

EJAY FILTRATION, INC. SUPPLEMENTAL QUALITY ASSURANCE REQUIREMENTS

GENERAL INFORMATION

This document establishes quality requirements for procurement and defines supplier responsibilities for ensuring that purchased items and processes conform to the company drawing, specification, and procurement requirements. Herein, the words "Ejay Filtration, Inc.", "Ejay Filtration" and "Ejay" will be understood to all refer to Ejay Filtration, Inc.

SYSTEM REQUIREMENTS

1. Quality System – The supplier should maintain a quality system that complies with ISO 9001, AS9100, AS9120 or other equivalent industry standard, based on the current revision of the standard. Ejay will make conditional exceptions based on supplier survey information or applicable customer requirements.
2. Ejay Filtration Inc. requires the use of "Acceptance on Zero" sampling tables. "Acceptance on Zero" means that if any non-conformances are found in the sample, the lot is not accepted. See Note 5 in this section for further actions.
3. If the Supplier plans to change facility locations, or outsource the work, they must contact the responsible Ejay Filtration Purchasing Representative as soon as possible, for a review of the situation. Ejay Filtration will review the customer's contract in house before determining whether approval can be granted or if other mitigating actions need to be taken.
4. Calibration System Requirements -The Supplier will maintain a calibration system in accordance with ISO 10012, ANSI Z540.1, or equivalent. Ejay will make conditional exceptions based on supplier survey information or applicable customer requirements. If measuring and test equipment is calibrated by an outside service, the noted requirements must be contained in your purchase order for these services.
5. If the supplier identifies a nonconforming condition prior to shipment, they will notify Ejay Filtration to request review (and possible acceptance) of the nonconforming condition. If the supplier realizes that they have shipped nonconforming parts to Ejay Filtration, they shall immediately notify their contacts at Ejay of these escapes so that the shipment can be flagged for immediate review.
6. Suppliers will retain quality records related to the production, testing and inspection of the parts for a minimum of ten (10) years, or unless otherwise specified by contract/purchase order. Records related to serialized parts will be retained for a minimum of 25 years.
7. Suppliers are to flow down to their sub-tier suppliers the applicable requirements in the purchasing documents, including key characteristics where required.
8. If this purchase order relates to a Honeywell purchase order received by Ejay, the requirements of either Honeywell SPOC 002 (manufacturer without design authority) or SPOC 003 (standard and/or catalog hardware) will apply to this order and will be flowed down to all sub-tier suppliers. If a copy of the SPOC Manual is required, please contact Ejay Filtration Purchasing.
9. All drawings and Engineering documentation provided by Ejay are to be considered proprietary, and may contain information subject to the International Traffic in Arms Regulation (ITAR) or the Export Administration Regulations (EAR). This information may not be exported, released, or disclosed to foreign nationals outside of the United States without first complying with the export license requirements of ITAR and/or EAR.
10. Suppliers will have a method in place to prevent the purchase, receipt and use of counterfeit material and/or parts. Suppliers may use AS6174 as guidance.
11. Supplier personnel shall be aware of their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior.
12. Right of entry: The Supplier agrees to allow access by Ejay Filtration, their customer and regulatory authorities to the applicable areas of the facilities and to the applicable documented information, at any level of the supply chain.
13. Suppliers will ensure Acceptance Authority Media (e.g., stamps, electronic passwords) is controlled, and shall have a defined process for the control. Suppliers are highly encouraged to review Boeing document X31764 (Quality Purchasing Data Requirements), sub-section B "Application of Acceptance Authority Media (AAM)". This document is available at <https://www.boeingsuppliers.com/X31764.pdf>.
14. When required by Ejay Filtration purchase orders, the requirements of one or more of the following documents may be applicable to this order: (a) Eaton Supplier Excellence Manual, located at <https://www.eaton.com/us/en-us/company/selling-to-eaton/supplier-excellence/aerospace.html>; (b) Triumph Supplier Quality Assurance Manual (SQAM001), located at <https://www.triumphsupplysource.com/suppliers/pageview.php?menuitemid=51>.

INSPECTION REQUIREMENTS

1. Source Inspection (Mechanical or Visual): Ejay Filtration reserves the right for Quality Assurance personnel to perform source inspection on all items specified by the purchase order prior to shipment. If required, this will be stated on the purchase order.
2. Source Inspection (Test): Ejay Filtration reserves the right that all items specified by the purchase order are subject to witnessing by Quality Assurance personnel for testing performed by the supplier prior to shipment. If required, this will be stated on the purchase order.
3. Source Inspection (Customer/FAA/Government): Ejay Filtration reserves the right for the items and/or service produced on this purchase order to be subject to source inspection by the customer/FAA/Government (as applicable) at the point of manufacture/process/test. If required, this will be stated on the purchase order.

