lots must be traceable to raw material lots. The supplier shall ensure that the supplied products are legibly marked per purchase order and blueprint requirements.

A copy of the supplier's Certificate of **Conformity** (C of C) must be submitted with each shipment of material, product, and/or service. The C of C, signed by an authorized individual, certifies that all product and/or services have met the requirements of the purchase order, including drawings and specifications at the prescribed revision level of the product and shall include:

- Company's name and address
- Date of certification
- SCHROTH SAFETY PRODUCTS purchase order number and line number
- SCHROTH SAFETY PRODUCTS part number and revision (as it appears on the contract)
- Part description
- Quantity
- Applicable material and test specifications and revision identification
- Reference to Test Reports for all raw material, traceable by lot number
- Identifications of exceptions (these would include a deviation or waiver, if applicable)
- Signature and title (if required)

SCHROTH SAFETY PRODUCTS will review and approve certification and test reports for all raw material directly shipped from SCHROTH SAFETY PRODUCTS to a supplier for further processing. Certification shall reference material as supplied by SCHROTH SAFETY PRODUCTS. It is the supplier's responsibility to review test reports and C of C's of supplier-purchased material or services. All sub-tier supplier C of C's for material finish and processes must be retained by the supplier and available for review. SCHROTH SAFETY PRODUCTS only assumes responsibility for conformance of material it has provided.

4.5 First Article Inspection / Production Part Approval Process

The supplier is required to prepare and maintain a First Article Inspection Report (FAIR) or Production Part Approval Process (PPAP) for each part number supplied to SCHROTH SAFETY PRODUCTS. These are used to determine whether all engineering designs and specifications are properly understood by the supplier and that the supplier's process has the capability to produce products meeting these requirements during an actual production run. Suppliers must ensure that all drawing clarifications are resolved during the request for quote phase and/or purchase order review.

4.5.1 Resubmission Guidelines

Process or product changes require FAIR or PPAP resubmission. Notification to SCHROTH SAFETY PRODUCTS prior to changes is essential as additional audits or supplier identification may be required prior to resubmission. Process or product changes are defined as changes in the process or

product that could affect its capability to meet design requirements or the durability and reliability of the product, including:

Use of a process or material other than that used in the previously approved part.

Production from new or modified tools (except perishable tools), dies, molds, patterns, etc., including additional or replacement tooling.

Production following any refurbishment or rearrangement of existing tooling or equipment.

Production from tooling and equipment transferred to a different plant location or from an additional plant location.

Change of a supplier for parts or services (e.g.: Heat treating, plating, welding) that affect customer fit, form, function, durability, or performance requirements.

Break in production or product produced after tooling has been inactive for volume production for 12 months or more.

Any change in material, including not only raw material but also chemical compounds or processes (i.e. paints, adhesives, sealers, lubricants, plating, heat treat processes, etc.) which become a part of the finished product; this includes changing to an engineering approved alternate material or any change in the sequence of operations.

Change in test/inspection method or new technique (no effect on acceptance criteria).

Upon request of SCHROTH SAFETY PRODUCTS Purchasing or Quality representative

4.6 General Inspection & Test Requirements

All inspection and testing shall be conducted:

• In accordance with the purchase order / print requirements

• With equipment that is appropriate for the required characteristics and tolerances

• Under conditions consistent with the nature of the part and manufacturing processes

• In accordance with documented inspection instructions

• With measuring test equipment that is calibrated and documented per the Quality Systems requirements.

4.6.1 Visual Inspections

Where possible, acceptance criteria for visual inspections may be defined and quantified by enlarged color photographs and/or actual part samples. SCHROTH SAFETY PRODUCTS reserves the right to reject any product that exhibits an unusual visual condition.

4.6.2 Dimensional Inspection/Material Testing

In the event that the supplier does not have the necessary equipment to conduct the required inspections and tests, an accredited third-party inspection source must be utilized at the supplier's expense. Whenever possible, the supplier should provide variable inspection data rather than attribute data.

