**SQR-01 Supplier Quality Requirements**

These Supplier Quality Requirements (SQR) establish the minimum quality standards and expectations for all external providers (suppliers, contractors, and service providers) delivering materials, products, and services to Novo Modo. Compliance with these requirements is mandatory and shall be flowed down to all sub-tier suppliers. These requirements are aligned with AS9100, customer contractual obligations, and applicable regulatory standards.

**Q-1 Quality Management System**

Suppliers shall maintain AS9100/ISO9001 certification or equivalent documented system covering:

- Risk-based thinking & preventive actions
- Configuration management
- Foreign Object Debris (FOD) controls
- Human factors in error prevention

NADCAP accreditation is required for special processes.

Suppliers that are not third-party certified shall maintain, implement, and upon request provide evidence of a documented QMS that, at a minimum, includes procedure or defined methods for:

- Identification and traceability
- Nonconforming product control
- Control of customer property
- Process control (including control of special processes where applicable)
- Monitoring and measuring (including control of inspection, measuring, and test equipment)
- Training, competence, and awareness
- Internal audits and corrective action
- Document and record control
- Contract/Purchase order review
- Preservation of product (including packaging, handling, storage, and FOD prevention)

**Q-2 Material & Product Traceability**

Ensure each lot of Novo Modo product is clearly identified and segregated from other customers' product and from other Novo Modo lots to prevent mix and preserve traceability.

Maintain full chain of traceability from raw material to delivery including:

- Heat/lot numbers
- Processing history
- Sub-tier source documentation

**Q-3 Certification Requirements**

| Document Type | Requirements |
|---|---|
| **Material Certs** | **Mill test reports with chemical/physical specs** |
| **First Article** | **AS9102 reports with actual measurements** |

| Document Type | Requirements |
|---|---|
| **Process Certs** | **NADCAP approvals where applicable** |
| **CoC** | **Signed by authorized QA representative** |

Each shipment must include a Certificate of Conformance that:

- States conformance to all drawing, specification, and PO requirements
- Includes applicable material, hardware, and process specifications with revision levels
- Is signed by an authorized representative
- Includes Novo Modo purchase order and part number

**3.1 Raw Materials:**
Must be supplied with certified physical and chemical test reports traceable to the material lot/batch/heat.
**3.2 Hardware:**
Hardware distributors must provide a CoC from the distributor and original manufacturer certifications.
**3.3 Shelf Life:**
All shelf life product must be supplied with at least 6 months remaining shelf life or 75% of remaining shelf life at the time of shipment. Certification with manufactured date and expiration date required.
**3.4 Special Processes:**
Must be supplied with CoC signed by an authorized QA representative with reference to process completed, specification revisions and part number.

**Q-4 Counterfeit Parts Prevention**

Suppliers shall maintain a counterfeit part prevention program per AS6174 or AS5553. Controls shall:

- Trace products to OEM/OCM sources
- Use authorized distributors only
- Validate materials and certificates
- Flow down requirements to sub-tiers

**Q-5 Nonconformance Management**

- MRB segregation of nonconforming material

**5.1 Notification:**
Suppliers shall notify Novo Modo within 3 business days of discovering nonconforming product or process failures, including shipped product. 24hr notification for safety-critical escapes.
**5.2 Deviation Requests:**
Written authorization must be obtained for any deviation from drawings, specifications, or PO requirements.
**5.3 Rework and Repair:**
Unauthorized repair is strictly prohibited. Rework that restores conformance is permitted with prior approval.

**Q-6 Customer Property Management**

The supplier shall exercise care with property belonging to Novo Modo or Novo Modo's customers while it is under the supplier's control or being used by the supplier.

Customer property includes, but is not limited to, any material, parts, or hardware supplied by Novo Modo for processing or incorporation into product.

- Identification and lot segregation
- Dedicated storage and preservation
- Verification prior to use
- Inventory control and scheduled inventory reconciliation
- Protection during processing and transport
- Damage, loss, or unsuitability reporting within 24hours

**Q-7 Regulatory Compliance**

- ITAR/EAR controls for defense articles
- DFARS 252.225-7014 for specialty metals
- Conflict Minerals Act adherence
- Ozone-depleting substances reporting

**Q-8 Continuous Improvement**

Suppliers are expected to maintain a continuous improvement program that targets quality, safety, delivery, and cost performance.

