

# Chinook Enterprises Quality Codes

## **Q1 – Quality Management System**

- (a) Suppliers shall maintain and implement a documented quality management system that is certified to AS9100, ISO 9001, or NADCAP. Suppliers shall notify Chinook Enterprises of any changes to Management Representative or change in status to their certification. Supplier's quality system is subject to review by Chinook Enterprises' quality team. AS9120 is acceptable for distributors. ISO 17025 is acceptable for material test and calibration laboratories.
- (b) Suppliers who are not certified to the standards listed above must maintain documented procedures, in English, that address the following:
1. Identification and traceability of product
  2. Control of nonconforming product
  3. Control of customer property
  4. Process control
  5. Control of quality records
  6. Training/Certification
  7. Internal quality audits

## **Q2 – Product Certification**

Each delivery shall include a certification of conformance stating that the product/material provided meet the specifications listed in the engineering and Purchase Order requirements.

## **Q3 – Shelf Life**

The manufacturing and applicable expiration dates must be noted on packaging or certification provided with each delivery.

## **Q4 – First Article**

A First Article Inspection shall be performed by the Supplier as required by AS9100. The results of the FAI shall be supplied with the shipment of the first article.

## **Q5 – Part Identification**

All product/material purchased must be identified with part number, manufactured date, and Purchase Order number unless specified otherwise on the Purchase Order.

## **Q6 – Right of Entry**

Chinook Enterprises reserves the right, along with its customers and applicable government agencies, to inspect/survey the Supplier's facilities, as well as those of subcontractors, to review the processes, procedures, records, and products intended for sale to Chinook Enterprises.

### **Q7 – Subcontracting**

Subcontracting, by the Supplier, of any process that may affect the product being delivered to Chinook Enterprises is not authorized without prior written approval from Chinook Enterprises.

### **Q8 – Quality Records**

The Supplier shall maintain, and have available on a timely basis, quality records traceable to the conformance of product/part number delivered to Chinook Enterprises. The Supplier shall make such records available to regulatory authorities and Chinook's authorized representatives. The Supplier shall retain such records for the calendar year plus ten (10) years from the date of shipment under each applicable order for all products/part numbers unless otherwise specified on the order.

### **Q9 – Control of DPD/MBD Files**

Suppliers using Chinook Enterprises' digital files or Chinook Enterprises' customer supplied digital files shall have a process to ensure the integrity and confidentiality of those files.

### **Q10 – Material/Product Disposition**

The Supplier shall notify Chinook Enterprises of any nonconforming product or process failure to include any product that may have shipped. Disposition of nonconforming material must be approved by Chinook Enterprises.

### **Q11 – ITAR Requirements**

This Purchase Order and any other documents (drawings, attachments) associated with it, may include confidential information protected by the United States Government and are intended for the use of the intended recipient(s) only. If you are not the intended recipient or you have received this Purchase Order in error, do not read, disclose, reproduce, distribute, disseminate, or otherwise use this information in any way. Promptly notify the sender via phone or e-mail, and then destroy all copies of this Purchase Order and any attachments or supporting documents.

### **Q12 – Special Processes**

Suppliers using special processes including, but not limited to, heat treating, anodizing, penetrate inspecting, and welding shall do so using customer approved processes, materials, and sources.

### **Q13 – Flow Down**

The Supplier shall flow down all requirements pertaining to product to their sub-tier suppliers. All subcontracted parts and/or processes shall be verified by the Supplier to comply with the requirements of Chinook Enterprises Purchase Order prior to shipment to Chinook Enterprises.

#### **Q14 – Revision/Specifications**

Unless otherwise specified, the latest revision applies on all listed specifications, drawings, process requirements, inspection and verification instructions, and other relevant technical data.

#### **Q15 – Packaging**

The Supplier shall package all parts shipped to Chinook Enterprises in a manner ensuring that no damage will occur.

#### **Q16 – Change Notification**

The Supplier shall notify Chinook Enterprises of any changes in product and/or process, changes of suppliers, and changes of manufacturing facility location. Where required, these changes must be approved by Chinook Enterprises.

#### **Q17 – Counterfeit Parts**

The Supplier shall put into place a documented program to avoid, detect, mitigate, and disposition counterfeit parts and materials. Suppliers should utilize and reference AS6174A for guidance. Suppliers shall also flow down counterfeit parts program requirements to their sub-tiers, especially, but not limited to, electronic parts suppliers, raw material suppliers, and distributors.

#### **Q18 – Product Safety and Conformity**

A documented process shall be established to ensure the Supplier is aware of the importance of product safety and conformity and their contribution to it.

#### **Q19 – Ethical Behavior/Code of Conduct**

The following shall be followed by the Supplier:

1. Benefits including, but not limited to, gifts, loans, bribes, and kickbacks shall not be offered to any employees of Chinook Enterprises by Supplier.
2. Companies owned or managed by family members or close friends of Chinook Enterprises' employees are ineligible as a Supplier unless the relationship is disclosed to all parties involved.
3. Suppliers that deal with foreign countries must be aware, understand, and follow all applicable laws and regulations to include import and export requirements, boycotts, and embargos.
4. Conveying to others or using any material information learned about Chinook Enterprises or other companies, that is not public, to influence a decision to buy or sell securities is prohibited and may be a violation of law.
5. If Supplier becomes aware of any unethical behavior of Chinook Enterprises, the Supplier must promptly disclose the situation in writing to a manager of Chinook Enterprises.