**1.0 INTRODUCTION:**

Trabuco Precision requires assurance of satisfactory quality at all times. This document establishes requirements designed to ensure Trabuco Precision suppliers produce product that meets Trabuco Precision's quality expectations and terms. Only suppliers who demonstrate and maintain compliance with these requirements will remain eligible to receive Trabuco Precision Purchase Orders. This document is referenced and invoked in all applicable Purchase Orders.

By accepting and providing work or services to a Trabuco Precision purchase order, (which refer the supplier to this document) the supplier acknowledges and accepts the requirements of this document.

* **Section 4.0, General Requirements, is applicable to all Suppliers.**
* **Section 5.0, Specific Requirements, contains additional requirements applicable to specific types of suppliers according to the service or product they perform.**

**2.0 DEFINITIONS:**

Purchase Order (PO) is a contract to provide any of the services described in this document. Supplier is defined as a facility or individual accepting a Trabuco Precision PO to provide:

* Raw material
* Hardware
* Machining
* Processing
* Engineering/programming/consulting
* Calibration services
* Customer is defined as Trabuco Precision’s Customer.

**3.0 ASSOCIATED DOCUMENTS:**

Trabuco Precision Procedure (QP-8.5), Purchasing (QP-8.4).

**4.0 GENERAL REQUIREMENTS: (applicable to all suppliers)**

4.1 - INTERNATIONAL TRAFFIC IN ARMS REGULATIONS (ITAR). By accepting a PO from Trabuco Precision, the supplier understands that they may be provided with technical data that is controlled under the International Traffic in Arms Regulations (ITAR), 22 CFR 120-130. (Such data is identified as such by Trabuco Precision, the Customer.) Supplier further understands that among these regulations is the requirement that such data may not be released or disclosed (including oral or visual disclosure) to persons other than US citizens or nationals, or lawful permanent residents of the United States.

4.2 - Violations of these regulations carry severe criminal penalties. Once in their care, supplier accepts all legal responsibility for any violation of ITAR regulations they commit pertaining to ITAR data provided by Trabuco Precision. Supplier is also obligated to notify us of any ITAR violation that subsequently occurs.

All supplies will be subject to final inspection and acceptance at destination notwithstanding prior payment thereof, or inspection and/or testing at the source by the Buyer, the Government or both. Any rejected supplies returned to Seller shall be at Seller’s expense and no replacement of such defective supplies shall be made unless specified by Buyer. Buyer reserves the right to reject all defective supplies and return same to Seller for full reimbursement or a Buyer’s option for replacement or correction, in either of which events the Buyer shall be entitled to reimbursement for all expenses incurred by Buyer. If Seller fails to promptly replace and correct rejected supplies to Buyer’s satisfaction, Buyer may purchase or otherwise replace or correct such supplies and Seller shall be liable to Buyer for any excess costs incurred thereby.

4.3 - RESPONSIBILITY FOR CONFORMING PRODUCT & QUALIFICATION OF PERSONNEL, PROCESSES, & EQUIPMENT. Initial acceptance of the product or service by Trabuco Precision in no way diminishes or relieves the supplier from their responsibility to produce acceptable products or services for which they were contracted, or for any liabilities resulting from the failure to meet PO requirements. Supplier must ensure they /their personnel performing the processes are qualified as required (by governing specification, etc.).

4.4 - CRITERIA FOR ACCEPTANCE & RESPONSIBILITY FOR INSPECTION. Product is only acceptable if it meets all the requirements of the PO (including any and all documents, specifications, etc., to which it refers). The supplier is responsible for verifying that they have meet the requirements of the PO (& drawing, specification, etc., as applicable).

4.5 - TRABUCO PRECISION AUDITS. The supplier’s Quality System may be subject to initial and periodic audits at a frequency determined by Trabuco Precision or its Customers for the purposes of determining compliance to this or any other contractually imposed requirement.

4.6 – TRABUCO PRECISION, ITS CUSTOMERS, OR REGULATORY AGENCY ACCESS. Supplier acknowledges Trabuco Precision, its Customers, or any applicable government agency has the reasonable right of access to the supplier’s facility for the purposes of retrieving work placed at the facility or witnessing any or all contracted processing performed. This right of access includes the supplier providing reasonable facilities, the equipment and applicable quality records related to the work, and assistance in the course of the visit.

Quality records (certifications and inspection & test reports) must be retained for a minimum of 10 years.

4.7 - CERTIFICATE OF CONFORMANCE. Supplier will provide a Certificate of Conformance (C of C) or similar document with each delivery of product or service. The C of C shall acknowledge conformance to the Trabuco Precision PO and carry, as applicable the:

* Job Number (listed on the PO).
* PO Number.
* processes performed.
* part number and revision.
* specification and revision level worked to. Note that when not specified otherwise, the supplier is required to work to the latest specification revision level.
* signature of an authorized supplier representative.