4.6.3 Material Test Reports

The supplier shall maintain a certified test report for each lot of materials used in the production of the purchased product. The test report shall contain, at a minimum, the test requirements, actual test results, lot number, and the corresponding specification number and revision level.

4.6.4 Performance Test Reports

The supplier shall maintain a certified test report for those materials or products that have functional or safety performance test requirements specified on the purchase order, drawing, etc. Examples of functional or safety performance tests include push-out and torque-out tests for fasteners, pinch points, static and dynamic strength tests, flammability tests/certifications. The test report shall contain, at a minimum, the test requirements, actual test results, heat / lot number, and corresponding specification number and revision level.

4.7 Sampling Plan

A. It is recommended in all instances where lot sampling is utilized, that 100 % of drawing characteristics are inspected in accordance with the C=0 sampling plan below.

C=0 SAMPLING PLANS
INDEX VALUES
(ASSOCIATED AQLS)

	.010	.015	.025	.040	.065	.10	.15	.25	.40	.65	1.0	1.5	2.5	4.0	6.5	10.0
LOT SIZE	SAMPLE SIZE															
2 to 8	*	*	*	*	*	*	*	*	*	*	*	*	5	3	2	2
9 to 15	*	*	*	*	*	*	*	*	*	*	13	8	5	3	2	2
16 to 25	*	*	*	*	*	*	*	*	*	20	13	8	5	3	3	2
26 to 50	*	*	*	*	*	*	*	*	32	20	13	8	5	5	5	3
51 to 90	*	*	*	*	*	*	80	50	32	20	13	8	7	6	5	4
91 to 150	*	*	*	*	*	125	80	50	32	20	13	12	11	7	6	5
151 to 280	*	*	*	*	200	125	80	50	32	20	20	19	13	10	7	6
281 to 500	*	*	*	315	200	125	80	50	48	47	29	21	16	11	9	7
501 to 1200	*	800	500	315	200	125	80	75	73	47	34	27	19	15	11	8
1201 to 3200	1250	800	500	315	200	125	120	116	73	53	42	35	23	18	13	9
3201 to 10,000	1250	800	500	315	200	192	189	116	86	68	50	38	29	22	15	9
10,001 to 35,000	1250	800	500	315	300	294	189	135	108	77	60	46	35	29	15	9
35,001 to 150,000	1250	800	500	490	476	294	218	170	123	96	74	56	40	29	15	9
150,001 to 500,000	1250	800	750	715	476	345	270	200	156	119	90	64	40	29	15	9
500,001 and over	1250	1200	1112	715	556	435	303	244	189	143	102	64	40	29	15	9

*Indicates entire lot must be inspected

NOTE: No defects allowed

B. A single defect shall cause the rejection and 100% inspection of a lot when using sampling plans for final characteristic acceptance.

C. Sampling plans must meet all requirements imposed in applicable specifications, such as those addressing special processes. In such cases the use of standard sampling plans does not apply (e.g. weld visual inspection, nondestructive testing and examination, fastener applications).

D. In addition to the sampling plan, any drawing note categorized as a quality assurance provision which identifies a major or critical safety item characteristic must be inspected as indicated.

4.8 Right of Access

During the performance of this contact, SCHROTH SAFETY PRODUCTS reserves the right of access to all areas of the supplier's facility and applicable sub-tier suppliers for SCHROTH SAFETY PRODUCTS and/or customer and regulatory agency representatives to verify the products/services. The supplier's quality control, inspection system, and manufacturing processes are subject to review, verification and analysis.

4.8.1 Source Inspection

A. The items and supporting quality documentation covered by the purchase order may be subject to Customer or Government source inspection and/or witnessing of tests prior to shipment. SCHROTH SAFETY PRODUCTS reserves the right to invoke source inspection any time throughout the performance of this contact at no cost to SCHROTH SAFETY PRODUCTS. In order to accommodate source inspection representatives, supplier shall make facilities, equipment, M&TE, inspection records, and assistance readily available.

