



SUPPLIER QUALITY REQUIREMENTS



SUPPLIER QUALITY REQUIREMENTS

1.0 Requirements for All Nook Suppliers

1.1: Quality System

Suppliers shall maintain their quality management system that has been approved by Nook Ind. Suppliers shall inform Nook Ind. of any loss of accreditation.

1.2: Calibration

The supplier's, and sub-contracted supplier's, calibration system must conform to ANSI / NCSL Z540-1 or ISO 10012-1. Third party registration to an accredited registrar will be accepted as proof of compliance. The seller's signed certificate of calibration must state traceability to National Standards, tool / gage / equipment number and order number.

1.3: Foreign Object Debris (Damage)

The supplier shall establish, document, and maintain a program to control and eliminate Foreign Object Debris (damage) (FOD) and/or contamination during their (or sub-contracted sources) manufacturing, assembly, test, and inspection operations.

1.4: Inspection

- The supplier shall inspect the product to all drawing characteristics and notes.
- Nook Industries encourages the seller to utilize Statistical Sampling Techniques for all characteristics on the drawing, to ensure product conformity.

1.5: Material Review Board (MRB)

- The supplier has no MRB authority for any Nook product.
- All non-conforming product must be identified and quarantined at the supplier's location.
- The supplier shall complete Supplier Deviation Form (SDF), available on the Nook Industries website, and forward to the Nook Buyer.
- The accepted non-conforming product must be segregated and identified from conforming product if shipped together.
- A copy of Nook's approved SDF must accompany the shipment.
- The approved DCR number must be referenced on the sellers' COC and or packing slip.

1.6: Certificate of Conformance (COC)

If requested, the supplier shall provide a COC to the drawings, when available, and specifications on the purchase order and/or listed on the drawing. The certificate shall include:

- Part Number.
- Drawing Revision Level, when applicable.
- All applicable engineering change notifications.
- Purchase Order number.
- Quantity of parts.
- The Certificate of Conformance must contain the company letterhead, or logo, with name and address.
- The authorizing person's name shall be typed with their signature on the certificate of conformance.

1.7: Sub-Contractor's Certifications

If the supplier sub-contracts any work or services to a sub-tier contractor, the supplier is responsible to flow-down all applicable Nook Supplier Quality Clauses to the sub-contractors. The sub-contractor is held responsible to adhere to the Nook Quality Clauses. The sub-contractor's certificate shall contain:

- All items listed in 1.6 Certificate of Compliance (COC).
- And include a statement of traceability to Nook's P.O. number.

1.8: Product Traceability

- Unless the product is a "COTS" item, each shipment must have traceability to all manufacturing process methods, test reports, raw material certifications, special process certifications, etc., for any part and is traceable by a lot number, date code, heat number, job or work order, or material P.O. number, and identified on their certificate of compliance. This statement may be applicable to some "COTS" items but not all.

1.9: Shipping and Packaging

- Parts are to be packaged to prevent damage or contamination in storage or transit.
- Product being shipped from storage must be checked for damage and contamination before being shipped.

1.10: Record Retention

- Suppliers shall retain quality records for a minimum of (10) years from the date of shipment, unless a longer period is otherwise specified.
- Quality records include the following but not exhaustive list: Approved Certificates of Conformance, Test Reports, Raw Material Certifications, Special Process Certifications, First Article Inspection Reports (FAIR), Route Cards/Travelers, and Calibration Records.
- This data shall be made available to Nook Industries upon request, at no extra charge

1.11: Counterfeit Parts

- The supplier shall establish and maintain a Counterfeit Parts Prevention/Avoidance and Control Plan using Industry Standard AS5553 (Counterfeit Electronic Parts; Avoidance, Detection, Mitigation and Disposition) and AS6174 (Counterfeit Material; Assuring Acquisition of Authentic and Conforming Material) as guidelines. The process shall be to prevent and control the delivery of counterfeit parts.

1.12: Supplier Awareness

- The supplier shall be aware of their contribution to product or service conformity; their contribution to product safety; and the importance of ethical behavior.

2.0: Special Quality Flow-Down Clauses that will be Itemized on the P.O.

