

1.0 INTRODUCTION

Adams Campbell Co. requires assurance of satisfactory quality at all times. This document establishes requirements designed to ensure applicable Adams Campbell Co. suppliers produce product that meets or exceeds Adams Campbell's quality expectations and terms. Only suppliers who demonstrate and maintain compliance with these requirements will be eligible to receive Adams Campbell Co. purchase orders.

Section 4.0, General Requirements, is applicable to all Suppliers.

Section 5.0, Specific Requirements, contains additional requirements applicable to specific types of suppliers according to the service or product that they perform for Adams Campbell Co.

2.0 DEFINITIONS

Supplier is defined as the facility accepting a Adams Campbell Co. Purchase Order (P.O.) to provide raw material, hardware, processing, or calibration services.

3.0 ASSOCIATED DOCUMENTS

Adams Campbell Co. Procedure 8.4, *Purchasing* (for internal use only).

4.0 GENERAL REQUIREMENTS (*applicable to all suppliers*)

4.1 RESPONSIBILITY FOR CONFORMING PRODUCT & QUALIFICATION OF PERSONNEL, PROCESSES, & EQUIPMENT. Initial acceptance of the product or service by Adams Campbell Co. in no way diminishes or relieves the supplier from their responsibility to produce acceptable products or services for which they were contracted, or for any liabilities resulting from the failure to meet purchase order requirements. Supplier must ensure personnel performing the processes involved with the product or services are qualified as required (by governing specification, etc.).

4.2 CRITERIA FOR ACCEPTANCE & RESPONSIBILITY FOR INSPECTION . Product is only acceptable if meets all the requirements of the Purchase Order (including any and all documents, specifications, etc., to which it refers). The supplier is responsible for verifying that they have met the requirements of the Purchase Order (& drawing, specification, etc., as applicable).

4.3 ADAMS CAMPBELL CO. AUDITS. The supplier's Quality System may be subject to initial and periodic audits, at a frequency determined by Adams Campbell Co. or its customers, for the purposes of determining compliance to this or any other contractually imposed requirement.

- 4.4 ADAMS CAMPBELL CO., IT'S CUSTOMERS, OR REGULATORY AGENCY ACCESS. Supplier acknowledges Adams Campbell Co., its customers, or any applicable government agency has the reasonable right of access to the supplier's facility for the purposes of retrieving work placed at the facility or witnessing any or all contracted processing performed. This right of access includes the supplier providing reasonable facilities, the equipment and applicable quality records related to the work, and assistance in the course of the visit.
- 4.5 CERTIFICATE OF CONFORMANCE. Supplier will provide a Certificate of Conformance (C of C) or similar document with each delivery of product. The C of C shall acknowledge conformance to the Adams Campbell Co. P.O. and carry:
- the processes performed.
 - the specification and revision level worked to (if any). Note that when not specified otherwise, the supplier is required to work to the latest specification revision level).
 - the part number and revision.
 - the signature of an authorized supplier representative.

Even if is not explicitly stated on the supplier's C of C, Adams Campbell Co. considers the supplier's C of C as the supplier's acknowledgment that the C of C serves as their warranty that the goods or services were processed or provided in good faith compliance with the Adams Campbell Co. purchase order requirements and this document. In addition, the supplier's C of C is a warranty that:

- material supplied by Adams Campbell Co. is the same lot of material processed or used to produce the parts delivered.
 - any and all lot by lot or periodic testing required for the process being performed has been or is (periodically) performed in accordance with the controlling specification(s).
 - the supplier still retains any applicable customer approval (with no applicable limitations) for the processes being performed (otherwise no work is to be performed and Adams Campbell Co. is to be immediately contacted).
- 4.6 QUALITY SYSTEM & CAPABILITY. Suppliers must possess a Quality System appropriate to the type of process or product they are providing. Special Processing suppliers (heat treat, and plating & finishes) must meet the applicable requirements of either ISO9001, AS9100, , NADCAP , or similar quality standards, or approval from the Adams Campbell Quality Manager, as evidenced in the Supplier Listing. By accepting a P.O., supplier also ensures that they are capable of performing the contracted processes and have the adequate resources necessary to perform the work being contracted.

