

This document establishes the quality assurance requirements which are applicable as specified on Spira's purchase orders. External providers shall follow the requirements on purchase orders, drawing, specifications, and any other applicable document.

#### **Definitions**

**Spira Manufacturing Corp.** - The legal organization which is the contracting party with external providers with respect to the purchase order.

**External Provider/Supplier/Seller** - Refers to the legal organization that is receiving the purchase order from Spira Manufacturing Corp., and is responsible to Spira, for fulfilling the requirements of purchase orders.

**External Provider's Sub-tier** - An organization that supplies services, products, or materials to Spira's external providers.

**Purchase Order (P.O.)** - The contractual document used to procure services, products, and materials from an external provider.

Materials - Materials used to create products typically raw metals, plastics, elastomers, adhesives, etc.

**Products** - Products are a combination of material and services transformed into components, assemblies, and other tangible items.

**Items** - Products or services contracted for, by purchase order.

**Service** - Services are calibration, manufacturing operations, consulting, skilled labor, utilities, and other commodities.

- FAI First Article Inspection.
- **FOD** Foreign Object Debris or Foreign Object Damage.
- EOL End Of Life.
- C of C Certificate of Compliance.
- QC Quality Clause or Code.
- **FAR** Federal Acquisition Regulation.
- **DFAR** Defense Federal Acquisition Regulation.
- **DOD** Department of Defense.
- **PSA** Pressure Sensitive Adhesive.

**Elastomers** – A type of polymer, such as natural or synthetic rubber, that can be stretched significantly under tension and then return to its original shape when the force is removed.

**Consumables –** Age sensitive materials (Excludes elastomers) that are used during the manufacturing process.



The following table shows the commodity (Product or Service) and required quality clauses. The general quality clauses are applicable to ALL external providers. Spira shall flow down additional quality clauses based on required products or services.

Commodity	Quality Clause Number
General: Generic quality clauses shall be noted on all Spira Manufacturing Corp. purchase orders and are applicable to all external providers.	QC01, QC02, QC03, QC04, QC05, QC06, QC07, QC08, QC09, QC10, QC11, QC12, QC13, QC14, QC15, QC16, QC17, QC18, QC19, QC20, QC21, QC22, QC23, QC24, QC25, QC26, QC27, QC28, and QC29
Metallic Materials/Products:	QC30, QC31, QC32, and QC33
Special Processes: Such as, but not limited to:  Plating. Chem Film. Painting. Passivation. Welding. Heat Treating. Soldering. Brazing. Brazing. Surface Preparation Treatment. Nondestructive Testing. Stress Relieving. Cleaning. Etching.	QC34
Elastomer materials/Products: Age Sensitive (Limited-Life).	QC30, QC31, and QC35
Consumables materials/Products: Age Sensitive (Limited-Life). Such as, but not limited to:	QC35.5
Calibration Services.	QC36
Additional quality clauses to be flowed down when applicable.	QC37, QC38, QC39, QC40, and QC41



	General		
Quality Code	Requirement Name	Requirement	
QC01	Quality System.	The external provider represents and warrants that it maintains a quality management system that complies with applicable industry standards; including but not limited to: ISO 9001, AS9100, AS9120, and/or AC7004. In the event an external provider holds a third-party certificate for its quality management system, an external provider agrees to notify Spira of any change in external provider's certification under such a program within three (3) days of such change. If an external provider has not been certified to AS9100 or ISO9001, they are expected to have a QMS that meets the requirements of the ISO 9001 or AS 9100 standards where it relates to material/products being supplied to Spira.	
QC02	Control & Monitoring Requirements.	External providers must maintain a Quality Level ≥98%, On-Time-Delivery Level 298%, and Documentation ≥98%. If levels drop below target, external provider shall be notified, may be issued corrective action, and may be placed on conditional status or disapproved if not corrected.	
QC03	Certificate of Conformance.	<ul> <li>conditional status or disapproved if not corrected.</li> <li>External providers shall provide a certification with each shipment to attest that the parts, assemblies, subassemblies, or detail parts conform to the Purchase Order requirements. When applicable, the true manufacturers, lot, heat, batch date code, and/or serial number must appear on the certification.</li> <li>As a minimum, the certification must contain the following: <ul> <li>Name and address of manufacturing or processing location.</li> <li>Purchase Order number.</li> <li>Line number.</li> <li>Part number.</li> <li>Part Revision.</li> <li>Manufacturer's lot, heat, batch, date code, and/or serial number (If applicable).</li> <li>Quantity and unit of measurement (each, box, case, gallons, etc.).</li> <li>Be signed and dated by an official of the company.</li> </ul> </li> <li>The applicable material test results, process certifications, and inspection records shall be presented upon Spira's request. External providers shall perform inspection, as necessary, to determine the acceptability of all articles under this order. All articles submitted by external providers under this order a subject to Receiving Inspection at Spira.</li> </ul>	
QC04	Product/Materials Traceability.	Products and Materials must be identifiable by lot number, material type, specification and revision letter(s) or number(s), heat number, etc. and traceable to records of inspection acceptance.	
QC05	Changes to Processes, Products, Services.	Prior to changes to processes, products, or services, including changes of their external providers' or location of manufacture, external providers shall notify Spira and obtain Spira's pre-approval.	



