1.0 Contents

Scope

It is the mission of Ontic to provide customers with leading-edge products with uncompromising quality. A critical element to accomplish this mission is receiving parts/products from our Suppliers on time with the highest quality and reliability. Therefore, Suppliers are empowered to initiate action to ensure both quality and continuous improvement for every part/product delivered to Ontic using procedures in this document.

The use of "**Ontic**" in the following document should be interpreted to mean all or each of the Ontic family of companies (Ontic, Firstmark, ABI)

Note: Integration of Twin Commander's "TC109 Supplier Quality Manual" is under review. TC109 is still in effect until integration is complete.

1.0 Contact Details

Ontic Creedmoor Supplier Quality

Email: fmSupplierquality@ontic.com

Ontic Website: www.ontic.com

2.0 Applicable Documents

Document Number	Description
06.02.00	Supplier Selection Approval and Monitoring (Internal)
06.02.00.02	Supplier Survey
06.03.01	Supplier Deviation Request (Internal)
06.03.00.01	Supplier Addendum Lockheed Martin
06.03.01.01	Supplier Deviation Request Form
10.01.00	Receiving Inspection
10.08.00.01a	First Article Inspection Report
15.03.01	General Packaging and Shipping Instructions (GPSI-100)
ANSI S2020	ESD Standards
AS9100	Aerospace Quality Management Systems
AS9102	Aerospace First Article Inspection Requirement

AS9120	Aerospace Requirements for Stock Distributors
AS5553A	Counterfeit Parts Prevention
AS6174A	Counterfeit Material
ISO9001	Quality management systems
8130-21H	Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.
8130-3	Authorized release certificate

3.0 Definitions & Abbreviations

COTS: Commercial off The Shelf - Parts that are, by design, to be procured without modification, or meet an industry standard such as MS, NAS. These products may need to have available design data for traceability reasons for certain applications in FAA.

Part Within Spec: the explicit statement that the product, after rework or repair, is conforming to original specification.

Production Critical Airworthiness/Product Safety (AWPS) Requirement: Identifies specific methods of fabrication, assembly, inspection and/or tests which are required to assure that airborne equipment will be safe in normal operation, safe under conceivable emergency conditions, safe under conceivable personnel operational error, and will not fail in such a way as to create a hazardous condition. This designation invokes 100% inspection or certification of requirements noted on the drawing.

Quality Codes: Specific requirements that apply only when called out on the purchase order (PO) by specific code number.

Rework: Action that brings the product back into drawing specifications, using previously and generally approved methods.

Repair: Action that brings the product back into drawing specifications or an approved usable state, using non-previous approved method and therefore requiring design authority approval. A repair may or may not lead to a product that is out of original design specification.

Scrap: The explicit statement that the deviating product is not usable and that it shall be destroyed in such a way that it is impossible to unintentionally or intentionally use it for its original purpose.

Supplier: The manufacturer , special processor, or distributor performing the work, supplying the materials, parts, assemblies, subassemblies, or services pursuant to the Ontic purchase order.

Sub-Tier Supplier: The manufacturer, special processor, or distributor performing the work, supplying the materials, parts, assemblies, subassemblies, or services directly to Ontic's Suppliers.

Supplier Deviation Request (SDR): A process by which a Supplier may receive approval from Ontic (and Ontic's customer) to continue to process, rework, repair, or to ship nonconforming or noncompliant hardware.

Use As Is: The explicit acceptance of one or more product deviations to the original and qualified specifications.

Acronym	Definition
ASL	Approved Supplier List
AWPS	Airworthiness/Product Safety
C of C	Certificate of Conformity
CAA	Civil Aviation Authority
CAR	Corrective Action Report
COO	Country of Origin
COTS	Commercial off the Shelf
CSI	Critical Safety Item
DPPM	Defective Parts Per Million
EEE	Electrical, Electronic, and Electromechanical
FAI	First Article Inspection
FAIR	First Article Inspection Reports
FOd	Foreign Object Debris
FOD	Foreign Object Damage
FPI	Fluorescent Penetrant Inspection
MPI	Magnetic Particle Inspection

MRO	Maintenance, Repair and Overhaul
MRR	Material Rejection Record
NCR	Non-Conformance report
NDA	Non-Disclosure Agreements
NOE	Notice of Escaped
OCM	Original Component Manufacturer
OEM	Original Equipment Manufacturer
OTD	On Time Delivery
PO	Purchase Order
QMS	Quality Management System
RFQ	Request for Quote
SCAR	Supplier Corrective Action Report
SQCR	Supplier Quality Control Requirements
SC	Safety Critical

4.0 Supplier Quality Control Requirements Deviations

There shall be no deviations from the requirement within this document without prior written approval from Ontic Quality Management.

Any request for deviation from the requirements within this document must be submitted, in writing, to Ontic Supplier Quality and must include the detail deviation information.

Request for deviation should be submitted to FMSUPPLIERQUALITY@ONTIC.COM

Approval of deviations from the requirements within this document are at the sole discretion of Ontic, and Ontic's Quality Management.

5.0 Responsibilities

- Ontic purchasing is responsible for flowing down to our suppliers the requirements of the drawing and PO and furnishing the Supplier current revision documentation to support the requirements of the drawing and PO.
- The Supplier is responsible for meeting the requirements of this document in addition to any specific quality codes listed in section 36.0 which are directly imposed upon the Supplier by the PO.
- The Supplier is responsible for flowing down to their sub-tier Suppliers the requirements of the drawing and PO and furnishing their sub tier Supplier's current revision documentation to support the requirements of the drawing and PO.
- The Supplier shall submit to Ontic, along with deliverable hardware, all quality data required by each unique PO.
- The Supplier shall retain all quality related records as required by this document and the unique PO.

6.0 Customer Notification of Management or Business Change

Suppliers are required to notify the Ontic Quality Management and Supply Chain Management of all management changes to personnel who have Responsibility and Authority for their Quality Management System.

All Suppliers are required to provide Quality Certifications and are required to inform Ontic of any changes in these Quality Certifications. This includes, but is not limited to:

- Additional certificates awarded.
- Suspension of certification
- Mergers and acquisitions

Suppliers (Including Sub-contractors, Sub-tier Suppliers) must not make any changes to the following without prior written approval from Ontic or Supplier Quality.

- In part design
- Materials
- Manufacturing processes
- Manufacturing location
- Sub-contractors
- Source of supply for raw or subcomponent material
- Cross referenced part number

Notification of changes to be emailed to the appropriate Ontic Buyer and Supplier Quality.

7.0 Business Contingency Plan

Suppliers shall develop and maintain a business contingency plan that will guide the organization to respond to a disruption (unplanned, negative deviation from the expected delivery of products and services i.e., pandemic, flood, fire, etc.) and resume, recover and restore the delivery of products and services to Ontic. The plan should mitigate the risk (Quality and Delivery) of supply breakdowns. Suppliers also need to ensure protection of Ontic property and provide access to them in the situation of a disaster. The plan is to be submitted if requested by Ontic.

