



General Information

This document establishes Trio Metal Stamping quality requirements and shall define the suppliers responsibilities for assuring the purchased items and or services conform to Trio Metal Stamping drawings, specifications and quality system requirements and other stated purchase order requirements.

In addition Trio shall monitor suppliers Quality and On Time Delivery on a bi-annual basis. The criteria for On Time Delivery is calculated based on total number of lots received/lots late, the goal is 95% and Quality is calculated based on lots received/lots rejected and the goal is 99%. Suppliers shall receive their results on Supplier Performance report (form TQF-33) Supplier Performance report which further breaks down the criteria when action is taken internally with no formal response and when a formal corrective action response is required.

Definitions:

- a) Special Process: Plating, painting, welding, non-destructive testing, heat treat, solder, braze and special coatings.
- b) Certified Operator: Person requiring a certification/document to attest they have gained the skills and experience to perform the special process within the requirement of the purchase order and or referenced process requirements.

Quality System

- (1) Supplier's providing material or services under the **classification of AS9100** shall maintain a quality system that meets the AS9100 quality system or equivalent and shall be verifiable by Trio Metal Stamping upon request.
- (2) Suppliers providing material or services **not** under the AS9100 classification shall maintain a quality system that is compliant to ISO9001/2015 or equivalent and shall be verifiable by Trio Metal Stamping upon request.

Inspection Requirements

- (3) Source Inspection: Product and or services are subject to source inspection at the supplier's facility by Trio Metal Stamping personnel prior to shipment. Source inspection arraignments may be stated on the purchase order and the supplier shall provide a 48 hour advance notice to Trio purchasing.
- (4) Government Source Inspection: Flow down requirements for government source inspection may be invoked by our customers purchase orders requirements. Requirement for government source inspection shall be noted on the Trio purchase order and the supplier shall provide a 48 hour advance notification.
- (5) First Article Report Prior to Mass Production): First Article Inspection reports are required for the initial production run of a mechanical part. The first article report can be made on the suppliers own format and shall include the feature to be measured, the stated tolerance for the feature, measurement results and the method or device used to verify the measurement and a disposition of "Accept or Reject" for each feature and a bubbled drawing. The report shall include reference to the Trio purchase order number, be dated and signed or stamped by the person inspecting the part.
- (6) Final Inspection): Supplier to provide a final inspection report on the suppliers own format to verify all the stated requirements on the purchase order have been met. The report shall include all applicable notes and other additional requirements noted on the Trio purchase order and shall be signed/stamped by the person performing the inspection.
- (7) Certified Personnel and Process Conditions: Special processing requirements stating the need to have work performed under controlled conditions and or by certified personnel shall maintain documentation attesting to their compliance and be made available upon request by Trio Purchasing/QA.
- (8) Has been removed.

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- (9) Certification of Conformance: Each shipment must be accompanied by a signed copy of a certification stating the items or services were produced in accordance with drawings and specifications stated on the purchase order. The certification must include reference to the purchase order number, revision, quantity and signature of authorized person with their title.
- (10) Chemical and Physical Test Reports for Raw Material: Each shipment must be accompanied by one (1) legible and reproducible copy of all chemical and physical information associated with the material. This report must contain the signature of the authorized representative of the company performing the test and must assure conformance to the specification requirements. The report must also contain traceability to the Trio Metal Stamping purchase order as well as traceability to the originating mill.
- (11) Special Process Certification: The supplier shall provide one (1) legible and reproducible copy of a certificate for each special process performed per the Trio purchase order. Special processes include but are not limited to such processes as heat treat, plating, painting, welding, brazing, anodic or cathodic coatings and non destructive test inspection. The certificate shall include the Trio purchase order number, special process description with any applicable classification, type, grade, thickness, time, temperature or any other applicable requirement noted on the purchase order or specification. The certificate shall bare the signature and title of an authorized representative from the supplier.
- (12) Request for Deviations: Deviations from drawings, specifications and or other stated purchasing requirements shall be made in writing to Trio (purchasing). The request shall include a brief explanation of the root cause and corrective action to prevent the recurrence of the stated deviation. Trio shall provide a disposition in writing, the disposition document must accompany the shipment.
- (13) Nonconforming Material: Authority to ship material which does not conform to stated purchase order requirements must be obtained from Trio Metal Stamping purchasing in writing prior to shipment. Approval to ship nonconforming material does not release the supplier from responsibility of the defect. Material shipped and found to be discrepant shall be returned to supplier at supplier's expense.
- (14) Materials/ Tooling Supplied By Trio Metal Stamping: Items manufactured under this purchase order shall be fabricated from material furnished by Trio Metal Stamping. The supplier is responsible to protect from damage and or deterioration any furnished material, supplies or tooling provided for the purpose of manufacture per purchase order requirements. The supplier shall not substitute or alter from it's as "supplied condition" without written authorization from Trio Metal Stamping purchasing. The supplier shall return all unused material or scrap remnants and tooling if applicable with the completed shipment.
- (15) Calibration: The supplier shall maintain a calibration system that meets ISO/IEC 17025- latest version, and ANSI Z540-1 latest version. The system shall verifiable by Trio Metal Stamping surveillance.
- (16) Record Retention: The supplier shall retain all supporting records of the work performed under the Trio Metal Stamping purchase order for 10 years and said records shall be made available for review if requested by Trio purchasing/quality.
- (17) Sub-tier Supplier Controls: Suppliers who subcontract work to their suppliers must flow-down all applicable quality requirements noted on the drawing, including those quality clauses specified on the Trio purchase order and any additional requirements specified on the Trio purchase order.
- (18) Changes of Process Methods, Suppliers and facilities: The supplier shall notify Trio Purchasing of significant changes to process methods, change of subcontracted suppliers, changes to the product, changes to purchased item(s) being incorporated into the product and changes to the facility that affect the final product being shipped.

