

Quality Assurance and Purchasing Requirements

Q1. CONTROL OF QUALITY (AS9100, ISO9001:2000, or Hytek Supplier Register - The supplier will maintain a system that complies with the specifications of ISO 9001 or the Quality system as approved for Hytek Finishes Co. (Hytek). Compliance to their specifications does not relieve the supplier of the responsibility to furnish acceptable supplies or services. Suppliers are required to retain all documentation for a minimum of 10 years.

Q2. REPORT OF DISCREPANCY –Discrepancy from drawings, specification, or procurement requirements must be submitted to Hytek on the Supplier's Discrepant Material Report Form (or method supplier utilizes to convey discrepant material) for consideration. The disposition must be approved by Hytek's Quality Department, Hytek's customer or designee before shipment, unless otherwise directed by Hytek Finishes Co. One reproducible copy of Hytek's approved CAR form must accompany each affected shipment.

Q3. FIRST-ARTICLE INSPECTION - Effective January 1, 2005, Hytek is requiring that all First Articles are fully compliant to AS9102 revision A. First-Article Inspection (FAI) [Complete inspection of ALL drawing dimensional characteristics and notes] is required to ensure compliance to the applicable engineering drawings and specifications. If FAI is required per the purchase order, first-article samples must be accompanied by the supplier's first-article inspection report, showing results of "actual measurements, tests, and applicable drawing notes". New Parts (the first time a supplier is building a specific part) shall require *ALL* characteristics and notes. Updated parts (subsequent builds of a specific part by the same supplier) can consist of only a delta first article or verification of changed characteristics and notes unless otherwise noted. The first article samples are to be tagged or otherwise identified. Material certifications for any raw material used and certifications for all outside processes must also be submitted with FAI report.

Q4. CHEMICAL AND PHYSICAL TEST REPORTS - All purchase orders for chemicals must be accompanied by one legible and reproducible copy of all chemical and physical test reports. The report must contain the signature and title of the authorized representative for the agency performing the test and must conform to specifications. The purchase order number must be included on the report.

Q5. FUNCTIONAL TEST REPORTS - If functional test reports are required per the purchase order, the shipment must be accompanied by a legible and reproducible copy of the actual test results identifiable with the test parameters and products submitted. These reports must contain the signature and title of the authorized representative for the agency performing the test and must conform to specific requirements.

Q6. PRODUCT IDENTIFICATION AND TRACEABILITY - The Seller shall maintain documented procedures for identification of product from receipt and during all processes of production and delivery. When traceability is a specified requirement, the Seller shall establish and maintain documented procedures for unique identification of individual product or batches; this identification shall be recorded.

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Q7. CERTIFICATE OF COMPLIANCE - Each shipment must be accompanied by one legible copy of a Certificate of Compliance (C of C). The purpose is to certify that the supplier's material, processes, and finished parts were controlled and tested in accordance with the applicable specifications. If a signed copy of the "Supplier Statement of Quality" is on file, a certificate of compliance is not required with each shipment.

All material, components or other goods or services, as applicable, supplied to Hytek must be traceable to the Original Equipment Manufacturer, as identified on the Purchase Order.. The OEM certification must be maintained by the supplier and be made available upon request by Hytek.

Q8. Preservation and Packaging – Unless otherwise specified by the item drawing, specification, or Purchase Order, Packaging shall meet the following:

The seller is responsible for assuring that all items are delivered without damage or deterioration and are efficiently and economically packed for the method of transportation and type of handling involved.

Identification: Each shipping container and intermediate package shall be identified with:

- Purchase Order number
- Part number
- Quantity
- Electro Static Discharge (ESD) sensitive warning (when applicable)
- Cautionary Handling Instructions (as applicable)

Q9. RIGHT OF ENTRY – The buyer, its authorized representatives, regulatory agencies and customers reserve the right of access to the supplier's premises at any point of manufacturing to determine quality of work and material. This may be done at any reasonable time and will be performed with the knowledge of the supplier, in furtherance of Airbus certifications for Quality AUK/SA/10276 & material requirements.

Q10. CLEAN AIR ACT - Pursuant to amended section 611 of the Clean Air Act, supplier must accurately label, Per 40 CFR part 82 subpart E, any product containing, container containing, or product manufactured with a controlled substance that is supplied to Hytek.

Q11A. IDENTIFICATION OF SHELF LIFE MATERIAL – Supplier must identify each item, package, or container of shelf life material with its cure or manufacture date, expiration date, and any special storage and handling conditions in addition to the standard identification requirements. The supplier must certify that a minimum two thirds of the useable shelf life is available at time of delivery. If exception is taken and approved, it will be noted on the PO.

Q11B. Any end item requiring additional processing to meet the end item print, which contains Shelf Life Materials, must also contain the information identified in Paragraph (Q13A).

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Q12. CERTIFIED SUPPLIER - Items on this purchase order are subject to the requirements of the Hytek's Dock to Stock Certified Supplier Program. Supply Agreement, "Star" or "Gold," Certification requirements apply to this purchase order. Appropriate shipping documents shall show evidence of the shipment being a Dock to Stock Certified Supplier Shipment via the authorized star or gold bar acceptance stamp.

As an approved Dock-to-Stock (DTS) supplier for Hytek, you are required to provide to Hytek, First Article data for all first time deliveries of items produced to applicable drawings. This is also required for any item delivered for the first time against a NEW DRAWING/BOM REVISION, or any manufacturing change that has the potential of affecting fit, form or function. This First Article data can consist of only the delta changes.

In these cases, you will NOT use the Hytek Quality stamp on Certificate of Conformance, packing list, or any other provided documentation. Hytek Receiving Inspection shall be the sole authority for final approval

Q13. PRODUCT OBSOLESCENCE REQUIREMENTS – As an approved Hytek supplier, you are required to notify Hytek if a part listed on this order or any of its material components, are planned for obsolescence by you or your subtier suppliers. All efforts must be made to keep Hytek informed of the future viability of the item(s) listed on this order.