



SIMONA Boltaron Supplier/Subcontractor Quality Requirements

Introduction

The SIMONA Boltaron Inc. Supplier/Subcontractor Quality Requirements (SQR) defines the minimum standards needed to maintain acceptable product quality, and meet the legal and administrative requirements of SIMONA Boltaron and their customers.

SIMONA Boltaron evaluates and approves suppliers based on their ability to supply product in accordance with the defined requirements established in our Purchasing Procedures. We expect that suppliers/subcontractors review of the SQR (S 108 REF Supplier_Subcontractor Quality Requirements) and complete S 062 FRM Supplier Quality Questionnaire or alternative approval process which are both sent to the supplier every 3 years at minimum. S 108 REF Supplier_Subcontractor Quality Requirements are accepted with PO acceptance and are available online as are our PO terms and conditions at www.boltaron.com.

SIMONA Boltaron will periodically survey and review suppliers/subcontractors to maintain approval. This may include an onsite audit by representatives of SIMONA Boltaron who will require access to the supplier/subcontractor's premises. Simona Boltaron, its customers, and regulatory authorities shall be granted the right of access to all Supplier and sub-tier Supplier facilities and records involved in fulfilling the Purchase Order requirements to ensure conformance with the requirements.

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1.0 Documentation

The supplier/subcontractor shall upon request provide details of their Quality Management System (QMS), processes, control plans, equipment and facilities, capacity, and organizational structure as it relates to the ability to satisfactorily supply SIMONA Boltaron Inc. Related documents provided to SIMONA Boltaron will be considered to be a contractual agreement which will be followed when supplying orders to SIMONA Boltaron.

2.0 Quality management system and inspection process

The supplier/subcontractor shall maintain a QMS which is effective in maintaining acceptable product quality, and an inspection process which ensures all products meet the agreed upon specifications. Records must be maintained to show compliance, and these will be subject to review by SIMONA Boltaron upon request.

The inspection process shall have the support and commitment of senior management, and a direct contact between this function and SIMONA Boltaron shall be appointed.

It is recommended that the supplier/subcontractor's QMS be registered or at least compliant to AS9100 or ISO9001.

3.0 Product testing

If product testing is required, the supplier/subcontractor shall ensure full traceability and proper identification of all relevant parameters and results as required by the specification, drawing, PO or any other means.

4.0 Technical and procedural data

The supplier/subcontractor shall ensure that all test data, inspection results, coordinate measuring machine (CMM) data, procedures, drawings or any other relevant information related to SIMONA Boltaron orders are available upon request.

The supplier/subcontractor shall ensure control of all documentation to ensure the most recent revision is in use, and measuring equipment is in good working order and properly calibrated prior to use.

The supplier shall clearly communicate in writing, any change to product or process to SIMONA Boltaron prior to implementation.

5.0 Incoming quality assurance and inspection

The supplier/subcontractor shall follow documented procedures to ensure the quality and conformance to all specifications and requirements of all materials, products and services. All supplied items shall be new, unused, and from a qualified source unless expressly authorized by SIMONA Boltaron.

The supplier/subcontractor shall follow documented procedures to verify all materials, products and services conform to purchase order requirements in respect of condition, quantity, specification, maintenance of identity and traceability upon receipt and prior to release.

Procedures shall be sufficient and include any inspections and tests necessary to ensure compliance with all applicable design and quality requirements and standards.

6.0 Storage and issue control

The supplier/subcontractor shall follow documented procedures to ensure only materials and products accepted via the incoming quality assurance and inspection system are stored or issued for use. All materials and products which have not been accepted for use via the quality assurance and inspection system must be held in quarantine to prevent inadvertent use.

Documented storage and issue control procedures must include the following:

- Materials and products in storage must be protected from damage and environmental conditions must be adequate to prevent deterioration.
- Material and products must be kept free from foreign object debris (FOD).
- Identification and traceability of all materials and products must be maintained.
- Inspection and approval status of all materials and products must be clearly identified at all times.

7.0 Repair work process control (subcontractors)

The supplier/subcontractor shall follow documented procedures to ensure that all repair or rework of materials or products comply with the original specifications, drawings, coordinate measuring machine (CMM) data or any other relevant requirements.

