

**EPQR100– Approval of Product and Services, Procedures, Processes, and Equipment**

All product and services and processes supplied or provided to Marion Mold and Tool, Inc., shall be accompanied by an appropriate Certificate of Conformance, Certificate of Analysis , Certificate of Test or Certificate of Calibration, etc. The external provider shall be responsible for maintaining/retaining and supplying the certification documentation as objective evidence of meeting purchase order and/or drawing /specification requirements.

**EPQR200 – Qualification of Personnel**

Processes (including special processes) provided to Marion Mold and Tool ,Inc. , shall be provided by and/or performed by qualified/competent personnel. Personnel performing Nondestructive Testing (NDT) shall be certified by Prime and/or by NADCAP.

**EPQR300 – Quality System (AS9100 or ISO9001)**

External provider shall establish and maintain a documented quality system that meets the requirements of SAE AS9100. External providers not registered to the AS9100 or ISO9001 standard are subject to internal process audits and/or increased receiving inspection by MMT. External providers are required to notify Marion Mold and Tool , Inc. of any changes regarding their quality system registration.

**EPQR400 – Document Control**

External provider shall control drawings, specifications and any supplemental instructions in a method to assure that only documents of the revision specified on the purchase order are utilized.

When work is to be accomplished in accordance with specific process requirements flowed down by any MMT customer, the specification will be listed on the purchase order. The external provider is responsible for verification of the latest revision on any process specification listed on the purchase order.

**EPQR500 – Traceability and Records Control**

The external provider shall maintain complete documented information of all manufacturing, process, test and inspection functions performed in compliance to the purchase order requirements and all flow down specifications. All documented information will be retained at the external provider and made available for examination by MMT or provided to MMT upon request.

All manufacturing, processing, test and inspection documented information shall be traceable to the MMT purchase order number or other means of identification as

specified on the purchase order. Any serialized item provided by MMT shall maintain full traceability by the serial number and the purchase order number.

All shipments made to MMT shall include the purchase order number on the packing list and must be accompanied by complete Certificates of Conformance indicating all purchase order requirements are met as stated and have traceability for the approval of the release of products and services.

**EPQR600 – Requirements for Key Characteristics/critical items/special requirements**

When Key Characteristics/critical items/special requirements are specified on drawings and/or purchase orders, the external provider will utilize 100% inspection for these characteristics or provide control per SAE AS9103- Variation Management of Key Characteristics. All data in support of either 100% inspection or control per AS9103 shall be made available to MMT and it's customers upon request.

**EPQR700 – Control of Nonconforming Product**

The external provider shall have a documented quality system that provides for control of nonconforming material. All nonconforming material shall be fully documented and segregated from production to allow for material review and disposition. The external provider shall take appropriate corrective action and notify MMT of internal dispositions for MMT approval in addition to those requiring MMT material review participation. Documented information of all nonconforming product shall be maintained and provided to MMT.

**EPQR800 – Operational Planning and Control**

The external provider shall document all manufacturing, processing and inspection operations to identify required steps and objective evidence that proper controls are in place for the completion of the item(s) being produced and inspected. Purchase order requirements and flow down specifications shall be clearly documented and implementation evidence provided in the external provider's internal process documentation. MMT shall be notified of any changes to the product or process, changes of external providers, changes of manufacturing facility location and as required, obtain approval prior to any change.

MMT shall communicate the requirement for approval of test, inspection, and verification ( including production process verification) to the external provider when applicable.

MMT shall communicate the requirement of providing a test specimen for inspection/verification, investigation, and/or auditing, to the external provider when applicable

MMT shall communicate the requirement for the approval of the use of statistical techniques for product acceptance and related instructions for acceptance by MMT when applicable.

MMT shall communicate the approval for external providers interactions with MMT as well as the controls and monitoring of the external providers performance to be applied by MMT.

### **EPQR900 – Sub-Tier Control**

The external provider is responsible for ensuring all products and services, and processes procured in completion of the MMT purchase order conform to all stated requirements. All applicable portions of the MMT purchase order shall be communicated in the external provider's purchase order to its sub-tier external provider. All applicable specifications shall be communicated to the sub-tiers by the external provider. The external provider is responsible for maintaining Certificates of Conformance provided by sub-tiers and providing those to MMT, maintaining full traceability to the MMT purchase order number.

The external provider is responsible for the verification and use of MMT customer-designated or MMT approved sub-tier external providers as appropriate.

### **EPQR1000 – Documented Information Retention**

The external provider shall retain all manufacturing, processing, test and inspection documented information for a minimum of seven (7) years after the completion of the purchase order unless otherwise specified by MMT. All documented information shall be provided to MMT upon request at no cost. External Provider shall contact MMT for disposition instructions for documented information after specified retention period.

### **EPQR1100 – Right of Access**

The external provider shall provide or make available for MMT, MMT's customer, and any regulatory agency personnel, access to any and all facilities, including those facilities of the external provider's subcontractors, where work is being performed in compliance with all MMT purchase orders. MMT shall have the right to perform inspection of both product and documentation directly related to MMT and customer specifications being accomplished by the external provider in compliance with purchase order requirements. Where MMT or our customer intends to perform verification activities at the external providers premises, MMT shall state the intended verification arrangements in the purchasing information on the purchase order as appropriate.

**EPQR1200 – Corrective Action**

The external provider shall have a documented system for all corrective action requests made by MMT. The supplier shall respond to all requests on the Supplier Corrective Action Request form provided by MMT or other specified forms provided. The external provider shall respond within the time specified by MMT in order to effectively close any nonconformance identified in product, process, documentation and/or delivery status.

