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1. Propose

To provide instruction on TriTech Titanium Parts LLC ("TriTech") supplier quality assurance requirements

2. Scope

These requirements apply to all TriTech suppliers. This procedure is not applicable to commercial off the shelf items.

3. Responsibilities

Acceptance of TriTech's purchase orders ("P.O.") constitute acceptance to the requirements set forth within this work manual.

4. Requirements

4.1 Supplier Quality System Requirements

- 4.1.1 The supplier shall develop and maintain fundamental Quality Systems that provide for continuous improvement and ensure product or services provided to TriTech meet all applicable drawing, specification, purchase order, and quality requirements.
- 4.1.2 If a specific Quality Certification is required for a specific job, it will be so stated on the RFQ and purchase order. The supplier must hold a valid certification to said Certification and must provide proof to TriTech, if requested. Common certifications shall include but not be limited to: AS9100, ISO9001, ISO17025, & NADCAP.
- 4.1.3 In addition to basic Quality System requirements, TriTech contractually mandates that requirements and procedures defined below are complied with.

4.2 Documents and Data

4.2.1 TriTech supplied blueprints and sketches will be considered uncontrolled. It is the supplier's responsibility to ensure the blueprint revision coincides with the P.O.

4.2.2 Whenever a specification or drawing is called out on a P.O., it should be interpreted to mean the latest revision issued at the date of the P.O. issuance, unless otherwise specified on the P.O.

4.3 TriTech's Surveillance and Right of Access

4.3.1 TriTech, its customers, and regulatory agencies reserve the right to access the supplier's facilities for monitoring and inspecting of products and services supplied to TriTech.

4.4 Non-Conformances

4.4.1 Any product not conforming to drawings or specifications found by the suppliers require disposition in advance of shipment to TriTech. All non-conformances of TriTech controlled requirements must be submitted to the appropriate facilities' MRB.

4.4.2 The supplier may submit a deviation request through TriTech's Quality Department, via an email or electronic communication. The supplier shall submit the request prior to performing any rework or repair. Acceptance by TriTech is only for the specified quantity and does not establish any criteria for future shipments.

4.4.3 Any costs incurred due to a nonconformance caused by a supplier may be assessed back to that supplier.



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4.4.4 The supplier shall notify TriTech, within 24 business hours, upon determining that nonconforming product, or items containing latent defects, have been shipped to TriTech.

4.4.5 Nonconforming material found by TriTech may be reported to the supplier on a Supplier Corrective Action Request Template (SCAR).

4.4.6 Material may be classified as Return to Vendor (RTV) via a Return Material Authorization and returned with notification from TriTech.

4.4.7 Failure to complete and return the SCAR Supplier Corrective Action Request Template (SCAR) by the requested due date will affect the supplier's performance rating and may result in TriTech withholding quotation opportunities.

4.5 Record Retention

4.5.1 Suppliers shall establish procedures to ensure quality records are, unless otherwise specified via a P.O., maintained for a minimum of fifteen (15) years after delivery of material and material certification. Quality records are those records which demonstrate conformance to specified requirements and effective operation of the quality system.

4.5.2 Records shall be made available for TriTech's review upon request.

4.5.3 Suppliers shall contact TriTech for determination of disposition methods for all job-related documents and records.

Please note that these requirements do not supersede any regulatory requirements.

4.6 Notification of Changes

4.6.1 The supplier shall notify TriTech of changes to product and/or process definition a minimum of 2 months prior to incorporation, or as required by purchase order, drawing, or specification.

4.6.2 Suppliers shall notify TriTech of any critical management changes within 30 days of such change occurring.

4.6.3 Suppliers shall notify TriTech of any changes in certification status immediately but no later than 7 days of such change occurring.

4.7 Foreign Object and Debris (FOD)

4.7.1 Suppliers shall maintain policies or procedures to control Foreign Object Debris ("FOD") for all products and services delivered to TriTech.

4.8 Counterfeit Parts

4.8.1 Suppliers shall maintain adequate procedure to control counterfeit parts or materials, including (but not limited to) avoidance, detection, mitigation, and disposition per the requirements of AS9100D 8.1.4.

4.8.2 Suppliers shall notify TriTech, within 24 business hours, upon determining that counterfeit materials have been shipped or previously shipped to TriTech.