Documented repair work process control procedures must include the following:

- Audits of the repair work process shall complete on a specified interval to ensure proper quality standards are maintained.
- Assign specific personnel responsible for administration and execution of the process.
- Measurement tooling, test equipment and check fixtures shall be calibrated, maintained and recertified at a specified interval.

8.0 Product conformance

The supplier/subcontractor shall perform all inspections and tests required by the original specifications, drawings, coordinate measuring machine (CMM) or any other relevant documents at every appropriate stage of the process (e.g. receiving, manufacture, repair, modification, final assembly, etc.). Conformance at each stage shall be clearly marked by an authorized signature or stamp. Non-conforming materials or parts shall not be released without the expressed written consent of SIMONA Boltaron.

8.1 First Article Inspection

Suppliers shall perform first article inspection according to AS9102 (current revision) on all parts supplied to SIMONA Boltaron. Records shall be retained and be made available to SIMONA Boltaron upon request.

9.0 Non conformance

The supplier/subcontractor shall follow documented procedures to ensure non-conforming products are clearly identified, quarantined, disposed or otherwise prevented from inadvertent use.

For any non-conformances discovered after delivery to SIMONA Boltaron, the supplier/subcontractor shall immediately rectify, repair or replace the non-conformance and take preventive actions to avoid any recurrence. Any deviation shall be immediately reported in writing to SIMONA Boltaron.

10.0 Concessions

Materials and products received shall comply with all design and quality requirements. Non-conforming material and products will be rejected unless written authorization has been provided by SIMONA Boltaron.

11.0 Defect investigation and corrective action

When a non-conformance is discovered, the supplier/subcontractor shall follow documented procedures to investigate the issue to determine the root cause and take immediate corrective action to prevent a recurrence. Upon request, documentation regarding the investigation and resulting corrective action shall be provided to SIMONA Boltaron.

12.0 Identification marking

All materials, products and parts delivered to SIMONA Boltaron shall be properly identified with applicable inspection approvals and other pertinent identification details in accordance with the PO, drawings, specifications and other documents.

13.0 Measuring and test equipment

The supplier/subcontractor shall utilize measuring and test equipment necessary to perform and provide:

- All specified measurements and tests.
- An acceptable level of process control and verification of all aspects of product quality and specification conformance.

The accuracy and reliability of this equipment shall be ensured through proper maintenance, testing and calibration.

At scheduled intervals equipment used for calibration shall be calibrated against certified standards which are traceable to national or international standards.

14.0 Preservation and packaging

The supplier/subcontractor shall follow documented procedures to ensure materials and products are preserved and packaged according to specifications and to protect the product from damage and degradation.

15.0 Release procedure

All materials, products and parts delivered to SIMONA Boltaron shall be accompanied by the appropriate certification signed by the appropriate authorized individual (e.g. certificate of conformity, certificate of analysis, FAA 8130-3, EASA form one, etc.). The certification must specify any relevant qualifications, repair data, shelf life, concessions, or deviations.

16.0 Records

The supplier/subcontractor shall maintain detailed and comprehensive records of all test and inspection data and any other information related to the compliance of the materials and products supplied to SIMONA Boltaron. These records shall include but are not limited to the following:

- Evidence that all incoming materials and services to be used in the fulfilment of SIMONA Boltaron orders have been inspected and comply with specified quality and order requirements.
- Identification and traceability of all materials and products.
- Inspection, verification and test data.
- Release documentation with respect to incoming and outgoing supplies.
- Control of inspection and other authorized stamps.

All records and any other relevant information related to SIMONA Boltaron orders shall be made available upon request. No records shall be destroyed or disposed of without the prior written consent of SIMONA Boltaron.

17.0 Review and audit of quality procedures

Suppliers/subcontractors shall regularly review and audit the procedures implemented to fulfill the requirements of this SQR document to ensure continued compliance and overall quality of materials and products supplied to SIMONA Boltaron. The results of these reviews and audits shall be recorded and provided to SIMONA Boltaron upon request. Additional requirements may be added as SIMONA Boltaron customer requirements are flowed down.

18.0 Requirements for delivery of materials and parts

The following are required for the delivery of all materials and parts to SIMONA Boltaron. Failure to provide any or all without expressed written consent may result in the return of the materials or parts to the supplier/subcontractor, and the associated delay in processing and payment.