B. Customer Source Inspection – Suppliers are requested to provide a minimum of (5) five working days advance notification of requests for source inspection. Written requests for source inspection must be submitted to the SCHROTH SAFETY PRODUCTS Quality representative. Failure to notify SCHROTH SAFETY PRODUCTS of a source inspection cancellation in writing 48 hours prior to the schedule may result in a charge to supplier for costs incurred.

C. Government Source Inspection - Upon receipt of the purchase order, the supplier is required to promptly notify their Government representative so that appropriate planning for Government inspection can be accomplished. In the event the representative or office cannot be located, the SCHROTH SAFETY PRODUCTS Quality representative shall be notified immediately.

D. Three (3) days' written notice is required prior to submission for inspection for resident and seven (7) days' for itinerant Government representatives.

E. Source inspection documentation must accompany every shipment when invoked. Unauthorized shipment of product without Government source inspection may result in a withholding of invoice payment and shall be cause for rejection.

F. Source inspection shall not replace supplier inspection or relieve supplier of its responsibility for furnishing an acceptable end item.

4.9 Measuring and Test Equipment (M&TE)

Supplier shall maintain calibration for all M&TE such as gages, tools, jigs, fixtures and dies used to verify conformity to requirements of the purchase order. The calibration shall be in accordance with a recognized standard, such as ISO10012 or ANSI/NCSL Z540-1, and shall address the criteria described in the selected standard. Measuring and test equipment must also meet all requirements imposed in applicable specifications, such as those addressing special processes.

4.10 Inspection Records and Status

4.10.1 Records of Compliance

Records of compliance shall be formally documented, and maintained to ensure the suppliers' products/services comply with the identified purchase specifications, engineering and/or material specifications, and contract requirements.

A. Records shall provide traceability to specific product/process information including:

1. Part/drawing number revision level and quantity
2. Applicable specifications with revisions
3. Testing or Mfg Facility
4. Heat/lot number (if required)
5. Procedure with revision traceability (if applicable)
6. QAP or contract/purchase order
7. Government Contract number (if applicable)
8. All actual data compared to requirements to indicate acceptability of the product
9. The inspectors name, signature and level of certification (if applicable).
10. Date of inspection

B. Product Work Instructions and process control procedures/plans (including machining, assembling, inspection, and testing instructions) must be an integral part of the supplier's process and be maintained under revision control.

C. Computer data files (such as .DXF files) supplied by SCHROTH SAFETY PRODUCTS are for reference only and do not relieve the supplier from providing product that conforms to procurement requirements.

D. Inspection variable and/or attribute data must be documented on dimensional inspection report or equivalent and retained on file. All data must be made available to SCHROTH SAFETY PRODUCTS personnel upon request. At SCHROTH SAFETY PRODUCTS discretion, inspection reports will be requested to be submitted with the product shipment.

E. A Control Plan or equivalent may be on file. A revised control plan may be submitted for any changes in the supplier's process.

F. Except as the parties may otherwise agree, all supplier records must be written in the English language and specified in the unit of measure designated within the drawing or standard.

4.10.2 Status Identification

The supplier will maintain a positive system for identifying the inspection and testing status of supplied product. Identification may be accomplished by means of stamps, tags, routing cards, move tickets, tote box cards or other control devices. Such controls will be of a design distinctly different from SCHROTH SAFETY PRODUCTS inspection identification.

