
Procedure: Supplier Quality Requirements

1. SUMMARY

- 1.1. The purpose of this procedure is to specify OMW Corporation (OMW) quality requirements to our suppliers. OMW is committed to building strong partnerships with our suppliers. As a supplier to OMW, you are an important contributor to the quality of our finished products. Late deliveries, non-conformances, or documentation errors can jeopardize our common goal of delivering quality products on time.
- 1.2. The requirements of this procedure apply to all suppliers providing hardware, material, special processes, and services to OMW.
- 1.3. The requirements of this procedure are in addition to the standard OMW Purchase Order Terms and Conditions and any quality terms that have been flowed down from our customer as part of the conditions detailed in our Purchase Order.
- 1.4. The Purchasing Manager or designee is responsible for implementation and management of this procedure.
- 1.5. The Director of Operations maintains oversight of the process.

2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
A	12/01/2020	Original issue.	Michael Langston
B	11/29/2021	Revised 4.1	Michael Langston

3. REQUIRED DOCUMENTS

To initiate business with OMW, the Supplier must have the following documents completed and on file. Additional documents may be required based on customer, business, or other needs:

3.1. Non-Disclosure Agreement (NDA)

- 3.1.1. Suppliers shall not disclose to third parties or use design data belonging to or purchased by OMW or its customers for any purpose other than the support of products and services to be supplied to OMW.

3.2. ITAR Compliance Agreement

- 3.2.1. The documents, drawings, etc. supplied by OMW to each Supplier may constitute Technical Data within the definition of the U.S. International Traffic in Arms Regulations (ITAR) and are subject to the export control laws of the United States. Transfer of this Technical Data by any means to a foreign person or foreign entity, whether in the United States or abroad, without prior export license or other approval from the U.S. Department of State, is prohibited.

3.3. W-9

4. QUALITY SYSTEM REQUIREMENTS

- 4.1. The Supplier is required to maintain a documented quality system that meets or exceeds industry standards and ensures OMW's requirements are met. The Supplier may be required to demonstrate certification to AS9100, ISO 9001, NADCAP, or any other certification required by OMW's customers.

A documented quality system includes:

- 4.1.1. A suitable, controlled means for determining product conformance.
- 4.1.2. A documented procedure for controlling non-conforming material.
- 4.1.3. A documented procedure of implementing corrective and preventative actions.
- 4.1.4. Training of personnel to be aware of their contribution to product conformance and the importance of ethical behavior. Supplier shall have records to show this training.
- 4.1.5. The Supplier shall flow down these quality system requirements to subcontractors.

5. PURCHASE ORDER AGREEMENT

5.1. Acknowledgement

- 5.1.1. An affirmative acknowledgement of an OMW Purchase Order incorporating referenced specifications constitutes the Supplier's acceptance of the specifications. Acknowledgement via email to the Purchasing Manager is required.

5.2. Purchase Order Requirements

- 5.2.1. The requirements in this document are applicable to all OMW orders to suppliers. In addition, the Purchase Order may cite customer specifications. When referenced, conformance to those specifications is required, and acceptance or performance of the order is a record of the Supplier's understanding and conformance to those specifications.

5.3. Unauthorized PO Work

- 5.3.1. Suppliers shall not perform work without Purchase Order authorization. This includes OMW-caused rework, repair, additional work due to design changes, scope of work increases, and/or expedites.

5.4. Plating Requirements

- 5.4.1. Plating suppliers are not allowed to modify, alter, strip, or abrade parts in any manner without prior agreement from OMW Corp.
- 5.4.2. Plating suppliers are required to send masking proofs for every Purchase Order issuance, and verification of any specified masking dimensions prior to work completion.

6. SHIPMENTS

6.1. On-Time Delivery

- 6.1.1. The Supplier shall meet all scheduled delivery dates as specified on the OMW Purchase Order. If the Supplier becomes aware of any circumstances that may delay the promised delivery date, the Supplier shall notify OMW immediately, in writing, stating the reason for the delay and a revised promise date.

6.2. Packaging

- 6.2.1. All items must be adequately preserved, packaged, handled, and contained to prevent deterioration or damage during shipment.
- 6.2.2. Components, materials, and assemblies shipped to OMW or drop-shipped to other OMW suppliers must be:
 - 6.2.2.1. Free of oil, grease, dirt, oxidation, metal shavings, sharp edges or burrs or other foreign object debris.
 - 6.2.2.2. Packaged in a manner to prevent sliding, distortion, bending, or other damage during transit. Damage during transit may be the responsibility of the supplier if inadequate packaging is identified as a contributing cause.
 - 6.2.2.3. Easily identified by part number.

7. RIGHT OF ACCESS

- 7.1. When requested, the Supplier must agree to the right of entry and access for OMW personnel, its customers, or regulatory agencies into its facilities and access to all records involved under the performance of the Purchase Order or contract.

8. RECORD RETENTION

- 8.1. The Supplier must maintain records providing evidence of the conformity of the products produced under OMW's Purchase Order for a minimum of seven (7) years from the date of manufacture. These records must be made available to OMW, its customers, or regulatory agencies upon request.

9. FLOW DOWN REQUIREMENTS

- 9.1. The supplier is fully responsible for controlling the quality of its suppliers of subcontracted materials and special processes, including the responsibility to flow down OMW's or OMW's customer's quality requirements.
- 9.2. Known-good objects must be protected so their status is not altered, either by physical damage or deterioration.
- 9.3. Known-good methods must be documented in procedures, with a rationale for their acceptability being documented.