

Bokam Engineering Inc.

2720 S. Shannon St, Santa Ana CA 92704 ♦ 714-513-2200 ♦ Fax:714-513-2204

Configuration Managed Document

**Bokam
Supplier Quality Requirements**

Document No.:	29QP01	Rev:	A
Original Issue Date:	12-6-2017	Current Rev Date:	2-28-2022
Cage Code			1WST7
Purchasing Approval:	<i>G.Kamentser</i>	Management Approval:	<i>E. Kamentser</i>

1. **GENERAL**

This form with all of its clauses becomes an integral part of Bokam. Purchase Orders, in Conjunction with Bokam's Standard Terms and Conditions. These requirements are to be flowed down to the supplier's sub-tier suppliers, including the lowest level of sub-tier supplier. **Verbal or otherwise unofficial instruction to deviate from the purchase order is not allowed.**

2. **PERFORMANCE**

Bokam will evaluate suppliers based upon the quality of their product, delivery to schedule, and timeliness of responses to requests for corrective action. A history of substandard ratings may be cause for removal of the supplier from Bokam's Approved Supplier List. The objective of Bokam is to receive quality hardware on or before scheduled delivery dates.

3. **INSPECTION**

All received goods are subject to inspection, testing and final acceptance or rejection by Bokam. Prior first article approval does not constitute final acceptance of goods by Bokam. First article inspections by Bokam are for the supplier's convenience only. The supplier assumes any risks that may result from Bokam errors on a first article report. All parts received must meet all **Print** and **Purchase Order** requirements, including but not limited to before or after plating dimensions, any special PO instructions, and any other customer flow down requirements given to the Vendor.

4. **PROCESSES PRODUCTS AND SERVICES PROVIDED**

The processes products and services to be provided including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions) shall be provided with and identified on the purchase order provided to the supplier.

5. **STANDARD QUALITY CLAUSES**

Q5-01 BOKAM SOURCE SURVILLANCE

Bokam reserves the right to survey the supplier's facility as needed. Bokam will notify the supplier in advance of any source surveillance.

Q5-02 BOKAM SOURCE INSPECTION

Bokam reserves the rights to source inspect any and all work on this Purchase Order at the supplier's facility. The supplier will be notified in advance of shipping date if Bokam source inspection is required.

Q5-06 PRODUCT ASSURANCE SYSTEM REQUIREMENTS

The supplier shall have Product Assurance system and procedures detailing the following minimum requirements:

- Training / Certification
- Record retention
- Traceability
- Procurement control
- Manufacturing, fabrication, process control
- Metrology control
- Stamp control
- Non-conforming product control

The supplier's product assurance system is subject to initial survey by Bokam and its Customer. Subsequent surveys or audits, including sub-tier supplier and processors may be conducted before or after issuance of a Purchase Order. The supplier shall be notified of deficiencies and shall follow-up and ensure that deficiencies are promptly corrected. Corrective action shall be subject to review and approval by Bokam's Quality assurance.

Q5-03 QUALITY PROGRAM REQUIREMENTS

Sellers shall maintain a quality assurance program that is acceptable to Bokam for all goods and services delivered under this purchase order. In addition, suppliers shall produce product or complete process/service per their respective Quality Management System (AS9100, AS9120, NADCAP, ISO 9001, ANSI- Z540.3, ISO 17025, etc.). Supplier must notify Bokam of any changes in its certifications or compliance status. This includes maintaining any company's approved supplier list that they are currently listed on.

Q5-04 NONCONFORMING PRODUCT

The supplier shall notify Bokam, in writing, immediately upon discovery of any discrepancy in material, process, service or deviation from Print/PO requirements. Any deviation or nonconformance to Bokam's requirements as set forth in the Print/PO shall be immediately segregated. A written detailed report will be submitted to Bokam for investigation and disposition prior to product shipment from supplier's facility. If nonconforming product is shipped to Bokam, seller must immediately notify Bokam of the issue. Bokam reserves the right to enforce any and all remedies noted in the PO terms and conditions.

Q5-05 CORRECTIVE ACTION

Acceptance of the PO obligates the seller to complete, upon request, a written corrective action report (CAR) when Bokam discovers or receives notice of nonconforming items. CAR must be completed in a timely manner, but no later than 30 days after discovery of the discrepancy.

Q5-06 METROLOGY/ ACCURACY

All test and measurements equipment used in the performance of this Purchase Order shall be certified against a standard having greater accuracy. Random and systematic error in any article or material measurement process shall not exceed 10% of the tolerance of the parameter being measured. When ASTM, ASA, ISA, Military standards or other Aerospace Industry recognized standard test methods are used in physical, chemical, analytical, optical and/or environmental measurement process, the tolerance ratio established in those test standards shall apply.

Q5-07 RAW MATERIAL CERTIFICATION

Three legible copies of the material certification as furnished by the raw material supplier shall accompany each shipment.

Q5-08 CHEMICAL TEST REPORTS

Materials furnished in fulfillment of this order must be accompanied by three legible copies of certified test reports of the chemical properties of the material.

Q5-09 PHYSICAL TEST REPORTS

Materials furnished in fulfillment of this order must be accompanied by three legible copies of certified test reports of the physical properties of the material.