8.0 Suppler Quality Certifications

The Supplier should maintain a Quality Program in compliance with ISO9001, AS9100, or AS9120 requirements. The Supplier shall maintain compliance to the Supplier Quality Control Requirements (SQCR). Suppliers are required to be on the Ontic Approved Supplier List (ASL.) Suppliers who do not have an approved quality management system, to a recognized international standard, may need to be audited before being added to the Ontic ASL. Suppliers will issue product on a Certificate of Conformance (C of C), with all supporting documentation, as defined by contract, PO, and per section 19.0 of this document. There may be specific or special requirements applicable to the supply of certain products or services based on engineering, quality, and/or Ontic customer requirements. The Supplier will be made aware of these by either Supplier Quality, Supply Chain via email, or via statement or quality codes listed on the PO.

Special processes such as welding, heat treating, plating, coating, non- destructive testing, must be performed by NADCAP approved suppliers unless stated otherwise by Ontic on the PO. Objection to this requirement may be submitted to Ontic per section 4.0 of this document. The current approval status of processing sub-tiers must be confirmed by Ontic prior to performing the process.

Contractors who carry out the repair, inspect, or overhaul of component parts must be approved to issue an 8130-3 (US repair) for specific parts as required.

Qualification of Supplier's Personnel

Suppliers, Sub-Tier Suppliers, Contractors, and Sub-Contractors shall ensure that the personnel performing operations of producing product per the purchase order agreement are qualified to perform said operations.

9.0 Contract Review (RFQ) / Purchase Order Review

The Supplier shall conduct a review (Contract/Order review) on the PO or Contract from Ontic prior to acceptance. This review shall include, but not limited to:

- The ability to meet the requirement for product and/or services to Ontic.
- Requirements specified by Ontic including delivery and any post-delivery activities.
- Statutory and regulatory requirements applicable to the products and services.
- Ontic specifications and standards applicable to the PO or Contract.
- Requirements not stated by Ontic, but necessary for the specified or intended use.
- Resources and infrastructure required to meet the Ontic requirement.

The review should include all necessary functions within the Supplier's organization relevant to PO/Contract, size of the business and considered necessary by the Supplier to ensure that on acceptance of the order, the requirements of Ontic will be fulfilled. The Supplier shall retain documented evidence that the review has been successfully completed.

Controlling Document Order of Precedence

The order of precedence of controlling documents is as follows

1. PO
2. Drawing
3. Specifications
4. 06.03.00 Supplier Quality Control Requirements.

10.0 Design Data

It is the Supplier's responsibility to ensure the latest drawings and specification revisions are used as specified on the Ontic PO or Ontic drawings. Specifications may not be listed on the Ontic PO but will be referenced on drawings. If there is any doubt as to the latest drawing or specification revision, please contact the Ontic Supplier Quality or Buyer for advice.

Request for assistance can be submitted through FMSUPPLIERQUALITY@ONTIC.COM

Engineering Change Notifications/Authorizations

- For Supplier owned design authority, changes to fit, form, or function shall not be made without written notification to the Buyer.

- For Buyer owned design authority, no changes shall be made without written authorization from the Buyer.
- For Buyer owned design authority, the Supplier agrees to notify Ontic of any changes to sub tier Suppliers which includes all special processing used to meet the drawing/PO requirements.
- Drawing and Change Control - The Supplier's system shall assure that the latest applicable drawings, specifications, technical requirements, PO information and changes there to will be available at the time and place of Supplier's acceptance of material and/or services. All changes shall be processed in a manner which will assure incorporation on the affected material and/or services at specified effective points. On Buyer-designed parts, Buyer may require that the Supplier's change control system be compatible with that of Buyer.

See Appendix A, Customer Controlled Design: Supplemental Requirements

11.0 Flow Down of Requirements

The Supplier shall be responsible for flow down of all the requirements and provisions of the Ontic PO applicable to the Supplier's sub-contractors or sub-tier suppliers, including the applicable requirements of this SQCR.

The Supplier shall ensure that externally provided processes, products, and services meet the requirements of Ontic and any special process requirements including relevant clauses of this SQCR.

The Supplier shall be fully responsible for the conformity of any sub-contract/sub-tier product, service and/or, process provided in the course of fulfilling Ontic requirements. This applies equally to sub-contract/sub-tier, designated by Ontic.

Control of the external Suppliers shall be controlled under the Supplier's quality management system and Suppliers shall be on their Approved Suppliers List.

12.0 Supplier Inspection

Sampling Plan

The Supplier may use sampling procedures unless excluded by the requirements of this document, engineering documents, PO when tests are destructive, or when quality history, inherent characteristics, statistically controlled processes, or operation repeatability due to numerically controlled machines do not justify less than 100% inspection.

Sampling plans shall be in accordance with AS9138 or BS6001 with the exception that lot acceptance will always be "accept on zero, reject on one".

Any Suppliers who cannot fully meet the requirement of AS9138 or BS6001 due to the size or nature of their business will need to submit their sampling plan procedure to Ontic Quality Management for review and approval per the requirements of section 4.0.

Visual Inspection - Lighting

Standard visual inspection requires the area to be to a minimum 15OO Lux and clean, with all the necessary equipment required, Lux readings must be recorded at least once per year.

13.0 Foreign Object Damage (FOD), Foreign Object Debris (FOd) Control

The Supplier shall maintain a FOD/FOd (Foreign Object Damage/Debris) control program assuring work is accomplished in a manner preventing foreign objects or material from entering and remaining in deliverable items. This shall be in accordance with AS9146, "Foreign Object Damage (FOD) Prevention Program - Requirements for Aviation, Space, Defense Organizations" for Ontic Suppliers."

Maintenance of the work area and control of tools, parts, and material shall preclude the risk of FOD/FOd incidents. Ontic shall have the right to perform inspection and/or audits as a method of verification that the Supplier's FOD/FOd control program is functional, documented, and effective.

Any Suppliers who cannot fully meet the requirement of AS9146 due to the size or nature of their business will need to submit their FOD/FOd Policy/ Procedure to Ontic Quality Management for Review and Assessment and request approval to deviate from the SQCR requirement.

14.0 Electrostatic Discharge (ESD)

ESD sensitive delivered products, including replacement assemblies, shall be physically identified by label or permanent marking. The delivered items shall be packaged for ESD protection per ANSI 20/20 and appropriately marked.

15.0 Right of Facility Access

The Supplier shall grant Ontic, Civil and/or Military regulatory authorities, and/or Customer representative access to their facilities and documentation and provide them with necessary means, in accordance with the confidentiality rules, for performing the supervisory actions, including checking for conformity to a contract and/or to a product, and surveys on the functioning of the Quality Management System. In cooperation with the Supplier, this right of access is extended to the sub-tier Suppliers and requires Ontic to give 48 hours' notice.

16.0 Source Inspection

Source Inspection at a Supplier's site will be imposed by Ontic via a letter issued from Ontic Quality Manager, or their respective delegate, to the Supplier as well as being noted on the applicable PO. Only the Ontic Quality Manager, or their respective delegate, can remove or waive source inspection requirements.