The C of C and the certifications described in paragraph 5.1 & 5.3 may be one and the same. Even if is not explicitly stated on the supplier’s C of C, Trabuco Precision considers the supplier’s C of C as the supplier’s acknowledgment that the C of C serves as their warranty that the goods or services were processed or provided in good faith compliance with the Trabuco Precision PO requirements and this document. In addition, the supplier’s C of C is a warranty that:

* material supplied by Trabuco Precision is the same lot of material processed or used to produce the parts delivered.
* any and all lot by lot or periodic testing required for the process being performed has been or is (periodically) performed in accordance with the controlling specification(s).
* the supplier still retains any applicable Customer approval (with no applicable limitations) for the processes being performed (otherwise no work is to be performed and Trabuco Precision is to be immediately contacted).

4.8 - QUALITY SYSTEM & CAPABILITY. Suppliers must possess a Quality System appropriate to the type of process or product they are providing. Special Processing suppliers (heat treat, and plating & finishes, etc.) must meet the applicable requirements of either ISO9001, AS9100, Mil-I-45208 (as a minimum) or other applicable standards (i.e., Nadcap accredited) or have obtained approval from the Trabuco Precision Quality Manager. By accepting a PO, supplier also ensures that they are capable of performing the contracted processes and have the adequate resources necessary to perform the work being contracted.

4.9 - CORRECTIVE ACTION. Supplier is responsible for determining and implementing the corrective action and for performing follow-up actions to verify the effectiveness of corrective actions related to nonconforming product. All corrective action requests shall be answered by completing the form supplied by Trabuco Precision or by completing a form of their own design which completes the same requirements (root cause, corrective action, verification, follow-up activities and effectivity), and returned by the due date requested.

4.10 - SUPPLIER SUBCONTRACTING. Subcontracting by a Trabuco Precision supplier is not permitted unless approved in writing by Trabuco Precision and is a risk solely assumed by the Trabuco Precision supplier.

Note: When required by Trabuco Precision’s Customer, the supplier's subcontractor must be Customer-approved prior to beginning the work.

4.11 - HANDLING, PACKAGING, STORAGE, AND DELIVERY. Supplier ensures Trabuco Precision supplied product is protected from damage, loss, and deterioration during processing and shipment.

4.12 - CALIBRATION. Calibration of Inspection, Measuring, and Test Equipment (IMTE) is performed

in accordance with normal, acceptable practices.

4.13 - CONTROL OF NONCONFORMING PRODUCT. Nonconforming product is positively identified & controlled to preclude intermingling with acceptable product.

**5.0 SPECIFIC PROCESSING REQUIREMENTS** (applicable to specific suppliers) in addition to the requirements in section 4.0, the following sections apply according to the type of subcontracting being performed.

5.1 - MATERIAL & HARDWARE SUPPLIERS:

* Suppliers must have a Counterfeit Material/Part Prevention process.
* Material suppliers shall ensure material ‘mill heat lot number’, alloy, or type of material is positively controlled & identified on delivered material.
* In addition to the C of C (paragraph 4.7), provide legible copies of the material producer's certification of physical & chemical properties upon material delivery, also listing the applicable (ordered) material specification and the material lot identity, and bearing evidence of the approval (usually signature & title) of the cognizant authority.
* For Hardware (pins, screws, nuts, etc.): supplier must provide in addition to the C of C (paragraph 4.7), all/any legible and approved certifications of material and testing applicable to the product/ specifications. Fastener Quality Act requirements (and any/all other regulatory statutes) apply to applicable hardware.

5.2 MACHINING SUPPLIERS:

* No welding or repairing processes shall be performed on Trabuco Precision’s parts without the written approval of the Trabuco Precision.
* No substitution of material or deviation from agreed dimensions & tolerances, methods, processes, etc., are permitted without written instruction or approval from Trabuco Precision.
* Actual inspection readings must be supplied for each job.

5.3 HEAT TREATING, PLATING & FINISHES, & OTHER SPECIAL PROCESSING SUPPLIERS:

* Processes that alter the physical/chemical properties of the product are monitored and controlled in accordance with any applicable specification requirement and have any lot by lot or periodic testing required by the governing processing specification performed.
* In addition to the C of C (paragraph 4.7), provide legible and approved certifications of material and inspection/testing applicable to the product/specifications.
* Trabuco Precision requires that actual results of thickness coatings, plating and tests performed are noted directly on supplier’s C of C.
* Trabuco Precision must be immediately notified of the failure of any such tests affecting our product.
* Environmental Regulations: All applicable local, state, and federal environmental regulations must be observed, including any stated in the PO.

5.4 CALIBRATION SUPPLIERS:

* Provide certifications for each serial number/device calibrated.
* Equipment used for calibration must be traceable to the National Institute of Standards and Technology (NIST) and calibration practices must comply with ISO 10012-1, ISO 17025, and ANSI Z540-3 unless otherwise required by PO.

Approved By: Signature: Date:

|  |  |  |
| --- | --- | --- |
| Kathy Kramer, President |  |  |
| David Kramer, Vice- President |  |  |
|  |  |  |

\*Controlled Copy is Signed\*