Q5-10 CERTIFICATION OF COMPLIANCE

The seller shall include with each shipment three legible copies of a certifying statement those assets to the seller's compliance with all the requirements of the Purchase Order. The certificate shall be signed by an authorized representative of the supplier.

Q5-11 PROCESS / PROCESSOR

Manufacturing and inspection processes and procedures used in the performance of this Purchase Order must be accomplished by process sources and procedures approved by Bokam and Bokam's Customer.

Q5-12 SPECIAL PROCESS APPROVAL

Special process suppliers are responsible for compliance to the applicable specifications,

including customer special process approval, whether the operation is performed within their facility or by subcontractors.

Q5-13 PROCESS CHANGE

A change is defined as “any change including personnel, equipment, material, tooling, etc., subsequent to the start of production. Supplier is also responsible for notifying Bokam of any intended changes to equipment, material tooling, etc., and obtaining written authorization for said changes from Bokam prior to implementation.

Q5-14 RIGHT OF ENTRY / CUSTOMER ACCESS

Bokam its customers and any regulatory agencies, shall have the right during the term of the Purchase Order, upon reasonable notice and during regular business hours, to visit the seller facility to observe production of the goods or performance of the services and inspect records and data directly related to the PO for the purpose of confirming compliance with these terms and conditions and the quality assurance program. When such an activity is required, appropriate arrangements will be made.

Q5-15 SUBCONTRACTING WORK

Seller is prohibited from subcontracting any portion of the work to be performed as specified in this Purchase Order, unless authorized by the buyer in writing. If authorization is granted, supplier is to flow down to sub-tier suppliers the applicable requirements in the purchasing document, including key characteristics where required.

Q5-16 RECORDS

Seller shall maintain records of manufacturing and traceability of materials used in the fabrication of the product produced in fulfillment of the Purchase Order. The English language shall be used in all quality related documentation. The records shall be maintained for a period of 10 years after completion of the Purchase Order and will be readily available for review by Bokam, its Customers or any regulatory agency at all times and accessible within 24 hours. At the expiration of the retention period, the supplier must contact Bokam for further instructions prior to disposal. Bokam reserves the right to request delivery of such records.

Q5-17 COUNTERFEIT PART PREVENTION

Supplier or distributor shall guard against the use and delivery of counterfeit parts or components to Bokam. A counterfeit part is defined as: An item that is misrepresented as having been designed and/or produced under an approved system or other acceptable method. This also includes approved items that have reached a design life limit or have been damaged beyond possible repairs, but is altered and misrepresented as acceptable. (e.g., manufacturer, date code, reliability level, markings. Etc.)

Q5-18 CONFLICT MINERALS (The Dodd-Frank Wall Street and Consumer Act)

The Security and Exchange Commission (SEC) has imposed that publicly traded companies report of any product containing Tantalum (and all its derivatives), Tin, Tungsten or Gold from the Democratic Republic of Congo, Angola, Burundi, Central Africa Republic, Rwanda, Tanzania, South Sudan, Uganda and Zambia. Bokam is expecting you as a supplier to perform a due diligence effort to make these determinations. It will be required that you do not knowingly supply any product that contains these minerals from the above listed countries.

Q5-19 FROEIGN OBJECT DEBRIS (FOD)

Supplier shall be aware and take steps to control and eliminate FOD, damage or contamination during the supplier’s manufacturing, assembly, test and inspection operations. Prior to closing inaccessible or obscured areas and compartments during assembly, supplier’s planning/work instructions shall provide objective evidence of inspection for FOD, damage or contamination. Supplier shall ensure tooling, jigs, fixture, and test or handling equipment are maintained in a state of cleanliness and repair sufficient to prevent FOD.

Q5-20 ETHICS, CONTRIBUTION TO PRODUCT CONFORMITY AND PRODUCT SAFETY

Supplier must be committed to the highest standards of ethics and business conduct. Supplier must comply with the law, honor commitment, act in good faith, and be accountable. Supplier must strive to maintain full compliance with all laws and regulations applicable to the operation of the business and customer relationship. Supplier must not offer, promise, authorize, or provide directly or indirectly, anything of value (including business gifts or courtesies) with the intent or effect of inducing anyone to engage in unfair business practices. Supplier will avoid involvement in activities that may be perceived as a conflict-of-interest. Supplier will respect the legitimate proprietary rights and intellectual property rights of customers and Suppliers and take proper care to protect sensitive information, including confidential, proprietary and personal information. Supplier will support product safety by ensuring robust management of special requirements, critical items and key characteristics. If there are concerns with respect to product safety, supplier will communicate them to Bokam. If there is a concern at the Supplier's premises with respect to safety during the manufacture of the product, supplier will notify its own employees of the concern and whenever possible, mitigate the concern. Supplier will ensure that employees and people working on its behalf are aware of: * Their contribution to product or service conformity; * Their contribution to product safety; * The criticality of ethical behavior

Q5-21 SUPPLIER INTERACTION WITH BOKAM:

In addition to other requirements recorded within this document supplier shall hold all information received from Bokam in confidence and no third-party request for information will be authorized unless proved, in writing by Bokam.