Source inspection may be imposed under, but not limited to, the following conditions:

- Product Audit/Inspection
- Process Audit/Inspection
- Corrective action review/follow up.
- New Suppliers
- Customer Requirements

Supplier's responsibility related to Source Inspection:

- Notify Ontic Supplier Quality at least seventy-two (72) hours in advance of the time the product is to be inspected. Fourteen (14) days in advance, when possible, of the time when such inspection will be required when "Government Source Inspection or Customer Source Inspection" is required.
- Provide all the required facilities for the source inspector to perform source inspection.
- Applicable specifications
- PO
- Inspection check sheet
- All other documentation as required.
- An inspector must be always available to assist.
- Evidence of a completed source inspection must be indicated on the inspection or ATP record and the shipping paperwork.

17.0 Non-Conformance

Supplier Deviation Request (SDR)

Requests for any deviations from drawings, specifications, or other PO requirements must be recorded and submitted on a "Supplier Deviation request (SDR)" form for consideration by Ontic. The SDR should be submitted through fmSupplierquality@ontic.com and copy the Buyer. Material shipped on an approved SDR must reference the SDR number on all relevant paperwork supplied to Ontic.

Blank SDR forms can be requested from Ontic Buyer or Supplier Quality.

Repair: Under NO circumstances shall a Supplier or a Supplier's Sub-tier perform any repair procedures/operations without specific written authorization and an approved repair procedure from Ontic.

All SDR's must be submitted and approved PRIOR to shipment of parts.

Supplier Control of Non-Conforming Product.

The Supplier shall ensure that any internal product or service, sub-contract, sub-tier, Supplier non-conforming material shall be identified, controlled, segregated and inhibited from use or delivery to Ontic. A non-conformance can also be identified by Ontic either through rejected part Material Rejection Record (MRR) or service or via Supplier audit/visit.

The Supplier shall carry out an immediate containment action, followed up by a root cause analysis and corrective action for all occurrences in accordance with their procedures or where Ontic has raised a SCAR, in accordance with the raised and issued non-conformance report.

Responses shall be comprehensive and robust to inhibit the same or similar issues re-occurring in the future.

Note: SCAR raised against product and not addressed by the due date listed in the SCAR, without an approved extension, will be escalated within Ontic. This may result in the Suppliers account being put on hold by Ontic Supplier Quality or Finance until the SCAR has been addressed, they may also be reported to a regulatory authority and/or Ontic end Customer.

Reworked or Replacement Material

When returning previously rejected material to Ontic, the Supplier shall reference the MRR number on all shipping document(s) and shall state if the items have been replaced or reworked.

Scrap Material

Product dispositioned as scrap shall be permanently marked, in a manner that makes it clear and obvious the part or product is scrap. The part or product shall be rendered unusable where practical and shall be controlled until physically disposed of.

Notice of Escapement (NOE)

When the Supplier identifies or becomes aware of a suspect part/product or service that has escaped from the Supplier's facility to Ontic (or designated drop point), the Supplier shall notify Ontic within 72

hours. The Notification shall be in writing, addressed to Ontic Supplier Quality, on the Supplier's own letterhead.

18.0 First Article Inspection (FAI)

The Supplier shall use a representative item from the first production run to verify that processes, documentation, tooling, and skill levels are able to produce parts and assemblies that are compliant to requirements. This is demonstrated by submitting a First Article Inspection Report (FAIR) with the first lot shipment of product as defined by this document and the requirements of AS9102.

Ontic requires all FAI fields (R) (CR) (O) as listed in AS9102 to be populated when possible. A Bubble Drawing is required and must be provided with all submitted FAI. FAI should be submitted before the product is shipped. Send submissions to FMSupplierQuality@Ontic.com. Additionally, a physical copy of the FAI must be included in the shipment. Approval of the FAI is **NOT** required prior to shipment.

First article product must be identified as "First Article" by tagged and/or bagged, and special packaging, such that the FAI product is clearly identified and so that identification cannot be lost.

Blank FAI forms can be supplied by Ontic on request. Request should be made through the Ontic buyer or FMSUPPLIERQUALITY@ONTIC.COM

The Supplier shall retain the FAIR as proof of the production verification process.

If a Supplier requires assistance in the completion or requirements of a FAI to AS9102, they are to contact the Ontic Buyer, Supplier Quality, or submit a request for help through FMSUPPLIERQUALITY@ONTIC.COM.

Suppliers who are AS9100 accredited will need to complete the FAIR as part of their verification process as per the standard. Therefore, Ontic Supply Chain will not pay for any FAIR cost.

Note: Suppliers, or their sub-tier supplier, performing any special processes must list the process being performed and their respective certification number on form 2 of the FAI.

Suppliers are responsible for the quality, compliance, and conformance of all products and materials shipped to Ontic or Ontic customers. Acceptance of the FAI by Ontic does not eliminate this responsibility and is not proof of product or material quality, compliance, or conformance.

19.0 Certificate of Conformance/Compliance (C of C)

Any and all work, process, manufacturing, fabrication, or assembly applicable to the items ordered (including processes or military specifications) and/or referenced on the purchase order and drawing

must be certified by a statement of conformance. This Certificate of Conformance must be signed by authorized personnel. A legible and reproducible copy of the Certificate of Conformance must accompany each shipment. The certificate shall include the following:

- Supplier Name and Address
- Ontic PO Number, Quantity Shipped, PO Line number.
- Supplier must state Country of Origin.
    - Country of Origin (COO) is the country of manufacture, production, or growth where an article or product comes from.
- Ontic Part Number
- Part Revision
- Drawing Revision
- Serial Number (when applicable)
- Manufacturing Plan Revision (when applicable)
- Operation Number (when applicable)
- Signature and Title of authorized representative
- Processes performed, required by drawing, specification or PO
- Specification (when applicable)
- Process Certification Number and Ontic Approved Supplier(s) used for processing (when applicable)
- Lot number, if not serialized
- Indication that products were manufactured from materials on which the Supplier has records of material conformance.
- Actual tests results required (when applicable) See section 29.0
- Test Certificate of Conformance (when applicable) See section 29.0

The Certificate of Conformance must contain a statement that all inspections and tests have been performed as required by drawing, specification and/or PO.

The certificate must list each special process that appears on the drawing such as: heat treat, non-destructive examination, and plating or coating, etc.

Perishable products controlled by batch number or cure date and products controlled by heat number will have applicable controlling numbers on the individual certificate.

Blanket statements of conformance are **unacceptable**, as are statements of belief rather than fact.

Distributors

Ontic requires all distributors providing industry standard parts such as (MS, AN, NAS) to be delivered with a Certificate of Conformance from the Supplier stating the Original Manufacture and traceable lot/batch identifier. Original Manufactures Certification shall be readily available upon request from Ontic for a period of (10) years from the date of delivery to Ontic as per section 22.0.

20.0 Identification and Traceability

Supplier shall document, implement, and maintain a process for identifying product during all stages of receipt, any internal processing, storage, distribution, and shipment.

All components/products must be packaged and labelled in accordance with relevant industry standard packaging or to Ontic's specific requirements which will be detailed on the PO.

All certifications shall be traceable to the material submitted and shall contain the signature and title of the authorized representative of the Supplier, Lot/Batch and/or Serial numbers shall be identified. Additionally, the certification shall include all standards or specifications that the process or material were manufactured to.

Computer generated facsimile signatures will be accepted.