Quality Code	Requirement Name	Requirement	
QC06	Changes to Organization.	<ul> <li>External provider is required to notify Spira, in writing, if there are any changes to:</li> <li>Ownership or Key personnel (e.g., Quality Representative)</li> <li>Business Systems (e.g., ERP)</li> <li>Required Certification (includes QMS certification, NADCAP, ITAR, etc.) – External provider is required to notify Spira within five (5) business days if certification has been suspended, surrendered, or scope has been modified.</li> </ul>	
QC07	Record Retention and Disposition.	As a minimum, the external provider is to retain documented information for at least 10 years from the date of shipment under each applicable order for all products/part numbers unless otherwise specified in the order. In special circumstances, the purchase order shall identify the actual required number of years that the documented information should be maintained. After the minimum retention period is achieved, external providers may disposition the documented information as archive or destroy at their discretion.	
QC08	Nonconformance.	Any deviation from product, process, service, specifications, or drawing requirements shall be documented and submitted to Spira for approval of disposition.	
QC09	Sub-Tier Requirements Flow-Down.	External provider's Quality Management System (QMS) shall contain controls to ensure Spira requirements are met by external provider and its sub-tiers. The external provider shall flow-down all requirements within Spira purchase order to its supply chain.	
QC10	Notification of Escape.	When an external provider determines whether a nonconformance exists or is suspected to exist on Goods and/or Services already provided to Spira under contract, the external provider shall, within three (3) business days of such determination, provide notice to Spira. In the event that the nonconformance affects safety of flight or is mission critical; external provider shall immediately notify Spira.	
QC11	Control of Nonconforming Material.	USE AS IS - Any disposition in which the material would not comply to Spira's specification, such as "Use As Is", is not authorized without Spira's documented pre-approval.  SCRAP - Material dispositioned for scrap shall be segregated and controlled by external providers, until rendered unusable (i.e., permanently deformed or mutilated).	
QC12	Corrective Action.	External providers are responsible for prompt initiation and timely responses Spira's corrective action requests. External provider's QMS shall provide means for:  Detection of non-conformances.  Timely containment of suspect products/materials.	



Quality Code	Requirement Name	Requirement	
QC13	Special Processes.	External providers must ensure that when a special process is required by Spira, the external provider or its sub-tier is approved by NADCAP. The special process requirements shall be listed on the actual purchase order.  Special processes such as, but not limited to:  Plating  Chem Film  Painting  Passivation  Welding  Heat Treating  Soldering  Brazing  Bonding  Surface Preparation Treatment  Nondestructive Testing  Stress Relieving  Cleaning  Etching	
QC14	FOD.	External providers shall ensure that a foreign object prevention program is in place and in compliance with AS9146 (Or equivalent). Any Foreign Object Debris/Damage (FOD) shall be removed before any shipment and FOD requirement shall be flowed down to external provider's sub-tier(s).	
QC15	Counterfeit Prevention.	At a minimum, external providers shall have a maintained and updated Counterfeit Parts Prevention process internally and with its sub tiers. External provides' processes shall meet or exceed SAE AS6174 or AS6081 or AS5553 recommendations and requirements. External providers shall provide evidence of counterfeit item risk mitigation process implementation in accordance with external provider's Quality Management System documentation. External providers shall ensure that only new OEM items (EEE parts, components, equipment, hardware, or materials) are used in products required to be delivered to Spira. External providers shall report any counterfeit incident to Spira within 30 days of discovery.	
QC16	Obsolescence – End Of Life (EOL).	External provider shall notify Spira of any potential for or known obsolescence/EOL material. Component(s) are no longer in production by the manufacturer or component(s) nearing the end-of-life cycle. The notification must be provided at least 180 days prior to any products approaching obsolescence and allow final purchase before obsoleting any product.	
QC17	Calibration – General Requirement.	All test and measurement equipment used in the performance of Spira purchas orders shall be calibrated in accordance with NIST standard (ISO 17025/ISO 10012-1/ANSI Z540-1) and traceable to national or international measurement standards. In the event the requirements are not stated on purchase order, the methods and/or specifications of the external provider's internal calibration system shall be deemed acceptable.	