Quality Standards for Suppliers

- 4.7 CORRECTIVE ACTION. The supplier is responsible for determining and implementing the corrective action and for performing follow-up actions to verify the effectiveness of corrective actions related to nonconforming product. All corrective action requests shall be answered by completing the form supplied by Adams Campbell Co. or by completing a form of their own design which completes the same statements (root cause, corrective action, verification, follow-up activities, and affectivity), and returned by the due date requested.
- 4.8 SUPPLIER SUBCONTRACTING. Subcontracting by a Adams Campbell supplier is a risk solely assumed by the Adams Campbell supplier (see 4.1). Note: When required by Adams Campbell's customer, the sub-subcontractor must be customer-approved prior to beginning the work.
- 4.9 HANDLING, PACKAGING, STORAGE, AND DELIVERY. The supplier ensures Adams Campbell Co.'s supplied product is protected from damage, loss, and deterioration during processing and shipment.
- 4.10 CALIBRATION, CONTROL OF NONCONFORMING PRODUCT. Calibration of Inspection, Measuring, and Test Equipment (IMTE) is performed in accordance with normal, acceptable ISO practices. Nonconforming product is positively identified & controlled to preclude intermingling with acceptable product.
- 4.11 CONFLICT MINERALS. Material suppliers are subject to Dodd-Frank Wall Street Reform and Consumer Protection Act. Minerals considered Conflict Minerals are Tin, Tantalum, Tungsten or Gold that may have originated from mines in the Democratic Republic of Congo or one of its nine bordering nations. The covered countries are Democratic Republic of Congo, the Republic of Congo, Central African Republic, South Sudan, Uganda, Rwanda, Burundi, Tanzania, Zambia and Angola.

Material suppliers shall review their sources for raw materials and determine if any of those supplier's source products from the smelters who purchase minerals from mines in the companies listed above.

If a Adams Campbell supplier is required to complete a Conflict Minerals Report Template that company will be contacted by a representative of Adams Campbell.

5.0 SPECIFIC PROCESSING REQUIREMENTS *(applicable to specific suppliers)*

In addition to the requirements in section 4.0, the following sections apply according to the type of subcontracting being performed.

5.1 MATERIAL & HARDWARE SUPPLIERS

- Material suppliers shall ensure material ‘mill heat lot number’, alloy, or type of material, as applicable, is positively controlled & identified on delivered material. Fastener Quality Act requirements apply to applicable hardware.

5.2 MACHINING SUPPLIERS

- No welding or repairing processes shall be performed on Adams Campbell Co.’s parts without the written approval of the Adams Campbell Co.
- Actual inspection readings must be supplied for each job.

5.3 PLATING, FINISHES, & HEAT TREATING SUPPLIERS

- Processes that alter the physical / chemical properties of the product are monitored and controlled in accordance with any applicable specification requirement and have any lot by lot or periodic testing required by the governing processing specification performed (refer to paragraph. 4.5). Adams Campbell Co. must be immediately notified of the failure of any such tests affecting our product in the form of a Disclosure Letter (listing the affected Adams Campbell Co. P.O.’s, part numbers, part quantities, affected processes, and processing dates).
- ENVIRONMENTAL REGULATIONS. All applicable processes must be performed in accordance with Rule 1124 of the South Coast Air Quality Management District (California) and/or any other local, state, and federal environmental regulations, as applicable.
- All plating and finishes must be adequately packaged so they are protected from damage.
- Suppliers’ process time is now expected to be less than 48 hours unless otherwise specified. Pick-up from Adams Campbell, processing, and delivery to either Adams Campbell or its customer is considered the supplier’s ‘process time’. The clock starts when the supplier has been called for a pick-up.

Plating and Finishes Suppliers must package as follows:

- Per specific P.O. instructions, if stated.

- If not stated, all parts must be individually wrapped in paper (newspaper is never allowed and black or gray painted parts cannot have cardboard touching them).
- Parts boxed or palletized (depending on size/weight). Boxes / Parts must not extend over the pallet edges.
- Plated and painted parts must have complete, adequate coverage, be free of defects such as fish-eyes, pin-holes, etc.
- Defective product: The supplier may be held liable for all extraneous shipping costs, including Adams Campbell's expense and any transportation charges associated with receiving from and returning parts to Adams Campbell's customer (when parts are rejected by our customer).

5.4 CALIBRATION SUPPLIERS

- Compliance to applicable ISO requirements must be shown at Adams Campbell Co.'s request.

REVISION RECORD

Rev. A: General rewrite

Rev. B: Added processing times and expanded packaging requirements to section 5.3

Rev C Added Conflict Minerals Requirements Section 4.11

Rev D Number change on W.I>

Approvals

Quality Manager *M. Flanigan* _____ Date _04/12/16

President *Ron Searcy* _____ Date _04/12/16