



# Supplier Requirements

## F-840-001 Supplier Requirements

### DOCUMENT REVISION RECORD

Section	Page	Rev	Date	Description of Change	Initial
		-	8/1/2022	Initial issue	Jordan Bauer

## **F-840-001 Supplier Requirements**

### **LIMITED RIGHTS STATEMENT**

The data in this manual is the property of Xtreme Machining, Inc. (Herein referred to as “Xtreme Machining”) and is provided to suppliers for the sole purpose of defining quality system and product requirements in support of fulfilling / complying with purchase orders issued to the supplier by Xtreme Machining.

The receipt and retention of this manual by the supplier indicates agreement by the supplier that the information contained is proprietary to Xtreme Machining and that disclosure of its contents other than in support of customer or regulatory agency audits is strictly prohibited without prior written consent by Xtreme Machining.

The supplier is obligated to certify its destruction or return this manual to Xtreme Machining upon request by either organization.

## F-840-001 Supplier Requirements

### **QC-1. Order of Precedence:**

In the event of conflict between these Supplier Quality Clauses, or Terms and Conditions of Purchase Order, and specifications or drawings applicable thereto, the order of precedence shall be as follows:

- a. Special Terms and Provisions set forth on the face of the Purchase Order and incorporated therein by reference;
- b. Purchase Order General Terms and Conditions (this document);
- c. Specifications and Drawings

Should any conflict arise, Seller shall contact Xtreme Machining for clarification in writing.

### **QC-2. Quality System Requirements:**

Your Quality System must comply with one of the following or have written approval from Xtreme Machining purchasing or quality representative: AC7004, ISO 9001 or AS9100.

### **QC-3. Calibration System Requirements:**

All Inspection and Test Equipment used to process and inspect our parts must be calibrated. Your Calibration system must conform to the latest edition of ISO 10012 or ISO 17025.

### **QC-4. Right of Access:**

Xtreme Machining reserves the right of access, including our customers and regulatory authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.

### **QC-5. Purchase Order Terms:**

If Buyer elects to deliver materials, Buyer, at its own expense, shall deliver parts to Vendor's receiving area. Vendor shall be liable to Buyer for any loss or damage of the parts from the time of such delivery until the parts are returned to Buyer; if Buyer elects to pick up materials, Buyer, at its own expense, shall pick up processed parts at Vendor's loading dock promptly after notification that such parts are available for pick up, or in accordance with any agreed upon delivery schedule. If Vendor picks up and delivers material, Vendor, at its own expense, shall pick up parts at Buyer's loading dock and shall be liable to Buyer for any loss or damage of the parts from the time of such pick up until the parts are returned to the Buyer; Vendor, at its own expense, shall deliver processed parts to Buyer's receiving area promptly after processing, or in accordance with any delivery schedule agreed upon by both parties.

## F-840-001 Supplier Requirements

### **QC-6. Inspection and Certificates of Conformance:**

You must perform Final Inspection of processes that affect our parts prior to shipment.

- a. Machining suppliers must furnish inspection reports, Certificate of Conformance, and, as applicable, Material and Processing Certifications for the parts they submit.
- b. Processing suppliers must furnish processing certifications to the purchase order requirements, and shall not process any parts for which they are not certified or approved.
- c. Material suppliers must furnish material certifications with original mill certs to the purchase order requirements.

### **QC-7. Sub-Contracting:**

You are not to sub-contract (also known as “farming out”) any of our parts to other companies without our written authorization. Notify Xtreme Machining Quality department prior to transferring any Xtreme Machining work to a new facility. Xtreme Machining Quality Manager will determine prior to the transfer if the external provider may perform the transfer of work. Supplier must receive a written notification of Xtreme approval.

### **QC-8. Proprietary Information:**

Our Purchase Order instructions, prints, sketches, and specifications are considered proprietary information and are the exclusive property of Xtreme Machining, Inc., or our customers, and are considered trade secrets. All information in the contract must be held in confidence and no third-party request for information will be authorized unless instructed in writing by Xtreme Machining representative.

### **QC-9. Communication of Shipment Delays:**

Any delay in shipment must be conveyed to Xtreme Machining Purchasing as soon as the delay is known.

### **QC-10. Notification of Nonconformity:**

Supplier is required to provide us with notification of any nonconformance. Nonconforming products are to be tagged, segregated from the good parts, and noted on your shipper. Notify Xtreme Machining quality department of nonconforming product and make proper arrangements for review.

### **QC-11. Current Specifications:**

You are responsible for maintaining the most recent revision of specifications, drawings, process requirements, inspection/verification instructions and/or other relevant technical

## F-840-001 Supplier Requirements

data referenced on the purchase order. All work must be processed per latest revision unless otherwise instructed on purchase order.

### **QC-12. Record Retention:**

All Inspection, test records and certifications must be kept for a period of ten (10) years after final payment for supplies or services.

### **QC-13. Identification Documents:**

Identify invoices, shippers, pack lists, and certifications with our part number, revision letter, Purchase Order number, our Work Order number, and the quantity of pieces. Supplier certifications must have a connection to mill certificates, where applicable. Supplier documentation to include the part serial numbers, where applicable.

### **QC-14. Identification of Packaging and Traceability:**

Identify packages with our part number, revision letter, our Purchase Order number, our Work Order number, and the quantity of pieces. When multiple boxes are used, please number each box with a unique number and the total number of boxes. Supplier documentation to include the part serial numbers, where applicable. Suppliers are to take great care that parts and orders are not intermixed.

### **QC-15. Return of Xtreme Machining Property:**

Material containers, drawings, tooling, and any other items furnished to you are to be returned to us at the completion of this order. Any drawings or specifications furnished to you are not to be reproduced without our authorization. Any Drawings, Sketches, or Specifications that you maintain are considered Uncontrolled.

### **QC-16. Notification of Changes:**

You are required to provide us with notification of changes in any product and/or process definition, changes of suppliers, changes of manufacturing facility location and, where required, obtain approval prior to completing our Purchase Order.

### **QC-17. Safety Data Sheets:**

Safety Data Sheets are required when products you provide are (or contain) restricted, toxic or hazardous substances. You must warrant your compliance with governmental regulations if the products you supply are restricted, toxic or hazardous substances.

### **QC-18. Workmanship and Handling:**

Our parts must be packaged and processed to prevent them from being damaged or from being mixed with other parts/processes. It is important that you handle our parts with care. Nicks, Dings and Scratches will be cause for rejection and all Rework or Scrap charges may be billed back to your company.

### **QC-19. Supplier Performance:**

Xtreme Machining evaluates supplier performance on a regular basis using a

## F-840-001 Supplier Requirements

percentage calculation. We may require formal corrective action from you when the quality and/or delivery rating falls below communicated thresholds.

### **QC-20. Foreign Object Damage and Debris:**

Perform due diligence to prevent, detect, and remove Foreign Object Damage / Foreign Object Debris (FOD).

### **QC-21. Conflict Minerals:**

We require raw materials that are produced in both an ethical and socially responsible manner. Xtreme Machining requires our raw materials to be certified as free from elements that originate in conflict-affected and high-risk areas. Our sourcing practices comply with Section 1502 of the Dodd-Frank Act. Ensure that persons are aware of their contribution to product and service conformity, product safety, and the importance of ethical behavior.