**EPQR1300 – Control of Test and Measuring Equipment**

The external provider shall maintain a documented calibration system for the calibration and maintenance of tools, fixtures, gages and test equipment utilized in the acceptance of conformance to product and/or process requirements. The calibration program as part of the external providers quality management system shall be compliant with industry standard program requirements (i.e. ISO 10012-1, ANSI Z540, etc.)

**EPQR1400 – Domestic Material Sources**

MMT external providers and their sub-tier sources that purchase specialty metals as defined in DFARS 252.225-7014 (Alternate I), “Preference for Domestic Specialty Metals,” in support of any MMT contract or purchase order exhibiting this clause are required to meet the requirements of DFARS 252.225-7014 (Alternate I) and to supply certification of articles identifying domestic material origins or from a Qualifying country as defined in subsection 225.872-1 of the Defense Federal Acquisition Regulation Supplement.

**EPQR1500 – Handling, Storage, Packaging and Delivery**

Unless otherwise specified on the purchase order, the external provider is responsible for selecting packaging methods and materials that provide adequate protection at minimum cost and meet all purchase order requirements. The external provider should consider fragility, part composition, surface finish, size, weight and transportation method when selecting packaging methods and materials to ensure no damage in transit.

Each item must be packaged as specified or appropriate and marked per the purchase order requirements assuring full traceability to material lot, heat number and other appropriate traceability data. All packaged items must be marked with the part number, serial number (where applicable), quantity and MMT purchase order number.

All packaged items must be clearly marked as to item versus total ship quantity (i.e. 1 of 10, 2 of 10.....10 of 10). Each package must contain the ship to address and the purchase order number. The packing list and all Certificates of Conformance shall be clearly identified and must accompany each shipment.

**EPQR1600 – Counterfeit Parts Prevention**

This clause applies to all parts and material delivered under this purchase order that are the lowest level of separately identifiable items, including but not limited to fasteners and Electrical, Electric and Electromechanical (EEE) components. “Counterfeit” includes parts and material that is misrepresented as having been designed and/or produced under an approved system or other acceptable method. The term also includes approved parts and/or material that has reached a design life limit or has been damaged beyond possible repair, but is altered and misrepresented as acceptable.

All purchased material included in assemblies and subassemblies being delivered per this order must have been procured by the seller directly from either the manufacturer of the item(s) or an authorized distributor of the manufacturer of the item(s). A Certificate of Conformance and a method of item traceability shall be retained for each component. These documents shall be retained per the documented information retention requirements directed elsewhere within this order and made available upon request.

Seller shall maintain the Manufacturer’s Certificate of Conformance for each component included in the assemblies and subassemblies being delivered per this order. At a minimum, the Certificate of Conformance shall include : Manufacturer’s name and address Manufacturer’s and/or buyer’s part number Batch identification for the item such as date code, lot code, etc.

Seller shall maintain a method of item traceability that ensures tracking of the supply chain back to the manufacturer of all material included in assemblies and subassemblies being delivered per this order. This traceability method shall clearly identify the name and location of all of the supply chain intermediaries from the manufacturer to the direct source of the product for the seller. The manufacturer shall also include the manufacturer’s batch identification for the item(s) such as date codes, lot codes, serializations, or other batch identifications.

In the event any item required to be delivered under this order cannot be procured by the Seller in accordance with this requirement, the Seller shall submit written justification and request a deviation from this requirement prior to making delivery. If the request for deviation is accepted by the Buyer, the Buyer shall modify this order accordingly. Additional verification of the items may be required prior to allowing the deviation from this requirement. This additional verification shall include inspections and/or tests activities (including, but not limited to include visual inspection, X-Ray inspection, destructive physical analysis, thermal cycle testing, and electrical testing) necessary to assure the authenticity of the purchased product. The Buyer may request copies of such acceptance criteria and documented information of this activity prior to granting the deviation.

This PO and activities hereunder are within the jurisdiction of the United States Government. Any knowing and willful act to falsify, conceal or alter a material fact, or any false, fraudulent or fictitious statement or representation in connection with the performance of work under this purchase order may be punishable in accordance with applicable Federal statutes. Seller employees engaged in the performance of work under this purchase order shall be informed in writing prior to performance of work that there is a risk of Federal criminal penalties associated with any falsification, concealment, or misrepresentation in connection with work performed under this purchase order.

If counterfeit parts/ assemblies are furnished under this purchase agreement, such items shall be impounded. The seller shall promptly replace such items with items acceptable to the Buyer and the seller may be liable for all costs relating to impoundment, removal, and replacement. The Buyer may turn such items over to US Governmental authorities (Office of Inspector General, Defense Criminal Investigative Service, Federal Bureau of investigation, etc.) for investigation and reserves the right to withhold payment for the items pending the results of the investigation.

The seller shall flow the substance of this clause, including this sentence, in all sub-tier subcontracts for work performed under this PO.

**EPQR 1700 - Documentation in English Language**

When specifically requested by buyer, external provider shall make specified quality data and/or approved design data available in the English language.

Buyer may require additional documentation to be translated, including but not limited to: shop orders, technical specifications, certificates, reports, and nonconformance documents.

**EPQR1800- AWARENESS OF EXTERNAL PROVIDER PERSONNEL**

External providers shall communicate to their personnel the awareness of :

- their contribution to product or service conformity;
- their contribution to product safety
- the importance of ethical behavior