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1 Surveillance and Auditing

- 1.1 The Supplier's Quality System is subject to initial and annual audits/surveys and acceptance by Texas Almet, its customers, and government regulatory agencies (e.g. The Department of Defense and Federal Aviation Administration functions), to the extent required to assure the supplier's conformance to this procedure. The intent of these audits/surveys is to evaluate the Supplier's Quality System to the degree necessary to ensure conformance to requirements, and to detect any changes which could affect the quality of the product.
- 1.2 While the primary survey tool is the self-assessment questionnaire, additional surveys and on-site audits may be scheduled for all suppliers if the quality history or changes to the Supplier's quality system warrants.
- 1.3 Texas Almet reserves the right to conduct source inspection and the right to witness manufacturing operations, inspections and tests as necessary to verify conformance of the product or services. The Supplier will provide reasonable facilities, equipment, records, and assistance as required to satisfy this requirement.
- 1.4 Texas Almet will assign a quality rating to each Supplier based on delivered quality and conformance to this procedure.

2 General Supplier Requirements and Responsibilities

- 2.1 The Supplier shall implement and maintain a Quality Management System.
- 2.2 The Supplier shall use customer-designated or approved external providers, including process sources (e.g., special processes).
- 2.3 The Supplier shall maintain an inspection system which will assure that all material and services submitted to Texas Almet for acceptance meet the requirements of the P.O. This requirement applies to material and services manufactured or purchased by the Supplier.
- 2.4 The Supplier shall perform, or have performed, the inspections and/or tests required to ensure product conformance to drawing, specifications, and P.O. requirements.
- 2.5 The Supplier shall maintain a documented inspection system available for review by Texas Almet prior to the initiation of production and during the life of the P.O.

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- 2.6 The Supplier shall notify Texas Almet, in writing, of any change to the Supplier's inspection system. The inspection system shall be subject to disapproval if changes thereto could result in nonconforming product.
- 2.7 The Supplier shall grant right of access by Texas Almet, their customer, and authorities to all facilities involved in the order and to all applicable records.
- 2.8 The Supplier shall notify Texas Almet of changes in process or product definition, changes of suppliers, changes of manufacturing facility location, and, where required by contract or purchase order, obtain Texas Almet approval.
- 2.9 The Supplier shall provide, where applicable, objective evidence of compliance to Texas Almet purchase order requirements. Acceptable forms of objective evidence are Certificates of Conformance, material certifications, test reports, certificates of origin, etc.
- 2.10 The supplier shall be aware of the importance of ethical behavior and their contribution to product conformity and safety.
- 2.11 The supplier shall notify Texas Almet of changes to 3rd party certifications.

3 Inspection and Testing Documentation

- 3.1 The Supplier shall maintain clear, complete and current instructions for Inspection and testing. The instructions will assure inspection and test of material, work in process, and completed articles as required by specification and the P.O. Instructions shall include criteria for acceptance and rejection.

4 Records

- 4.1 The Supplier shall maintain adequate records of all inspections and tests. The records will indicate the nature and number of observations made, the number and type of defects found, the quantities accepted and/or rejected, and the nature of corrective action taken as appropriate.
- 4.2 The Supplier shall maintain records for a minimum of 25 years unless otherwise specified in the purchase order.

5 Corrective Action

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- 5.1 The Supplier shall take prompt action to correct assignable conditions, which have resulted or could result in the submission of nonconforming material or services to Texas Almet.
- 5.2 The Supplier shall respond, in the time frame allotted, to any Supplier Corrective Action Request from Texas Almet. If the allotted time is not adequate, the Supplier may request an extension, in writing, prior to the expiration of the assigned due date.

6 Drawings and Changes

- 6.1 The Supplier's Quality System will provide controls which assure that the latest applicable drawings, specifications, and instructions required by the P.O.; as well as authorized changes thereto, are used for manufacture, inspection, and testing.

7 Measuring and Test Equipment

- 7.1 The Supplier shall provide and maintain gages and other measuring and test devices necessary to assure all delivered product is conforming.
- 7.2 The Supplier shall calibrate all inspection, measurement, and test devices at established intervals against certified masters, which are traceable to national standards.
- 7.3 The Supplier's calibration system will be in accordance with ISO 10012-1 or equivalent.
- 7.4 The requirements of Paragraph 7.2 apply to any production tooling, such as jigs, fixtures, templates, and patterns which are used as a media for product acceptance.

8 Special Process

- 8.1 The Supplier shall establish appropriate controls for special processing (e.g. heat treat, surface enhancement) as an integral part of the inspection system when such processes are part of the purchase order. Special process procedures will not be modified without prior approval of Texas Almet.

9 Indication of Inspection Status

- 9.1 The Supplier shall maintain a positive system for identifying the inspection status of all products. Identification may be accomplished by use of stamps, tags, travelers, move tickets, tote box cards, or other control devices.

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10 Texas Almet Furnished Material

10.1 When material is furnished by Texas Almet the Supplier's procedures will include, as a minimum, the following:

10.1.1 Examination upon receipt, consistent with practicability, to detect damage in transit.

10.1.2 Inspection for completeness and proper type.

10.1.3 Periodic inspection and precautions to assure adequate storage conditions and to guard against damage from handling and/or deterioration during storage.

10.1.4 Identification and protection from improper use and disposition.

10.1.5 Verification of quantity.

10.2 The Supplier shall report to Texas Almet any Texas Almet furnished material found damaged or otherwise unsuitable for use. In the event of damage or malfunctioning during or after receipt, the Supplier will determine and record probable cause and necessity for withholding the material from use.

11 Nonconforming Material

11.1 The Supplier shall maintain an effective system for controlling nonconforming material.

11.2 The Supplier shall not ship nonconforming material to Texas Almet without written authority. The Supplier shall submit a complete description of the nonconformance, cause of the nonconformance, and corrective action that will permanently resolve the cause. Unless otherwise instructed by Texas Almet the Supplier shall hold such material until Texas Almet reviews and dispositions the request.

11.3 Nonconformities which can be reworked by repeating part or all of the initial process (other than special processes) are considered as rework and can be accomplished without Texas Almet approval.

11.4 Nonconformities which are produced during special processing, or do not meet the requirements of Paragraph 11.3, are considered repair items and require Texas Almet approval prior to performing the repair. These items will be

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reported in accordance with Paragraph 11.2 with the addition of a formal repair procedure.

- 11.5 If, during gage calibration, rejection analysis, etc., it is determined that nonconforming material may have inadvertently been shipped the Supplier shall notify Texas Almet immediately.

12 Sampling Inspection

- 12.1 Dimensional or visual sampling may be used where the process capability is acceptable and stable with prior Texas Almet approval. Supplier shall not perform nondestructive test sampling without prior Texas Almet approval.

13 Subtier Control

- 13.1 The Supplier shall subject subcontracted or purchased material and services to receiving inspection and any other controls, as required, to ensure compliance to the purchase order and all aspects of this procedure.

14 Prohibition of Counterfeit Material/Components

- 14.1 The shipment of counterfeit material/components to Texas Almet in fulfillment of purchase order requirements is prohibited. Supplier shall ensure that all material/components supplied to Texas Almet are procured from original material/component manufacturers. Supplier shall provide objective evidence of compliance IAW paragraph 2.7 of this document.