The requirements are:

1. Documentation:
 - a. Packing list of all items identified with a unique serial number.
 - b. Certificate of conformance and other certification documents (with unique serial number) as specified on the purchase order or drawing.
 - c. All documents shall be properly signed and stamped as applicable.
2. Documentation supplied shall include the following details:
 - a. Order number.
 - b. Part number / drawing number.
 - c. Drawing issue number.
 - d. Serial number.
 - e. Quantity.
 - f. Concession number (if applicable).
 - g. All re-work parts to be clearly identified as such.
3. Part marking shall be in accordance with drawing/purchase order requirements.

19.0 Industrial change / transfer of work

The supplier/subcontractor shall inform SIMONA Boltaron in writing prior to any industrial change including but not limited to the following:

- Work transfer (plant relocation, subcontracting, sub-tier supplier change).
- New manufacturing process.
- Change to an existing manufacturing process.
- Plant reorganization.
- New ERP.
- Change of key personnel.
- Change of regulatory approvals.

This notification will be sent to both the Quality Manager and the Purchasing Manager for prior approval before the change has been incorporated.

20.0 Qualification and training records of personnel

The supplier/subcontractor shall maintain training records and ensure qualification of all personnel processing material and parts for SIMONA Boltaron. The supplier/subcontractor shall ensure all personnel are aware of:

- Their contribution to product or service conformity.
- Their contribution to product safety.
- The importance of ethical behavior.

21.0 Supply of test specimens and reports

Where applicable the supplier/subcontractor shall supply SIMONA Boltaron with test specimens or reports.

22.0 Control and monitoring of external providers

The supplier/subcontractor shall follow documented procedures to monitor and control external suppliers. The procedures shall include a properly maintained approved vendor list with regular reassessment and approval based on recent performance. All vendor documentation and records shall be retained.

The supplier/subcontractor shall follow documented procedures to mitigate the risk of counterfeit parts from being supplied to SIMONA Boltaron.

SIMONA Boltaron Supplier Requirements for the Prevention of Counterfeit Parts:

SIMONA Boltaron Suppliers shall plan, implement, and control processes, appropriate to the organization and the product, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to the SIMONA Boltaron.

SIMONA Boltaron Suppliers Counterfeit part prevention processes should consider:

- training of appropriate persons in the awareness and prevention of counterfeit parts;
- application of a parts obsolescence monitoring program;
- controls for acquiring externally provided product from original or authorized manufacturers, authorized distributors, or other approved sources;
- requirements for assuring traceability of parts and components to their original or authorized manufacturers;
- verification and test methodologies to detect counterfeit parts;
- monitoring of counterfeit parts reporting from external sources;
- quarantine and reporting of suspect or detected counterfeit parts.

23.0 Environmental Requirement Considerations

Suppliers providing services or materials to SIMONA Boltaron shall manage environmental regulations as required by local, state, and federal laws. Supplier represents and warrants to Customer that Supplier will continue to have a documented, comprehensive environment, health, and safety (EHS) policy that addresses, among other things, its ongoing commitment to environmental stewardship and elimination of workplace injuries and illnesses. Upon Customer's request, Supplier shall provide Customer with evidence of implementation of such policy and agrees to provide information related to the environmental impact of any Product (or any materials used therein) including but not limited to greenhouse gas emissions, waste generation, recycled content, amounts of regulated chemicals in a Product, and disposal information. Note: Relevant interested parties shall consider requirements related to climate change.

24.0 Material Obsolescence

The Supplier shall notify SIMONA Boltaron at least two (2) years in advance if it anticipates discontinuing the manufacture of any materials.

25.0 Material Substitution Prohibition

Material substitutions are not permitted without our written permission, but you will need to send a written request for substitution detailing the change for it to be considered. A material substitution is defined as any deviation of a raw material, that affects the product specification, chemistry, or product testing. For finished parts that list includes the design drawing, parts list, data list, and applicable specifications, product specification, form, size, shape, chemistry, melt method, origin, temper/condition, product testing or surface finish.

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2	Update Counterfeit and ROA	02/10/2023	Tim Ohler	Joe Borer
3	Eliminated S 109, Added online availability and acceptance with PO. Added Pt 23 Environmental	05/02/2024	Tim Ohler	Joe Borer
4	Added Material Obsolescence	10/18/2024	Tim Ohler	Joe Borer
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