## 1.0 PURPOSE

1.1 The purpose of this manual is to have a single document which conveys the minimum quality requirements and manufacturing practices expected of suppliers for value added products and services, which are a direct part of Dearborn Inc's manufacturing cycle.

## 2.0 SCOPE

2.1 Dearborn Inc.'s success is based on the quality of its products that are provided to its Customers. As a supplier, you provide a crucial role in this endeavor.

The ability to consistently provide high quality products for today's markets requires a documented quality system.

This system should identify, coordinate, and control all of the aspects necessary to produce quality products, and should incorporate a philosophy of continual improvement.

2.2 Compliance to the requirements stated in this document shall apply as a part of the supplier's accepted purchase order agreement. If amendments to these requirements are negotiated and agreed upon, those amendments shall be documented as exceptions to the purchase order agreement.

## 3.0 RESPONSIBILITIES

3.1 Except where specifically noted in this manual or purchase order, these requirements apply to all suppliers of Dearborn Inc. Deviations from this manual may be requested, when submitted in writing. These requests require review and approval by Dearborn Inc. Requests for exceptions should be sent directly to the Q.A. manager of Dearborn Inc.

## 4.0 SUPPLIER PERFORMANCE

4.1 In order to evaluate our supplier's ability to meet these requirements, the supplier will be subject to initial qualification and follow-up evaluation on a purchase order to purchase order basis.
Results of supplier performance shall be recorded and reviewed by Dearborn Inc.
Continued approval on Dearborn Inc.'s approved vendors list indicates compliance to the requirements of Dearborn's purchasing process.
Suppliers shall be notified if their performance as it pertains to on-time delivery or quality requires improvement.
The goal of this process is to promote a spirit of continuous improvement of quality, OTD, reliability, and total cost of products and services provided.

## 5.0 Supplier Business Management System Requirements

5.1 Currently, third party certification is only a supplier requirement for calibration service providers and providers of special processes as dictated by Dearborn Inc.'s Customers.

5.2 Providers of calibration services shall be registered to ISO 17025. An additional A2LA certification is preferred, but not mandatory.

5.3 Providers of special processes, as dictated by Dearborn's Customers who supply aerospace products, must be registered through NADCAP. (National Aerospace and Defense Contractors Accreditation Program)

5.4 Dearborn Inc. recommends that all current suppliers seek formal third party registration as to ISO 9001 or AS9100.

## 6.0 Management Responsibility

6.1 The supplier's top management shall show evidence that it is committed to developing, implementing, and continually improving an effective quality management system.
This management system shall be communicated and understood at all levels of the organization.

6.2 Management shall ensure that the employees of their organization understand the importance of product safety, ethical behavior, and their contribution towards product and service conformity.

## 7.0 Contract Review and Flow Down of Requirements

7.1 The supplier shall have a process to ensure:

7.1.1. The requirements of Dearborn Inc.'s purchase orders are understood and agreed upon prior to acceptance.

7.1.2. Changes to purchase order requirements are made as needed and the requirements of the changes are understood and agreed to prior to acceptance.

7.1.3. When a unique or customer approved special process is required, it will be referenced on the purchase order or within documents referenced on the purchase order.

(Contract Review and Flow Down Requirements Con't)

7.1.4. Flow down of customer requirements as detailed in the purchase order will pass through to all sub-tier suppliers. This to include all statutory or regulatory requirements such as: ITAR, EAR, Cyber Security etc.

## 8.0 Document Control

8.1 The Supplier shall maintain a document control system that will ensure that its procedures, work instructions and external documents are controlled, reviewed, and legible. In addition, obsolete documents should be properly identified, taken out of circulation, and changes to documentation shall be recorded.

## 9.0 Record Retention

9.1 The supplier shall maintain Military, Aerospace, and Nuclear quality records for a minimum period of thirty years, and ten years for commercial work, unless otherwise directed by the contract..

9.2 Records for process dimensions as defined by Dearborn Inc. are to be retained per the supplier's established internal procedures.

