



MARTINEZ & TUREK, INC.

Martinez and Turek, Inc. Quality Requirements

The following requirements apply at a minimum, additional requirements may be incorporated within the M&T purchase order.

Material Providers- Q2, Q5, Q6, Q7, Q8, Q9, Q10, Q11, Q12, Q16, Q17, Q23, Q26, Q28, Q31, Q35, Q36, Q37, Q38, Q39, Q40

Hardware Providers- Q1, Q5, Q6, Q7, Q8, Q10, Q11, Q14, Q17, Q23, Q26, Q28, Q31, Q35, Q36, Q37, Q38, Q39, Q40

Heat Treating provider- Q2, Q5, Q6, Q7, Q10, Q11, Q13, Q14, Q23, Q24, Q26, Q28, Q30, Q31, Q35, Q36, Q37, Q38, Q39, Q40

Plating provider- Q2, Q5, Q6, Q7, Q8, 10, Q11, Q13, Q14, Q17, Q23, Q24, Q26, Q28, Q30, Q31, Q35, Q36, Q37, Q38, Q39

NDT inspection- Q2, Q5, Q6, Q7, Q10, Q11, Q13, Q14, Q23, Q24, Q26, Q28, Q30, Q31, Q35, Q36, Q37, Q38, Q39

Special Process Providers - Q2, Q5, Q6, Q7, Q8, Q10, Q11, Q13, Q14, Q17, Q23, Q24, Q26, Q28, Q30, Q31, Q35, Q36, Q37, Q38, Q39, Q40

Machining Providers - Q1, Q5, Q6, Q7, Q10, Q11, Q13, Q14, Q17, Q23, Q24, Q26, Q28, Q30, Q31, Q35, Q36, Q37, Q38, Q39, Q40

Welding/Fabrication Providers- Q1, Q5, Q6, Q7, Q10, Q11, Q13, Q14, Q17, Q23, Q24, Q26, Q28, Q30, Q31, Q35, Q36, Q37, Q38, Q39, Q40

Distributors- Q1, Q5, Q6, Q7, Q8, Q10, Q15, Q17, Q23, Q26, Q31, Q35, Q36, Q37, Q38, Q39

QC # Requirements

Q1 BASIC QUALITY SYSTEM REQUIREMENTS

The seller shall work to and maintain a written Quality system that complies with MIL-I- 45208 or other QMS system appropriate to the product and acceptable to M&T.

Q2 ADVANCED QUALITY SYSTEM REQUIREMENTS

The seller shall work to and maintain a written Quality system that complies with ISO9001, or AS9100 or other QMS appropriate to the product and acceptable to M&T.

Q3 CERTIFIED QUALITY SYSTEM REQUIREMENTS

The seller shall work to and maintain a written Quality system that is CERTIFIED by a 3rd party to ISO9001, or AS9100 or other QMS appropriate to the product and acceptable to M&T.

Q4 NADCAP certification or Customer approval required

Supplier shall be approved by customer or NADCAP certified to perform work on this PO.