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4.9 Requirements Flow Down

4.9.1 Suppliers shall flow down to sub-tier suppliers all applicable purchase order requirements. This flow down shall include all key characteristics when specified.

4.10 Certificate of Conformance

4.10.1 When requested by TriTech, each shipment to TriTech must be accompanied by a Certificate of Conformance. At a minimum, the following information must be included in the certificate of conformance:

- Trittech's Purchase Order Number
- TriTech's Specification Number (if applicable), Revision Level (if applicable) and Material Description
- Serial number or Lot number as applicable
- Supplier Part Number and Revision Level, if applicable.
- Standard / Specification and Revision Level, including Amendments, Notices, etc.
- Quantity or weight shipped
- Statement of conformance to all purchase order and drawing requirements.
- Signature and Title of a responsible representative of the supplier.

In addition to 4.10.1 Calibration related Certificate of Conformance's must include as applicable:

- Procedure or standard used for calibration
- Equipment used for calibration (Instrument, Model, Serial Number, Traceability)
- Points of calibration (As received, after calibration and deviation)
- Environmental conditions (i.e. Temperature and Humidity)
- Calibration is traceable to NIST
- Whether the equipment was found in tolerance or out of tolerance as received
- Was there repair required to achieve in tolerance condition

4.11 Government, Safety, and Environmental Regulations

4.11.1 All purchased materials used in part manufacturing shall satisfy current governmental and safety constraints on restricted, toxic and hazardous materials; as well as environmental, electrical and electromagnetic considerations to the country of manufacture and sale.

4.12 First Article Requirements

4.12.1 For certain processes or products, TriTech may request a FAI to be submitted. This will be specified on the initial P.O. The supplier will be required to submit a new FAI provided that the process or product has not been produced within the two-year time frame, if applicable (see Purchase Order).

4.13 Supplier Performance Rating

4.13.1 TriTech shall monitor outsource suppliers, raw material suppliers, tooling suppliers, and gaging suppliers for delivery and quality. The frequency of monitoring suppliers is established by TriTech.

4.13.2 Suppliers are expected to maintain an acceptable on time delivery, quality, and order accuracy as determined by the management team. TriTech will monitor and take appropriate action as necessary.



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4.13.3 Suppliers continually receiving unacceptable rating values will be notified and may be removed from TriTech's Approved Suppliers List. Unacceptable ratings will be determined upon management input.

4.14 Outsource Suppliers

4.14.1 When requested by TriTech, outsource suppliers shall provide a Certificate of Conformance with each shipment of product to TriTech's, as defined in Section 4.10.

4.14.2 Outsource suppliers will be monitored for OTD and quality.

4.15 Raw Material Suppliers

4.15.1 Raw material suppliers shall provide the following with each shipment:

- Chemical analysis report for each lot of material, if requested.
- Mechanical analysis report for each lot of material, if applicable.
- Safety Data Sheets provided first shipment. If there have been changes to the SDS supplier must provide new revision.
- Certificate of Conformance (see Sect 4.10)

4.15.2 Raw material suppliers will be monitored for conformance to purchase order, including documentation, and OTD.

4.16 Tooling Suppliers

4.16.1 Tooling suppliers will be monitored for conformance to the purchase order, included documentation, and OTD.

4.17 Gage Suppliers and Gage Calibration Services

4.17.1 New gages must be traceable to NIST. Certifications must be included with all new gage purchases unless TriTech specifically states certification is not required.

4.17.2 Suppliers that provide dimensional gage calibrations must be ISO17025 certified, unless the supplier is the manufacturer of the gage, other vendors may require other certifications.

4.17.3 Gage suppliers and gage calibration service suppliers will be monitored for conformance to purchase order, included documentation, and OTD.

4.18 Inspection Services

4.18.1 Suppliers that provide dimensional inspection services must be ISO17025 certified or equivalent.

4.18.2 Inspection services suppliers will be monitored for conformance to purchase order, documentation, and OTD.

4.19 Confidentiality

4.19.1 Suppliers will maintain confidentiality regarding customer specific designs, prints and proprietary information. The supplier will request written authorization from TriTech when it is necessary to share such information with other entities.



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4.20 Awareness

4.20.1 Supplier shall ensure their employees are aware of the following:

1. Their contribution to product conformity
2. Their contribution to product safety
3. The importance of ethical behavior

4.21 Ethical Policy

4.21.1 It is expected for suppliers to comply with good values and ethical behavior.