QC001: Certificate of Conformance

- Certificate shall be provided with each shipment as outlined in section 1.6

QC002: Material Certifications

- The supplier shall provide a copy of the raw material certification used in the manufacture of the product.
- The raw material certification must be identified and traceable to Nook's purchase order and part number.

QC003: Inspection Results

- When required on the P.O., the supplier shall provide a copy of final inspection results describing the method of inspection.

QC004: First Article Inspections (FAI's)

- An AS9102 (the latest revision) FAI form shall be performed / completed on one part, in the first production lot, in accordance with the AS9102 directive, listing the drawing requirements, actual results, methods of inspection, and delivered with the certification package.

QC005: Special Process Certifications

- The supplier shall provide a copy of the special processes used in the manufacture of the product.
- The special process certification must identify the specification number, revision, description, quantity, part number, and traceable to Nook's purchase order.

QC006: NADCAP Special Process Suppliers

- Special processes must be performed and certified by a supplier that holds current NADCAP approval for the specific process.

QC007: Statistical Process Control (SPC) Data

- When required on the purchase order and/or the drawing, SPC data shall be recorded on identified characteristics and sent with the finished product.
- The supplier may refer to the SPC manual, published by the AIAG, for reference on methods, examples, etc.

QC008: Production Part Approval Process (PPAP)

- A PPAP is a standardized process to help manufacturers communicate / approve product designs and processes before, during, and after manufacture.
- Prior to awarding a P.O., Nook Industries may require the supplier to submit a PPAP to ensure product conformity to drawing requirements.
- The PPAP details shall be outlined on the P.O.

QC009: Locked Process

- No changes can be made to the manufacturing sequence, machine, machine location, tooling, or fixtures, without Nook's written approval.
- If the supplier wants to make any changes, they must submit their changes to Nook's buyer prior to making the change, who will forward it to manufacturing and quality engineering for review.



SUPPLIER QUALITY REQUIREMENTS

QC010: Source Inspection

- A representative from Nook’s quality and/or engineering department shall inspect the product at the seller’s facility prior to shipment.
- The seller must provide Nook’s buyer five (5) days advance notification that a product is ready.

QC011: Defense Federal Acquisition Regulation Supplement (DFARS) clause 252-225-7008 Restrictions on acquisition of specialty metals.

- “Specialty metals” used in the manufacture of product for Nook Industries must be melted or produced domestically or from a “Qualifying Country” per DFARS 252-225-7009.
- “Qualifying Country” is defined in DFARS 225.003

QC012: European REACH 1907/2006 SVHC List (Current Revision)

- Raw materials used in the manufacture of products for Nook Industries must comply with the requirements of the European REACH 1907/2006 SVHC List (Current Revision).

QC013: RoHS Directive 2015/863/EU

- Raw materials used in the manufacture of product for Nook Industries must comply with the requirements of the RoHS Directive 2015/863/EU.

QC014: International Traffic in Arms Regulations (ITAR) and/or the Export Administration Regulations (EAR)

- A document containing technical data, export of which is restricted by the International Traffic in Arms Regulations (ITAR) and/or the Export Administration Regulations (EAR). Disclosure to foreign persons without prior U.S. Government approval is prohibited. Violations of these export laws and regulations are subject to severe civil and criminal penalties.

QC015: U.S. Government DPAS Rated Order (15 CFR 700)

- When a U.S. Government rated order (DO or DX) is stated on a P.O., it must take precedent over all other orders, and processed with expediency, to avoid consequences imposed by the government.

Revision Level	Revision Date	Description	Approved By	Documented Training Required Yes/No
-	9/12/2018	Original issue	BMC	No
A	12/10/2018	Moved counterfeit prevention section to general requirements	BMC	No
B	10/21/2019	Updated section 1.6 to clarify when a CoC is required and added a COTS statement to section 1.8	JRN	No
C	6/3/2022	Reworded 1.1, Updated QC011	SWJ/BMC	No
D	04/15/2025	Updated reference under 1.5 to “Supplier Deviation Form” (replaced Supplier Nonconformance Review); changed revision reference to “current revision” for QC012; and revised QC015 to include both DO and DX.	J. Nhan	No