

ZEPHER	Zepher QMS Business Procedure			
	Flow Down of Supplier Requirements			
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1. PURPOSE AND SCOPE

This procedure describes the process for flowing down requirements to Zepher suppliers.

2. RESPONSIBILITIES

Business Development (BD) personnel: During contract review, review customer requirements for applicable flow down requirements to suppliers. Select required QA Clauses for the Sales Order.

Configuration Management personnel: Enter the customer contract requirements into the Epicor system as QA Clauses.

Buyer: Send flow down documents to the supplier, as required with the PO via email.

Supplier Quality Engineer (SQE): Serve as liaison to supplier. Assist with evaluation of customer requirements and development of Special Instructions per QP-09.

Project Manager / Engineering personnel: Assist with evaluation of customer requirements and development of Special Instructions per QP-09.

3. REFERENCES

QP-02, Configuration Management

QP-04, Contract Review

QP-09, Purchasing

QP-17.F1, Zepher Supplier Quality Requirements

4. PROCEDURE

- 4.1. Configuration Management personnel maintains the customer contract requirements as QA Clauses in the Epicor system.
- 4.2. Setting Up Supplier Flow Downs in Epicor
 - 4.2.1. At customer PO acceptance, BD personnel reviews all customer requirements and sets up the Epicor Sales Order with designated flow down requirements. These customer requirements are maintained in Epicor as "QA Clauses".
 - 4.2.2. BD assigns an Epicor Part Number to the Contract ID, and selects the QA Clauses that apply to that Part Number. BD then adds the Contract ID to the Sales Order lines as required.

Important Note:
BD shall select QP-17.F1, Zepher Supplier Quality Requirements, for all contracts.
 - 4.2.3. If the Contract ID does NOT already exist, BD creates the Epicor Contract ID(s), and requests Configuration Management to create any needed QA Clauses in Epicor.
- 4.3. Purchasing Instructions for Providing Flow Down to Suppliers:
 - 4.3.1. QA Clauses designated by BD during the Sales Order process are automatically printed on the PO.
 - 4.3.2. When the following flow downs are required, the Buyer will attach a pdf to the email sent to the supplier with the PO:

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- Insitu General Customer Contract Requirements (CCR), (source: Customer PO folder)
 - Insitu Prime Contract Number CCR (PCN) (source: Customer PO folder)
 - Special Instructions designated by Zepher. A statement is added to the Zepher PO to refer to the Special Instructions (with designated SI #, as applicable). (source: Document Control folder)
 - Insitu Technical Data Requirements (TDRs)
- 4.4. The SQE or Buyer will address supplier questions regarding flow down requirements and communicate any concerns to the contract review personnel. This can involve SPM and Customer Program Managers.
- 4.5. Suppliers will be monitored with goal of 100% on time delivery and 100% conformance assuming all quoting analysis on supplier side should be accurate to supplier capabilities and capacity for quoted projects.
- 4.6. See Table below for regularly flowed down requirements.

Flow Down Requirements	When to Flow Down	Where Available to Supplier
Terms and Conditions	All Zepher supplier PO's	Zepher website, referenced on Zepher PO
QP-17.F1, Zepher Supplier Quality Requirements	All Zepher supplier PO's	Zepher website, referenced on Zepher PO
Insitu General Customer Contract Requirements (CCR)	As dictated by the customer PO	Referenced on the Zepher PO and attached to the email with the Zepher PO
Insitu Prime Contract Number CCR (PCN)	As dictated by the customer PO	Referenced on Zepher PO and attached to the email with the Zepher PO
Boeing Prime Contract Number	As dictated by the customer PO	Referenced on Zepher PO. Link to Boeing source of requirements is provided upon request by suppliers.
Special Instructions (SI document)	As needed, per QP-09	Referenced on the Zepher PO and attached to the email with the Zepher PO
Specific customer standards or quality requirements	As dictated by the customer drawings, parts lists	Referenced on drawings or documents
DPAS rating	As dictated by the customer PO	Referenced on Zepher PO
Export Compliance Restrictions (e.g. EAR, ITAR)	As dictated by the drawing or document	Referenced on drawings or documents
Documentation requirements (e.g., CofC, FAIR, CSI documentation)	As dictated by build requirements and customer PO	Referenced on Zepher PO

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See Document Change Order file for document approval and revision history.

Document approver for this document:

- Director of Operations
- Quality Management