21.0 Counterfeit Part Prevention

For the purpose of this section, work consists of those parts delivered under contract that are the lowest level of separately identifiable items (e.g., articles, components, goods, and assemblies).

"Counterfeit Work" means work that is or contains items misrepresented as having been designed and/or produced under an approved system or other acceptable method. The term also includes approved work that has reached a design life limit or has been damaged beyond possible repair but is altered and misrepresented as acceptable.

- Suppliers must ensure that Counterfeit Work is not delivered to Ontic.
- Suppliers shall only purchase products to be delivered or incorporated as work to Ontic directly from the Original Component Manufacturer (OCM) I Original Equipment Manufacturer (OEM), or through an OCM / OEM authorized distributor chain. Work shall not be acquired from independent distributors or brokers unless approved in advance in writing by Ontic Supplier Quality team.
- Suppliers shall immediately notify Ontic Supplier Quality with the pertinent facts if they become aware or suspect that they have furnished Counterfeit Work. When requested by Ontic, the

Supplier shall provide OCM/OEM documentation that authenticates traceability of the affected items to the applicable OCM/OEM.

- In the event that work delivered under contract constitutes or includes Counterfeit Work, the Supplier shall, at its expense, promptly replace such Counterfeit Work with genuine work conforming to the requirements of the contract.
- The Supplier shall be liable for all costs relating to the removal and replacement of Counterfeit Work, including without limitation Ontic costs of removing counterfeit work, of reinserting replacement work and of any testing necessitated by the reinstallation of work after Counterfeit Work has been exchanged.
- The Supplier shall include the requirements of this section or equivalent provisions in lower tier subcontracts for delivery of items that will be included in or furnished as work to Ontic.

The Supplier shall establish and maintain a Counterfeit Parts Prevention program and process to prevent the delivery of counterfeit parts to Ontic. Please see reference industry standard AS-5553 as a guideline.

22.0 Record Retention

The Supplier shall maintain all relevant records of material, processes, and testing as well as any additional records imposed by the PO. Records to be retained include, but are not limited to, those listed below.

- First Articles
- In-Process (Work Order, Job's, Travelers etc.)
- Final Inspections
- Tests
- Test samples
- Any other part data such as CMM or Inspection reports
- Quality records
- Certifications of Conformance

Inspection records shall indicate the following:

- Nature and number of observations made.
- Number and type of deficiencies found. (If applicable)
- Quantities approved and rejected.
- Corrective Action taken (If applicable)

When the PO is complete, such records shall be maintained (Hardcopy or Electronic) for a period of NOT LESS THAN TEN (10) YEARS from the closing date of the PO.

All records must be available to Ontic within a maximum of 48 hours or 2 working days, as requested by Ontic Supplier Quality or Buyer.

23.0 Handling, Packaging and Preservation

See 15.03.01 General Packaging and Shipping Instructions (GPSI-100)

The Supplier shall ensure that all articles are packaged in a manner and with relevant industry standard materials necessary to prevent deterioration, corrosion, or damage. Requirements for packaging shall consider conditions affecting the article while at the Supplier's plant, transportation to destination and the expected or specified conditions at the destination. During fabrication and processing, special carts, boxes, containers, and transportation vehicles shall be used as necessary to prevent damage due to handling.

Materials and processes used for packaging and shipping should be in compliance with all relevant AS, ISO, or MIL standards relevant to the material being shipped as well as the requirements of the carrier's being used.

When packaging parts, the use of staples and paperclips are prohibited due to the potential for FOD/FOd.

Chemical Shipping Requirements

All chemicals must ship in compliance with all federal, state, and local governmental standards and regulatory requirements, including but not limited to the DOT, EPA, FMCSA, MSDS, and OSHA requirements. Each individual container within the shipment must have the proper MSDS label attached. Additionally, each individual container within the shipment must have a label stating the chemical identity, manufacturer, MSDS number, Date, Lot, and time of manufacture.

Failure to comply with this requirement will result in rejection of the shipment. However, return of the material may not be possible due to federal, state, and local governmental standards and regulatory requirements and how they relate to shipment of unknown chemicals.

Depending on the circumstances Ontic may be required to report the issue to the cognizant regulatory agency.

24.0 Critical Safety Item (CSI), Safety Critical (SC), and Grade A/Class 1 Parts

A CSI, SC, Grade A, or Class 1 part sometimes referred to as a "Flight Safety Part," is any part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause loss of, or serious damage to, the aircraft, and/or serious injury, or death, to the occupants. The drawing and associated technical data will clearly identify that the item is CSI, SC, Grade A, or Class 1 part and will identify the critical characteristics, critical processes, and inspections and other quality assurance requirements. If required, the Supplier must comply with every section of **Appendix C** that is applicable to the part classification they are supplying.

25.0 Welding/Brazing Requirements

All welding/brazing shall conform to the criteria established in the specification or workmanship standard noted on the applicable drawing or Ontic PO. Certification to the imposed specification shall be provided with each order supplied.

26.0 Component Solderability

All electronic assembly and soldering shall conform to the criteria of IPC-A-610 Class 3, current revision, unless specified differently on the Ontic PO.

Technicians performing work on, and inspectors engaged in final acceptance of, electrical/electronic products for purchase by Ontic shall be Certified Application Specialists per IPC-A-610 or J-STD-001, current revisions.

All Suppliers delivering Products containing EEE components shall develop and implement a Lead-free Control Plan (LFCP) that's conforms to the current revision of SAE GEIA-STD-0005-1. No deviation from specified solder is permitted. All soldering must be done in accordance with the drawing or specification.

27.0 COTS Assemblies

COTS (Commercial off the shelf) This is defined as a part or material that conforms to published industry standard or US national authority published specification: Mil-Std, NAS, ASTM, SAE, etc.

Distribution Suppliers are required to inform Ontic of any changes to source of COTS part or materials.

All Suppliers delivering Products containing EEE (Electrical, Electronic, and Electromechanical) COTS Assemblies shall develop and implement a COTS Assembly Management Plan (CAMP) that conforms to the current revision of SAE EIA-933.

28.0 Shelf-Life control

Unless otherwise specified on the PO, all shelf-life materials shall be delivered to Ontic with a minimum of 75% shelf life remaining. The date of manufacture and expiration dates are required to be on the certification and the packaging.

Rubber Components/Raw Materials and Assembly Cure Dates

Rubber products used in assemblies shall meet the age requirements of BS 3F 69 and BS 4F 68. In addition, all assemblies shall be marked with the cure date of the oldest rubber part in the assembly, as well as the date of assembly. Marking may be accomplished by decal, rubber stamp, or bag and tag.

Each package of rubber components shall be marked with date of cure part number, PO number, quantity, compound number, and manufacturer's identification (if different than part number). Date of cure on "O" rings shipped to Ontic shall be defined on the Suppliers C of C, normally within quarters and shall not exceed 10% of the shelf life from date of manufacture/cure to ship date and acceptance at Ontic.

29.0 Physical and Chemical Test Reports Requirements

For product or material related to a CSI, SC, Grade A, or Class 1 part, sometimes referred to as a Flight Safety Part, the relevant or related sections below are always required regardless of missing or omitted PO statements or quality code call outs.