4.11 Nonconforming Product

The supplier is responsible for establishing controls to ensure that products / services not conforming to the purchase order are identified, segregated, dispositioned, and controlled to prevent inadvertent use. All costs associated with SCHROTH SAFETY PRODUCTS receipt of non-conforming material (including freight, handling, material replacement, inspection costs, rework, etc.) may be charged back to the supplier. Supplier authorization to return nonconforming product is required within 24 hours of notification. Without this authorization, product may be returned at the discretion of SCHROTH SAFETY PRODUCTS. In the event that the supplier identifies a nonconformance with products or material, they shall notify the SCHROTH SAFETY PRODUCTS representative. The supplier must quarantine and contain the suspect lot(s) and withhold shipment of these lots until authorization from the SCHROTH SAFETY PRODUCTS quality representative. The supplier is responsible to address containment of the nonconforming product at their facility, in transit, and at SCHROTH SAFETY PRODUCTS. If suspect product has been shipped, the supplier must notify SCHROTH SAFETY PRODUCTS Quality and Purchasing representative within 24 hours and provide complete traceability information for all known or suspect nonconforming product shipped, including but not limited to identification of batch/lot number, purchase order, part identification, and dates of shipment. It may be requested that the supplier send a representative to SCHROTH SAFETY PRODUCTS within 24 hours of notification to assist in verification and containment of the nonconforming product and to coordinate any required screening or rework activities.

4.11.1 Corrective Action

Supplier is responsible for implementing quality systems capable of resolving problems adversely affecting quality and correcting those conditions. Suppliers shall take prompt corrective action to correct assignable conditions, which have resulted or could result in the submission of nonconforming products/services to SCHROTH SAFETY PRODUCTS. Corrective actions shall be documented and include as a minimum:

• identification of root cause (primary reason which caused product nonconformance or quality system deficiency) occurrence and escape.

• analysis of similar items that may be affected

• list of required improvements and actions to be implemented to prevent problem reoccurrence and escape.

• these records shall be maintained and available for review by SCHROTH SAFETY PRODUCTS if requested.

Nonconforming material or quality system deficiencies detected by SCHROTH SAFETY PRODUCTS may require a supplier response to a Corrective Action Request (CAR). When a CAR is issued,

response to SCHROTH SAFETY PRODUCTS is due on or before the due date identified on the CAR. A supplier's corrective action format will be acceptable as long as all of the information requested by SCHROTH SAFETY PRODUCTS is contained therein.

The CAR will stay open until a SCHROTH SAFETY PRODUCTS Quality representative has verified evidence that the actions were effective. Failure to respond to a request for corrective action in a timely manner may place the supplier in the risk category.

4.12 Identification Marking

The supplier shall assure that supplied products are legibly marked per the specified drawing method, or purchase order requirement. The identification marking shall be as permanent as the normal life expectancy of the item and be capable of withstanding the intended operating environment and cleaning procedures. Legibility shall be required for ready readability and be applicable after the specified protective coatings are applied. When not otherwise specified, as a minimum:

A. The part, sub-assembly, or unit number with all applicable suffixes, drawing revision level and the manufacturer identification or CAGE code (if applicable) shall be marked on the supplied product.

B. Any application of coatings shall maintain manufacturer marking and identify the finisher and process date.

C. Finished and unfinished (i.e. not completed to a drawing requirement) product shall be identified using identification methods in accordance with MIL-STD-130. Where the marking method is “optional”, notify your procurement representative if marking method changed from prior shipment.

4.13 Part/Component Cleanliness

The supplier shall furnish parts/components free of mill scale, rust, carbon deposit (“smut”), weld splatter or any surface contaminant that will be detrimental to the item’s appearance, functional performance (i.e., contamination that is detrimental to the adhesion of coatings). Any part not meeting this criterion is subject to return to supplier for correction.

4.14 Technical Documents

The supplier shall have available all design records (drawings, specifications, etc.) for the products manufactured, including components or details of assemblies and technical standards noted on the drawings. For parts identified as catalog parts, this may consist of functional specification or a reference to a recognized industry standard. Documents are to indicate the date of the design record and the change level and shall include any authorized engineering change documents used in conjunction with the part drawings.

4.14.1 Vendor Item Drawing

Drawings identified as “Vendor Item Drawings” contain a list of recommended approved sources of components and the source’s item identification. Written authorization from SCHROTH SAFETY PRODUCTS Quality representative is required if the identified drawing approved source of product or item is not utilized.

