

SUPPLIER FLOWDOWN REQUIREMENTS

1. INTRODUCTION

The Thomas Group recognises the very important role our Suppliers have in the value we offer our customers. As an extension of our own operations, we rely on our Suppliers to provide material, products, and services which meet all of the requirements of Thomas contracts, applicable specifications, and the quality management requirements outlined herein.

2. PURPOSE

This procedure defines supplier requirements and Thomas expectations.

3. SCOPE

This procedure applies to all Thomas Suppliers.

4. REFERENCES

ISO9001
AS9100
NADCAP
ASA100 (AC0056)
Part 145

5. DEFINITIONS

ITAR International Traffic in Arms Regulations
QMS Quality Management System
Supplier In this document could also mean Subcontractor

6. REQUIREMENTS

6.1 Quality System

The supplier shall provide manufactured **product** or **service** under a Quality Management System. Preference shall be given to suppliers who have a QMS certified to ISO9001, AS9100, NADCAP, ASA100 (AC0056), Part 145 quality standards.

The suppliers that provide **calibration** service are required to have a Quality Management System certified to ISO/IEC17025 quality standard and provide a calibration certificate that meets NIST, NATA or NAMAS.

6.2 Quality Requirements

The supplier shall manufacture **product** or provide a **service** to the applicable drawings, specifications, standards stipulated on the purchase order or as stated in other supply agreements.

6.3 Inspection and Testing

All suppliers are required to include inspection and testing processes as part of their Quality Management System that shall be commensurate with the complexity and reliability of the **product** or **service** to be supplied. Typically, the inspection and test processes would include the following:

- *Receiving Inspection*
- *In-process Inspection (or operator self evaluation)*
- *Final Inspection*
- *Testing*
- *First Article Inspection*

If required, the supplier may be asked to provide details of the inspections or tests performed, or to use a Thomas approved Inspection Test Plan.

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6.4 Workmanship Quality

Manufactured **product** shall be free from burrs, and sharp edges.

The supplier shall supply life limited **product** with at least 75% of the life remaining.

6.5 Foreign Object Debris

The supplier shall implement cleanliness standards during manufacture to minimise the risk of Foreign Object Debris (FOD). The product shall be cleaned where applicable during production and at the end of production to remove any FOD.

6.6 Traceability of Parts & Material

The supplier shall maintain the traceability of parts and materials by lot number / batch number etc.

6.7 Control of Drawings & Specifications

The supplier shall ensure that the drawings and specification are the relevant revision status specified on the Purchase Order. The supplier shall comply with any special requirements requested by Thomas regarding the control of drawings and specification i.e. ITAR compliance.

6.8 Control of Non-conforming Product

The supplier shall identify, segregate and determine the disposition of non-conforming **product** and advise Thomas within 24 hours.

6.9 Concessions / Change Requests

If required the supplier may submit concession to accept non-conforming **product**.

The supplier can request a change to the design.

6.10 Packaging & Labelling

The supplier shall pack the **product** in a manner to avoid delivery damage. Electrostatic sensitive product shall be pack in an ESD protective bag.

The supplier shall mark the **product** and packaging so that it clearly can be identified.

The supplier shall comply with any special packaging & labelling requirements requested by Thomas.

6.11 Release Documentation

The supplier shall provide a Certificate of Conformance or a release tag for **product** that has passed final inspection and is ready for dispatch.

6.12 Calibration of IM&TE

All Inspection Measuring & Test Equipment used by the supplier during in-process and final inspection to make a compliance evaluation shall be calibrated to the national standard.

6.13 Shelf Life Control

The supplier shall only use shelf life parts / materials within the expiry date to manufacture the **product**.

6.14 Restriction of Hazardous Substances (RoHS)

The supplier shall comply with RoHS requirement and limit the content of hazardous substances (lead, mercury, cadmium, hexavalent chromium, and certain halide-containing flame-retardants).

6.15 Counterfeit / Suspect Parts

The supplier shall not use or supply counterfeit / suspect parts identified as a copy or substitute part whose material, performance, or characteristics are knowingly misrepresented.

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The supplier shall certify that only new and authentic materials are used in products or goods delivered to Thomas Global Systems and that the products/goods delivered contain no Counterfeit Parts. The supplier shall only purchase authentic parts/components directly from the OEMs/OCMs or through the OEM's/OCM's authorised or franchised distribution chain. The supplier shall not purchase parts/components from Independent Distributors unless it has prior written approval by Thomas Global Systems.

6.16 Records

The supplier shall retain quality records for a minimum of 7 years. Records shall be indelible and secured against damage or deterioration. Records shall be made available to Thomas for review upon request.

6.17 Environment

The supplier shall consider protection of the environment when manufacturing the **product** or providing a **services** and use green processes.

6.18 Safety Management

The supplier shall advise Thomas if the supplier considers the **product** or **service** will impose a safety risk to the public.

6.19 Supplier Sub-Contractors

Any requirements specified by Thomas Global Systems shall be flowed-down by the supplier to anyone they may sub-contract as part of the supply agreement with Thomas Global Systems.

6.20 Audits

The supplier shall conduct internal audits to ensure processes are being complied with. The supplier may be subject to an audit by Thomas on an annual basis. The supplier shall allow Thomas 3rd party auditors onsite to conduct audits.

6.21 Communication

The supplier shall communicate with Thomas to discuss issues or problems with the manufacture of the **product** and non-conforming **product**. The supplier shall advise Thomas regarding non-conforming **product** within 24 hours.

Thomas welcomes any other communication with the supplier in regard to delivery, accounting, and product or process improvement.

6.22 Supplier Performance / Assessment

Supplier performance is measured on an ongoing basis.