When invoked on the PO by statement or quality codes, each shipment must be accompanied by a physical/chemical test report as required by the applicable material specification. The report must contain the signature and title of the authorized representative of the facility performing the tests and shall assure specification conformance. The supplier shall retain copies of all test reports.

Physical and Chemical

When invoked on the PO by statement or quality codes, each shipment must be accompanied by a legible and reproducible copy of the Supplier's certification, identifiable with submitted material for which test reports are on file and available for examination. This certificate must contain the signature of the authorized representative and assure conformance to specified requirements. (See section 19.0 "Certificate of Conformance/Compliance (C of C)" for certification requirements)

Heat-Treatment

When invoked on the PO by statement or quality codes, each shipment shall be accompanied by a legible and reproducible copy of the detailed heat treatment cycle used. Details to include drawing requirement, specification, date, time and temperature and quench method as applicable.

Inspection reports must accompany the heat treat report. The report must contain the signature and title of the authorized representative of the agency performing the tests and inspections.

Mill Certification

Assigned serial numbers must be consecutive within a mill heat.

- All items covered by the PO must be from the same mill heat.
- Actual mills certification required.

Non-Destructive

A Non-Destructive Test is to be performed if specified on the PO/drawing. A legible and reproducible copy of actual non-destructive test results identifiable with acceptance requirements and material submitted shall accompany each shipment. These reports must contain the signature and title of the authorized representative of the agency performing the inspection and must assure conformance to specified requirements.

- Fluorescent Penetrant Inspection (FPI)
- Magnetic Particle Inspection (MPI)
- Radiographic

Other non-destructive evaluation processes as referenced on drawings and/or specifications shall be performed by an approved Ontic source in accordance with applicable standards.

Parts that have been accepted using FPI or MPI shall be marked per the applicable non-destructive test specification if required. Radiographic inspection of castings shall be performed after all heat-treat operations. Radiographic techniques shall be submitted to Ontic for prior approval if required by PO.

Cast Test Bars

The Supplier shall produce and maintain, for each shipment provided, quantity (2) test bars representative of each heat treat lot, poured from the same melt as the castings supplied. Test bars shall be permanently identified with the Supplier's name or trademark, Melt, Heat treat lot number, and alloy type.

Forging Test Bars

The Supplier shall produce and maintain, of each shipment provided, Quantity (2) test bars produced from the same heat of material as the forging supplied. Test bars must have the same percentage of reduction as parts supplied and shall be permanently identified with the Supplier's name or trademark, Material heat number, Heat-treat lot number, and alloy identification.

The Supplier shall retain the Forging and Cast test bars identified above for a period of not less than what's stated in the record retention requirement and must be made available to Ontic upon request. Test bars stored at the Supplier's facility shall not be destroyed without prior written approval from Ontic Supplier Quality.

Synthetic Rubber Component Hardness Reading

When required by drawing notes and/or PO requirements, certifications with the noted readings.

For Durometer or other applicable hardness reading pertaining to rubber/synthetic rubber products shall be provided for each lot of parts submitted to Ontic. Each Lot shall be identified and packaged separately.

Raw Material Certification

When invoked on the PO by statement or quality codes, each shipment shall be accompanied with legible and reproducible copies of the material certification as furnished by the raw material Supplier or an independent test laboratory. Material certifications must agree in all respects with the raw material requirements of their applicable specifications. Unless otherwise specified, all certifications shall state the latest revision of the Specification that the material is being certified to as a minimum.

Process Certification

When invoked on the PO by statement or quality codes, each shipment must be accompanied by legible and reproducible copies of a certificate containing the signature, or stamp of an authorized representative for all processes used, such as heat treating, welding, surface preparation and treatment, etc. The certificate shall include the process used, the specification to which it conforms, results of any testing and the name of the sub-tier that performed them if other than the Supplier. For serialized parts, serial number must appear on the certificate, otherwise lot/batch details.

30.0 Ontic Owned Property

All manufacturing, test or inspection equipment belonging to Ontic must be permanently identified with a unique number. Additionally, a record for condition, calibration and tool life status including the

quantity of parts produced from the tool where applicable, must be maintained and updated. Supplier must provide this list into Ontic Supplier Quality annually.

31.0 Supplier Development

Supplier Development is the process of working with Suppliers on a one-to-one basis to improve performance (and capabilities) for the success of Ontic and Supplier. It is the ongoing process from both parties to ensure quality, delivery and cost competitiveness.

Supplier Score Cards (Pending)

Ontic will monitor the Supplier's performance rating using a risk based and performance rating in the form of a Score Card. Score will be based on several factors including.

- The Quality rating is based on the number of parts received against the total number of parts rejected (DPPM=(Rejects/delivered) x1000000). Performance is measured monthly and on a rolling 12 months.
- Response to Supplier Root Cause & Corrective Actions. Late containment action notifications and SCAR responses, without approved extensions from Ontic, may affect the quality score. A late response will reduce the quality score 1% for every day the required response is overdue.
- OTD Performance data is based on detailed receiving from Suppliers, Contractors & Sub-Contractors contractual obligations. OTD is based on the suppliers confirmed promised date against the actual receipt date. These dates are at our dock dates, not ship dates from your facility. To reiterate, the dates on the purchase are the request dates for our dock.
- There are three score (OTD, Quality, and Cumulative). If the OTD or Quality score fall to 30% or less or if the Cumulative score falls to 60% or less immediate corrective actions, by the Supplier, must be taken.

Category	Delivery (OTD)	Score	Quality (DPPM)	Score	Cumulative
Excellent	100% - 95%	50%	< 1,000	50%	100%
Good	94% - 90%	40%	> 1,000 - < 1,500	40%	80%
Needs Improvement	89% - 80%	30%	> 1,500 - < 2,000	30%	60%
Unacceptable	79% - 70%	10%	> 2,000 - < 100,000	10%	20%
Disqualified	< 70%	0%	> 100,000	0%	0%

32.0 Reportable Substances (Pending)

Toxic Substances Control Act 15 U.S.C. §2601 et seq. (1976)

Conflict Minerals

The Supplier shall have a Policy or Procedure in place to ensure any changes to the Dodd Frank's regulatory requirements are reviewed and abided by and is flowed down to their supply chain.

See https://www.state.gov/conflict-minerals/ for guidance.

- Within the scope of supply to Ontic the Supplier shall maintain documented information and evidence to confirm they have achieved, or exceeded, Ontic requirements.

33.0 Customs Trade Partnership Against Terrorism (C•TPAT)

In support of Boeing's C-TPAT implementation program, these security requirements and guidelines are provided to international shippers to institute effective security practices designed to ensure supply chain security to mitigate the risk of loss, theft and/or contraband smuggling that could be potentially introduce terrorists and implements of terrorism into the global supply chain.

Relevant Boeing product shippers must complete an Ontic Security Questionnaire to enable the above implementation program within the global supply chain.

34.0 Modern Slavery/Ethics

Ontic expects each of our Suppliers, contractors, and consultants (collectively, "Suppliers") to conduct business fairly, impartially, and in an ethical and proper manner. In addition, Ontic expects each of our Suppliers to adhere to the principles of our Ethical Conduct Policies concerning compliance with all applicable laws, conducting business fairly and ethically, respecting human rights, conserving the environment, and providing high quality, safe products and services. Suppliers are expected to cascade these principles to their own Suppliers. This may involve the establishment of supply chain management processes that integrate the requirements of this Code of Ethical Conduct.

