



Supplier/Vendor Quality Manual

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| Revision History | | | |
|------------------|--|----------------|------------|
| Page | Description of Change(s) | Revision Level | Date |
| All | Initial Release of JBRND Supplier Manual | IR | 7/13/2007 |
| 9 | Section 2.5, Changed wording from 20% of shelf life used, to 50% or more remaining shelf life | A | 10/21/2008 |
| All | Deleted section 2.2.2.1, Section 2.2.3: replace "timely" with actual time requirement, Section 2.3: Replace "FAA" to include other regulatory. Disposition authority of non-conforming product belongs to JBRND only. Added section 2.15, Evaluation of Suppliers. | B | 11/08/2011 |
| All | Removed references to nonexistent QOP,WI and Forms. | C | 02/27/2012 |
| All | Revised Manual entirely Added Sec. 3.0, 4.0, 5.0 and 6.1 (Q.A codes 1-12) Changed Sec. 2.0 to separate sections for each category (6.0 thru 6.27) Changed Sec. 2.1 to 6.1, 2.2 to 6.2, 2.3 to 6.8, 2.4 to 6.11, 2.5 to 6.12, 2.6 to 6.19, 2.7 to 6.20, 2.8 to 6.21, 2.9, to 6.22, 2.10 to 6.23, 2.11 to Q.A code 09, 2.12 to 6.24, 2.13 to 6.25, 2.14 to 6.26, 2.15 to 6.27 | D | 8-5-13 |
| 18 | Updated Evaluation of Suppliers Sec. 6.27 | E | 11-02-2013 |
| 6 | Changed Sec. 5.0 removed statement (The PO must be signed and e-mailed back to the buyer or faxed over to Buyer after acknowledgment at (210) 590-3155.) Purchase Orders are an electronic process. | F | 10-07-2014 |
| 18 | Added sections 7.0 "Risk of Loss" and 8.0 "Insurance Certificate" | G | 05/14/2015 |
| 5 18 | Removed Approved Supplier Listing. Added JB Active Vendor Approval Status List Added referencing Direct suppliers (Tier I - Tier II). Non Direct suppliers (Tier III) for evaluation. Updated rating % scores for Quality Performance & OTD from 70% to 90% | H | 07/23/2015 |
| 11 | Added Quality Codes 13 & 14 | I | 12-12-17 |
| | Revision J not used | J | 1/14/2020 |
| All | Complete revision. Minor changes on all pages. | K | 1/14/2020 |
| ALL | Complete revision. Corrected typos, updated format to all pages | L | 4/26/2021 |
| 12 | Added Quality Code 19 Safety Data Sheet | M | 5/10/2021 |
| 5 16 | Changed Form number. Corrected section callout | N | 07/13/2021 |
| 13 All | Added section 7.9 and renumbered section. Added section 7.31 Revised format. Added word "vendor" throughout document | O | 03/27/2023 |
| 12 18 | Added section 6.1.20 and Added NIST requirement to section 7.27 | P | 03/15/2024 |

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1.0 Document Overview

The Jeff Bonner R&D (JBRND) Supplier/Vendor Manual is the Supplier and Vendors' guide to understanding JBRND's quality requirements and expectations.

The Jeff Bonner R&D Supplier/Vendor Manual:

- Is a part of the JBRND purchase order, unless otherwise specified herein;
- Identifies specific quality requirements of the Parts and Assemblies Manufacturing, Engineering Services, Certified Repair Station Operations, and Customer Service business units;
- Provides helpful general information to the supplier.

This document is applicable to all JBRND purchase orders for supplies, parts, tooling, assemblies, hardware, raw materials, electronic data, outside services, and repair station support.

Suppliers/Vendors play a vital role in the operation of JBRND. We depend and expect our suppliers/Vendors to provide products of the required levels of quality and conformity. Products provided by Suppliers and Vendors are a vital element of the quality, safety, value, and dependability of our products.

We also treat our suppliers/Vendors fairly, pay promptly, and believe in long lasting relationships. We expect our supplier's behavior to be completely ethical, honest, and in keeping with the highest standards of business and regulatory requirements.

2.0 Approval Process

2.1 Vendor Approval:

Vendors must be approved before Purchase Orders can be issued. Purchasing department will send the potential vendor a copy of our Vendor Quality Survey form 84-02-2. The completed Vendor Quality System Survey will be evaluated by Quality Director and/or the Purchasing Agent for approval status. Once the approval is made Purchasing Agent will add supplier to JB Active Vendor Approval Status List in Job Boss program.

