

Brothers' Swiss Inc.

PRECISION MACHINING

4531 Runway Drive
Lancaster, California



QAP 4.18 Rev. E Terms & Conditions

1.0 PURPOSE

To establish the quality, documentation, traceability, compliance, and performance requirements applicable to suppliers providing materials, products, processes, calibration services, or other externally provided services to Brothers' Swiss, Inc.

2.0 SCOPE

This procedure applies to all suppliers and external providers whose materials, products, processes, or services may affect product conformity or compliance with customer, statutory, regulatory, or Brothers' Swiss, Inc. requirements.

Applicable requirements shall be flowed down through purchase orders, purchasing documents, and customer-specific requirements.

3.0 REFERENCES

The following documents are used in support of this procedure:

- Purchase Orders generated through JobBoss
- Customer contracts, drawings, specifications, and quality clauses
- Form 111 – Approved Supplier List
- Form 117 – Nonconformance Report
- QAP 4.5 – Supplier Evaluation and Performance Monitoring
- QAP 4.6 – Corrective Action
- QAP 4.15 – Control of Records
- QAP 4.19 – ITAR Compliance
- QAP 4.21 – Foreign Object Debris Prevention
- QAP 4.22 – Purchasing Procedure
- QAP 4.23 – Counterfeit Part Prevention

4.0 DEFINITIONS

External Provider

A supplier providing materials, products, processes, calibration, testing, or other services that may affect product conformity.

Flowdown

Communication of applicable customer, regulatory, contractual, technical, and quality requirements to suppliers and sub-tier suppliers.

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Special Process

A process whose resulting output cannot be fully verified by subsequent inspection, including processes such as plating, heat treatment, welding, and nondestructive testing.

Certificate of Conformance (C of C)

A supplier-provided document certifying that delivered products or services comply with applicable purchase order and specification requirements.

Sub-Tier Supplier

An external provider used by a Brothers' Swiss, Inc. supplier to perform a portion of the purchased work.

Right of Access

The right of Brothers' Swiss, Inc., its customers, and applicable regulatory authorities to access supplier facilities, records, processes, and sub-tier locations for verification or audit purposes.

5.0 RESPONSIBILITIES

President

- Approve supplier contractual requirements when necessary.
- Support resolution of significant supplier compliance issues.
- Approve exceptions when management authorization is required.

Quality Control Manager

- Maintain and interpret supplier quality requirements.
- Review supplier documentation and compliance concerns.
- Coordinate supplier nonconformance and corrective-action activities.
- Approve deviations or supplier exceptions when authorized.

Purchasing & Planning Manager

- Include applicable terms, drawings, specifications, and quality requirements on purchase orders.
- Purchase only from approved suppliers unless otherwise authorized.
- Communicate changes and required flowdown information to suppliers.
- Coordinate supplier responses, returns, credits, replacements, and documentation.

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Suppliers and External Providers

- Review and comply with all applicable purchase order requirements.
- Flow applicable requirements to sub-tier suppliers.
- Maintain required records and documentation.
- Notify Brothers' Swiss, Inc. of conditions that could affect product conformity or delivery.

6.0 PROCEDURE

6.1 General Supplier Requirements

Suppliers shall review all purchase order requirements prior to acceptance and shall maintain controls sufficient to ensure that purchased products and services conform to applicable requirements.

Acceptance of a Brothers' Swiss, Inc. purchase order constitutes acceptance of the applicable terms and conditions identified in the purchase order and this procedure.

Where a specific requirement is not applicable to the product or service being provided, it shall not be interpreted as creating an unnecessary obligation.

6.2 Quality Management and Competency

Suppliers shall maintain documented processes, procedures, work instructions, and competent personnel appropriate to the products or services provided.

Certification to ISO 9001, AS9100, ISO/IEC 17025, Nadcap, or another recognized standard shall be required only when specified by the purchase order, customer requirement, or supplier approval criteria.

Suppliers shall ensure that personnel performing work affecting product conformity are appropriately trained and competent.

6.3 Purchase Order and Technical Requirements

Suppliers shall manufacture, process, inspect, test, package, and deliver products in accordance with the applicable:

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- Purchase order
- Drawing and revision
- Material specification
- Process specification
- Customer quality clauses
- Statutory and regulatory requirements

The supplier shall contact Brothers' Swiss, Inc. before proceeding when requirements are incomplete, conflicting, or unclear.

6.4 Material Certifications and Traceability

Raw-material suppliers shall provide material certifications and test reports as required by the purchase order. Certifications shall include applicable:

- Material type and specification
- Size
- Heat, lot, batch, or melt number
- Chemical properties
- Physical or mechanical properties
- Country of origin, when required
- Applicable specialty-metals or DFARS compliance

Materials and products shall remain traceable to the original manufacturer, source, heat, lot, batch, or other applicable identifier.

Suppliers shall not substitute materials, sources, or specifications without prior written authorization.

6.5 Inspection, Testing, and Calibration

Suppliers shall perform the inspections and tests necessary to verify conformity before shipment. Inspection and test results shall be documented and made available upon request.

Inspection, measuring, and test equipment used for product acceptance shall be controlled and calibrated using standards traceable to recognized national or international standards.

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Calibration-service suppliers shall comply with ISO/IEC 17025 when required by the purchase order or contract. Calibration certificates shall identify:

- Equipment identification
- Calibration date
- Calibration status or results
- Applicable specification or manufacturer's requirements
- Traceability to recognized standards

Nondestructive testing shall be performed and documented in accordance with purchase order and specification requirements. When 100% testing is specified, the test report shall confirm that all delivered product was tested.