9.3 Suppliers unable to satisfy the minimum record retention requirement shall notify Dearborn Inc., in order to have these records transferred to Dearborn's facility.

## 10.0 Purchasing

10.1 Suppliers must maintain adequate controls over their sub-tier suppliers to ensure the integrity of products and services supplied to Dearborn Inc. It is required that suppliers flow down Dearborn Inc.'s requirements to sub-tier suppliers in their purchasing documentation, including Business Management System requirements, calibration and inspection requirements, and requirements that relate to special processes such as NADCAP or customer approved supplier lists.

## 11.0 Product Identification

11.1 Where appropriate the supplier shall establish documented procedures for the identification of product by suitable means throughout the production process.

## 12.0 Product Traceability

12.1 Traceability when applicable shall be maintained per the instructions of the P.O. or by suitable methods approved by Dearborn Inc., ensuring that product mixing of different batches or heat lots does not occur.
Serialization, when utilized, must be maintained and remain legible.

## 13.0 Counterfeit Material Prevention

13.1 The supplier shall have a documented process to ensure the prevention of un-approved / counterfeit material from being inadvertently introduced or substituted with products being produced. This document can either be a standalone procedure or a subset of an existing instruction.

## 14.0 Raw Material Certification & Testing

14.1 Certifications for raw material, and testing of raw material, shall be supplied as applicable. Material requirements for composition and related testing shall be detailed in the purchase order, or within documents referenced on the purchase order. Certifications shall be legible and reproducible.

14.2 Test specimens, when applicable, shall be supplied.

14.3 Third party test report verification shall occur at Dearborn Inc's. discretion.

## 15.0 Special Processes

15.1 Certifications for special processes shall be supplied per applicable specifications and requirements as found detailed on the purchase order, or within documents referenced on the purchase order. Certifications shall be legible and reproducible.

## 16.0 Inspection and Test Verification Including Statistical Verification

16.1 The supplier shall maintain documented procedures for inspection and testing activities in order to verify that product requirements are being met.

16.2 Verification of production results are to be documented.

16.3 First piece inspection prior to each operation shall be completed in order to verify the process to be performed.

16.4 Statistical verification of processes or process FMEA's are only required if specified on the purchase order.

16.5 Inspection and test status shall be made identifiable by suitable means, in order to ensure that conforming and non-conforming product cannot be mixed.

## 17.0 Approval and release of Products, Methods and Equipment

17.1 Methods and equipment used to process products shall be approved by the appropriate authorized person(s), prior to being released for production.
(Process methods are typically defined in routing and/or manufacturing plans)
Reference 20.1 "Changes to processes requiring supplier communication"

17.2 Equipment used to process products shall be able to successfully perform the required work as defined in the approved process (See 17.1).

17.3 Completed products shall not be released to subsequent operations and/or shipping until all requirements of the process have been verified. Approval for release shall be evidenced on the applicable manufacturing and/or quality document.

## 18.0 Source Inspection

18.1 Unless specified in the purchase order, final product verification shall be performed at Dearborn Inc.

18.2 Source inspection, if required by either Dearborn or its Customer, will be specified in the purchase order.

18.3 Verification of product at Dearborn Inc. does not relieve the supplier from the responsibility of product verification at the supplier's facility.

## 19.0 Special Requirements, Critical Items, and Key Characteristics

19.1 Special requirements and critical items shall be specified in the body of the purchase order. This to include applicable statutory and/or regulatory requirements, and/or areas where special attention is required such as critical features requiring special attention or handling.

19.2 As required by the purchase order or supporting technical documents, Key Characteristics, where defined, shall be evaluated and controlled per the guidelines as found in AS-9103.

## 20.0 External Provider Interaction

20.1 Changes to Processes Requiring Supplier Communication.

20.1.1 Suppliers shall communicate to Dearborn Inc., any significant changes to processes, suppliers, or locations of manufacturing. Such changes shall also require re-verification of product quality.
These changes require the review and approval of Dearborn Inc.