2.2 Vendor Renewal:

All listed approved vendors must renew their approval status when requested. Purchasing will send a copy of the Vendor Quality Survey form 84-02-2 to the vendor to complete and return. Vendors may return completed Vendor Surveys via e-Mail, mail and fax.

2.3 Vendor Changes:

When a vendor has a change in ownership, control, focus of business, certifications held, or location, they must alert the JBRND Purchasing department immediately

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3.0 Request for Quote

When JBRND sends an RFQ to a supplier/vendor, the response is expected in a timely manner. The Supplier/vendor must disclose all requirements prior to JBRND acceptance. (Price, Lead time, 3rd party suppliers/vendors)

4.0 JBRND Purchase Order

Purchase order must be acknowledged to JBRND Buyer prior to processing order. Price and lead time must be confirmed.

5.0 PO Acknowledgment

By filling the PO, the supplier/vendor agrees to abide by the requirements of this manual.

6.0 Quality System Requirements

The vendor shall maintain a Quality System that is compliant to ISO 9001, AS 9100, 14 CFR Part 21 Production Approval, 14 CFR Part 145 Repair Station Certification, or an equivalent industry-recognized quality system or standard. JBRND recognizes third-party certifications issued by an accredited Certification Registration Body (CRB). The scope of third-party certification must be appropriate for the type of product or service provided to JBRND.

Note: Vendors providing calibration services are subject to specific requirements.

Initial and subsequent periodic review of vendor's quality system may be performed at the option of JBRND. Objective evidence of vendor compliance, either by submittal of requested evidence or evidence of a third party accreditation, may be acceptable for the purpose of re-survey, but will not preclude the use of on-site evaluations or other review methods.

JBRND may, at its own discretion, honor qualified second- and third-party audits provided that the scope of the audit performed by the alternate party correlates with the type of product or service provided to JBRND. We reserve the right to perform additional assessments if deemed necessary.

Vendors shall forward a copy of their certifications to us. Any changes to the certification such as a change of the CRB, update, withdrawal or disapproval must also be forwarded to us immediately.

A change in vendor name, ownership, facility location and process changes will subject the vendor's quality system to reevaluation by JBRND. The vendor shall notify their buyer of any of these aforementioned changes in writing. The buyer will instruct the vendor on formal notification actions and specific forms to submit, if necessary.



6.1 Quality Codes

Quality Codes listed below must be reviewed and complied with when applicable and noted on JBRND PO received.

6.1.1 Material Certification Required (Quality Code 01)

Supplier/Vendor shall supply Mfg. material certification for all materials sold and provided to make product.

Raw Material

Metallic raw materials shall be identified in accordance with Federal Standard 184, or ASTM B666, as applicable. Sheet materials shall have identification markings placed on the “non-preferred” side of sheet. Supplier/vendor maintains a copy of all supplier/vendor-procured raw material certifications, which must be readily retrievable and shall include material specification, description, alloy and condition. The supplier/vendor shall maintain the mill certification for procured metallic material that shall include physical properties, chemical analysis, and heat-lot number. Distributors of metallic raw material shall include a copy of the original mill certification with the shipment of deliverable material. Non-metallic raw materials shall also include material specifications, and certificates of conformance. Non Domestic Materials are not allowed to be used unless approved by JBRND PO.

Preference for Domestic Specialty Metals

Reference the Defense Federal Acquisition Regulations (DFAR) Sect. 252.225-7014, and the Federal Acquisition Regulations (FAR) Part 25. Unless otherwise specified on JBRND purchase order, shipments of metallic raw material meeting the Specialty Metals definition in DFAR 252.225-7014 are subject to the Qualifying Country Source restrictions, found in DFAR Supplemental Clause 225.872.

6.1.2 Certificate of Conformance (Quality Code 02)

Supplier/vendor to certify that all articles in PO shipment, in quantities shown on the JBRND purchase order, are in conformance with the requirements, specifications and drawings applicable to that purchase order. Inspection / Test data is on file and available for review upon request.

Supplier/vendors shall provide a Certificate of Conformance with every shipment.