Ontic will assess its Supplier's compliance with the foregoing commitment to our Ethical Conduct Policies and violations of this Code of Ethical Conduct may jeopardize a Supplier's relationship up to and including termination of the business relationship.

35.0 Ozone Depleting Chemical (Reserved)

36.0 Quality Codes

CODE 5 - This procurement involves either Airworthiness/Product Safety Critical, or Flight Safety Critical items or materials. Parameters requiring critical items or materials documentation are specified on the Buyer's drawings, specifications, or PO's. These parameters shall be quantitatively documented in detail, and shall be positively traceable to the materials, parts, or services supplied against this Buyer's PO. In the interest of air safety, and if/when so required by Buyer, the Supplier shall assist in the analysis of materials that are involved in accident investigations. Strict compliance is mandatory.

CODE 6 - A First Article Inspection (FAI) is required prior to delivery of the first production unit. Parts supplied against this PO must have a First Article Inspection (FAI) performed by the Supplier prior to the first shipment in accordance with the requirements of AS9102. The FAI data package shall be submitted to Ontic for review and approval. The FAI data package shall include all objective evidence of conformance of all characteristics on the face of the top drawing. Incomplete submittals may result in rejection of the entire First Article package back to the Supplier.

- All (R) & (CR) as listed in AS9102 are required.
- (O) as listed in AS9102 for Supplier Code & PO are required.
- A bubble drawing is required.

CODE 10 - Age Limit: Date of Manufacture – The items supplied under this order are subject to age and/or temperature control. A certified report showing cure date, manufacturer's name, compound number, and the specification the material meets shall be supplied by the Supplier with each shipment. The cure date (for elastomer or rubber or rubber-like products) or shelf life (for perishable items) and/or temperature limitation (for perishable items) must appear on each container. The remaining shelf life. (if applicable), for perishable items as received must equal or exceed 75% of the manufacturer's shelf life. The date of receipt for items requiring a cure date must be within 3 months of the manufacturer's cure date.

Frozen items must be shipped in a cold pack capable of sustaining the necessary temperature for 72 hours with an additional 24-hour buffer. If the material is frozen, a freeze sticker is required on the outside of the shipping container with the following information included:

- Date and time contents are shipped from the Supplier.
- Freeze or refrigeration temperature requirements.

CODE 12 - Certified Statement of Conformance: A certified signed statement that material/parts conform to applicable specifications shall accompany shipment and be enclosed with packing slip. (See Section 19.0 Certificate of Conformance/Compliance (C of C))

Certifications from distributors must establish traceability to the original manufacturer. The preferable method is to provide a copy of the original manufacture's certification along with a certification from the distributor. Identifying the original manufacture on the distributor's certification is acceptable.

When material is supplied by the Buyer, the Suppliers Certificate of Conformance shall include a statement that the components (Buyer's part number and serial numbers) have been fabricated from material supplied by the Buyer.

CODE 13 – Material Certification - Material producer's original certificate for raw material shipped to Buyer and/or used against this PO must accompany shipments and be included with the packing slip. Reports must validate compliance to current raw material procurement. See section 29.0 "Physical and Chemical Test Reports Requirements" & Section 19.0 "Certificate of Conformance/Compliance (C of C)

CODE 14 – Special Process Certification – The Supplier shall supply Certificates of Compliance for all special processes performed as part of this PO. See section 29.0 "Physical and Chemical Test Reports Requirements" & Section 19.0 "Certificate of Conformance/Compliance (C of C)

CODE 16 - Certified Quantitative Test Results - Certified copies of quantitative test results, obtained from all electrical or mechanical tests of each device covered by this PO, shall accompany each shipment. See section 29.0 "Physical and Chemical Test Reports Requirements" & Section 19.0 "Certificate of Conformance/Compliance (C of C)

CODE 17 -Supplier Inspection Data Required. The supplier shall provide dimensional and/or mechanical data for each part listed. Data must include the measured value for every feature as defined by the applicable drawing. Each shipment of parts shall be accompanied by a legible copy of the inspection data report for all variable and mechanical characteristics listed on the drawing. The report(s) shall contain the signature and title of responsible representative of supplier indicating product conformance and acceptance to specified requirements. The drawing number and applicable revision must be listed on the inspection data report. All drawing notes shall be verified and approved by indicating accept on the inspection data report. If a nonconformance is found during the supplier's inspection, the supplier shall quarantine and hold product and notify buyer. Inspection sampling plan shall be a minimum of 2.5% AQL.

CODE 18 – Order Specific QMS (Quality Management System) Requirements – To be provided to Supplier by Buyer on PO's where this is required by Ontic/Firstmark/ABI Customer.

CODE 19 – Sub Tier Supplier Approval Required – Selection and use of sub-tier Suppliers must be approved by Buyer at time of PO acceptance. Sub-tier Supplier includes all special processing used to meet the drawing/PO requirements.

CODE 21 - Solderability Requirement — Electrical and Electronic Components on this order shall meet the Solderability requirements of IPC/EIA J-STD-001.

CODE 70 - ESD Requirement — Articles must be packaged in individual containers or compartmentally packaged, protected against electrostatic discharge. Each container and outer pack shall be labeled "Caution: Contents Are Electrostatic Sensitive."

CODE 71 - Packaging Requirement — Articles shall be individually or compartmentally packaged; bulk packaging prohibited.

CODE 76 - Original Manufacturer's Certification - Certification is required and must be from the actual manufacturer. A dated and signed statement that articles conform to applicable specifications shall accompany hardware and shall be enclosed with the packing slip. See Certification Requirements, section 38.0.

CODE 80 – Certified Test Report (Polyester Webbing) – A signed test report for materials shipped to the Buyer must include evidence that the material conforms to section 4 of SAE AS 8043 issue date 3-86. See section 29.0 "Physical and Chemical Test Reports Requirements" & Section 19.0 "Certificate of Conformance/Compliance (C of C)

CODE 81 – Certified Test Report (Nylon Webbing) – A signed test report for material shipped to the Buyer must include evidence that the material has a minimum breaking strength of 2250 lbs. See section 29.0 "Physical and Chemical Test Reports Requirements" & Section 19.0 "Certificate of Conformance/Compliance (C of C)

CODE 85 – Burn Test Certification – A signed test report for materials shipped to the Buyer certifying that the material conforms to FAR 25.853 (a), Appendix F, Part 1, Subsection (a)(1)(iv). See section 29.0 "Physical and Chemical Test Reports Requirements" & Section 19.0 "Certificate of Conformance/Compliance (C of C)

CODE 86 – Sample for Verification Process – Supplier to provide sample to be used to validate physical and chemical properties of metallic raw materials at a minimum frequency of on test per material Supplier within a 12-month period for FAC/ABI to send to NADCAP or A2LA approved lab for verification of material properties.

37.0 APPENDIX A – Customer Controlled Design: Supplemental Requirements

Major changes (as defined below) shall be submitted in writing to the ONTIC Buyer describing the current requirements, proposed changes, reason for the change, and an estimated implementation date. Implementation of major changes shall not be made without the prior written approval of ONTIC Quality.

