

CRITICAL MATERIAL SUPPLIER QUALITY AND FLOWDOWN REQUIREMENTS

1. INTRODUCTION

Space Science Services, Inc. (SSS) recognizes the very important role our Suppliers have in the value we offer our customers. As an extension of our own operations, we rely on our Suppliers contributions to provide material, products, and services which meet all of the requirements of SSS contracts, applicable specifications, and the quality management requirements outlined herein.

2. PURPOSE

This procedure defines supplier requirements and SSS expectations.

3. SCOPE

This procedure applies to all SSS Suppliers.

4. REFERENCES

ISO9001 AS9100

Part 145

5. DEFINITIONS

ITAR International Traffic in Arms Regulations
QMS Quality Management System
Supplier In this document could also mean Subcontractor

6. REQUIREMENTS

6.1 Quality System

The supplier shall provide manufactured **product** or **service** under a Quality Management System. Preference shall be given to suppliers who have a QMS certified to ISO9001, AS9100, Part 145 quality standards.

The suppliers that provide **calibration** service are required to have a Quality Management System certified to ISO/IEC17025 quality standard and provide a calibration certificate that meets NIST.

6.2 Quality Requirements

The supplier shall manufacture **product** or provide a **service** to the applicable drawings, specifications, standards stipulated on the purchase order or as stated in other supply agreements.

6.3 Inspection and Testing

All suppliers are required to include inspection and testing processes as part of their Quality Management System that shall be commensurate with the complexity and reliability of the **product** or **service** to be supplied. Typically, the inspection and test processes would include the following:

- *Receiving Inspection*
- *In-process Inspection (or operator self- evaluation)*
- *Final Inspection*
- *Testing*
- *First Article Inspection*

If required, the supplier may be asked to provide details of the inspections or tests performed, or to use a SSS approved Inspection Test Plan.

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6.4 Personnel Qualification

The Supplier shall ensure personnel performing work under this Purchase Order, are qualified to perform the functions required to produce the desired results. This would include any specific training and/or certifications as described within the applicable specifications related to this order.

6.5 Foreign Object Debris

The supplier shall implement cleanliness standards during manufacture to minimize the risk of Foreign Object Debris (FOD). The product shall be cleaned where applicable during production and at the end of production to remove any FOD.

6.6 Traceability of Parts & Material

The supplier shall maintain the traceability of parts and materials by lot number / batch number etc.

6.7 Control of Drawings & Specifications

The supplier shall ensure that the drawings and specification are the relevant revision status specified on the Purchase Order. The supplier shall comply with any special requirements requested by SSS regarding the control of drawings and specification i.e. ITAR compliance.

6.8 Control of Non-conforming Product

The supplier shall identify, segregate and determine the disposition of non-conforming **product** and advise SSS within 24 hours.

6.9 Concessions / Change Requests

If required the supplier may submit concession to accept non-conforming **product**. The supplier can request a change to the design.

6.10 Packaging & Labelling

The supplier shall pack the **product** in a manner to avoid delivery damage. Electrostatic sensitive product shall be pack in an ESD protective bag.

The supplier shall mark the **product** and packaging so that it clearly can be identified.

The supplier shall comply with any special packaging & labelling requirements requested by SSS.

6.11 Release Documentation

The supplier shall provide a Certificate of Conformance or a release tag for **product** that has passed final inspection and is ready for dispatch.

6.12 Calibration of IM&TE

All Inspection Measuring & Test Equipment used by the supplier during in-process and final inspection to make a compliance evaluation shall be calibrated to the national standard.

6.13 Shelf Life Control

The supplier shall only use shelf life parts / materials within the expiry date to manufacture the **product**.

6.14 Restriction of Hazardous Substances (RoHS)

The supplier shall comply with RoHS requirement and limit the content of hazardous substances (lead, mercury, cadmium, hexavalent chromium, and certain halide-containing flame-retardants).

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6.15 Counterfeit / Suspect Parts

The supplier shall not use or supply counterfeit / suspect parts identified as a copy or substitute part whose material, performance, or characteristics are knowingly misrepresented.

When applicable, the supplier shall certify that only new and authentic materials are used in products or goods delivered to SSS and that the products/goods delivered contain no Counterfeit Parts. The supplier shall only purchase authentic parts/components directly from the OEMs/OCMs or through the OEM's/OCM's authorized or franchised distribution chain. The supplier shall not purchase parts/components from Independent Distributors unless it has prior written approval by SSS.

6.16 Records

The supplier shall retain quality records for a minimum of 7 years. Records shall be indelible and secured against damage or deterioration. Records shall be made available to SSS for review upon request.

6.17 Environment

The supplier shall consider protection of the environment when manufacturing the **product** or providing a **services** and consider the use green processes.

6.18 Safety Management

The supplier shall advise SSS if the supplier considers the **product** or **service** will impose a safety risk to the public.

6.19 Supplier Sub-Contractors

Supplier sub-tier contractors shall be approved by SSS if the supplier has determined they do not hold an ISO accreditation applicable to their product and/or service. Also, all suppliers shall flow down all quality requirements listed in this document to the sub-tier contractors.

6.20 Audits

The supplier shall conduct internal audits to ensure processes are being complied with. The supplier may be subject to an audit by SSS on an annual basis. The supplier shall allow SSS 3rd party auditors onsite to conduct audits.

6.21 Communication

The supplier shall communicate with SSS to discuss issues or problems with the manufacture of the **product** and non-conforming **product**. The supplier shall advise SSS regarding non-conforming **product** within 24 hours

SSS welcomes any other communication with the supplier regarding delivery, accounting, and product or process improvement.

6.22 Supplier Performance / Assessment

Supplier performance is measured on an ongoing basis.

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6.23 Export Controlled

This data / item may be subject to the International Traffic in Arms Regulation (ITAR) or the Export Administration Regulation (EAR) pursuant to 22 CFR Part 120-130 and 15 CFR Parts 730-774 respectively. Transfer of this data by any means to a Non-US Person without the proper U.S. Government authorization is strictly prohibited. A violation of the ITAR or EAR may be subject to a penalty of up to 10 years imprisonment and a fine of \$100,000 under U.S.C. 2778 or Section 2410 of the Export Administration Act of 1979.

6.24 Code of Conduct

Suppliers and business partners shall comply to the "Supplier Code of Conduct" found on the SSS website.