

Danko Arlington, Inc. Supplier Quality Assurance Provisions

- * Note to Supplier: One or more of the quality clauses will be incorporated into all Danko Arlington's purchase orders. Please maintain in files for future use.
- * It is imperative that all suppliers are aware of their contribution to our products or service conformity, their contribution to product safety and the importance of ethical behavior.

The Quality Assurance Provisions as indicated are an integral part of this purchase order. Materials received which do not conform to the provisions as indicated on the purchase order will be subject to rejection or such measures as may be deemed necessary by the Manager of Product Quality and Support or his delegate.

1. **Quality Control System:** The suppliers on this order must be controlled under a Quality Control System that conforms to the requirements of the current acceptable revision of the ISO 9001 or AS9100 Quality Management System Standards or equivalent with written approval of Danko Arlington.
2. **Minimum Inspection System:** The items delivered on this purchase order shall be controlled by the supplier / manufacturer under a Quality Inspection System sufficiently adequate to verify that the material or service furnished meets all the requirements of this purchase order. (per ISO 9001/AS9100 or equivalent as approved by Danko Arlington).
3. **Calibration System:** Measuring and testing equipment used in the performance of this order shall be calibrated in accordance with ISO 10012-1 or equivalent.
4. **Affirmative Action:** This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities. Purchaser/Contractor agrees to comply with all provisions set forth in Executive Order 11246, as amended, 29 CFR Part 471, Appendix A to Subpart A (Executive Order 13496)
5. **Restriction of Prohibited Material:** All materials must be mercury free.
6. **Configuration Control:** Seller shall make no change in design, manufacturing, or assembly process or source of supply that affects Form, Fit or Function, after approval of the first production test item or after acceptance of the first completed end item, without the written approval of buyer.
7. **Certificate of Conformance:** A Certificate of Conformance must accompany each shipment of material. The certificate must contain a statement that material shipped conforms in all respects to the applicable specifications and/or standards, and when applicable must reference drawing number, revision level, and list any ECO's that apply. Where applicable the statement must indicate that required physical and chemical test certificates are on file and available for review. The certificate must relate specifically to the part number being purchased and contain the signature of an authorized company representative. The certificate must be free of correction to part number, lot number, date code, serial number, and quantity or any other number / identifier relevant to the purchase, delivery, and pedigree of material without expressed written consent from a Danko Arlington Quality Representative.
Distributors Certificate of Compliance Distributor shall supply a Certificate of Conformance from the Original Equipment Manufacturer (OEM). **This C of C must accompany each shipment** of parts delivered by the distributor.
8. **Material Safety Data Sheets:** All MSDS must be supplied with shipment of material when applicable.
9. **Complete Orders:** Only complete PO shipments are acceptable unless otherwise agreed upon by the buyer and seller.
10. **Packing/Packaging:** Newsprint shall not be used for wrapping of parts or as dunnage due to its acidic nature. Staples shall not be used at any time due to the possibility of foreign object damage (FOD). The supplier shall ensure that all items are adequately packed and packaged to prevent damage or contamination during the normal course of shipment and to assure acceptance by common carrier.

Best commercial practice may be used unless otherwise specified in the purchase order.

11. **Danko Arlington Acceptance at Destination:** Articles ordered in this contract / PO are subject to final acceptance at destination unless otherwise specified on the purchase order. If an article is rejected by Danko Arlington, and the Supplier is notified of the defective material via Supplier Corrective Action Request (SCAR, FORM DA03-0048). The SCAR root cause and corrective action must be completed by a supplier representative and then approved by Danko Arlington quality personnel. The Suppliers response must be signed by an authorized representative of the Suppliers organization and shall be returned to Danko Arlington by the assigned due date reflected on the SCAR (typically 30 days). Failure to respond in the prescribed time may affect the Suppliers approval status, rating, and / or future procurement opportunities.
12. **Prevent the use of Counterfeit Parts:** Organization shall plan, implement and control processes, appropriate to the organization and the product, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to the customer.
13. **Right of Entry:** Danko Arlington customers and regulatory agencies shall be assured "right of entry" to the Supplier's Facility to inspect its quality system, facilities, technical data, and any manufactured articles and witness any tests at a supplier facility to determine compliance with regulatory requirements.

14. **DPAS Rated Order – Defense Priorities Allocation System:** This purchase order may contain rated and unrated quantities certified for national defense use, and you are required to follow all the provisions of the Defense Priorities and Allocation System (DPAS) regulation (15 CRF Part 700) only as it applies to the rated quantities.

