



## Sohacki Industries Inc. Supplier Quality Requirements (Rev 12-20-21)

### Supplier Basic Quality Requirements

In accepting Sohacki Industries Inc's (SII) Supplier Quality Requirements, suppliers agree to participate in Sohacki Industries supplier quality and development programs, to comply with all quality requirements and procedures specified by SII and those requirements applicable to the supplier's third-party registered management system. In addition, SII shall have the right to enter the supplier's facility at reasonable times to inspect the facility, goods, materials and any property of SII covered by contract. SII's inspection of goods whether during manufacturing, prior to delivery or within a reasonable time after delivery shall not constitute acceptance of any work-in-progress or finished goods.

All suppliers are expected to supply products to SII with zero defects and in accordance to schedule and/or order requirements. Parts shall meet all engineering specification requirements and function with no abnormalities according to fit, form or function. The meeting of engineering and quality requirements with on-time-delivery shall be considered a 100% supplier rating. Any deviation from this can result in a corrective action request being issued to the supplier that must have at least an action plan completed within 30 days.

All suppliers of production materials, production or service parts, or heat treating, plating, painting or other finishing services supplying directly to SII shall be, at a minimum, on trial for two Purchase Order cycles as a supplier or as a contractor with SII, meeting all SII requirements and filling out the SII Supplier Quality Survey.

Copies of new or renewed ISO, NADCAP, 17025, A2LA and/or AS registration certificates shall be delivered to SII Purchasing Department upon any new registrations or registration renewals.

Sohacki Industries performs regular tracking of on-time deliveries and nonconforming material concerns. Corrective action requests using the 8-D format will be used to determine initial actions, root cause, permanent corrective action, verification, and prevention actions taken to prevent reoccurrence for any defects in materials found.

### Supplier Control

Where specified by contract, the supplier shall purchase products, materials or services from approved sources. The use of SII's sources does not relieve the supplier of the responsibility for ensuring the quality of purchased products. The supplier shall establish the inspection or other activities necessary for ensuring that the purchased product meets specified purchase requirements, including regulatory requirements. Suppliers shall promote sub-supplier monitoring of the performance of their manufacturing processes. SII reserves the right to visit suppliers and sub-suppliers.

A certificate of compliance (COC), Certificate of conformance (COA), material certification and/or other required documents shall accompany any material shipment or shall be emailed or faxed at or before the time of delivery to SII when called for on the Sohacki Purchase Order.

Certificates of conformance shall be maintained on file at the supplier site and made available to SII upon request. The certificate of conformance must contain the actual physical test results and/or material analysis of the product being supplied.

### **Identification and Traceability**

The supplier shall identify product by suitable means throughout their internal processes, including manufacturing processes, ensuring traceability to raw material lot numbers and manufacturing, inspection and test records.

For outside services such as heat treating, plating and painting, product identification and traceability must remain intact throughout the suppliers' process. If product is transferred into different containers, then all lot control information must be transferred and maintained.

### **Schedule**

On-time delivery from suppliers is critical so that SII meets their customer delivery requirements. If for any reason the supplier is unable to fulfill the schedule requirements, then the supplier shall immediately inform the SII representative that issued the schedule to determine and agree the actions required to ensure continuity of supply.

### **Supplier Change Request**

Suppliers and sub-suppliers shall not make any unauthorized changes to products (material, parts, components, process) used to produce a product supplied to SII. This includes any changes to production control plans. If a change is necessary, the supplier shall notify SII of their intentions to change a product or process. Communications shall include a timing plan and quality plan, and suppliers shall gain approval from SII prior to making any such change. Container labeling of affected product shall clearly reflect that product contained is to a new revision level. Suppliers who fail to comply with these fundamental requirements shall be placed on new business hold and shall be liable for all damages, losses and liabilities associated with such a change. A change in perishable tooling is considered to be part of normal maintenance practice and therefore does not require a change notification and approval.

### **Product or Process Deviation**

Under extenuating circumstances requests for deviations shall be submitted to SII. This request will be reviewed by SII management for use in the SII manufacturing process. If a deviation is approved it shall only extend to specified quantity or time period stipulated. Any parts received outside of the deviation that do not conform to specifications shall be rejected.