Quality Code	Requirement Name	Requirement	
QC18	Part Identification.	All details and/or assemblies shall be part marked according to drawing and/or specifications referenced.	
QC19		All parts (When applicable) shall have unique serial numbers assigned. External provider is to maintain traceability throughout the production stage.	
QC20	Packaging Requirements.	The external provider is responsible for ensuring that the product is packaged in a manner to prevent damage during shipment. Packaging shall not contain loose packing materials such as shredded paper or foam peanuts. Unless directed by purchase order or specification(s), each contract item must be packaged and identified separately. Markings on primary packaging must include the part number, nomenclature and quantity. If applicable, include serial number, lot number. cure date, shelf life, and expiration date. Do not combine items from different purchase orders in the same shipping container. No metal-to-metal contact is ever allowed. In special circumstances, the purchase order may specify the manner the parts are to be packaged.	
QC21	Spira Furnished Property.	External provider is to return all furnished property (If applicable) to Spira at the completion of the purchase order. Furnished property may include but not be limited to the following: drawings, mylars, process specification, tooling, fixtures, measurement and/or test equipment, etc. All furnished property shall be stored and controlled in a way to prevent unauthorized use and be adequately protected against damage and deterioration. External providers do not have the authority to modify any property without prior written consent from Spira; unless the modification is part of the agreed regular production process.	
QC22	Acceptance Authority Media.	Media such as inspection stamps and electronic signatures used for product acceptance/inspection must be controlled and traceable to the personnel they are issued to.	
QC23	QMS Awareness.	External provider's personnel must be made aware of:  Their contribution to product or service conformity.  Their contribution to product safety.  The importance of ethical behavior.	
QC24		Spira, their pertinent customers, and regulatory authorities (Including Government representatives) reserve the Right-Of-Access into the external provider's organization, at any level of the supply chain, to determine and verify quality of work at all stages of production, to the applicable areas of the facilities. Information, as applicable, including digital information, records, logs, inspection tests, and any other data are subject to review.	
QC25	Work Transfer.	External provider shall not and shall ensure its supply chain shall not, initiate a movement or transfer of the location for the work to be performed under this Contract to another facility without Spira's prior written approval.	
QC26		External provider shall submit all Spira requested documents such as quality data and/or approved design data in the English language. This includes all the external provider's sub-tiers documentation provided in the certification package.	
QC27	Electronic Inspection Data.	All electronic data used to record and inspect products under purchase order shall be captured on a transfer media compatible with Spira specified methods. Unless otherwise specified, normal default method shall be a PDF file with the nominal – actual – deviation recorded.	



Quality Code	Requirement Name	Requirement		
QC28	Proprietary Agreement.	All drawings, specifications, technical Information, and electronic definition used in conjunction with purchase order are considered confidential and proprietary to Spira and its customers. No unauthorized reproduction of media is allowed in any form other than that intended to produce product and/or services directly associated with purchase order.		
QC29	Conflict Minerals.	External provider warrants that, to its knowledge, no tantalum, tin, tungsten and/or gold ("Conflict Minerals"), contained in any good subject to this order, originated from the Democratic Republic of the Congo or an adjoining country, unless the Conflict Minerals were processed by a facility listed as compliant pursuant to the CFSI Conflict-Free Smelter Program. External provider agrees to abide by the terms and conditions in Spira's Conflict Minerals Policy, and to communicate to its sub- suppliers its own commitment to responsible sourcing and legal compliance. External providers agree to cooperate and work with their sub-suppliers to ensure the traceability of Conflict Minerals at least to smelter or refiner level, to maintain and record all Conflict Minerals traceability documentation for five (5) years, and to provide the mill identification number for all vendors supplying conflict minerals.		
		Raw Materials		
QC30	External providers shall include with each shipment the raw material manufacturer's test report (e.g., mill test report) that states that the lot of furnished has been tested, inspected, and found to be in compliance wit applicable material specifications. The test report shall list the specification which the material has been tested and/or inspected and the identification material lot to which it applies. When the material specification requires quantitative limits for chemical, mechanical, or physical properties, the testing shall contain the actual test and/or inspection values obtained. Certification physical properties shall show actual values.			
QC31	Chemical and Physical Test Reports.	External providers shall provide with each shipment of parts or materials a physical and chemical report of analysis or tests conducted to ensure that the raw materials delivered, or raw materials used in the parts delivered, conform to the specifications required by this purchase order. If the material procured by the external provider or from a sub-tier is not accompanied by the required reports, chemical and physical testing must be performed by the external provider or an independent commercial laboratory. As a minimum, the Chemical and Physical		