15. **Specialty Metals:** Must provide Certification that all specialty metals are compliant with DFARS 225.225.7001 and DFARS 252.225.7014.

16. **Physical and Chemical Test Reports:** Furnish physical and chemical test reports covering material on this purchase order.

EXAMPLE: Physical – tensile strength, yield strength, percent elongation, hardness, etc.

Chemical – show, composition of metals in percent, % gold, % of silver, % of copper, etc.

17. **“Supplier Document Retention”:** Supplier shall maintain all documentation related to the product supplied on this purchase order for a period indicated by the designation below and be able to provide copies of documentation within a period of 5 working days when requested by Danko Arlington. **All documentation shall be kept by all suppliers indefinitely, if any Supplier would like to dispose of documentation related to products supplied by this purchase order, they must request permission from Danko Arlington. When a Supplier requests permission to dispose of documentation Danko Arlington will check the original customer’s web site for the minimum period allowed and accept or reject the request to dispose of customer’s documentation.

**A – Indefinite

18. **Government / Industry Standards:** Materials referenced in this Purchase Order (PO) that are controlled by Government or Industry Standards (e.g. Military Standard, S.A.E Standard, ANSI Standard) shall be supplied to the latest issue / revision in effect at the time of Purchase Order placement unless otherwise specified by the Purchase Order.

19. **Shelf Life:** Materials furnished against this purchase order shall have a minimum of 75% of its shelf life remaining at the time of delivery when applicable. Suppliers must provide an expiration date for the material on their Certificate of Compliance, or the material labels must reflect the expiration date.

20. **Traceability:** Each part, component, or assembly furnished on this purchase order shall be identified with a distinct serial number. Serial number shall not be duplicated on one part, component, or assembly number when manufactured in sequential lots. Marking of serial number shall be MIL-STD-130, or in the applicable specification.

21. **Traceability to Raw Materials:** All items fabricated under this purchase order shall be traceable to raw materials used. All traceability and inspection records must be identifiable with raw materials, parts, or assemblies to which they are applicable and shall be available upon request or audit by Danko Arlington representatives.

A. Raw materials used shall be identified by lot number as well as material type, specification, heat number, etc. and shall be identifiable with the lot of raw materials used.

B. All materials fabricated by the seller in one lot shall be identifiable to that lot when supplied to Danko Arlington. When the seller is combining material fabricated in two or more different lots to fulfill purchase order requirements, these materials shall be segregated and identifiable to the lot in which it was fabricated.

22. **Castings:** The material on this purchase order shall conform to the requirements of the material specification requirement for castings.

NOTE: On partial shipments, supplier shall furnish x-rays and lab reports representing the entire ordered lot on the first partial shipment against this order. All subsequent shipments shall reference by heat serial number off the original foundry lot.

23. **Order Confirmation:** Order acknowledgment is required after receipt of Purchase Order.

24. **First Article Inspection:** On the first initial production and the first article produced subsequent to design change incorporation, the supplier shall perform and document a comprehensive lay-out, inspection and test of that article to assure its conformance with all blue print and specification requirements. The supplier’s report shall provide as a minimum: purchase order number, part number, revision letter, part name, supplier’s name, method used to obtain results and actual results of each measurement or test. Parts used for inspection shall be identified when shipped to Danko Arlington as “First Article Inspection Sample” first article data, regardless of format, shall be sent to Danko Arlington, attention Incoming Inspection.

25. The First Article as described in SQAP 24 must be repeated if any of the following conditions occur:

A. Major process or material change

B. Change in location of the manufactured item

C. A lapse of one year or more since the last delivery of any item requiring First Article

26. **NADCAP Special Process Approval Required:** All special processes shall be performed by organizations maintaining NADCAP approval for relevant special processes (Example: mechanical and chemical analysis, cleaning, x-ray, welding, magnetic particle and penetrate inspection, heat treating, plating, conversion coating, painting, etc.). When this SQAP is invoked via the PO, the vendor must include the following additional information on the C of C required by SQAP 7 or on a separate Certificate of Conformance: (1) Special Process being performed, (2) Specification that Special Process is being performed to, (3) Name of Vendor Performing Special Process, (4) NADCAP Special Process approval certificate and (5) expiration date of Special Process approval. Concurrence with Special Process approval authority must be received from Danko Arlington prior to the vendor processing parts per the Purchase Order. The supplier shall have lot acceptance and process control data on file and available for review.