### **Continuous Improvement**

Suppliers shall continually improve the effectiveness of their quality management systems and manufacturing processes. Objectives and targets derived from the company business plan can often be used to show continual improvement. Improving manufacturing processes so that process capability (Cpk) is enhanced can also constitute continual improvement. Actions taken

to regain previous levels of performance are considered to be corrective actions and cannot be shown as continual improvement.

## **Record Retention**

Suppliers are required to maintain purchase orders and amendments, re-qualification and validation records, tooling, maintenance, traceability, engineering and inspection records providing evidence of conformity to requirements for a minimum of ten (10) years unless otherwise specified by SII. Corrective and preventive actions and their supporting data shall be maintained for three years. All records shall be stored, protected and retrievable upon request.

## **Confidentiality and Non-Disclosure Agreement**

Due to the nature of the type of products made and differing customer requirements, suppliers will need to complete a Confidentiality and Non-Disclosure Agreement before their suitability is finalized as an approved Sohacki Industries Inc supplier.

## **Supplier Communications**

Suppliers will:

1. Notify SII of escapes of nonconforming product to it's facility;
2. Obtain written approval for nonconforming product disposition;
3. Notify SII of any changes in product and/or process, change of sub-tier suppliers, changes of manufacturing facility location, and obtain SII approval before-hand;
4. Flowdown SII's requirements to sub-tier supply chain organizations;
5. Notify SII when changes to top management take place.

## **Right of Access**

Sohacki Industries Inc. reserves the right of access, including our customers and regulatory authorities, to the applicable areas of all facilities, at any level of the supply chain involved in the order and to all applicable records.

## **Ethical and Legal Business Practices**

Sohacki Industries, Inc. expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers and our community. External providers should be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations. All activities are to be conducted in compliance with the letter and spirit of all laws and regulations.

## Special Aerospace Requirements

Many components manufactured by SII are aerospace or Department of Defense components and are critical in nature. SII may use the Advanced Product Quality Planning (APQP), Failure Mode and Effects Analysis (FMEA), Production Part Approval Process (PPAP), Measurement Systems Analysis (MSA), and Statistical Process Control (SPC) in these cases and may require additional documentation from their suppliers. Parts and assemblies manufactured by SII are made to customer or aerospace specifications. Sohacki Industries Inc. special characteristics will be called out in the SII Purchase Order.

## Information for External Suppliers

Purchasing information shall describe to external providers the requirements of the product to be purchased, including, where appropriate;

- a) requirements for processes, products and services to be provided, including technical data, specifications, drawings,  
process requirements, work instructions:
- b) the approval of
  1. products and services,
  2. methods, processes and equipment,
  3. release of products and services,
- c) requirements for competence and qualification of personnel,
- d) the external providers interactions with the Sohacki organization,
- e) control and monitoring of the external providers performance,
- f) verification or validation activities to be performed at the external providers location,
- g) (Sohacki does not perform design and development),
- h) special requirements, critical item or key characteristics,
- i) test, inspection, verification (including production process verification,
- j) use of statistical techniques for product acceptance, and related instructions for acceptance by SII,
- k) the need to:
  - implement a quality management system,
  - use customer designated or approved external providers, including process sources and special processes,
  - notify SII of nonconforming processes, products or services and obtain approval for their disposition,
  - prevent the use of counterfeit parts,
  - notify SII of changes to processes, products or services including changes of their external providers or location of manufacture, and obtain SII approval,
  - flow down to external providers applicable requirements including customer requirements,
  - provide test specimens for design approval, inspection/verification, investigation or auditing,
  - retain documented information, including retention periods and disposition requirements,
- l) the right of access by SII, their customer and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain,

- m) ensuring that persons are aware of:
- their contribution to product or service conformity,
  - their contribution to product safety,
  - the importance of ethical behavior.

Sohacki Industries shall ensure the adequacy of specified purchase requirements prior their communication to the supplier.

These specifications can include but are not limited to Defense Federal Acquisition Regulations Supplement clause 252.225-7014 “Preference for Domestic Specialty Metals” and Alternate 1 (DFARS), First Article Inspection (FAI) reports, Conflict Minerals clause from the U.S. Security & Exchange Commission (SEC), performing due diligence for the prevention of the introduction of counterfeit parts into any items to be delivered to SII and the current SAE aerospace standard AS-9100. Product suppliers must have a FOD program (Foreign Object Debris/Damage) program in place to prevent SII from receiving any FOD into their facility.

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