Quality	Poquiromon*			
Quality Code	Requirement Name	Requirement		
QC32	7014 for Domestic	include specialty metals. The external provider furnishing the product must certify that all requirements of the contractual clause DFARS 252.225-7014, Alternate 1 are met for this purchase order line item. A certificate must be included with the shipment which specifically references compliance to this clause; DFARS 252.225-7014, Alternate 1; OR that specialty metal incorporated into this line item was melted within the United States, its outlying areas, or a qualifying country		
QC33	FARS and DFARS Requirements.	its sub-tiers that supply any parts delivered under Spira's purchase order(s) that include specialty metals. The external provider furnishing the product must certify that all requirements of the contractual clause DFARS 252.225-7014, Alternate 1 are met for this purchase order line item. A certificate must be included with the shipment which specifically references compliance to this clause; DFARS 252.225-7014, Alternate 1; OR that specialty metal incorporated into this line item was melted within the United States, its outlying areas, or a qualifying country listed in DFARS 225.872-1.  External providers shall comply with the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation (DFAR) clauses below, which are incorporated in this contract by reference, and which are in effect as of the date of these Terms. The clauses shall be considered as being set forth in full herein. External providers agree to flow down all applicable clauses to lower-tier entities. In the following clauses, the terms "Government" and "Contracting Officer" will mean Spira; the term "Agreement" will mean these Terms and the term "Contractor" will mean External provider.  Federal Acquisition Regulations (FAR)*  52.203-13 Contractor Code of Business Ethics and Conduct 52.203-15 Whistleblower Protections Under the American Recovery and Reinvestment Act of 2009  52.203-19 Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements  52.204-21 Basic Safeguarding of Covered Contractor Information Systems  52.204-23 Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities  52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment  52.219-8 Utilization of Small Business Concerns 52.222-21 Prohibition of Segregated Facilities 52.222-26 Equal Opportunity for Workers with Disabilities 52.222-37 Employment Reports on Veterans  52.222-36 Equal Opportunity for Workers with Disa		



		Subcontractors		
		52.247-64 Preference for Privately Owned U.SFlag Commercial		
	Vessels			
	Defense Federal Acquisition Regulations (DFAR)**			
	252.204-7012 Safeguarding Covered Defense Information and Cyber			
		Incident Reporting		
		252.204-7014 Limitations on the Use or Disclosure of Information by		
		Litigation Support Contractors		
		252.204-7015 Notice of Authorized Disclosure of Information for		
		Litigation Support 252.204-7018 Prohibition on the Acquisition of Covered Defense		
		Telecommunications Equipment or Services		
		252.225-7009 Restriction on Acquisition of Certain Articles Containing		
	Specialty Metals			
	252.225-7052 Restriction on the Acquisition of Certain Magnets and			
		Tungsten		
		252.227-7015 Technical DataCommercial Items		
		252.227-7037 Validation of Restrictive Markings on Technical Data 252.236-7013 Requirement for Competition Opportunity for American Steel		
		Producers, Fabricators, and Manufacturers		
		252.244-7000 Subcontracts for Commercial Items 252.246-		
		7003 Notification of Potential Safety Issues		
	*Full text of the FAR clauses can be found at			
	https://www.acquisition.gov/browse/index/far			
		**Full text of the DFAR clauses can be found at		
	https://www.acquisition.gov/dfars			
Special Processes				
QC34	Special Process Certification.	External providers performing special processes shall supply one (1) legible Certificate of Conformance stating that the process was performed to the applicable specification requirement. The certification shall list the applicable specifications (including revision letter(s) or number(s) to which the processes		
		conform) and the name of the organization that performed them (If other than the external provider).		