The Certificate must include the following, as applicable:

- Part number and description
- Lot or serial number (as applicable)

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- Purchase Order number and PO line item
- Quantity
- Statement of conformance to applicable drawings, specifications or other technical data.
- Signature of authorized agent of the manufacturer or distributor and position held.
- Location of inspection records for review by JBRND (or its customer), if requested.

6.1.3 First Article Inspection Report (Quality Code 03)

When required by the JBRND Purchase Order, a AS9102 First Article Report from the vendor for an article produced is a new part to JBRND drawings or requirements. This includes all details and sub-assemblies that constitute the end item ordered. The FAI shall not be considered complete until all non-conformities are resolved.

FAI records shall include all dimensions or forms specified on the purchase order, on printed drawings, and in digitally represented models, referenced by the purchase order. Each report includes the following, as applicable:

- Part Number and Description
- Purchase Order Number
- 100% of Engineering specified dimensions, and the actual measurements obtained
- Special process certifications, including those from subcontractors
- Test data; including requirements, performance ranges, and results
- Raw material certifications
- Specification or drawing numbers and the revision level during manufacturing and inspection
- Location of manufacturer and date of inspection
- Signature of authorized agent of the manufacturer and position held
- Identification of the report as First Article
- Certification of Conformance (see below)

6.1.4 Burn Sample (Quality Code 04)

Material sample(s) to be provided for burn testing, material sample size and qty to be noted on PO and sample must meet JBRND burn plan or FAA regulatory and statutory requirements as noted.

To satisfy FAA regulatory and statutory requirements for burn samples and burn sample plans when required by contract (see: Title 14, Part 25, Subpart D, Section 853 and Appendix F to Part 25, Part 1 Para (a)(1)(i) for burn requirements.)



6.1.5 Weekly PO Status Report (Quality Code 05)

A weekly status on all parts as authorized on PO must be provided. The status to include: material received, programming started and finished, machining started and anticipated finished, start and finish of each outside process. The status would be provided every Monday by Noon Central Standard Time.

6.1.6 FAA Conformity (Quality Code 06)

Vendor to coordinate with JBRND Buyer, Engineering and QA dept for requirements. FAA form 8100-9, 8130-3, 8130-9, if applicable.

6.1.7 Source Inspection (Quality Code 07)

Deliverable product is subject to source inspection by JBRND or its customer. JBRND conveys its requirement for source inspection to the vendor via the Purchase Order. Vendor shall notify JBRND buyer in writing at least seven (7) days in advance of the proposed schedule for “in process” or “final” source inspection, unless prior written agreement for a shorter period of notice has been made. Vendor shall prepare all production, process, and shipping documentation, including a First Article Report if requested, for presentation to JBRND source inspector prior to the inspector’s arrival.

The QA department of JBRND retains the right to inspect product at its vendor sight, prior to that product being shipped to the Company. The Quality Department performs periodic inspections on vendor-provided product at vendor site on an as needed basis. The receipt of nonconforming product on a frequency-basis also determines the need for on-site inspections by QA.

JBRND does not use a vendor’s verification of a product as evidence of the effective control of quality of that product by that vendor. JBRND retains the responsibility of determining the acceptability of a vendor product through its first Article Inspection. JBRND allows for our customers to reject product that our vendor has already approved. JBRND by this Supplier/Vendor Manual procedure that the FAA and our customers retain the right to inspect our vendors’ product for conformity and also the validation of their production processes on our vendors site.

6.1.8 Traveler Package (Quality Code 08)

Complete Mfg traveler package with planned production traveler, material and special process certifications and inspection records if applicable.

6.1.9 Identification (Quality Code 09)

Suppliers/Vendor shall mark all deliverable products as required by the PO, engineering drawing and manufacturing planning. Supplier/Vendor shall apply the date of manufacture, date code or other control identifier number to all deliverable products. Information must be applied adjacent to the product’s identification markings and be traceable to supplier/vendors job traveler. Products produced in lots shall have traceable



control information. When size of product, or supplier/vendor's automated stamping process, does not permit data application to individual product (such as standard parts), the information shall be similarly placed on tags or labels as applicable.

Build-To-Print (BTP) parts for JBRND shall be identified with the following information:

- JBRND Part Number (if applicable).
- Drawing Revision at time of Manufacture.
- Date of Manufacture.
- Purchase Order.
- Indication of acceptance by the supplier's inspection stamp.
- Serial Number (if applicable).
- Lot Number (if applicable).
- Heat Lot Number (if applicable).
- Final Inspection Date (if applicable).
- Batch Number (if applicable).

