



## AS9100D SUPPLIER QUALITY REQUIREMENTS

As a supplier to Highpoint Tool and Machine, you agree to comply with the additional terms and conditions listed below with respect to any product or services provided to Highpoint if any such product or service relates to any aviation, space, or defense application.

**Calibration System.** 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.

**Special Processes.** Supplier shall provide certifications for all special processes and nondestructive test results performed with each shipment. The certificate shall identify the processor, process used, controlling specification and revision, and the results of test or measurement performed. Supplier used shall be a Highpoint and/or customer approved source for said processes. These include operations subject to process controls such as: coating, heat treating, cleaning, non-destructive test, and shot peening, etc. The supplier shall be approved as per above to perform specific required Special Processes, or use Special Process sources approved by Highpoint and Highpoint's customer.

**Workmanship Quality.** Manufactured product shall be free from burrs and sharp edges.

**Control of Drawings and 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 Highpoint regarding the control of drawings and specifications, i.e. ITAR compliance.

**Material Substitution.** Unauthorized material substitutions are not permitted without Highpoint written consent.

**Reporting Discrepancies.** Discrepancies, omissions, and the need for clarifications or interpretations of any nature encountered by supplier in respect of furnished drawings or engineering data will be brought to the attention of Highpoint for resolution.

**Quality System:** Supplier shall implement a quality management system that will ensure all goods and services conform to contract requirements whether manufactured or processed by supplier or procured from sub-tier suppliers.

**Changes in Process, Product or Location.** Suppliers shall notify Highpoint of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain Highpoint's approval.

**Certification of Conformance:** Supplier shall submit a Certificate of Compliance stating that the product(s) furnished for the contract conform to the quality assurance requirements, drawings, materials, processes, test specifications and other applicable specifications. The Certificate of Compliance shall accompany each shipment.

**Counterfeit Parts.** Suppliers are required to prevent the use of counterfeit parts or material.

**Right of Access.** Suppliers are required to provide right of access by Highpoint, Highpoint's customers, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain.

**Foreign Object Debris/Damage.** Supplier is required to establish and maintain a Foreign Object Debris/ Damage (FOD) prevention program that employs appropriate housekeeping practices to assure timely detection and removal of residue/debris generated, during operations and normal daily tasks.

**Record Retention.** Suppliers shall retain documented information, for traceability for all products, materials, processes, and services and their integral processes required to achieve end deliverable product, for a minimum of ten years, unless otherwise specified by Highpoint.

**Supplier Corrective Action.** Supplier shall, on request, provide statements of corrective action on nonconformities or failures of supplier's goods or services.

**Nonconforming Products and Materials.** Suppliers are required to notify Highpoint of nonconforming processes, product, or services when it is discovered at suppliers' location, and in cases where release to Highpoint has occurred, if applicable. Highpoint must review and disposition such nonconforming product.

**Supplier Employee Awareness.** Suppliers are responsible for ensuring personnel are aware of their individual contribution to product or service conformity, product safety, and the importance of ethical behavior.

**Flow Down to Sub-tier Suppliers.** Suppliers are responsible to flow down to the supply chain the applicable requirements, including customer requirements.

**Confidentiality.** Suppliers shall hold all information received from Highpoint in confidence and no third party request for information will be authorized unless approved, in writing, by Highpoint.