6.6 Special Processes and Sub-Tier Control

Special processes shall be performed only by Brothers' Swiss, Inc.-approved or customer-approved sources when approval is required.

Suppliers shall not transfer or subcontract work without prior authorization when source approval or process control is specified.

Applicable customer, regulatory, technical, product-safety, ethical-behavior, traceability, key-characteristic, FOD, counterfeit-prevention, and record-retention requirements shall be flowed down to sub-tier suppliers.

Suppliers remain responsible for the conformity of all work performed by their sub-tier suppliers.

6.7 Change Notification

Suppliers shall notify Brothers' Swiss, Inc. before implementing changes that may affect product conformity, including:

- Manufacturing process changes
- Material or source changes
- Sub-tier supplier changes
- Facility relocation
- Significant equipment changes

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- Changes in certification status
- Changes in ownership or key management, when relevant

Changes requiring customer or Brothers' Swiss, Inc. approval shall not be implemented until written authorization is received.

6.8 Nonconforming Product and Deviations

Suppliers shall identify, segregate, control, and document nonconforming product to prevent unintended use or delivery.

Suppliers shall notify Brothers' Swiss, Inc. when nonconforming product affects or may affect a purchase order.

Nonconforming product shall not be delivered without prior written approval through an authorized deviation, concession, or use-as-is approval. Supplier requests shall include:

- Description of the nonconformance
- Quantity affected
- Cause, when known
- Recommended disposition
- Technical and quality justification

Supplier nonconformances shall be evaluated to determine whether corrective action is required in accordance with QAP 4.6.

6.9 Documentation, Certification, and Records

Required certifications and documentation shall accompany each shipment unless otherwise authorized. Documentation shall be complete, legible, traceable, and consistent with the purchase order.

A Certificate of Conformance shall include, as applicable:

- Supplier name
- Brothers' Swiss, Inc. purchase order number
- Part number and revision
- Quantity
- Lot, batch, or heat number

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- Applicable specification and revision
- Statement of conformity
- Authorized signature or approval

Missing, incomplete, or inaccurate documentation may result in the shipment being placed on hold or rejected.

Supplier quality records shall be retained for a minimum of seven years unless a longer period is specified by contract, customer, statutory, or regulatory requirements.

6.10 Packaging, Preservation, and FOD Prevention

Suppliers shall preserve, package, handle, and ship product in a manner that prevents:

- Damage
- Corrosion
- Contamination
- Deterioration
- Mixing of lots or parts
- Loss of identification or traceability
- Foreign object debris

Customer- or Brothers' Swiss, Inc.-provided protective packaging shall be used and returned when required.

Suppliers shall implement FOD prevention controls appropriate to the product and process in accordance with flowed-down requirements.

6.11 Counterfeit Prevention, Product Safety, and Ethical Behavior

Suppliers shall prevent the introduction of counterfeit or suspect counterfeit materials and products into the supply chain. Products shall be obtained from original manufacturers, authorized distributors, or other approved sources whenever practical.

Suppliers shall maintain authenticity and traceability documentation and shall notify Brothers' Swiss, Inc. immediately upon discovery of suspected counterfeit material.

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Suppliers shall promote product safety and ethical behavior throughout their organization and supply chain. Personnel shall be encouraged to report concerns involving product conformity, safety, integrity, or compliance without fear of retaliation.

6.12 Right of Access

Suppliers shall provide Brothers' Swiss, Inc., its customers, and applicable statutory or regulatory authorities right of access to relevant supplier and sub-tier supplier facilities, processes, records, and personnel for verification, inspection, surveillance, or audit purposes.

Access shall be coordinated through the supplier and shall be limited to activities relevant to the applicable purchase order or regulatory requirement.

6.13 Environmental and Climate Considerations

Suppliers are encouraged to consider environmental and climate-related risks and opportunities appropriate to their operations, including:

- Improved process efficiency
- Reduction of waste and disposal
- Reduced energy and resource consumption
- Recycling and use of recoverable materials

Specific environmental requirements shall apply when identified by contract, purchase order, customer, statutory, or regulatory requirements.

7.0 RECORDS

The following records are generated or maintained as evidence of this process:

- Purchase orders and flowed-down requirements
- Supplier certifications and test reports
- Material and process certifications
- Certificates of Conformance
- Supplier approvals and evaluations
- Supplier deviations and customer approvals
- Nonconformance and corrective-action records

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- Supplier communications
- Right-of-access or supplier-audit records, when applicable
- Training or competency records maintained by suppliers, when requested

8.0 REVISION HISTORY

Date	Revision	Description of Change	Author
02/12/2014	NC	Initial release	Paty Freire
11/21/2016	A	Added calibration requirements	Paty Freire
12/05/2016	B	Updated specialty-material requirements	Paty Freire
01/07/2019	C	Added supplier flowdown requirements	Paty Freire
02/10/2025	D	Added climate-change requirements	Mark Fryer
07/16/2026	E	Reformatted and standardized procedure; updated supplier quality, traceability, flowdown, nonconformance, product safety, counterfeit-prevention, environmental, and record-retention requirements	Krista Mead

9.0 APPROVAL

Name	Title	Date
Krista Mead	Quality Control Manager	07/16/2026
Dwayne Mead	President	07/16/2026