4.14.2 Source Controlled Drawings

Drawings identified as “Source Controlled” contain a list of approved sources of components and the source’s item identification. A Request for Deviation must be submitted and subsequently approved by SCHROTH SAFETY PRODUCTS Quality representative to deviate from the identified drawing source of the item.

4.14.3 ITAR-Controlled Drawings

Supplier acknowledges that SCHROTH SAFETY PRODUCTS may provide technical data subject to Export Control laws and any drawings will be indicated as “ITAR-controlled.” This technical data (drawings, as well as components) will not be disclosed to any foreign persons (or dual-citizens) or foreign commercial entities, including employees, consultants, subcontractors, vendors or suppliers. The technical data will only be utilized for the manufacture of articles required by the purchase order. The supplier will convey the same requirements to their sub-tier suppliers. The supplier also agrees to destroy or return all such technical data upon completion of the purchase order.

4.15 Packaging and Shipping Requirements

Any agreed upon shipping specifications must be adhered to in all instances. Unless otherwise agreed upon, the method of packaging and shipment of product may be at the supplier’s discretion. Product must be protected against in transit and storage damage, deterioration and contamination, and anything else that would render the product unfit for its intended use. The product shall be packaged so that the product weight and/or size does not adversely impact the type of transportation chosen. Refer to procurement terms and conditions for specific shipment damage liability.

4.15.1 Supplier Label Requirements

A supplier label should be applied to each shipped container. A container may be a skid, carton, package, etc. A container which has multiple parts, purchase orders, or line numbers must have multiple labels depicting the correct quantities to be applied. The barcode should be formatted for Code 39 – Full ASCI or code 128. The label must contain the following information.

- Supplier Number
- Supplier Address
- SCHROTH SAFETY PRODUCTS Address
- Part Number
- Description
- Purchase Order
- Quantity
- Reference Number

• Drawing Revision Code

• Lot #

4.16 Records Retention

A. Supplier shall have a system for maintaining control of records of compliance to applicable procurement documents, drawings, specifications, and standards as previously defined.

B. Unless otherwise indicated on the purchase order, records shall be maintained for a minimum of seven (7) years after final shipment. Before disposal, supplier must contact SCHROTH SAFETY PRODUCTS Quality Assurance for authorization of disposal or instructions for forwarded records to SCHROTH SAFETY PRODUCTS for retention.

C. Supplier shall provide records to SCHROTH SAFETY PRODUCTS upon request. All requests for records shall be fulfilled by supplier with five (5) working days.

SECTION 5: SPECIFIC PRODUCT REQUIREMENTS

5.1 Shelf Life Material

A. This applies to synthetic rubber (electrometric) products, potting compounds, shrinkable tubing, epoxies, shelf life adhesives, sealants, compounds, and paints. Certificate of **Conformity** for shelf life materials shall contain the following as a minimum:

1. Lot traceability by run, batch, lot or date of manufacture
2. Shelf life expiration date (as required by specification)
3. Storage conditions to achieve shelf life, if not stated on material package.

B. Product shall be permanently marked include:

1. Date of expiration or “best if used by” designation
2. Traceability to run, batch, lot or date of manufacture.

C. The method of product marking shall not be detrimental to form, fit, or function. As dictated by size or configuration, optional marking methods may be applied.

D. Product must have a minimum of 75% of shelf life remaining upon receipt at SCHROTH SAFETY PRODUCTS.

5.2 Hazardous Material Control

Applicable federal, state and local specification requirements apply for usage, procurement and shipping of hazardous material, including special surface finishing processes such as paint, zinc or chrome plating or anodizing etc. which may contain Volatile Organic Compounds (VOC) All supplied items must be labeled by the manufacturer in accordance with applicable code. As a minimum, in order to assure the proper storage and disposal of hazardous or potentially hazardous material, every shipment shall be clearly marked with the following, as applicable:

A. Product Name

B. Manufacturer's Name and contact information

C. Manufacturer's Item Number

D. Manufacturer's Batch Number or Lot Number

E. Date of Manufacture

F. Expiration Date, as applicable

G. Federal Hazardous Chemical Label

H. SCHROTH SAFETY PRODUCTS Purchase Order Number

I. SCHROTH SAFETY PRODUCTS Item Number (if applicable)

5.3 Special Process Approval

Special processes are listed on the appropriate drawing and include such processes as:

• Bonding

• Heat Treat

• Painting / Coating

• Welding

• Plating

• Non-Destructive Testing

• Destructive Testing

Refer to the site-specific addendums for special process approval requirements.