6.1.10 Shipping Tracking Number (Quality Code 10)

Supplier/vendor will provide shipping tracking number to Buyer when PO line items are shipped to JBRND.

6.1.11 On Time Delivery (Quality Code 11)

Supplier/vendor will notify the Buyer in advance in writing when a PO promise delivery date will not be met. **Note:** It is critical that the PO commitment due dates are met as quoted or agreed upon prior to acceptance of JBRND PO. Late deliveries will possibly result in a SCAR and will affect the Supplier approval rating if not approved by the Buyer prior to being late (Ref. sec. 7.28 Evaluation of Suppliers/Vendors).

6.1.12 Return of JBRND Property (Quality Code 12)

All JBRND property must be returned upon completion of JBRND purchase order unless otherwise noted on PO (Tooling, Sample Part, Material and any other item noted on PO)

6.1.13 Shelf Life (Quality Code 13)

JB R&D requires that age-dated materials be delivered with NO MORE THAN 50% of shelf life range expired. Exceptions to this clause must be arranged with the JBRD buyer, and accepted by JBRD Quality Assurance, prior to shipment.

Provide original manufacturing/cure date, lot number(s), expiration date or length of shelf life (if indefinite, so state). In addition, forward any special storage/handling instructions. Supplier/vendor is responsible to determine if acceptance test report submittal is required in accordance with applicable material specification.

The supplier/vendor shall physically identify the shelf life expiration date on the deliverable product or the unit packaging according to the applicable standard.



Elastomeric material with “No Shelf Life” requirement or “Unlimited Shelf Life” shall be marked as such.

6.1.14 Flammability Requirements (Quality Code 14)

Product or Materials must meet requirements of FAA FAR 25.853 (a). Test Procedures shall be in accordance with appendix F, part 1, (a), (1), (i).

6.1.15 Materials must meet DFARS requirements (Quality Code 15)

When required by Purchase Order, all materials used or supplied must show full compliance with DFARS requirements.

6.1.16 Full Traceability on all materials is required (Quality Code 16)

All materials must show full traceability back to the required specifications. Whether the supplier/vendor is an OEM or Distributor, the paperwork supplied must show full traceability for the delivered product and raw materials it was made from.

6.1.17 Foreign materials allowed for this purchase order only (Quality Code 17)

Requirements for US materials is waived when this code is included.

6.1.18 Conflict Mineral Reporting (Quality Code 18)

On August 22, 2012, the U.S. Securities and Exchange Commission issued the final conflict minerals rule under Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (the “Conflict Minerals Rule”). The Conflict Minerals Rule requires publicly traded companies to report annually the presence in its products of conflict minerals (Tin, Tungsten, Tantalum and Gold, or “3TG”) originating in the Democratic Republic of the Congo or adjoining countries.

JBRD has implemented a due diligence program to identify and trace conflict minerals in our supply chain, based on the procedures provided by the Electronic Industry Citizenship Coalition (“EICC”) and the Organization for Economic Cooperation and Development (“OECD”). We are requiring our suppliers/vendors to provide us with completed conflict minerals declarations. As this process proceeds, we will review the information we collect and assess the need to take remedial action based on our values articulated above and our legal obligations. We will also endeavor to work cooperatively with our customers and supply chain partners to assist them in implementing their own conflict minerals programs

6.1.19 Safety Data Sheets (Quality Code 19)

Safety Data Sheets from suppliers/vendors are required for all chemical Solids, Liquids and gases that are being shipped to JBRND.

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6.1.20 Digital Product Definition (Quality Code 20)

JBRND supplied customer engineering data. Supplier/vendor must show Digital Product Definition (DPD) quality assurance/quality control system to ensure secure storage, dataset translations are verified and traceable.

7.0 Other Quality Related Items

7.01 Flow Down of Requirements

All requirements contained in any data provided to the supplier/vendor by JBRND (drawings, reports, plans, etc.) flow down and become an equal requirement to the supplier/vendor. This specifically includes but is not limited to materials, processes, and procedural requirements.

This also applies to any subcontractors or suppliers the supplier/vendor may choose.

7.02 Non-Conforming Product (NCP) Control

Non-Conforming Product must be identified, documented, evaluated, segregated (where practical), and disposition to prevent its unintended release or use.