Q5-22 CONTROL AND MONITORING OF SUPPLIER PERFORMANCE BY BOKAM:

Bokam will monitor and evaluate suppliers based on quality, delivery and /or service. Supplier will be issued corrective actions as warranted. Supplier late shipments and corrective actions will be reviewed at Management review meetings for increased action at Management's discretion. Any outcomes will be documented in Management Review Meeting Minutes. Suppliers that fail to perform in these areas may receive further Corrective Actions and may be considered for probation or removal from Bokam's Approved Vendor List

Q5-23 SPECIAL REQUIREMENTS, CRITICAL ITEMS, OR KEY CHARACTERISTICS:

As per the requirements of AS9100 Rev D. Supplier is responsible for the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provisions, where the resulting output cannot be verified by subsequent monitoring or measurement.

Q5-24 THE USE OF STATISTICAL TECHNIQUES FOR PRODUCT ACCEPTANCE AND RELATED INSTRUCTIONS FOR ACCEPTANCE BY BOKAM

The supplier will use a sampling plan, consistent with typical industry standards, unless otherwise specified or agreed upon in writing by Bokam

Q5-25 NOTIFICATION OF BOKAM OF CHANGES IN PROCESSES, PRODUCTS, OR SERVICES INCLUDING CHANGES IN THEIR EXTERNAL PROVIDERS OR LOCATION OF MANUFACTURING, AND OBTAIN BOKAM APPROVAL:

Supplier will notify Bokam of any changes in ownership, management, or location and are subject to re-survey and approval. Supplier will notify Bokam of any product or process changes or changes in approval status that affect Bokam products and are subject to resurvey and approval

6. SPECIAL FLOW DOWN QUALITY CLAUSES

The following clauses are only applicable if they are specifically added to the purchase order as a flow down

Q6-01 CUSTOMER SOURCE INSPECTION OR SURVILLANCE

Bokam's Customers reserves the rights to survey the supplier's facility. Bokam will notify the supplier in advance of any Customers source surveillance requirements.

Bokam's Customers reserves the rights to source inspect any and all work on this Purchase Order at the supplier's facility. The supplier will be notified in advanced of shipping date if Customer source inspection is required.

Q6-02 GOVERNMENT SOURCE SURVILLANCE

The Government reserves the right to survey the supplier's facility. Bokam will notify the supplier in advance of any Government source surveillance requirements.

Q6-03 GOVERNMENT SOURCE INSPECTION

The Government reserves the rights to source inspect any all work on this Purchase Order at the supplier's facility. The supplier will be notified in advanced of shipping date if Government source inspection is required. The supplier in conjunction with Bokam will promptly notify the appropriate government source representative, so that appropriate planning for government source inspection can be accomplished at the supplier's facility.

Q6-4 FLOW DOWN

This paragraph is left intentionally blank. This clause shall be used to flow down Bokam Customer's specific quality requirements

Q6-5 SERIALIZATION

If this clause is specifically enacted on the PO: Each item furnished on this Purchase Order will be identified with a non-recurring serial number. Where the size of the item prohibits identification, the serial number will be marked on an identification tag or label and be securely attached to each item.

Q6-6 SUPLIER INSPECTION REPORTING REQUIREMENTS

If this clause is specifically enacted on the PO: Supplier shall submit with each shipment /delivery of Purchase Order items one copy of a detailed inspection report or other report that meets Bokam or AS9100 Rev D requirements. The report shall reflect 100 percent inspection verification of all drawing characteristics and attributes. It will show the corresponding actual measurement results or ranges. The Inspection reports will include Purchase Order number, detail or assembly number as indicated on the purchase order. Inspection reports will include signature and/ or stamps of person within your organization performing inspection process.

Q6-7 EXPORT/ IMPORT COMPLIANCE

Supplier shall prefer under this Agreement in compliance with all applicable export control laws and regulations and to the extent applicable, the U.S. Department of State's International Traffic in Arms Regulations ("ITAR"). Supplier agrees that no technical data, information or other item provided by Bokam will be provided to a foreign subsidiary, parent company, or foreign national employees, without the express written authorization of Bokam and the supplier obtaining the appropriate export license, technical assistance agreement, or other requisite documentation for ITAR- controlled technical date or items. Supplier shall immediately notify Bokam if it becomes listed on any Excluded or Denied Party List of an agency of the U.S. Government or has had its export privileges denied, suspended or revoked.

Q6-8 DAR/FAR/DFAR REGULATIONS

If Bokam notifies seller that the goods or services provide will be used to perform a government contract, all Defense Acquisition Regulations (DAR) and federal Acquisition Regulations (FAR) are hereby incorporated herein by reference. In the event of any conflict between the DAR/FAR/DFAR clauses and Bokam's SQR'S, the DAR/FAR/DFAR shall control. This includes but is not limited to; DFARS requirements 252-225-7014 PREFERENCE FOR DOMESTIC SPECIALITY METALS, DFARS ALT1 225.872-1 EQUAL OPPORTUNITY, AND 52.222-25 AFFIRMATIVE ACTION COMPLIANCE.