A. Suppliers must ensure that documentation supporting process control is available prior to initial processing. This shall include:

1. Training/Certification of operators and inspectors to specific drawing and specification requirements.

2. Detailed Special process procedures with revision control

3. An audit by a SCHROTH SAFETY PRODUCTS representative, or a second- or third-party (i.e., NADCAP) who has knowledge of the specific process, of the supplier's process to the requirements of the applicable specification.

B. Product shipped to SCHROTH SAFETY PRODUCTS prior to approval/authorization will be rejected unless the SCHROTH SAFETY PRODUCTS responsible Quality representative has waived this requirement.

C. Changes to process, product, or specification require approval prior to implementation (e.g., manual weld to robotic weld process).

D. When a special process is performed by a facility other than the supplier shown on the SCHROTH SAFETY PRODUCTS' purchase order, a copy of the certificate furnished by the sub-tier supplier must be retained and available upon request to SCHROTH SAFETY PRODUCTS. Approval of the sub-tier supplier must be obtained by SCHROTH SAFETY PRODUCTS prior to initial processing...

5.4 Fastener Quality Assurance Requirements

The supplier shall implement and maintain a fastener quality assurance program that complied with the latest revision of the Fastener Quality Act and as stated in the contract/purchase order provisions. SAE Grade 8.1 or 8.2 fasteners are not an acceptable substitute for Grade 8 fasteners. The supplier's

fastener quality assurance program may be subject to periodic, scheduled, quality system evaluations. Suppliers shall implement and maintain a fastener quality assurance program which:

a. Assures the homogeneity of fastener lots. A homogeneous fastener lot is defined as a lot in which all of the fasteners are of the same size, type, grade, plating, and manufacturer.

b. Assures that individual threaded fasteners are identified by a fastener manufacturer symbol (logo) and grade. The manufacturer's symbol shall be listed in MIL-HDBK 57 (listing of fastener manufacturer's identification symbols).

c. Provide objective evidence that the fasteners to be furnished meet all technical and purchase order requirements.

To determine the conformance of the fastener lots with the homogeneity and identification requirements a sample from each lot of fasteners will be taken in accordance with the C=0 Sampling Plan and examined for the following:

a. The grade and manufacturer symbol (logo) for each bolt in the lot sample shall be the same.

b. Threads will be examined to assure conformity to requirements.

c. Plating (when specified) shall be examined to assure complete coverage, and conformance to regulatory requirements.

Ensure the use of an independent accredited laboratory or its equivalent whenever test/inspections are performed to gather mechanical/material requirements as objective evidence. Laboratory accreditation shall be by an independent authority using recognized laboratory standards.

5.5 Configuration Management and Revision Level Control

In cases where SCHROTH SAFETY PRODUCTS purchases a part whose design, intellectual property and / or configuration management and control rest with the supplier, the following shall apply:

- The supplier shall ship only the part number at the specific revision called out in the SCHROTH SAFETY PRODUCTS Purchase Order. Any alteration whatsoever to the part shall be reflected by a change to the supplier's part number or part revision level.
- Any change to the design or physical characteristics of the part that affects the form, fit, function or certification status of the part (if the part or assemblies containing the part are certified under FAR Part 21 or other relevant performance standard) shall be approved by SCHROTH SAFETY PRODUCTS Quality Management prior to implementation.
- In all cases where changes are communicated by the suppler and approved by SCHROTH SAFETY PRODUCTS, the suppler shall provide SCHROTH SAFETY PRODUCTS with comprehensive documentation of the change including drawings, Engineering Change Order documentation, revised inspection and test requirements, and any documentation and/or procedures required for test and inspection and qualification of the revised part.
- In all cases the supplier shall fulfill the FAIR / PPAP resubmission guidelines set forth in Paragraph 4.5.1 of the SQAM for any implemented part modification.

