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SCOPE

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

ACCESS

Suppliers shall allow right of access to TSM and appropriate TSM Customers and regulatory authorities to all facilities and records pertaining to work performed to meet TSM procurement or contractual documentation requirements; at any level in the supply chain.

BUSINESS CHANGES

TSM is to be notified in writing of any change in ownership, executive management and/ or any significant changes to the Quality Management System. TSM shall be notified should an approved supplier lose a certificate of registration. Suppliers shall notify TSM of changes to processes, products, or services, including changes to their external providers or location of manufacture.

EXEMPTIONS TO REQUIREMENTS

Any exemptions to the requirements in this document must approved by TSM's Quality Department. 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.


SUPPLIER QUALIFICATION/ APPROVAL

As a condition for conducting business with TSM, suppliers must be evaluated and approved based on their ability to provide products and services that conform to TSM's specified requirements for purchased products and services that directly affect product quality. A TSM Supplier Quality Survey must be completed either by the supplier or an on-site assessment performed by TSM personnel. TSM'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 to submit a corrective action plan. Upon 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 TSM's Quality Department, the supplier shall establish and maintain a documented quality system as a means of ensuring that the product conforms to specified TSM

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requirements. The supplier may be requested to submit a copy of their quality manual or a written description of their quality system for review. TSM does reserve the right to determine that only a portion of the requirements may be applicable to 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:

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) Set-up inspection
 - b) In-process inspection frequency and/or sample plan and procedures (as applicable)
 - c) Personnel responsibilities including in-process inspection performance
 - d) Documentation format and requirements (methods)
 - e) Final Inspection
9. 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:
 - Equipment identified with suitable indicators and traceable to calibration records (company-owned and personal)
 - Calibration records maintained on a specified frequency
 - Calibration verification practice/ 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
10. Preventive Maintenance
 - Identification of applicable equipment
 - Outline of prevention activity

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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
16. Processing and Handling Requirements
17. Training Program/ Procedures
18. Document Control and Record Retention Policy
19. Internal Quality System Audit Procedures

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 TSM or TSM 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 TSM 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 re-entry into the supply chain
4. Suppliers shall manage the risks associated with the external provision of processes, products, and services, as well as the selection and use of external providers
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 TSM
7. Suppliers shall determine and implement the verification/ activities, necessary to ensure that externally provided processes, products and services meet requirements
8. 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. 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 TSM 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

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- d) Process control records (used as acceptance criteria)
- e) First article inspection and test records
- f) Records of nonconforming material dispositions
- 10. Suppliers shall establish a process for contract/purchase order review and shall assure they have all the required specifications, engineering standards and prints to verify product compliance
- 11. 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, as necessary
- 12. Suppliers are responsible for assuring that work and processes performed, and material provided by subcontractors meet all applicable Tri Star Metals, LLC requirements
- 13. 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 TSM
- 14. Suppliers shall have a documented process defining action required to address product, process and quality system deficiencies. Any subsequent actions taken along with results of any corrective action shall be retained. Suppliers shall respond to requests for Corrective Action from TSM in a timely manner
- 15. 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.)
- 16. 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
- 17. Suppliers shall maintain accountability and configuration control of all parts during all phases of production
- 18. 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
- 19. Suppliers shall define those authorized to approve changes to production processes to assess they do not have adverse effects on product quality
- 20. Suppliers shall have processes in place for the verification, storage and maintenance of TSM supplied tools
- 21. Suppliers shall have methods in place to ensure products are shipped per TSM packaging/labeling requirements
- 22. 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

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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

- 23. Suppliers shall promptly notify TSM of nonconformities including nonconforming products and services detected after delivery, during or after the provision of services
- 24. Disposition of nonconforming product shall be restricted to “rework”, “scrap “or “return to supplier.” Supplier shall obtain authorization from TSM to disposition nonconforming product as “repair” or “use as is.” Scrap product or material shall be identified and separated from production material
- 25. 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
- 26. 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
- 27. Suppliers shall establish and maintain a process to control, calibrate (traceable to internationally or nationally recognized standards) and maintain all inspection, measuring and test equipment that can affect product quality, including test software and personally owned equipment and TSM supplied equipment/tools
- 28. 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 TSM Purchase Orders and Specifications