20.1.2 Communication to Dearborn Inc. is required on issues affecting on time delivery of products or services.

20.1.3 Issues pertaining to non-conforming product shall be communicated directly back to Dearborn Inc's Quality Manager.

20.1.4 Issues pertaining to delivery shall be communicated directly back to Dearborn Inc's. Production Planning Manager.

20.1.5 General inquiries should be communicated back to the Project Manager who created and signed the purchase order issued.

## 21.0 Approved External Providers

21.1 Dearborn Inc. must approve any outsourced service providers, prior to their use.

21.2 These providers shall be found on Dearborn's "Approved Suppliers List" and controlled by the, Dearborn contracted, supplier's quality management system.

21.3 Requirements flow-down and work scope of any required outsourced services, shall be detailed on the purchase order issued by Dearborn Inc., either in the body of the P.O. or as defined in the applicable listed technical documents.

21.4 Special processes, so listed in Dearborn Inc's. P.O. shall be performed by NADCAP certified sources.

## 22.0 Personnel Competence and Training

22.1 Personnel performing processes on Dearborn Inc. products shall be afforded proper training. This training should be documented as required, indicating the person's qualification level to perform assigned tasks properly.

22.2 Suppliers of special processes (NADCAP) and calibration services (A2LA, ISO 17025 etc.) shall comply with the requirements as established by the governing body.

## 23.0 Control of non-conforming products

23.1 Non-conforming products shall be kept segregated from conforming product during the manufacturing process in order to avoid escapes. Report all non-conformances as soon as possible. Non-conforming products shall not be shipped to Dearborn Inc. without prior notification and approval.

23.2

Non-conforming products shall be properly identified and suitably segregated in their shipping containers so to be readily identifiable when received by Dearborn Inc.

23.3 Non-conformances found after shipment

23.3.1 Escapes and/or suspected non-conformance issues discovered after product shipment shall be reported to Dearborn Inc. as soon as possible, in order to investigate the severity of the issue and determination of follow-up actions. Report these issues to Dearborn Sales department, or directly to the Quality Assurance Manager.

*(Examples of issues potentially found after shipments:*
*Measurement equipment found to be out of calibration or not working properly, missed or incomplete inspections, handling or machining damage, etc.)*

## 24.0 Disposition of non-conforming product

24.1 All non-conforming product received by Dearborn shall be appropriately documented and dispositioned per Dearborn Inc.'s Quality Management System.

## 25.0 Supplier Corrective Actions

25.1 Upon the completed evaluation of non-conforming product received by Dearborn Inc., a Supplier Corrective Action Request (SCAR) may be issued.

25.2 The supplier is expected to complete their portion of the SCAR with 15 working days and submit to Dearborn Inc. for review and approval.

25.3 Supplier deviations will be tracked along with other aspects of supplier performance, and be periodically reviewed in order to monitor supplier performance to Dearborn Inc.'s expectations; or should further corrective actions be required.

## 26.0 Right of Access to Supplier Facilities

26.1 Dearborn Inc., its Customers, and/or regulatory agencies, shall be given the right of access, where appropriate, to a supplier's facility.

26.2 Deviations to this requirement may be submitted to Dearborn Inc. as a specific request for exception, which can then be negotiated as applicable.

# REVISION RECORD

| Rev. | Brief description of Revision | Effective Date |
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| **A** | Added section 9.0 Record Retention | 11/1/11 |
| **B** | Updated section 17.0 Changes to Processes | 1/8/2013 |
| **C** | Updated 2.0 Scope & 3.0 Responsibilities sections; added Section 13.0 Counterfeit Material Prevention; added Revision Record | 9/16/2016 |
| **D** | Updated 20.1 & added 20.3 | 11/28/2016 |
| **E** | Updates for compliance to AS 9100 D | 6/26/2017 |
| **F** | Update for record retention 9.1, adding 30 year retention for aerospace, nuclear, military. | 4/15/2019 |
| **G** | Changes to 21.0 “Approved External Providers” and “Requirements Flow-down” | 2/24/2021 |
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