EJAY FILTRATION, INC. SUPPLEMENTAL QUALITY ASSURANCE REQUIREMENTS

TECHNICAL REQUIREMENTS

1. Identification of shelf-life materials – When Ejay places a purchase order for materials/parts with a limited shelf life (e.g., o-rings, epoxy, inks), the Supplier will identify each item, package or container of shelf-life material(s) with its cure date or manufacture date, expiration date, and any special storage and handling conditions, in addition to the standard identification requirements. This same information is required to be noted on the certifications provided by the Supplier as well. Ejay Filtration requires a **minimum of 75% of the remaining shelf-life** for the material/parts as of the shipping date; if there is less than this amount of shelf life remaining, contact Ejay Filtration Purchasing personnel for further instructions.
2. First Article Inspection Report (FAIR) – The Supplier will perform a First Article Inspection Report when one of the following actions occur: (a) upon initial production for a part; (b) for any subsequent change to the engineering drawing revision level for a part; or (c) if the Supplier has a significant process change or tooling change, The first article will be performed on one (1) piece which is representative of the production lot, and can be documented on a report in the supplier's own format. The report will include actual dimensions and verification of all dimensions, drawing notes, bill of material requirements, special process and characteristics contained on the Engineering drawing.
 - a. Record on the FAI Report the reason for initiating the FAI Report (e.g., drawing change, tooling change, new part). This report will be approved by the Supplier's Quality organization and will be submitted with the shipment unless otherwise directed by the Ejay Purchasing Representative.
 - b. The Supplier shall "bubble" and number the requirements on the drawing, and attach it to the FAIR. These numbers must correspond to the item numbers on the FAIR.
 - c. If any deviations or nonconformities exist on the FAIR results, the Supplier must inform the Ejay Filtration Quality Assurance representative. Ejay Quality Assurance will review and disposition the parts, prior to providing approval to ship the nonconforming parts to Ejay.
3. Chemical and Physical Test Reports (Raw Material Certifications) – Each shipment will be accompanied by one **legible and reproducible** copy of test reports, when such tests are explicitly required to be reported by the procuring specification or the Ejay Filtration Purchase Order. The reports will contain the signature and title of the authorized representative of the agency performing the test and must conform to specification requirements. The reports will reference the purchase order number of the procuring agency (to provide traceability in the case of sub-tier suppliers), and will also include all packing lists/shippers that demonstrate the traceability from the sub-tier suppliers up through the shipment to Ejay.
 - a. For suppliers manufacturing parts to Ejay-drawing requirements - Items under this purchase order will be traceable to specific lots of the raw materials used. Raw material records will be identified by lot number, as well as material type, specification, and heat number (as applicable), and must be traceable to records of part acceptance. Specific details (such as sub-parts utilized in assemblies) will be traceable to the lot of raw material used (with the associated test results), and copies of the **actual** Material Manufacturer's Certificate of Conformance (and corresponding raw material certs) shall be provided. If multiple lots of raw materials are required to be used to manufacture the parts, traceability for **all** materials to the requirements noted is required.
 - b. For suppliers of woven wire mesh materials - Items under this purchase order will individually be traceable to the lot(s) of raw material used (with the corresponding test results for each lot). Raw materials records will be identified by lot (heat) number as well as material type, specification, and heat number (as applicable), and must be traceable to records of product acceptance.
 - c. Only the specific material called out on the Ejay drawing (along with the identified specification) shall be used; any substitutions will require written approval from Ejay Filtration Engineering and/or Quality prior to shipment.
4. Certificate of Conformance (C of C) – Each shipment will be accompanied by one **legible and reproducible** copy of a Certificate of Conformance, certifying to the conformance of the product or service to the applicable requirements. This Certificate of Conformance must identify the part or process name (including the part number and revision), the Ejay Filtration purchase order number, the specification and/or drawing to which the parts conform (including the revision level), and the name of the company that performed the process/manufactured the parts (if other than the Supplier). In addition, the signature and title of the authorized representative from the Supplier certifying to this information shall be included.
 - a. On Ejay Filtration-designed products, the Supplier shall include copies of Certificates of Conformance from any sub-tier suppliers, for all sub-contracted special processes and sub-tier and provide copies of the actual material manufacturers' certificate of conformance.
 - b. The material, special processors and NDT certifications must be referenced on the contracted suppliers' certificate of conformance (all paperwork must coincide with each other or reference the applicable Ejay Filtration purchase order number on the attached documentation).
5. Test Reports – If functional or nondestructive tests are required by the Ejay purchase order (e.g., product specification, Ejay specification, customer document), each shipment will be accompanied by one **legible and reproducible** copy of these reports of **actual** test results, identifiable with the Ejay Filtration test parameters and products submitted. These reports will contain the signature and title of the authorized representative of the Supplier performing the test(s), and must state whether the test results conform to requested specification requirements.
6. Seller-Controlled Products – One **legible and reproducible** copy of the applicable specification, drawings, and/or catalogs will accompany the initial shipment on this purchase order.
7. Tool Proofing – Acceptance of production tools is contingent upon inspection and acceptance by Ejay Filtration, based on the applicable characteristics on the number of the dimensional samples specified on the purchase order. The tooling and dimensional samples must conform to the tolerance limits of the Engineering drawing and specifications stated on the purchase order. Items may be shipped to Ejay Filtration for inspection, when so directed by Ejay Purchasing personnel.
8. Burrs and/or sharp edges are not allowed on machined parts/hardware.

EJAY FILTRATION, INC. SUPPLEMENTAL QUALITY ASSURANCE REQUIREMENTS

9. Foreign Object Damage/Debris (FOD) – Extreme caution should be exercised to assure that parts being shipped to Ejay are free of any debris or foreign objects. Suppliers may use AS9146 as guidance.

FOREIGN RAW MATERIAL RESTRICTIONS

1. Preference for Domestic Material – When required by the Ejay purchase order, the supplier agrees only to supply materials in accordance with the Defense Federal Acquisition Regulation Supplement (DFARS) 252.225-7009 (Domestic or Qualifying Countries).