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(19) **Hazardous Material:** Supplier is required to submit "Material Safety Data Sheets" (MSDS) with each shipment as applicable.

(20) **Right of Access:** Right of access shall be granted to Trio, its customers and any regulatory authorities to applicable areas of all facilities used in the performance of the purchase order requirements including records as a result of completed purchase order.

(21) **International Traffic and Arms Regulations ITAR:** http://pmdtc.state.gov/regulations_laws/itar_official.html

The supplier certifies to inform those employees having access to ITAR controlled documents and technical data, including support documentation of the following:

- A) The supplier understands the requirements of ITAR and certifies it will not disseminate any ITAR controlled documents, technical information which would violate applicable export control laws and regulations.
- b) Supplier understands that ITAR restricts any Foreign National from having access to posses, view, copy or remove ITAR related documents from the subcontractor's control.
- C) Supplier shall not assign any Foreign National to work directly on ITAR sensitive information.
- D) Where the supplier provides prints, technical data or documents falling into the description of ITAR controlled items to it's subcontractors including e-mails, it will mark such documents with the following or equivalent statement: *This document contains technical data that is controlled by ITAR. Access to this document is restricted to U.S. citizens and lawful permanent residents (US "green card" holders). By accepting this data the consignee agrees to abide by the requirements of ITAR.*

(22) **Material Origin:** Before processing this order, you must inform Trio Metal Stamping if the material or product for this order has an origin OTHER THAN the U.S., Australia, Belgium, Canada, Denmark, Egypt, Federal Republic of Germany, France, Greece, Israel, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey, United Kingdom of Great Britain, or Northern Ireland.

(Ref. DFARS 252.225-7001, 252.225-7014 and 225.872-1). Any materials received, having origins other than the countries previously named in this statement, may be rejected for non-conformance to the afore noted clauses and their requirements.

(23) **Defense Priorities and Allocations System: (DPAS)** the governing contract requires to flow down the DPAS rating to subcontractors. The purpose of DPAS is to assure the timely availability of industrial resources to meet national defense and emergency preparedness program requirements. DOD contracts are assigned a priority ratings to assure that the contract are afforded production priorities for delivery ahead of unrated orders which includes commercial orders. The rating of DX takes precedent over a DO rated contract. For more information see <http://www.bis.doc.gov/index.php/other-areas/strategic-industries-and-economic-security-sies/defense-priorities-a-allocations-system-program-dpas>

(24) **Conflict Minerals:** This purchase order requires full compliance with the Dodd-Frank Wall Street Reform and Consumer Protection Act, Section 1502 Conflict Minerals. This clause requires that suppliers do not knowingly procure AT ANY LEVAL OF THEIR SUPPLY CHAIN, Gold, Tantalum, Tungsten or Tin from Conflict areas of the Democratic Republic of the Congo (DRC) and its adjoining countries. Seller agrees by accepting this contract their products are "DRC Conflict-Free".

(25) **Mercury-Free Materials:** Materials delivered against this order cannot contain and have not come in contact with the element mercury (MC) or mercury compounds known to be chemically or thermally unstable. Mercury contamination shall be the cause for rejection of the materials.

