

Title:	Appendix 1: Supplier Quality Requirements		
Business Procedure:	MMBP-012A1	Revision:	IR
		Date:	3/29/21

1. Scope / Purpose

- 1.1. This appendix establishes the general provisions and quality requirements applicable to purchased materials, products, and services for Maritech Machine Inc.

2. Supplier Quality Requirements

- 2.1. All required processes, products, and services will be provided to supplier's during the purchasing process. Relevant technical data will be referenced or included as applicable.
- 2.2. Maritech Machine reserves the right to the final approval of products, services, methods, processes, equipment and the release of products and services.
- 2.3. All communications shall be handled through the buyer listed on the Purchase Order (PO.) Maritech Machine reserves the right to approve or specify any design and development control, special requirements, critical items, or key characteristics.
- 2.4. Maritech Machine reserves the right to control and monitor the supplier's quality and delivery performance. Failure to meet quality and/or delivery commitments can result in the issuing of correction action requests.

3. Quality Codes:

Q1 AWARENESS & COMPETENCE

Supplier shall ensure their employees are aware of the following:

- 1. Their contribution to our product conformity
- 2. Their contribution to our product safety
- 3. The importance of ethical behavior.

Suppliers shall ensure employees are competent and qualified as appropriate to the product or processes being delivered.

Q2 RIGHT OF ACCESS

Maritech Machine, its customers and any applicable regulatory authorities maintain the right to review supplier's inspection program, manufacturing processes, including right of access to all facilities. These rights apply at any level of the supply chain.

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Q3 QUALITY MANAGEMENT SYSTEM (QMS) REQUIREMENTS:

The supplier shall provide and maintain a system that complies with ISO9001, or AS9100, NADCAP or other equivalent QMS appropriate to the product. Supplier shall notify Maritech Machine upon any change in certification status related to these requirements.

Q4 SPECIAL PROCESS APPROVALS

Suppliers of special processes shall be NADCAP accredited unless otherwise noted on the PO. This requirement includes the use of sub-tiers by the supplier. OEM approvals will be noted on PO when required. Supplier shall notify Maritech Machine in the event any certification, accreditation or approval has been revoked or lapses. All special processes must be performed by competent and qualified persons.

Below are the commodities (as defined by NADCAP) and the specific processes that are considered to be special processes by Maritech:

CHEMICAL PROCESSING (PLATING'S)	COATINGS
HEAT TREATING	MATERIALS TESTING LABORATORIES
NON-DESTRUCTIVE TESTING	SOLDERING AND PCB FABRICATION
WELDING (INCLUDES BRAZING)	NONCONVENTIONAL MACHINING AND CHEM-MILLING
SHOT PEENING	CLEANING – DESCALING
COMPOSITES	BONDING

Q5 NOTIFICATION OF CHANGES

The Supplier shall notify Maritech Machine in writing of any proposed changes in design, fabrication methods, or processes previously approved by Maritech and/or Maritech’s customers prior to delivery. Changed articles shall be clearly identified in a different manner from previous articles. Failure to notify Maritech may result in the removal of the Supplier from Maritech’s Approved Supplier List.

Q6 SOURCE INSPECTION

Maritech Machine and its customers reserve the right to perform or witness inspections and test on all articles, materials or services at all time and places. When Maritech Machine, Maritech’s Customer, or the Government elects to perform inspection at the Supplier’s facility it will be notated on the PO. The Supplier shall notify the Maritech buyer or designated quality representative a minimum of 72 hrs. in advance of the time the products or materials will be ready for inspection or testing.

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Q7 NONCONFORMING MATERIAL OR SERVICES

Supplier is required to notify Maritech Machine and obtain disposition authorization of any nonconforming product that is Maritech property or intended to be delivered. All nonconforming material authorized for delivery shall be clearly identified and segregated from conforming materials and must have the disposition authorization included in the shipping container.

Q8 SUPPLIER CORRECTIVE ACTION REQUESTS (SCARS)

The supplier shall provide statements of cause/corrective action on failures of product, or service on the Maritech Machine supplied SCAR Form, or the supplier’s form provided all Maritech Machine’s form requirements are met. An action plan addressing the root cause of the nonconformance with an estimated completion date of all actions shall be provided to Maritech within 14 business days of the SCAR being issued. Failure to provide sufficient corrective action may result in the removal of the supplier from Maritech’s Approved Supplier List.

Q9 COUNTERFEIT PARTS & MATERIAL

Supplier shall have a counterfeit parts avoidance, detection, mitigation, and disposition program. Supplier shall only deliver authentic components, devices, pieces, material, modules, assemblies, subassemblies, goods, etc. that are manufactured by or obtained from original equipment manufacturers (OEMs), original component manufacturers (OCMs), or authorized distributors. Supplier shall make available to Maritech all documentation that authenticates and provides traceability of the product or material to the applicable OEM or OCM.