Major Changes are:

- Changes to customer design or specifications.
- Changes to manufacturing process such as method of material removal, e.g., grinding to turning, etc.
- Changes in facility location.
- Change of a sub-tier Supplier and or its facility location.
- Change in sub-tiers Supplier's procedures or processing as defined herein.
- Changes in specialized test equipment or test procedures used for product acceptance (exception for routine maintenance).
- Changes in cleaning methodology or solvent type used for in process or final part cleaning.
- Functional changes to specialized tooling, dies, or fixtures.
- Changes to special process, welding, and nondestructive testing procedures.
- Changes to pre-weld cleaning or solvent type.
- Use of substitute or superseding documents due to obsolescence of government or industry standards unless authorized by ONTIC.
- Changes or deletion of inspection operations for in-process and final inspections of drawing requirements.
- A natural or man-made event which may affect the manufacturing process.

38.0 APPENDIX B

Compliance to Ontic SQCR

The following checklist must be completed by the Supplier, then signed & returned to Ontic Supplier Quality, if a Supplier cannot meet these requirements, they must follow Section 4.0 of this document. (Unless returned within 7 working days, Ontic Supplier Quality will assume that the Supplier fully complies with every section on this document.)

Section	SQCR Clauses	Working Procedure Instruction	Compliant Yes/No	Notes
1.0	Contact Details			
4.0	Supplier Quality Control Requirements Deviations			
6.0	Customer Notification of Management or Business Change			
7.0	Business Contingency Plan			
8.0	Supplier Quality Certifications (1SO9001/AS9100/AS9120/EASA Part 21)			
9.0	Contract Review			
10.0	Design Data			
11.0	Flow down of Requirements			
12.0	Supplier inspection - AS9138/BS6001			
13.0	Foreign Object Damage (FOD) / Foreign Object Debris (FOd) Control - AS9146			
14.0	Electrostatic Discharge (ESD)			
15.0	Right of Facility Access			
16.0	Source Inspection			
17.0	Non-Conformance			
18.0	First Articles Inspection (FAI) - AS9102			
19.0	Certificate of Conformance			
20.0	Identification and Traceability			
21.0	Counterfeit Part Prevention - SAE AS 5553			
22.0	Record Retention			
23.0	Handline, Packaging and Preservation			
24.0	Critical Safety Item, Safety Critical and Grade A/Class 1 Parts /RIS-2750-RST			
25.0	Welding/Brazing Requirements			
26.0	Component Solderability - IPC-A-610/J-STD-001/SAE GEIA STD-0005-1			
27.0	COTS Assembles - SAE EIA-933			
28.0	Shelf-Life Control - BS 3F 69/BS 4F 68			
29.0	Test Reports and Certifications Physical and Chemical			
30.0	Ontic Owned Property			

31.0	Supplier Development			
32.0	Reportable Substances (TSCA) 15 U.S.C. §2601 et seq. (1976)			
32.0	Customs Trade Partnership against Terrorism (C-TPAT)			
34.0	Modern Slavery/Ethics			

I confirm, on behalf of _____ that all elements of the above checklist are correct.

Signature _____ Position: _____ Date: _____

39.0 APPENDIX C

For every delivery the Supplier and its sub-tier(s) that perform work on a CSI/SC parts shall comply with every applicable section listed below:

Requirements	Grade A/ Class 1	CSI/ SC
Minimum 1500 Lux and clean, with all the necessary equipment required, Lux readings must be recorded.	X	X
Records shall be retained for a period NOT LESS THAN TWENTY-FIVE (25) YEARS.	X	X
For escapes that affect "Safety of Flight" the Suppliers shall submit all available information IMMEDIATELY.	X	X
Critical Characteristics shall be inspected 100% and documented for every part.	X	X
The Supplier and its sub-tier(s) shall provide, with each shipment. • Inspection Records, which include the Supplier's Name, Ontic Purchase Order Number, Part Number, Part Revision, Lot Number, Serial Numbers (if applicable), Lot Size, and Inspection Sample Size for the part or assembly. • The inspection records shall list all Critical Characteristics/ Dimensions included on each drawing.	X	X
Acceptance on inspection records shall be denoted by inspection stamps.	X	X
Non-Destructive Testing • Any Non-Destructive Testing conducted on the part(s) or assembly of parts shall be provided too Ontic. • A summary of results for the evaluation shall be provided too Ontic. • Approval certi1'icate of the person conducting the evaluation shall be provided too Ontic.	X	X
Any deviation from design data shall be clearly accounted for on the release paperwork. This shall include an Ontic SDR number (section 20.0), and Design Authority reference number. Any product delivered without both reference numbers shall be rejected.	X	X
100% inspection followed by a duplicate inspection operation at the point(s) during or after the manufacture process.	X	X
Materials used on the applications shall be purchased only from approved Suppliers who can supply full traceability to the mill of origin, along with chemical/mechanical certificate with each batch.	X	X

Parts shall be adequately and individually packed to prevent handling damage during transit and the packaging clearly identified as containing "Grade A", "Class 1", "CSI" or "SC".	**X**	**X**
The certificate of conformity shall be accompanied by, where applicable: • Test and Inspection results; each individual sheet of which shall be clearly annotated "Grade A" part in RED ink using a rubber stamp.	**X**	
All critical items shall be identified via serial number and part number as well as by the traveler which should be stamped "Grade A/ Critical Component". This information shall be permanently and legibly transferred to the physical part.	**X**	**X**
If any life limits are associated with the part, it shall be indicated on the associated release paperwork.	**X**	**X**
Suppliers / Sub-Tier purchase orders for each Critical Part shall explicitly indicate, that the part is a Critical Part and that the relevant sections of the SQCR shall be adhered to. Which includes: • A detailed FAIR AS9102. • Correct materials with material certificates and special processing instructions are referenced. • Serialization of each part (if required by drawing) • Each batch of a component are to be manufactured in isolation using only material that is traceable to a single batch of raw material that has an accompanying mill certificate. • NDT Testing is to be completed by a certified Level 3 Technician. • NDT test certificates and a copy of any x rays etc. are to accompany each batch of components. • Other than the NDT testing/Special processes, the manufacturing of a component shall not be further subcontracted. • Each item is individually packaged as a single batch i.e., different manufacturing batches are not under any circumstances to be mixed. • The Suppliers C of C should be annotated "Grade A/Critical Part"	**X**	**X**
The Physical item shall be completely free from any form of mechanical damage (scratches/nicks/dings etc.). Any damage shall be cause for rejection.	**X**	**X**
Any non-conformance will result in the whole batch being immediately quarantined and notification sent to Ontic.	**X**	**X**
The Supplier shall ensure that critical parts are kept segregated from noncritical parts and that their batch integrity is always maintained.	**X**	**X**