**Q-9 Notification and Approval of Changes**

Suppliers shall notify Novo Modo in writing within 72 hours of:

- Change in ownership, company name, or location
- Change to QMS status (e.g., certification suspension)
- Changes in manufacturing process, materials, equipment, or subcontractors
- Any significant product or process nonconformance
- Use of new sub-tier suppliers affecting contracted products

Written approval must be obtained before proceeding with changes that affect form, fit, function, safety, or reliability.

**Q-10 First Article Inspection (FAI)**

Suppliers shall perform FAI per AS9102 for:

- First-time production
- After process changes, facility relocation, or lapse of more than 24 months
- Engineering or design changes
- Nonconformance corrective actions

FAI Reports must include AS9102 forms and be retained on file. Partial FAIs are acceptable if changes are limited and documented.

**Q-11 Record Retention & Disposition**

Suppliers must retain quality records:

- For a minimum of ten (10) years, unless otherwise specified by customer contract or regulatory requirement. If a customer or regulatory body requires a different retention period, that requirement takes precedence and shall be followed.
- When the applicable retention period expires, records shall be securely destroyed or archived to prevent unintended use.
- If a customer or regulatory body requires a different retention period, that requirement takes precedence and shall be followed.
- In formats ensuring legibility, retrievability, and protection from damage/deterioration

Disposition of records must follow:

- Secure destruction methods for physical/digital records
- Archival procedures for historical or regulatory purposes
- Written authorization requirements for early disposal

Records subject to retention include but are not limited to:

- Inspection/test results
- Material certifications
- Nonconformance reports
- Calibration data

**Q-12 Right of Access**

Novo Modo, its customers, and regulatory authorities reserve the right to:

- Enter the supplier's and sub-tier facilities
- Review any applicable records, processes, and equipment related to the order
- Conduct audits and inspections

**Q-13 Sub-Tier Supplier Flowdown**

Suppliers are responsible for flowing down all relevant requirements to their sub-tier suppliers, including:

- PO terms
- Customer requirements
- DPD/MBD data handling (if applicable)
- FOD prevention, traceability, and certification requirements

**Q-14 Foreign Object Debris (FOD) Prevention**

Suppliers shall implement and maintain a FOD control program compliant with AS9146. Basic elements include:

- FOD training
- Clean work environment
- Tool and part accountability
- Packaging and shipping controls

**Q-15 Packaging, Handling, and Shipping**

All parts must be:

- Protected from corrosion, contamination, and damage
- Prevent part-to-part contact
- Clearly labeled with part number, PO, lot/serial number, and quantity

Use of reusable packaging provided by Novo Modo is mandatory when applicable. Electrostatic-sensitive materials must be packaged appropriately.

**Q-16 Product Identification and Serialization**

All products shall be:

- Marked per engineering drawing/spec
- Serialized when required by PO
- Labeled or tagged securely if physical marking is not feasible

**Q-17 Digital Product Definition (DPD/MBD)**
Suppliers must be approved by Novo Modo to receive and use digital data. Upon contract conclusion, all DPD/MBD data must be:

- Returned to Novo Modo OR
- Destroyed and certified as destroyed

Unauthorized use of digital data is prohibited.

**Q-18 ITAR / Export Control**
All suppliers must comply with applicable export control laws including ITAR, EAR, and DFARS. Disclosure of technical data to foreign persons must be authorized.

**Q-19 Acceptance Authority Media (AAM)**
Suppliers using stamps or signatures as product acceptance media must:

- Control usage
- Prevent misuse or falsification
- Train personnel in responsibilities and ethics

**Q-20 Calibration Supplier Requirements**
Calibration suppliers must:

- Maintain ISO/IEC 17025 accreditation or equivalent documented procedures.
- Calibrate all equipment using standards traceable to NIST or another National Metrology Institute.
- Provide calibration certificates for each item showing:
    - Unique equipment ID
    - Calibration date and due date
    - Measurement results and traceability to NIST
    - "As found" and "as left" data if out-of-tolerance
- Notify Novo Modo within 3 business days if out-of-tolerance conditions may affect product quality.
- Flow down these requirements to any sub-tier calibration providers.

**Q-21 Ethics & Business Conduct**
Suppliers shall:

- Maintain the highest standards of personal ethics and business conduct
- Comply with all applicable laws/regulations (including anti-bribery and anti-corruption)
- Prohibit:
    - Unfair business practices (e.g., kickbacks, improper gifts)
    - Conflicts of interest affecting Novo Modo products/services
    - Falsification of records or certifications
- Protect intellectual property and confidential information
- Promptly report ethical concerns to Novo Modo