

	Quality Name Plate, Inc. Supplier Quality Requirements: SR-84-01 rev D
Supplier Quality Requirements	Effective Date: 4-24-2025 Owner Approval Raymond Greco, QA Manager on 4-24-2025 Management Approval by Craig O. Garneau, President on 4-24-2025 <i>Printed copies of this document are for reference only and are uncontrolled. Printed copies are not valid after the date of printing.</i>

1. PURPOSE

To communicate quality requirements to QNP suppliers in addition to those listed on QNP purchase orders.

2. APPLICABLE FORMS OR REFERENCES

The table below identifies the code number and title of documents and references applicable to this procedure:

Form/Reference Number	Title
AS9100	Quality Management Systems - Requirements for Aviation, Space and Defense Organizations
AS13100	AS13100 Quality Management System Supplemental Manual
COL-ASQR-PRO-0003	Aerospace Supplier Quality Requirements Available at https://portal.rockwellcollins.com/web/suppliers/utc-supplier-docs/
ASQR-01	Aerospace Supplier Quality Requirements Available at http://www.utc.com/Suppliers/Pages/Aerospace-Supplier-Quality-Requirement-Documents.aspx
SCOP-01-01	Pratt & Whitney Canada Supplementary Supplier Quality Requirements Copy available on request - please contact the appropriate QNP buyer
AS6174	Standard for Counterfeit Material, Assuring Acquisition and Conforming Material Available through SAE international at http://standards.sae.org/
HSM19	Hamilton Sundstrand Corporation Buy Requirements Guide Copy available on request - please contact the appropriate QNP buyer

3. POINT OF CONTACT

Unless otherwise specified, the QNP purchasing agent who issues a purchase order may serve as the primary point of contact for any required communication.

In the absence of the purchasing agent, please contact the QNP customer service team available at:

Phone: 860-633-9495
Email: qnpweb@qnp.com
Fax: 860-633-4351

4. CERTIFICATION OF CONFORMANCE

Requirements for certifications of conformance (C of C's) shall be specified on individual purchase orders. All required C of C's shall be made available at or before the time of delivery. The manufacturer's certification should have the signature of a Quality Representative or officer of the certifying company, as well as a date. QNP may accept unsigned certifications for non-metallic materials (e.g. adhesives or plastics) based on risk assessment, supplier history, and material criticality. Each manufacturer's lot in each shipment must be segregated and identified to include the quantity and a unique identifier on each C of C in order to maintain lot traceability. There must be a clear link(s) (ex: Heat, Lot or Coil number) that ties the entire certification package together. This includes process certifications performed by sub-tier suppliers.

C of C's may be supplied with the material shipment or emailed to the appropriate QNP contact and qnpweb@qnp.com.

5. UN-BROKEN TRACEABILITY

If material is procured through a distributor, the distributor must provide a C of C confirm that there is un-broken traceability from all intermediaries back to the Mill source.

6. SINGLE LOT TRACEABILITY

All product shipped on each line item of each PO, must be from a single traceable lot (e.g. Lot, Heat, Batch, etc.) of raw material(s)/plating.

Split/Multiple material lots must be approved by QNP prior to shipping.

If a line item is to be split, the physical material must be adequately segregated and identified to the specific lot. Traceability to each individual lot of material must be maintained.

7. NONCONFORMING PRODUCT

QNP shall be notified immediately (not to exceed 24 hours or the next business day) of suspect nonconforming material that has been shipped to QNP.

QNP must approve of any nonconforming product or product that deviates from purchase order requirements before it is dispositioned as "use as is" and shipped to our facility.

8. NOTIFICATION OF CHANGES

Please notify QNP of any relevant changes to processes, products or services, including changes to your sub-tier suppliers or location of manufacture. As appropriate, some changes may require QNP's approval, or the approval of QNP's customers.

Suppliers/Providers of special processes (anodizing, annealing, etc.) must notify QNP immediately of any change in their quality system certification, registration or accreditation status or status on the UTC 80/85 list or other qualified sources lists for aerospace OEM's.

Contact QNP immediately with any anticipated interruption in supply or late delivery.

9. FLOW DOWN TO SUB-TIER SUPPLIERS

All requirements of the original purchase order are to be flowed down to all sub-tiers along the supply chain. Suppliers shall apply appropriate controls to their direct and sub-tier suppliers to ensure that requirements are met.

10. DOCUMENT AND RECORD RETENTION

Document retention requirements and duration may be specified on individual purchase order requirements as appropriate. When ASQR-01, SCOP-01-01 or other aerospace quality system requirements are specified on a purchase order, the minimum retention time for quality records shall be 10 years.

11. RIGHT OF ACCESS

Suppliers shall allow QNP representatives, QNP customers, and regulatory agencies right of entry into applicable supplier's facilities to determine and verify product, process, records, personnel, material, procedures and/or systems. Access to supplier's applicable documentation shall also be granted. This access applies to all levels of the supply chain.

12. CONFLICT MINERAL POLICY

Suppliers should undertake reasonable due diligence with their supply chains to assure that "conflict minerals" as defined by the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010 (i.e. gold, tin, tantalum, and tungsten) are being sourced only from:

- Mines and smelters out the "Conflict Region" (i.e. the Democratic Republic of the Congo and surrounding countries).
- Mines and smelters which have been certified by an independent third party as "conflict free" if sourced with the "Conflict Region".

13. COUNTERFEIT AVOIDANCE AND MITIGATION

Suppliers should maintain a counterfeit avoidance and mitigation program in accordance with AS6174 or other standard as appropriate to the nature of their business.

14. ANTI-HUMAN TRAFFICKING COMPLIANCE

Quality Name Plate (QNP) prohibits human trafficking and forced labor in all aspects of its operations in accordance with FAR 52.222-50 and other applicable regulations. Suppliers, subcontractors, and agents at any tier are expected to adhere to the standards outlined in QNP's Anti-Human Trafficking Compliance Policy (OP-84-04), available upon request or through your QNP purchasing contact.

Suppliers are responsible for ensuring that their operations and supply chains comply with these requirements and may be subject to audits or assessments. Violations may result in contract termination and further legal actions.

15. MONITORING OF SUPPLIER'S PERFORMANCE

Supplier performance is monitored by QNP by measuring on time delivery rates and product quality. If you cannot meet a requested delivery date, please contact your QNP buyer to negotiate a revised due date.

Other metrics may be applied as necessary and will be communicated through individual purchase orders or appropriate.

16. OTHER

Additional requirements may be detailed on individual purchase orders as appropriate. These requirements may include:

- QNP's approval of:
 - products and services:
 - methods, processes, and equipment:
 - the release of products and services:
- Competence, including any required qualification of personnel:
- The supplier's interactions with QNP:
- Control and monitoring of the supplier's performance to be applied by QNP:
- Verification or validation activities that QNP, or QNP's customers, intends to perform at the supplier's premises:
- Design and development control:
- Special requirements, critical items, or key characteristics:
- Test, inspection, and verification (including production process verification):
- The use of statistical techniques for product acceptance and related instructions for acceptance by QNP:
- Use of QNP approved external providers, including process sources.
- The need to implement a quality management system.
- Ensuring that personnel are aware of
 - Their contribution to product/ service conformity
 - Their contribution to product safety
 - The importance of ethical behavior.

17. REVISION HISTORY

Revision, approved date, effective date, and a document change summary for this document is located within the QNP network in the FM-75-01 Master Document List with Revision History.