When planning the manufacture of Critical Parts, the Supplier shall ensure that there can only one batch for each critical part in the production area at any one time. If the Critical Part is made up from several sub-assemblies, these shall be planned and kitted individually and only one sub-assembly batch scheduled for any one time.	**X**	**X**
All work shall be conducted in a segregated work area with defined areas for spare parts and equipment. The segregated work can be a temporary enclosure but away from passing personnel traffic i.e., not next to a high-volume corridor. Such areas need to meet any product environmental requirements and ensure they are well lit as well as being both clean and free from FOO.	**X**	**X**
Only operators and supervisors who are permitted to enter the segregated area can do so. There will be a list of authorized personnel posted on the entrance of the segregated area. The segregated area shall be cordoned off from the main workshop. Due to the sporadic nature of Critical Part build requirements, this cordon can be temporary in nature but must consist of a physical barrier.	**X**	**X**
Upon receiving the Critical Pan Works Order, the operator shall: • Access the latest revision of the design data. • Retrieve the Unit/Sub-Assembly from the segregated Critical Part storage location e.g., cage. • Marry job to paperwork within designated Grade A area. • Check procedures, revisions, and drawings. • Ensure only one unit at a time on the bench being worked on. • Unit to be boxed/protected when not being worked on • Stamp paperwork "GRADE A/CRITICAL PART" if not already done. • Follow the Works Order traveler operations as specified with no deviations. A typical traveler will contain the following: Issue materials from bonded storage area (Stamped by stores personnel) ○ Preliminary Inspection ○ Detailed description of operations performed. ○ Sub-contract operations ○ Independent Inspection ○ Test paperwork will also include any state/dual inspections required.	**X**	**X**
The member of staff raising release documentation must undertake full inspection of outgoing Critical Parts and inspect on the whole batch. The records of both inspectors shalt be analyzed to ensure that the part meets the required critical parameters. The analysis will include if applicable (not a definitive list) test results, tightening torque values, locking methods, grease used, independent inspection results for any sub-	**X**	**X**

assemblies used and any other independent inspection requirement covered by the approved maintenance data.		
The member of staff raising release documentation ensure that they only work on one Critical Part at a time and re-package the part individually once each inspection is completed. The independent inspection will be undertaken under well-lit conditions (1500 lux plus)	**X**	**X**
All inspection operations shall if required be counter approved by two independent inspection stamp holders who are equally approved tor the task as the person who carried/is carrying out the task to be checked. The independent inspection shall check for defects in workmanship, damage to components caused during the manufacturing cycle and correct items were used (consumables/piece parts etc.)	**X**	**X**
Whilst handling all critical parts, utmost care shall be taken to prevent Foreign Object Debris (including oils from human skin) from contaminating the items. If required sterile gloves shall always be used to handle the items and any agents used in the inspection of parts shall be checked for their corrosive effects on the items being inspected.	**X**	**X**
All shipping paperwork and packaging shall be stamped with "Grade A/ Critical Part". Components shall be packaged individually in a single batch (it is not acceptable to mix batches) and as specified on the drawings/ paperwork. No deviations can be accepted from a component's packing requirements. Packaging shall be to standard requirements, plus any protective chemicals applied to retard/prevent corrosion as per approved drawing.	**X**	**X**
All Critical Parts shall be identified on the external face of the shipping container, and 'Handle with Care' signage shall also be used.	**X**	**X**
Any non-conformity that is identified in the supply chain must be communicated to Ontic & approved before delivery.	**X**	**X**
All parts identified as Critical shall operate under 'frozen' processes. Any change to these processes shall be approved by Ontic and the Design Authority prior to shipment of parts to their end destination. This includes material source, processing steps, machining ops (speeds/feeds/tools) and handling procedures. Changes to these processes shall be communicated to Ontic prior to implementation and any records shall be maintained. All processes subject to change shall be subject to First Article inspection prior to release, ALL non-conformances shall be coordinated with Ontic.	**X**	**X**
All staff who handle critical parts shall be given training on their responsibilities and the relevant procedures. -Only when they have completed the required competency assessment can they be allowed to handle Grade A/ Critical product.	**X**	**X**

40.0 Revision History

Version Dates	Summary of Edits / Revisions
07/02/2001	(A) Added quality codes 54-59, 74. Deleted code 17. Modified codes 6, 13, 14, 22, 53, 76, 77, 78 and 85. Modified responsibilities and procedures sections to comply with current business practices.
11/4/2002	(C) Modified codes 50 and 76. Updated document to reflect new company name, ONTIC.
02/7/2006	(D) REVISED PROCEDURE TO REFLECT CURRENT PRACTICES.
04/19/2021	(E) Revised code 12, & 46 and removed code 22 – 27 mentioned
~	(F) Updated section 6.8.4 to include: Certifications from distributors must establish traceability to the original manufacturer. The preferable method is to provide a copy of the original manufacture's certification along with a certification from the distributor. Identifying the original manufacture on the distributor's certification is acceptable. Parts used in higher level parts supplied to the Buyer must be traceable as outlined above. See certification Requirements, section 6.7.28.
01/08/2008	(G) Updated SOP paragraphs to better comply with AS9100 Rev. B section 7.4.2 a – j. Para 6.7.17 verbiage was updated to better explain Seller role of not shipping non-conforming product.
05/07/2013	(H) Extensively revised and renumbered document to eliminate obsolete requirements and eliminate ONTIC internal only related requirements. Added ABI quality Codes so document may be used for both ONTIC.
11/14/2014	(J) Change Format of header/footer, add 6.1.3 notification of sub-tier changes, 6.5.1 Counterfeit parts, 6.13 FOD, Remove ASL from Code 14.
05/11/2016	(K) Updated sect 6.5, 6.22, added codes 17, 18, 19. Added reference to sect 6.22 in 7.14 & 7.17.
07/28/2017	(L) Added section 6.22.9
03/20/2018	(M) Added Appendix A – Customer Design Control Supplemental
06/11/2018	(N) Added Code 86 – Sample for Verification process.
12/16/2019	Revision will remain the same to maintain synchronization with FAC's QMS documents.
06/22/2021	(P) Complete rewrite / Numbering format update / Added Owner: Quality Manager.
12/17/2021	(R) Clarification and corrections in sections 27 & 34, 36; Refinements and minor corrections
2/28/2022	(S) Clarification, update, and corrections to sections 5, 9, 10, 13, 14, 15, 27
05/03/2022	(T) Added controlling documents clarification to sect 9. Updated distributors section, section 22 record retention from (12) years to (10) years. Updated sect order for more logical flow of info.
03/09/2023	(U) Updated Appendix B
04/03/2024	Removed 06.04.00 and 06.04.00.01 from referenced documents
06/01/2024	(V) Update
06/26/2024	(W) Updated Sect 36.0 Quality Codes, **CODE 18** – Added Ontic, Order Specific QMS Requirements – To be provided to Seller by Buyer on PO's where this is required by Ontic/ Firstmark/ ABI Customer.
07/18/2024	Sect 3: Supplier Deviation Request: Removed Ref of Supplier Technical Help Request (STHR-Process obsolete).
08/13/2024	36.0 Quality Codes-Updated Code 17 -Supplier Inspection Data Required, note revised.
09/12/2024	36.0 Quality Codes-Updated Code 17 -Supplier Inspection Data Required. Per Joe Norris, changed wording of ***seller*** to ***supplier*** (Issue found during FAA verification (9/12/24) from Jan. 2024 audit).