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**A. SCOPE**

This document contains requirements for conducting business with Tri Star Metals, LLC and its customers. It is applicable to suppliers that provide Tri Star Metals, LLC with raw material, process and special process services.

**B. ACCESS**

Suppliers shall allow right of access to Tri Star Metals, LLC and appropriate Tri Star Metals' Customers and regulatory authorities to all facilities and records pertaining to work performed to meet Tri Star Metals, LLC procurement or contractual documentation requirements.

**C. BUSINESS CHANGES**

Tri Star Metals, LLC is to be notified in writing of any change in ownership, executive management and any significant changes to the Quality Management System. Should an approved supplier lose a certificate of registration, Tri Star Metals, LLC shall be notified within ten (10) business days. Suppliers shall notify Tri Star Metals of changes to processes, products, or services, including changes to their external providers or location of manufacture within twenty (20) business days, and obtain approval from Tri Star Metals upon request.

**D. EXEMPTIONS TO REQUIREMENTS**

If a supplier wants to take any exemptions to the requirements in this document the Tri Star Metals, LLC Quality Department must approve it. Any supplier that requests exemptions to these requirements must be able to offer acceptable rationale for not complying and provide an alternate plan on how they can ensure the same level of documentation and product quality.


**E. SUPPLIER QUALIFICATION/ APPROVAL**

As a condition for conducting business with Tri Star Metals, LLC, suppliers must be evaluated and approved based on their ability to provide products and services that conform to Tri Star Metals, LLC's specified requirements for purchased products and services that directly affect product quality. A Supplier Quality Survey must be completed either by the supplier (self - assessment online) or an on-site assessment performed by Tri Star Metals, LLC personnel. Tri Star Metals, LLC's Quality Department will review supplier capability and performance resulting in three possible outcomes:

**Approved** - If all requirements are met the supplier will be approved at the time of the assessment.

**Approval Pending** - Approval will be granted when the supplier's corrective action plan is accepted. A follow-up on-site visit may be required to verify implementation.

**Not Approved** - There are some types of suppliers that have mandatory requirements that must be complied with or they cannot be considered for approval. If a supplier is not approved they will have 30 days to submit a corrective action plan. Upon

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acceptance of the supplier corrective action plan, approval can be granted. A follow-up on-site visit may be required to verify implementation.

When determined by Tri Star Metals Quality Department, the supplier shall establish and maintain a documented quality system as a means of ensuring that the product conforms to specified TriStar requirements. The supplier may be requested to submit a copy of their quality manual or a written description of their quality system for review by TriStar's Quality Department. TriStar's Quality Department does reserve the right to determine that only a portion of the requirements may be applicable to particular suppliers/subcontractors. Evidence of an effective quality management system that conforms to ISO 9001:2015 requirements (applicable industry segment quality standards) as appropriate to the scope of the business (i.e. types of plating, heat treating, machining, etc.) is preferred. The following is an outline or an example of components that should be included in a quality system:

#### **MINIMUM QUALITY SYSTEM REQUIREMENTS**

The Quality Management System Requirements listed may be required as a condition for quality approval, however this is not intended to be all inclusive.

1. Company/Facility Quality Policy Statement
2. Quality Manual
3. Organizational Chart (specifically Quality reporting lines)
4. Incoming Material
5. Certification requirements-raw material
6. Material verification requirements and procedures relating to supplied material-in-house and/or outside laboratory.
7. Inspection procedures including sample selection plans (as applicable).
8. Accept/reject material identification policy and procedures.
  - a) In-Process
  - b) Set-up inspection
  - c) In-process inspection frequency and/or sample plan and procedures.
  - d) Personnel responsible for performing in-process inspection.
  - e) Documentation format and requirements (methods).
  - f) Accept/reject material policy and procedures.
  - g) Final Inspection
  - h) Procedures, sampling plans, personnel responsibilities, documentation requirements. Audit Procedures Inspection procedures including sample selection plans (as applicable).
9. Gage Control – Outline a program that checks the calibration of all measuring and test equipment, including production tools and fixtures used as a medium of inspection. This program should outline:



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- Gages numbered and traceable to calibration records (company-owned and personal.)
- Calibration records maintained on a specified frequency.
- Calibration verification procedures.
- Established Gage Calibration Frequency.
- Master gages and appropriate test equipment certified by an agency authorization to provide traceability to the National Bureau of Standards.
- The frequency requirement for master gages and appropriate test equipment certification should be clearly stated.

10. Preventive Maintenance

- Identification of applicable equipment
- Outline of prevention activity

11. Complaint Response and Follow-up Procedure

12. Returned and failed material analysis

13. Response to customer (corrective action)

14. Suspect Material Identification and Isolation Procedures

15. Material Deviation Request Processing and Handling Requirements

16. Training Program or procedures

17. Document Control and Record Retention Policy

18. Internal Quality System Audit Procedures

**F. SUPPLIER RESPONSIBILITIES**

1. Suppliers shall have full responsibility for the quality of their product or service. Suppliers shall be responsible for the conformity of all externally provided processes, products, and services, including any sources designated by Tri Star or Tri Star Customers. Suppliers shall ensure, when required, that customer designated providers including process sources (e.g. special processes), are used.
2. Suppliers are required to ensure that all products (materials) supplied to Tri Star Metals, LLC are manufactured in accordance with all specifications, standards, drawings, or purchase order requirements.
3. Suppliers shall also be responsible for ensuring that all products are genuine in origin and are not counterfeit products. Suppliers shall incorporate a system to prevent counterfeit products or materials from entering the product cycle. If the purchased items become the subject of a legal or counterfeit issue, the supplier must disclose the source of the product. Counterfeit, or suspect counterfeit, parts shall be controlled to prevent reentry into the supply chain.
4. Suppliers shall identify and manage the risks associated with the external provision of processes, products, and services, as well as the selection and use of external providers.