Q10 SUPPLIER’S FLOW DOWN OF REQUIREMENTS

The Supplier shall flow down all Maritech Machine and it’s customer’s requirements and/or key characteristics in the purchase documents to sub-tier suppliers as applicable.

Q11 SUPPLIER RECORDS

The supplier or processor shall maintain records of manufacturing or processing with suitable inspection and test records to serve as evidence of conformance with specified requirements. Such records shall be legible and traceable to the product involved. These records shall be maintained for a minimum of seven (7) years or as specified in the purchase order. See requirement(s) stated elsewhere in this order, for specific records to be forwarded to the buyer.

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Q12 RAW MATERIALS

All raw materials shall be accompanied with certifications, chemical and/or physical test results. The supplier shall certify to the specific requirements defined on the purchase order.

Q13 AGE CONTROL AND LIMITED LIFE PRODUCTS

Supplier records for age control/life limited products shall reflect useful life and when useful life is expended.

Q14 INSPECTION AND TEST CHARACTERISTICS

Supplier shall inspect and/or test as applicable, all characteristics defined by the purchase order, applicable drawing specifications, pertinent to the work that the supplier is responsible for performing.

Q15 CALIBRATION SYSTEM

The supplier and supplier subcontractors shall meet and maintain a Calibration System in compliance with Calibration System Requirements of ISO17025 or ANSI Z540-1.

Q16 SHIPPING

Specific shipping requirements will be detailed on the purchase order. Suppliers shall include a packing list along with all required quality records. Apply temporary protection on parts or assemblies for shipment and ensure parts are packaged in accordance with requirements and industry best practices.

Q17 CANCELLATION

Cancellation shall remain the right of Maritech Machine and may be initiated at any time.

Q18 CERTIFICATE OF CONFORMANCE (C OF C)

A signed C of C shall include the Specification Title, Specification Number, Revision Level, Drawing Requirement (s), and the following information:

- a. Process and Process Code if applicable,
- b. Name and address of the process facility,
- c. Date the C of C was issued,
- d. Purchase Order and Purchase Order Part Number,
- e. Quantity of parts (to include quantity accepted/ rejected),
- f. Signature and Title of Authorized Quality Agent of Process Source

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Q19 SAMPLING INSPECTION

The Supplier may use a sampling inspection plan that meets the requirements of ASQC Z1.4 or MIL-STD-105 (c) = 0 sampling during the inspection of the product. The sampling plan used must not allow acceptance of any product with known defects. Any defects identified shall be 100% inspected on all products, work in process, and stock inventory for the specific defect.

Q20 STATEMENT OF CONFORMANCE

Each shipment must be accompanied by at least one legible copy of a Statement of Conformance. This statement shall specify that all contractual requirements have been adhered to including all specifications and other applicable documents as cited in the purchase agreement and that evidence is on file for review by a quality representative. The statement of conformance must contain at minimum: the part number, purchase order number, quantity, revision as specified on the purchase order, name and address of the company certifying the part.

Q21 FIRST ARTICLE INSPECTION REPORTS

First Article Inspections will be in accordance with AS9102 and any customer specific added requirements. When a First Article Report is required, it will be stated on the purchase order.

Q22 ITAR FLOW DOWN

If the order falls under the regulations of ITAR (International Traffic and Arms Regulations), all manufacturers, exporters, brokers of defense articles, defense services or related tech data are required to register with DDTC (Director of Defense Trade Controls). All license requirements imposed by ITAR are the sole responsibility of the subcontractor in possession of the purchase order.

Q23 DEFENSE FEDERAL ACQUISITION REQUIREMENTS SUPPLEMENT (DFARS)

The Supplier certifies that all products supplied against the purchase order fully complies with DFARS Clause 252.225-7014, Preference of Domestic Specialty Metals including Alternate Clause 1.

Q24 DEFENSE PRIORITY ALLOCATION SYSTEM (DPAS)

The DPAS provides that DoD contracts are assigned priority ratings to assure that these contracts are afforded production priorities for delivery ahead of unrated orders which includes commercial orders. Ratings are assigned to DoD contracts and enforced in both peacetime and war or emergencies. The contractor is obligated to accept the rated order, to schedule production operations to satisfy delivery requirements of each rated order, and to extend the priority rating to suppliers to assure that the item is delivered in the timeframe requested.

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Q25 CONFLICT MATERIALS

All components and materials used in our product that contain “Conflict Materials” (gold, tin, tantalum, and tungsten) must be sourced from “DRC conflict free” smelters. Maritech may periodically request the smelter information for all conflict materials from the supplier.

4. Revision / Change Log

Revision	Date	Author	Change Description
IR	3/29/21	D. Embury	Initial Revision