

1.0 Purpose

- 1.1 Zepher is committed to building strong supplier partnerships. These requirements apply to suppliers of products or services produced to Zepher specifications or our customers specified drawings or requirements that may affect product quality or delivery.
- 1.2 These requirements are in addition to the standard Zepher Purchase Order Terms & Conditions and any quality terms that have been flowed down from our customer as part of the conditions detailed on our Purchase Order.

2.0 Right of Access

- 2.1 When requested, the supplier must agree to the right of entry and access for Zepher personnel, its customers or regulatory agencies into its facilities and access to all records, at any level of the supply chain, involved under the performance of the purchase order or contract.

3.0 General Quality System Requirements

- 3.1 The supplier is required to have a documented quality management system that ensures Zepher's requirements are met.

This includes:

- Controls to prevent the use of counterfeit parts – see Zepher's purchase order terms and conditions.
- The use of only customer-designated or approved suppliers for outsourced processes or materials when required by purchase order.
- Evidence of training of personnel to be aware of their contribution to product conformance and product safety and the importance of ethical behavior.

4.0 Flow Down Requirements

- 4.1 The supplier is fully responsible for controlling quality of their suppliers of subcontracted materials and processes including the responsibility to flow down Zepher or Zepher's customers Quality Requirements.

5.0 First Article Inspections

- 5.1 When required by purchase order, the supplier must perform a first article inspection per AS9102 (Rev B) prior to release of the first production product to verify that all dimensions, features, and product attributes meet specified requirements.

- 5.2 Documentation of first article inspection must be submitted for review and approval by Zepher Quality prior to or included with the first production shipment.
- 5.3 First article inspection must be performed from the first production run of a new part or following any subsequent change that invalidates the previous first article inspection result.
- 5.4 In the case of changes to an existing part, a partial first article will be acceptable unless stated otherwise on the purchase order.
- 5.5 First article inspections are also required if there is a significant changes to the production process or manufacturing location.
- 5.6 Once the supplier has established its process approved with a First Article Inspection Report (FAIR), they must notify Zepher of any changes in the product or process used in the manufacture or processing of the product.
- 5.7 Zepher reserves the right for approval of the product, parts and/or materials used, processes performed or equipment utilized by the supplier in fulfilling Zepher's purchase order.
- 5.8 The supplier will determine and implement a plan for how to control all features identified as significant or critical.

6.0 Certificates of Analysis / Conformance

- 6.1 When required by contract or purchase order, C of C's will be provided and contain the following information
 - Supplier's name and address
 - Zepher Purchase Order or contract number
 - Statement attesting that goods and services conform to all contract and associated drawing requirements
 - Part number(s) and serial numbers as applicable
 - Drawing number and revision level to which goods were manufactured
 - Signature by supplier's responsible representative & date

7.0 Record Retention

- 7.1 The supplier must maintain records providing evidence of the conformity of products produced under Zepher's purchase order for a minimum of five years from the date of manufacturing.
- 7.2 These records must be made available to Zepher, its customers or regulatory agencies upon request.

8.0 Packaging and Contamination

- 8.1 Components, materials and assemblies shipped to Zepher or drop-shipped to other Zepher suppliers must be.
- Free of oil, grease, dirt, oxidation, metal shavings, sharp edges or burrs or other Foreign Object Debris (FOD).
 - Packaged in a manner to prevent any sliding, distortion, bending, or other damage during transit.
 - Easily identified by part or assembly number.
- 8.2 Shipping documents and product labeling should provide for clear identification of contents, including purchase order number, part numbers, revisions and serial numbers
- 8.3 Documents (packing list, SDS, inspection sheets, etc) attached to the outside of the container must be attached to allow damage-free removal

9.0 Nonconformances

- 9.1 The supplier must submit a deviation request prior to shipment of any known nonconformance that will not be scrapped or reworked by the supplier. Nonconforming material must be clearly identified and segregated to prevent unintended use.
- 9.2 A copy of Zepher's Deviation Request Form QP-05.F1 is available on our website. It should be emailed to the supplier's designated buyer at Zepher.
- 9.3 The supplier must have written approval for the deviation by Zepher prior to shipment.
- 9.4 The non-conforming product must be clearly identified from any other product in the shipment and the documented deviation approval attached to the shipping paperwork.

- 9.5 *In the case of Zepher-supplied items:* if there is evidence of damage, non-conformances or paperwork discrepancies, the supplier must notify Zepher Purchasing within 3 working days of discovery. The Zepher Material Review Board will determine what action is required.

10.0 Revision History

Ver	Date	Summary of change	Approval
01	7/3/17	Initial issue.	DCO 134