- Q5 **Questions or clarifications**
Supplier shall notify M&T immediately if there are any questions regarding PO, Drawing, Specifications or any other issue, prior to beginning work.
- Q6 **Change requests from supplier**
The seller shall not make changes to any materials, process, design, fabrication methods, or processes without buyers approval. When a proprietary item is procured by the Buyer, the Seller shall notify the Buyer of changes.
- Q7 **Changes by Buyer**
The seller shall immediately review changes delivered by M&T buyer and acknowledge acceptance of change or notify M&T of any issues that the seller may have regarding the change.
- Q8 **Age controlled and limited life products**
The seller's certifications/records for age control/life limited products shall reflect the useful life and when the useful life is expended of each limited life item.
- Q9 **Approved Special Processor required**
All special processing must be performed by a customer approve source. Approval of processor must be verified in writing prior to performing work. Examples of special processor: Heat treating, plating, NDT testing, etc.
- Q10 **Awareness, Conduct & Ethics**
Supplier shall ensure their employees are aware of the following: 1.their contribution to our product conformity; 2.their contribution to our product safety; 3.the importance of good conduct and ethical behavior.
- Q11 **Buyer Quality assurance access and activity at Supplier**
The Buyer and/or its customers reserve the right to review work progress, records, perform inspections and test on all articles, materials or services at any time and locations. The Buyer and our customers shall have "right of entry" to supplier's and sub-tier's facilities at any time determined by buyer, to facilitate meetings and verifications.
- Q12 **Buyer source inspection required**
Source inspection required prior to shipment. Supplier shall provide no less than 48 hours notification to M&T Quality, of requested source inspection. Supplier shall provide necessary facilities and equipment, data and perform inspections per M&T representative. Source inspection does not absolve responsibility of supplier to provide acceptable parts or services.
- Q13 **Calibration of measuring & test equipment**
The supplier and supplier subcontractors shall meet and maintain a Calibration System in compliance with Calibration System Requirements of ISO17025 or ANSI Z540-1 and be traceable to NIST.
- Q14 **Certificate of Conformance (C of C) statement, General, Manufacturing, Processing, Testing, Hardware.**
Each shipment must be accompanied by a signed, legible and reproducible copy of a statement of conformance to M&T's requirements from the supplier. This statement shall specify that all contractual requirements have been adhered to including all specifications and other applicable documents as cited in the purchase agreement and that evidence is on file for review by a quality representative. The statement of conformance must contain at minimum: the part number, purchase order number, quantity, revision as specified on the purchase order, name and address of the supplier certifying the part, and serial numbers if applicable. The certificate must list all applicable specifications with revision used produce or process items.

- Q15 **Certificate of Conformance, (C of C), Distributor**
Supplier shall certify that articles delivered conform to M&T and customer requirements noted on M&T PO. Certification shall list part number or material number shown on M&T PO, be signed and dated.
- Q16 **Certification of Conformance, Material Supplier.**
Each shipment must be accompanied by a signed, legible and reproducible copy of a Certification of Conformance (CofC), stating that materials supplied meet all M&T requirements and all applicable specifications. The certificate must list all applicable specifications, with revision used to produce or process items. Each shipment must have a legible and reproducible copy of chemical and physical test reports. Supplier shall list heat lot/ batch number on all certification documents.
- Q17 **Counterfeit parts & materials**
Supplier shall have a counterfeit parts avoidance, detection, mitigation, and disposition program . Seller shall only deliver authentic components, devices, pieces, material, modules, assemblies, subassemblies, goods, etc. that are manufactured by or obtained from original equipment manufacturers (OEMs), original component manufacturers (OCMs), or authorized distributors. Seller shall make available documentation that authenticates and provides traceability of the Parts to the applicable OEM or designated provider.
- Q18 **Customer and/or Government furnished materials**
When there is customer or governments supplied materials, the supplier shall maintain a system that includes: Inspection for damage, completeness and type. Periodic inspection for handling damage and deterioration during processing or storage. Non-conforming or damaged property shall be reported to M&T promptly.
- Q19 **Customer approved sources/supplier only**
M&T Customer requires that only suppliers approved by the customer is approved to perform work on this order. Please verify with M&T that you and any sub-tier suppliers are approved by the customer. Work provided by unapproved sources will be cause for rejection.
- Q20 **DFARS, Domestic materials**
Supplier must certify that all products supplied against this purchase order fully comply with DFARS sections of 252.225, Domestic & Specialty Metals controls.
- Q21 **DFARS, Domestic materials ONLY**
Supplier must certify that all products supplied against the purchase order fully complies with the Domestic & Specialty Metals only requirements.
- Q22 **DPAS Priority rating**
The work associated with this PO is a government priority rated order for national defense use, the supplier shall follow all the requirements of DPAS regulation 15CFR 700. Contact M&T if information is needed.
- Q23 **Electronic Data Submission**
Supplier shall electronically [E-mail] all material, part and processing certification documentation to M&T; i.e.- supplier certification of conformance, all required certs, test reports, First article inspection reports, Final inspection reports, etc. the day of shipping or sooner. Scanned legible copies are acceptable. Supplier to list M&T PO number in subject area of email.
Email to: recinsp@martinezandturek.com

