



1.0 Purpose & Scope

Composite Approach has quality requirements that apply to vendors and partners who are suppliers of items that go directly into our products and which may affect our product quality and/or timely delivery.

These requirements are in addition to the standard Composite Approach Purchase Order Terms & Conditions and any quality terms that have been flowed down from our customer as part of the conditions detailed on our Purchase Order.

2.0 General Quality System Requirements

The supplier is required to have a documented quality management system that ensures Composite Approach's requirements are met. This includes:

- Controls to prevent the use of counterfeit parts.
- The use of only customer-designated or approved suppliers for outsourced processes or materials.
- Training of personnel to be aware of their contribution to product conformance and product safety and the importance of ethical behavior.

3.0 Certificates of Analysis and Conformance / Test Reports

Whenever possible, Certificates of Analysis (CoA), Conformance (CoC), and/or Test Reports will be provided and contain the following information:

- Name and address of manufacturer
- Composite Approach Purchase Order or contract number
- Statement attesting that goods and services conform to all contract and associated drawing requirements
- Part number(s), as applicable
- Drawing number and revision level to which goods were manufacturing
 - Signature by supplier's responsible representative & date.

4.0 Nonconformances

The supplier must submit a written deviation request prior to shipment of any known nonconformance that they will not scrap or rework in house. Nonconforming material must be clearly identified and segregated to prevent unintended use.

The supplier must have written approval (i.e.: a PO amendment, approved NCR, fax, e-mail) for the deviation by Composite Approach prior to shipment.

After approval, the non-conforming product must be clearly identified from any other product in shipment and the documented approval attached to the shipping paperwork.



In the case of Composite Approach-supplied items: if there is evidence of damage, non-conformances or paperwork discrepancies, the supplier must notify Composite Approach within 3 working days of discovery. The Composite Approach Material Review Board will determine what action is required.

5.0 Packaging & Contamination

Components, materials and assemblies shipped to Composite Approach or drop-shipped to other Composite Approach suppliers (if applicable) must be:

- Free of oil, grease, dirt, oxidation, metal shavings, sharp edges or burrs or other Foreign Object Debris (FOD).
- Packaged in a manner to prevent any sliding, distortion, bending, or other damage during transit.
- Easily identified by part or assembly number.

Shipping documents and product labeling should provide for clear identification of contents, including purchase order number, part numbers, revisions and serial numbers.

Documents (packing list, SDS, inspection sheets, etc) attached to the outside of the container must be attached in a way to allow for damage-free removal.

6.0 Changes in Product or Process

Once the supplier has established its process approved with a First Article Inspection Report (FAI), they must notify Composite Approach of any changes in the product or process used in the manufacture or processing of the product.

Composite Approach reserves the right for approval of the product, parts and/or materials used, processes performed, or equipment utilized by the supplier in fulfilling Composite Approach's purchase order.

7.0 Right of Access

When requested, the supplier must agree to the right of entry and access for Composite Approach personnel, its customers or regulatory agencies into its facilities and access to all records, at any level of the supply chain, involved under the performance of the purchase order or contract.

8.0 Record Retention

We request that the supplier maintain records providing evidence of the conformity of products produced under Composite Approach's purchase order for a minimum of 7 years from the date of manufacture. These records must be made available to Composite Approach, its customers, or regulatory agencies upon request.



9.0 Flow Down Requirements

Suppliers are fully responsible for controlling quality of their suppliers of subcontracted materials and processes including the responsibility to flow down **Composite Approach** or **Composite Approach's** customers Quality Requirements.

10.0 First Article Inspections

When required by purchase order, the supplier must perform a first article inspection per the AS9102 (Rev B) standard prior to release of the first production product to verify that all dimensions, features, and product attributes meet specified requirements. Documentation of first article inspection must be submitted for review and approval by Composite Approach Quality prior to or included with the first production shipment.

First article inspection must be performed from the first production run of a new part or following any subsequent change that invalidates the previous first article inspection result. In the case of changes to an existing part, a partial first article will be acceptable unless stated otherwise on the purchase order.

First article characteristics found to be nonconforming are to be handled per section 3.

11.0 Revision History

Rev	Brief description of this revision	Approval
A	Original issue	DCO 001