

Noble Tool LLC.	Issue Date: 5/3/2019	NTC-Q1077
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TITLE OF FORM: SUPPLIER QUALITY REQUIREMENTS		

***PURPOSE:** To define the basic quality requirements for the suppliers of materials and/or services to Noble Tool, LLC as listed or stated on purchase orders, drawings, statements of work, specifications.*

Q1. SUPPLIER’S QUALITY MANAGEMENT SYSTEM

The materials and services processed by the Supplier must be controlled by a documented quality management system that conforms to ISO 9001:2015 or AS9100D, as appropriate, or by a documented quality management system acceptable to Noble Tool, LLC.

Q2. RIGHT OF ENTRY

Noble Tool, LLC, Noble Tool, LLC’s customer(s), and statutory/ regulatory authorities have the right of entry to Supplier’s facilities to determine and verify the quality of work and material. This right extends to the applicable areas of all facilities at any level of the supply chain involved in the order and to all applicable records. Such investigations at facilities will be performed jointly by Noble Tool, LLC, the Noble Tool, LLC customer, statutory/ regulatory authorities, and the subcontractor as applicable.

Q3. SUPPLIER FLOWDOWN REQUIREMENTS

The Supplier shall not outsource work from their facility to a sub tier without written approval from the Noble Tool, LLC Purchasing Agent unless otherwise specified. These Supplier Quality Requirements shall be flowed down to the sub tier. Noble Tool, LLC reserves the right to require and request evidence of Supplier’s ensuring that their personnel are aware of: their contribution to product or service conformity; their contribution to product safety; the importance of ethical behavior.

Q4. COUNTERFEIT PARTS

Counterfeit or unapproved parts are not deliverable to Noble Tool, LLC. The Supplier shall establish a prevention and detection of counterfeit parts program. A copy of the Supplier’s prevention and detention of counterfeit parts program shall be provided to Noble Tool, LLC upon request.
Note: In the event that the Supplier supplies counterfeit or suspect counterfeit material to Noble Tool, LLC, Noble Tool, LLC may report this to regulatory authorities such as GIDEP.

Q5. PROCESS CHANGE / TRANSFER NOTIFICATION

When design or process control is the Supplier’s responsibility, the Supplier shall not, without prior approval of Noble Tool, LLC, make any change in process, materials or design details that would affect: (a) part number identification, (b) physical or functional

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interchangeability and (c) repair and overhaul procedures. Copies of the revised drawings or technical documentation shall be forwarded to Noble Tool, LLC. Noble Tool, LLC shall approve the change prior to implementation.

When the Supplier is manufacturing to Noble Tool, LLC supplied design, no departure from the process, drawing and/or specification shall be made unless specifically authorized. In the event the Supplier intends to make any process change or move manufacturing, processing or testing functions to a subcontractor or a new subcontractor, the Supplier will submit a transition plan and new subcontractor details to Noble Tool, LLC for concurrence. Noble Tool, LLC reserves the right to approve both the subcontractor and the transition plan.

For any End of Life (EOL) items, Noble Tool, LLC is to be notified in advance and what, if any, replacement items are recommended.

Q6. NONCONFORMING MATERIAL

Nonconforming material supplied must be processed in accordance with a documented system for the control, material review and disposition of nonconforming material. If, after shipment of product by Supplier to Noble Tool, LLC the Supplier identifies any actual or potential nonconformity of product supplied to Noble Tool, LLC or to the processes used in the manufacture of product supplied to Noble Tool, LLC, the Supplier shall notify Noble Tool, LLC in writing of any such nonconformity, what product, products, process or processes was/are affected, and what corrective action was taken by Supplier to prevent recurrence.

The Supplier may rework nonconforming material (additional processing of material to make the material compliant with material / product specification and/or drawing) only if it does not require to add additional material for compliance. However, the Supplier shall not repair or use as-is nonconforming material without prior written authorization from NOBLE TOOL, LLC. The Supplier may submit, in writing, a request for waiver or deviation of specification requirements through Noble Tool, LLC Purchasing when nonconforming material is believed to meet the intent of the design requirements but may have been repaired via a means other than that permitted within the specification or drawing.

Supplier shall respond in writing to a request for corrective action made by the Purchasing Agent and/or Quality Management. Corrective action shall be extended to all lower tier Suppliers. All articles rejected and subsequently resubmitted by the Supplier to the buyer shall bear adequate identification of such resubmission either on the articles themselves or on the Supplier's shipping document. Reference shall be made to the rejection document and evidence given that the causes for rejection have been corrected. If requested, the Supplier shall provide a complete failure analysis describing the actual cause of failure including the component failure mechanism.

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Q7. SUPPLIER MANAGEMENT OF NOBLE TOOL, LLC. PRODUCT DATA RECORDS

Supplier records shall be correctly indexed, legible and stored in a manner permitting easy access, retrieval and protection. Retention period for product data for Noble Tool, LLC products is a minimum of seven (10) years or as otherwise defined. Suppliers shall have a documented system for records management and retention in accordance with their internal Quality Management System as well as any customer contractual flow down requirements.

Q8. FOREIGN OBJECT DEBRIS (FOD)

A FOD program shall be in place for the prevention, detection, and removal of foreign objects. A copy of the Supplier’s FOD program shall be provided to Noble Tool, LLC upon request.