Quality Code	Requirement Name	Requirement			
	Age Sensitive (Limited-Life) Materials/Products				
QC35	Elastomer Materials/Products. Age Sensitive (Limited-Life)	All elastomers supplied under this Purchase Order shall have, as a minimum, 85% of the useable product shelf life remaining. All materials shall be packaged, labeled, and transported per their applicable regulatory requirements. External providers shall contact Spira, prior to shipping the products, if the minimum remaining shelf life of 85% is not achieved.  Minimum Documentation Requirements:  P.O. number  Batch number  Product name and part or code number, type, size, and quantity  Specification number  Cure Date/Date of Manufacturing  Shelf Life  Expiration Date			
QC35.5	Consumables Materials/Products. Age Sensitive (Limited-Life)	<ul> <li>Expiration Date</li> <li>All consumables supplied under this Purchase Order shall have, as a minimum, 12 months of the useable product shelf life remaining. All materials shall be packaged, labeled, and transported per their applicable regulatory requirements. External providers shall contact Spira, prior to shipping the products, if the minimum remaining shelf life of 12 months is not achieved.</li> <li>Minimum Documentation Requirements: <ul> <li>P.O. number</li> <li>Batch number</li> <li>Chemical name and part or code number, type, size, and quantity</li> <li>Specification number</li> <li>Date of Manufacturing</li> <li>Shelf Life</li> <li>Expiration Date</li> </ul> </li> </ul>			
		Calibration Services			
QC36	Calibration Services.	Calibration organizations who provide Spira calibration services shall implement and maintain a calibration system that complies with ANSI/NCSL-Z-540-1, ISO 10012, and/or ISO/IEC 17025. The most current version of these standards shall apply. A certificate or report providing traceability to the National Institute of Standards and Technology shall accompany each instrument calibrated. The calibration organization shall submit for each item one reproducible record of actual calibration results, including applicable graphic and tabular data. Records shall be traceable to the individual item tested, by part number, serial number and Spira's asset number for the item(s) calibrated. Prior to adjustment, verify any out-of-tolerance condition. The certificate shall also state the operating error per specification, the degree of correction of out of tolerance conditions, and remaining uncorrected out of tolerance conditions, if applicable.			



Quality Code	Requirement Name	Requirement	
Additional Quality Clauses to be flowed down when applicable			
QC37	First Article Inspection.	Items produced on this Purchase Order require First Article Inspection (FAI) per AS9102 (Current revision). FAI shall be performed on the first item produced of the initial production, first item produced after a revision change, first item produced after a two-year production gap or after a manufacturing site change (including subcontractor locations). A copy of the report shall be included with the shipment.	
QC38	Inspections and Test Records.	Dimensional characteristics produced in part or in whole of this purchase order shall be recorded on inspection forms and accompany the products at time of shipment. Unless otherwise specified, all dimensions will be recorded 100% actual for each character and each individual part. No sampling allowed. All dimensions shall bear the stamp of a quality assurance representative. Test records of any process that are performed under the purchase order are to be documented and shall accompany all products at time of shipment and shall bear the stamp of qualified personnel performing test.	
QC39	Spira Source Inspection.	Inspection by Spira must be performed at the external provider's facility prior to shipment. Upon completion of the order, promptly notify Spira /Purchasing/Quality so the appropriate source inspection can be coordinated. External providers shall provide reasonable inspection areas for Spira to verify conformance to requirements and shall make available to Spira's quality representative all applicable drawings, specifications, procedures, statements of work, external provider's order, and changes thereto, related inspection and/or test equipment, and such other information as may be required to satisfactorily perform the inspections required under the order. Source inspection requests shall be made, as a minimum, five (5) workdays in advanced and prior to the required delivery date.	
QC40	Government Source Inspection.	Government inspection is required prior to shipment from external provider. Upon completion of the order, promptly notify the Government representative who normally services your plant so that appropriate planning for Government inspection can be accomplished. The external provider, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the Government representative in the performance of their duties. The external provider shall also provide the Government Quality representative with all drawings, specifications, or other documents necessary to satisfactorily inspect the material. Source inspection requests shall be made, as a minimum, five (5) workdays in advanced and prior to the required delivery date.	
DOD cor "Specials" requires 7009 in support of DOD Contract. shall pro items/co items/co		The items/components contained in this purchase order are in support of a DOD contract and have been identified as having the potential to contain "Specialty Metals" pursuant to DFARS 252.225-7009. Acceptance of this P.O. requires the external provider to conform to the requirements of DFARS 252.225-7009. Evidence of conformance demands that the external provider shall provide a (C of C) or an approved report certifying that the items/components provided conforms to DFARS 252.225-7009 requiring items/components be melted or produced in the United States, its outlying areas, or a qualifying country.	



#### **Revision History Table:**

REV.	SECTION	DESCRIPTION	DATE	APPROVED BY
Α	N/A	Initial release.	05/30/2025	Nelson Baires
В	QC35 and QC35.5	Divided age sensitive (Limited-Life) materials/products from QC35 and created QC35.5. QC35 had elastomers and consumables together. Now all the requirements for elastomer materials/products are in QC35 and requirements for consumables in QC35.5.	09/10/2025	Nelson Baires