- Q24 **Export control/ITAR Flowdown**
This order falls under the regulations of ITAR (International Traffic and Arms Regulations) or has export control requirements, due to defense related issues, or related technical data, supplier is required adhere to ITAR and export controls rules, regulations and laws. All license requirements imposed by ITAR are the sole responsibility of the subcontractor in possession of the purchase order. Request information from M&T If needed.
- Q25 **First article required**
Seller shall perform a complete AS9102 first article inspection of all parts on this PO and provide M&T with results.
- Q26 **Flow down of Requirements**
Supplier shall flow all applicable M&T and customer requirements and clauses down to their sub-tier suppliers, and work the sub-tier supplier to assure all requirements are met. Supplier and their sub-tier suppliers shall comply with all local, state, federal safety and environmental regulations.
- Q27 **Government Source inspection**
Government source inspection is required prior to shipment. Upon receipt of this M&T PO promptly notify your local DCMA representative so that appropriate planning can be accomplished. If you are not sure who to notify contact M&T to get directions.
- Q28 **Heat lot traceability**
If any material or parts on this order contain more than one heat lot/batch of a material, the supplier shall mark each piece with it's respective heat lot or batch number to allow for traceability. The supplier shall note the material heat lots or batches on all Certifications and other documentation.
- Q29 **Identification and Data retrieval**
When traceability is required the supplier shall apply required markings on materials and parts per drawing and specification requirements, including serialization as required. Notify M&T if not sure about identification requirements.
- Q30 **Inspection and Test characteristics**
Seller shall 100% inspect and/or test all characteristics defined by the purchase order, drawings, specifications and record results, pertinent to the work that the seller or sub-tier is responsible for performing, and provide clear and legible copies to M&T.
- Q31 **Management and structure changes**
Supplier shall notify M&T of any changes in company ownership, management, location, product and/or process, upon receipt of M&T purchase order.
- Q32 **Material Original Mill certificate**
Each shipment must have a legible and reproducible copy of original mill certification.
- Q33 **Material Safety Data Sheets (MSDS)**
Please supply copy of MSDS sheet related to materials ordered and for any hazardous materials used in the completion of this order. This requirement must be passed on to any sub-tier suppliers.
- Q34 **Mercury free certification**
The materials and/or parts on this order must not be contaminated by mercury or mercury compounds and supplier must provide a certification stating that materials and parts were not contaminated by Mercury.
- Q35 **MRB Authority**
Material Review Board Authority is not authorized on this purchase order.

- Q36 **No Un-approved processing of Materials or Parts**
No unapproved processes allowed on this order. Supplier must obtain approval from M&T Quality prior to any processing that is not noted on M&T PO, such as but not limited to, Heat Treating, Anodizing, Welding.
- Q37 **Non-Conforming materials or parts**
Seller shall not ship any non-conforming parts or materials to M&T without prior M&T quality approval. Seller is to submit (email or other written form) all non-conformances or other issues to M&T Buyer and Quality for review and approval prior to shipping.
- Q38 **Protection and safety / Packaging for shipment.**
Unless otherwise specified by the drawing or part specifications, all items require at a minimum, general best practices for protection from physical, handling and environmental damage or deterioration during processing and shipping. All associated employees shall be aware of all requirements involved in processing these parts, including critical requirements, drawing dimensions, workmanship and contamination.
- Q39 **Records retention**
The Seller shall maintain inspection and test records to serve as evidence of conformance with specified requirements. Such records shall be legible and traceable to the product involved. These records shall be maintained for a minimum of ten (10) years after final payment or as specified elsewhere in the purchase order.
- Q40 **Welding Procedures**
No welding on materials or parts unless defined by M&T PO or allowed by M&T Buyer or Quality. Weld procedures and welder qualification shall be submitted and approved by M&T prior to performing work on this PO.