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5. Suppliers shall require that external providers apply appropriate controls to their direct and sub-tier external providers, to ensure that requirements are met.
6. Suppliers shall ensure that externally provided processes, products, and services do not adversely affect the Supplier’s ability to consistently deliver conforming products and services to Tri Star Metals.
7. Suppliers shall determine and implement the verification or other activities, necessary to ensure that externally provided processes, products, and services meet requirements.
8. Document and Data Control- Suppliers shall have a documented process to control all documents and data and to ensure that only approved, released, pertinent revisions are available, including those in electronic format.
9. Record Control – Suppliers shall have a documented process for the control of retained documented information. Quality records may be retained in any form medium (i.e. electronic or copy) shall be retained for a minimum of ten (10) years, unless otherwise specified and available for review by Tri Star Metals, LLC and regulatory authorities when requested. Examples of records to be retained are, but not limited to:
  - a. Procurement documents (supplier placed orders)
  - b. Receiving inspection records (material certifications, etc.)
  - c. Manufacturing records
  - d. Process control records (used as acceptance criteria)
  - e. First article inspection and test records
  - f. Radiographs, technique sheets and related acceptance reports
  - g. Records of nonconforming material dispositions
10. Contract/Purchase Order Review - Suppliers shall establish and maintain a documented process for contract/purchase order review and shall assure they have all the required specifications, engineering standards and prints to verify product compliance.
11. Purchasing Control - Suppliers shall ensure that proper documents accompany all requests for quotation or purchase orders to sub-suppliers.
12. Sub-tier suppliers are to be selected based on their ability to meet specifications and requirements and an approved list of sub-suppliers shall be maintained. Suppliers shall regularly review and evaluate the quality performance of its sub-tier suppliers and take appropriate actions.
13. Suppliers are responsible for assuring that work and processes performed, and material provided by subcontractors meet all applicable Tri Star Metals, LLC requirements.
14. Suppliers are required to flow-down all Tri Star Metals, LLC requirements including customer requirements, special requirements, critical items, key characteristics, record retention requirements, test, inspection, and verification requirements (including production process verification), and latest revision changes to requirements that affect the work and processes performed and material provided by subcontractors to Tri Star Metals, LLC.
15. Corrective Action - Suppliers shall have a documented process defining action required to address product, process and quality system deficiencies. Any subsequent actions taken,



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and the results of any corrective action shall be retained. Suppliers shall respond to requests for Corrective Action from Tri Star Metals in a timely manner.

16. Process Control – Suppliers shall have a documented process that defines the method for controlling manufacturing.
17. Suppliers shall prepare, maintain and monitor documented information for manufacturing activities to be performed and results to be achieved (e.g., manufacturing plans, control plans, traveler, router, work order, etc.)
18. Suppliers shall implement monitoring and measuring activities at appropriate stages to verify that criteria for control of outputs and acceptance criteria for products and services have been met. Documented information shall be retained as evidence of the results.
19. Suppliers shall maintain accountability and configuration control of all parts during all phases of production.
20. Special processes such as welding, heat treating, etc. shall have defined criteria and approval of the process, equipment and qualification of personnel. Suppliers shall perform validation, and periodic revalidation, of the ability to achieve planned results of the special processes for production and service provision, where resulting output cannot be verified by subsequent measuring equipment.
21. Suppliers shall define those authorized to approve changes to production process to assess they do not have adverse effects on product quality.
22. Suppliers shall have processes in place for the verification, storage and maintenance of Tri Star Metals, LLC supplied tools.
23. Suppliers shall have a system in place to ensure products are shipped per Tri Star Metals, LLC packaging/labeling requirements.
24. Control of Non-Conforming Outputs - Suppliers shall have a documented process defining how outputs that do not conform to their requirements are defined and controlled to prevent their unintended use or delivery. At minimum the procedure must define the responsibility for review and authority for the disposition of nonconforming product and the process for approving persons making these decisions and defining corrective actions for nonconforming products and services.
25. Control of Non-Conforming Material - Rejected or non-conforming material shall be immediately controlled, upon discovery, per the supplier’s control of non-conforming product procedure.
26. Suppliers shall promptly notify Tri Star Metals, LLC of nonconformities including nonconforming products and services detected after delivery, during or after the provision of services.
27. Disposition of nonconforming product shall be restricted to “rework”, “scrap “or “return to supplier.” Supplier shall obtain authorization from Tri Star Metals, LLC to disposition nonconforming product as “repair” or “use as is.” Scrap product or material shall be identified and separated from production material.



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- 28. Suppliers must ensure that personnel within their organization are aware of their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior.
- 29. Traceability – Suppliers are required to establish a system for identifying product output or lot by suitable means from receipt and during all stages of production and delivery.
- 30. Measurement and Test Equipment – Suppliers shall establish and maintain a documented process to control, calibrate, and maintain all inspection, measuring, and test equipment that can affect product quality, including test software and personally owned equipment, and Tri Star Metals, LLC supplied equipment/tools. Calibrations shall be traceable to internationally or nationally recognized standards. Where no such standards exist, the basis used for calibration shall be documented. Equipment shall be identified with suitable indicators or an approved identification record of the calibration status. Suppliers shall assess the validity of previous inspection results when equipment is found to be faulty or out of calibration and shall recall the product for re-inspection when the assessment indicates the result may be a nonconforming product.
- 31. Release of Products and Services - Suppliers shall verify product and service requirements have been met and ensure that all documented information required to accompany the products and services are present at delivery including a Certificate of Conformance, Certificate of Test, and Material Certificates as defined in Tri Star Metals Purchase Orders and Specifications.