(26) **Nadcap Accreditation:** Suppliers performing special processing work must hold a current Nadcap accreditation certificate from PRI (Performance Review Institute) and shall be verifiable by Trio Metal Stamping upon request.

(27). Has been removed.

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- 28) Counterfeit Parts Prevention: Supplier warrants that only new and authentic materials are used in products required to be delivered to Trio Metal Stamping Inc. and that work delivered has no counterfeit parts. The supplier shall maximize availability of authentic materials and procure material from reliable sources. In addition the supplier shall assure certification, traceability, testing and inspection appropriate to the commodity/item in question. The supplier shall control material identified as fraudulent/counterfeit and report suspect or confirmed fraudulent /counterfeit material to other potential users and Authority Having Jurisdiction.
- 29) RoHS Compliance, Restriction of Hazardous Substances: Which include Mercury (Hg) <100 PPM, Lead (Pb) <1000 PPM, Cadmium (Cd) <100 PPM, Hexavalent Chromium (Cr VI) <1000 PPM, Polybrominated biphenyls (PBB) <1000 PPM, and Polybrominated diphenyl (PBDE) <1000 PPM.
Accepting this purchase order requires supplier compliance that the processes, materials, parts/components may be used to produce RoHS compliant parts/products.
- 30) FOD Foreign Objects and Debris: The intent of the FOD requirement is to ensure no foreign material is shipped back with the finished product from the supplier's facility. FOD can be many things such as tools, gages, food items, or any objects of any kind that if shipped to the end user may cause harm during assembly or operation. The exception would be packing materials and dunnage used to secure the package for shipping.
- 31) Revision Control for Specifications Noted on Trio Purchase Orders: Unless otherwise specified it is the responsibility of the supplier to process and certify work to the current approved revision for the noted specification on the Trio purchase order.
- 32) Supplier Quality Management System Awareness (AS9100 JOBS ONLY) Trio Job No's : Supplier shall ensure their employees understand their contribution to product or service conformity, their contribution to product safety and the importance of ethical behavior.
- 33) Combating Human Trafficking & Slavery (FAR 52.222-50): Applies to all contracts exceeding \$500,000 and being performed outside the United States shall prohibit the following: a) Engaging in severe forms (i.e. using force, fraud or coercion) of trafficking in persons during the period of performance of the contract. b) Procuring commercial sex acts during the period of performance of the contract (regardless of whether the act is legal or illegal in the jurisdiction where it is procured and regardless of whether the conduct occurs during or outside working hours; c) Using forced labor in the performance of a contract; d) Destroying, concealing, confiscating, or otherwise denying access by an employee to the employee's identity or immigration documents; e) Using misleading or fraudulent recruiting practices; f) Charging employees recruitment fees; g) Failing to pay return transportation costs for certain employees who have finished employment outside the employees nation of residence; h) Providing or arranging housing that fails to meet the host country housing and safety standards; and i) if required failing to provide employment contract, recruitment agreement or similar work document in writing in the employees native language and prior to the employees departing from his or her country of origin.
- 34) Cyber Security, Effective June 15 2016 DOD Department of Defense, GSA General Services Administration and NASA National Aeronautics and Space Administration will require federal government contractors to apply 15 basic cybersecurity safeguarding requirements and procedures to protect their information systems. a) Limit information system access to the types of transactions and functions that authorized users are permitted to execute; b) Verify and control/limit connections to, and use of, external information systems; c) Control information posted or processed on publicly accessible information systems; d) Identify information system users, processes acting on behalf of users, or device; e) Authenticate (or verify) the identities of those users, processes, or devices, as a prerequisite to allowing access to organizational information systems; f) Sanitize or destroy information system media containing Federal Contract Information before disposal or release for reuse; g) Limit physical access to organizational information systems, equipment, and the respective operating environments to authorized individuals; h) Escort visitors and monitor visitor activity, maintain audit logs of physical access, and control and manage physical access devices; i) Monitor, control, and protect organizational communications (e., information transmitted or received by organizational information systems) at the external boundaries and key internal boundaries of the information systems; j) Implement subnetworks for publicly accessible system components that are physically or logically separated from

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internal networks; k) Identify, report, and correct information and information system flaws in a timely manner; l) Provide protection from malicious code at appropriate locations within organizational information systems; m) Update malicious code protection mechanisms when new releases are available; n) Perform periodic scans of the information system and real-time scans of files from external sources as files are downloaded, opened, or executed.