Q9. PACKING/PACKAGING

Unless otherwise specified on the drawing, the specification, and/or the purchase order, the following requirements are mandatory:

- (a) Prior to packaging, material shall be clean (free from foreign matter). Critical functioning or close tolerance surfaces shall be cleaned to insure removal of corrosion, soil, grease, residues and fingerprints, perspiration or other acid and alkali residues.
- (b) Material not inherently resistant to corrosion shall be inhibited with a suitable medium.
- (c) Material shall be packaged to the extent necessary to provide protection from the hazards of transport, contamination and physical damage encountered in general handling, shelf storage, and issue.
- (d) Package labels shall identify contents with part number, product description, and Hazardous Warnings.

Q10. SHELF-LIFE

No materials shall be shipped to Noble Tool, LLC with less than 80% of the full shelf-life as determined by the original manufacturer unless previously approved in writing by Noble Tool, LLC Expiration dates shall be clearly recorded on the packaging and shipping documents.

Q11. ELECTROSTATIC DISCHARGE

All electrostatic sensitive devices and components shall be marked, packaged, and handled in compliance with ANSI/ESD S20.20 Protection of Electrical and Electronic Parts, Assemblies, and Equipment, or equivalent.

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Q12. ON-TIME DELIVERY REQUIREMENT

Deliveries will be considered on time is received by the due date per the PO. Supplier must notify the Purchasing Agent in writing of any potential late shipments prior to the due date. Corrective action may be requested depending on the impact to Noble Tool, LLC’s production schedule. Partial shipments may be accepted if agreed upon by the Purchasing Agent. A Supplier Performance rating report (a.k.a. scorecard) may be issued to designated suppliers.

Corrective action may be requested, and approval status may be impacted.

Q13. CALIBRATION, TOOLING, AND EQUIPMENT

Measuring and testing equipment used in the performance of this order shall be calibrated in accordance with ANSI/NCSL Z540-1 or ISO/IEC 17025. The Supplier is responsible for the protection, calibration, maintenance, and care (other than normal wear) of all tooling and equipment owned by Noble Tool, LLC. Such tooling or equipment shall be subject to surveillance inspection upon notice and shall be returned in an acceptable condition upon demand or notice.

Calibration services providers shall be ISO 17025 accredited with A2LA and perform calibrations using this standard. Calibration providers shall furnish a certificate of calibration that provides test data required by ISO 17025 and use equipment traceable to NIST standard. Calibration certificate containing test data based on the condition of the equipment “as found” and “after calibration” shall be provided.

Q14. CERTIFICATE OF COMPLIANCE

Certification is required with each shipment unless otherwise specified. The certificate must contain a signature of a duly authorized Quality Assurance representative of the Supplier and will read substantially as follows: Materials and processes, including special processes, used to produce the item(s), components, parts, described on the Purchase Order conform to all Purchase Order requirements, referenced specifications or special requirements. It must include serial numbers, lot codes and date codes, as applicable. It must also list all Special Processes used in the manufacture of delivered items. The Supplier shall identify each individual unit/item supplied to Noble Tool, LLC with a serial or lot number as applicable. These serial numbers shall be sequential and shall not be repeated.

If specified, the Supplier shall forward reports of mechanical properties and chemical composition to show evidence of conformance to all applicable specifications for all raw material used in fabrication of the ordered material. For all material used, the Supplier must provide a certificate that reads substantially as follows: Raw materials used in this item conform to all applicable Purchase Order requirements and are traceable to test reports at the point of manufacture.

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If specified, First Article Inspection shall be performed and a First Article Inspection Report (FAIR) shall be submitted for the first production run. In addition, first article inspection shall be performed on current production runs affected by design changes. If specified, inspection measurements and/or test results of items shall be taken and included with each purchase order shipment. Actual data to be recorded shall be specified in the detail specification/drawing. The Supplier shall assure that products failing to meet performance requirements are not shipped to Noble Tool, LLC.

Q15. SPECIAL PROCESSING

Special processing is defined as the manufacturing step or process where the end item or result cannot be physically or visually inspected post processing. Examples include but are not limited to: plating, coatings, welding, brazing, etc. Any special processing step(s) must be identified on the Certificate of Compliance. Noble Tool, LLC and Noble Tool, LLC's customer have the right of entry to the subcontractor facilities to assess the special process(s) being used to manufacture the end item and to verify the quality of work and material.

Q16. LOT / BATCH TRACEABILITY

The seller must maintain lot / batch control for items provided on the purchase order. The seller must provide positive traceability of manufactured parts raw materials through the use of lot / batch or serial numbers.

Q17. RECORDS OF COMPETANCE

Records of competence of persons performing and/or certifying materials or special processes are required with this order. (See Q15, Special Processing above)

Q18. AWARENESS OF CONTRIBUTION TO: PRODUCT OR SERVICE CONFORMITY, PRODUCT SAFETY, AND THE IMPORTANCE OF ETHICAL BEHAVIOR.

Supplier must be committed to the highest standards of ethics and business conduct. Supplier must comply with the law, honor commitments, 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 relationships. 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.

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Supplier will support product safety by ensuring robust management of special requirements, critical items and key characteristics. If there are any concerns with respect to product safety, Supplier will communicate them to Noble Tool, LLC. If there is a concern at the Supplier's premises with respect to safety during manufacture of a 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 importance of ethical behavior

Q19. ITAR / EAR EXPORT CONTROLS / TECHNICAL DATA STATEMENT

Where drawings and/or POs indicate Export Controls apply, any related information (aka Technical Data) shall be handled as per controls enumerated through the Export Administration Regulations (EAR), implemented by the Department of Commerce for items that have both a commercial and potential military use, and the International Traffic in Arms Regulations (ITAR), implemented by the Department of State. Failure to secure such data may be subject to both criminal and administrative penalties. Fines for export violations, including anti-boycott violations, can reach up to \$1,000,000 per violation in criminal cases, and \$250,000 per violation in most administrative cases.