5.6 Supplier Evaluation and Selection

SCHROTH SAFETY PRODUCTS Quality Management evaluates and qualifies suppliers through a combination of the following methods:

- Receiving a copy of a current quality system registration certificate such as AS9100, ISO 9001, ISO 14001, etc.
- Reviewing a copy of a recent audit performed by a customer or registrar
- Performing an on-site qualification or surveillance audit
- Approving a Supplier Self-Assessment.

If satisfied with the supplier's quality system, Quality Management shall issue formal approval and add the supplier to SCHROTH SAFETY PRODUCTS Approved Supplier List.

SCHROTH SAFETY PRODUCTS Quality Management will notify the supplier of any quality system deficiencies or findings that need to be corrected. Interim "Approved" status may be granted if corrective actions are being implemented to correct minor findings or deficiencies. The supplier will receive a "Not Approved" status if there are numerous and/or systemic deficiencies identified with the supplier's quality system.

Supplier qualification shall be for a period of two years. The supplier shall be notified three months prior to the expiration of their suppler certification and provided with recertification documentation. The suppler shall be removed from the Approved Vendor List 45 days following expiration of the qualification period if recertification documentation is not provided to SCHROTH SAFETY PRODUCTS.

5.7 Performance Test Documentation

SCHROTH SAFETY PRODUCTS, on a random basis but not less than once quarterly, shall require submission of test / performance reports maintained under SQAM Paragraph 4.6.4 to substantiate testing of associated parts. Supplier shall, upon written request of the SCHROTH SAFETY PRODUCTS Purchasing or Quality Representative, provide copies of such test documentation for the associated product within five (5) working days of receipt of the request. This request may be issued separately or included as a Purchase Order requirement.

5.8 Process Control Plan

If required in writing by SCHROTH SAFETY PRODUCTS, supplier shall develop and document a control system and process certification program. This system shall include:

- Organizational structure and a reporting process containing a procedure and roles and responsibilities to ensure implementation and continuous improvement of the processes. In addition, the supplier should be able to show SCHROTH SAFETY PRODUCTS the results of said improvements.
- Training in procedures and tools.
- Variation management in design (team effort between customer and supplier during the design process).
- Self-audit plan

- A monitoring system for the processes and key characteristics.
- Supplier developed and maintained control plan
  - Control plan collects all relevant information used to control key characteristics/key process inputs which are believed to be significant sources of variation.
  - Alternate process control systems and process certifications will be considered for approval.
  - The process control plan shall contain at a minimum:
    - Description and sequential listing of each process step
    - Key characteristic description and engineering tolerances as called out on blueprint or traveler
    - Key process input(s) settings
    - Type of control method to be used to monitor process
    - Sample size (if required)
    - Frequency of measurements/instrumentation used
    - Reaction plan for “out of control” process
    - A process is considered certified when key process inputs have been identified & controlled.

5.9 Awareness

Training and subsequent communication to ensure supplier and staff are aware of:

- ***their contribution to product or service conformity;***
- ***their contribution to product safety;***
- ***the importance of ethical behavior.***

SECTION 6: REFERENCE DOCUMENTS AND FORMS

6.1 Reference Documents

AS9100 – Quality Management Systems-Aerospace

ISO 9001 – Quality Management Systems

ISO/TS16949:2002 – Quality Management Systems-Automotive

ISO 10012 – Measurement Management Systems

ANSI/NCSL Z540-1 Calibration Requirements Statistical Process Control (SPC) reference manual published by AIAG Advanced Product and Quality Planning (APQP) and Control Plan reference manual published by AIAG

Zero Acceptance Number (C=0) Sampling Plans