27. **Sample Inspection:** The supplier shall perform dimensional tests in accordance with characteristics and notes on the drawing/specification. The supplier shall record the actual readings of the tests on a data sheet(s) and the data sheet(s) shall be supplied with each item shipped against this order. Reduced inspection to sample inspection in accordance with the current revision of ANSI/ASQC Z 1.4 – 2008.
28. **Vendor Quality Inspection Report Required:** Supplier shall perform inspection in accordance with characteristics, notes, etc. on the drawing / specification, and as required by Danko Arlington Vendor Quality Inspection Report. Unless otherwise specified or agreed upon by Danko Arlington and its supplier, the supplier shall provide a Danko Arlington Vendor Quality Inspection Report for each item shipped against this order.
29. **Customer Source Inspection Required:** Danko Arlington Source Inspection is required prior to identified processing and/or shipment of materials. Final inspection and acceptance of material will be performed at Danko Arlington upon material delivery. The supplier shall not ship items without surveillance/inspection/test by Danko Arlington's Quality Representative unless the supplier has a waiver approved by Danko Arlington's Quality Representative on file. The supplier is responsible for including a signed copy of the Danko Arlington Inspection Report with the shipment; failure to do so, is cause for rejection of the shipment at Danko Arlington.

NOTE: If this SQAP is applied to a purchase order without A, B, or C denoted, the supplier shall default to the requirements of B.

- A. **Danko on-site in-process inspection required:** Prior to the application of epoxy materials, hermetic sealing, or any permanent closure, the supplier shall notify the cognizant Danko Arlington buyer to schedule Source Inspection **at the supplier facility**. A minimum of 5 business days advance notice is required to schedule the inspection activity. After the supplier's final material processing and acceptance is complete the supplier shall notify the cognizant Danko Arlington buyer prior to shipment to gain authorization to ship. Danko Arlington may require additional source inspection activity (final or documentation).
 - B. **Danko on-site final inspection required:** The supplier shall notify the cognizant Danko Arlington buyer to schedule Source Inspection **at the supplier facility**. A minimum of 5 business days advance notice is required to schedule the inspection activity. The supplier shall make all drawings, specifications, procedures, and all related documents and material available to the Inspector. This source inspection may be witnessed by Danko's customers and/or government representatives as required.
 - C. **Danko Documentation review required:** The supplier shall submit all build, test, and inspection documentation to Danko Arlington for review prior to shipment of material, with the exception of proprietary data. Danko Arlington approval of this document package is required prior to shipping.
 - D. **Bearing Lubrication Certification:** A Certificate of Analysis must accompany each shipment of material. The certificate must state that the bearings have the correct amount of bearing lubricant per the requirement.
30. **Government Source Inspection (GSI):** Is required prior to the shipment of any items against this purchase order. Government inspection does not relieve the supplier or Danko Arlington of their obligation to provide conforming parts/services. Government inspection does not constitute acceptance.

**DANKO ARLINGTON, INC. SUPPLIER QUALITY
ASSURANCE PROVISIONS & SQAP REVISION
RECORD**

| DATE | REVISION | EFFECTIVE SQAP # | CHANGES/ADDITIONS COMMENTS |
|----------|----------|--|--|
| 1/20/16 | A | Entire Document | Created SQAP codes 1-28 and added this revision page to the SQAPs Form #198 to document and control SQAP revisions. |
| 6/9/16 | B | 5, 13, 21, 22, 27 | SQAP # 5 changed to 13 and 13 is changed to 5. SQAP # 21 was listed twice, so the second 21 is now 27 Referenced in SQAP 22, SQAP 7 is changed to SQAP 8 Referenced in SQAP 19, SQAP 17 is changed to SQAP 18 |
| 4/28/18 | C | Entire Document | Updated to include the additional requirements of AS9100D |
| 10/11/19 | D | 13, 14, 15 were added extending this to "30" | Updated to comply with AS9100D audits and missing requirements. |
| 5/8/2020 | E | Changed order of SQAP codes. | Standardized document formatting. Updated to include clearer designation of the requirements of AS9100D. <ul style="list-style-type: none"> • SQAP 1 changed to 23 • SQAP 18 changed to 21 • SQAP 25 changed to 17 • SQAP 27 changed to 18 • SQAP 28 changed to 19 Internal SQAP Code references have been updated to reflect current document revision's SQAP Code order. <ul style="list-style-type: none"> • SQAP 18 reference in SQAP 25 changed to SQAP 24 • SQAP 8 reference in SQAP 26 changed to SQAP 7 • Changed #17 Supplier Document Retention to "Indefinite" |