7.03 Disposition Authority

The supplier/vendor's disposition authority of NCP is limited to:

Rework to Specification: Restore material to specification compliance in accordance with required process and addressed by governing process specification. Parts subject to subsequent processing not authorized by specification shall be submitted to the Purchasing Agent for disposition. Specific rework instructions shall be provided with rework dispositions.

Return to Supplier/vendor: Return of subcontractor product found to be discrepant for subsequent rework or replacement.

Scrap: Permanent removal from production and destruction of product found to be unfit for use. Scrapped product shall be controlled (i.e. quarantined) until destroyed.

All other dispositions: material shall be submitted to JBRND.

7.04 Material Review (MR) Dispositions

JBRND Proprietary and Customer Designed Product

Suppliers/vendors do not have Material Review authority for items designed by JBRND, or any of its customers. The supplier/vendor MR Board shall not perform any disposition on any nonconformance to customer requirements that affect form, fit, function, weight,



interchangeability, maintainability, reliability, safety, or any key characteristic. Product nonconformance affecting these parameters shall be submitted to the JBRND Purchasing Agent.

7.05 Notification/ Disclosures

The supplier/vendors' system shall provide reporting of nonconformities that may affect already delivered product within 2 business days. Notification to the buyer shall include a clear description of the discrepancy, which includes as necessary; parts affected, customer and/or supplier/vendor part numbers, quantities, and date(s) delivered.

7.06 Exception to Rejections

In the event a supplier/vendor does not accept the responsibility for a discrepant condition, the supplier/vendor shall initiate a letter of exception to the JBRND buyer. The letter shall make full reference to applicable documents, and be specific and clear in defining the area of exception.

7.07 Suspect and Unapproved Parts

Like all aviation companies, our supplier/vendors must have a system to help recognize and identify suspect and unapproved parts. This applies to all items used in a JBRND supplied product – hardware, raw materials, paints, etc. If the supplier/vendor becomes aware that suspect or unapproved parts may have been introduced into the production stream, they must contact JBRND immediately.

7.08 Nonconforming Material Control

Supplier/vendor manufactured product rejected by JBRND shall require a response from the supplier/vendor documenting actions taken to correct the product (if applicable) and actions taken to prevent recurrence of the nonconformance. JBRND may issue a formal Supplier Corrective Action Request (SCAR) containing a timeframe for supplier/vendor response and completion.

7.09 Counterfeit Parts Prevention and Protection

Authorized Distributor (AD) - a distributor authorized in writing by an Original Manufacturer to distribute product within the terms of a contractual agreement. The term Franchised Distributor is synonymous with AD.

Counterfeit Part – Counterfeit part means (1) an unauthorized copy, imitation, substitute, or modified part, which is knowingly misrepresented as a specified genuine part of the original manufacturer, or (2) a previously used Electrical, Electronic, and Electromechanical part which has been modified and is knowingly misrepresented as



new without disclosure to JBRND that it has been previously used. Examples of a Counterfeit part include, but are not limited to, the false identification of grade, serial number, date code, or performance characteristics. **NOTE:** This definition shall be read so as not to conflict with the definition for “counterfeit electronic part” cited in DFARS 252.246-7007, where that definition shall govern to the extent that clause applies.

OEM – Original Equipment Manufacturer or “OEM” means a company that manufactures and assembles items that it has designed from purchased materials/components and sells those items under the company’s brand name.

OCM – Original Component Manufacturer or “OCM” means an entity that designs and/or engineers a part and is entitled to any intellectual property rights to that part. The part and/or its packaging is typically identified with the OCM’s trademark. OCMs may contract out manufacturing and/or distribution of their part. Different OCMs may produce or supply parts for the same application or to a common specification.

Using SAE AS5553 or equivalent as a guide, as set for the in the terms and conditions, Supplier/vendor shall have a counterfeit parts prevention program that precludes the introduction of counterfeit parts into items and materials provided on this purchase order. Only new and authentic materials are to be used in items delivered to JBRND. No counterfeit or suspect counterfeit parts are to be contained within the delivered items. Parts shall be purchased directly from the original component manufacturer (OCM), original equipment manufacturer (OEM), or through the OCM/OEM Authorized Distributor unless authorized in writing by JBRND Procurement Representative. Documentation must be available that authenticates traceability to the applicable OCM/OEM as specified in the purchase order.

7.10 Product Release

JBRND, its customer and/or their authorized Inspection Agency, and the Federal Aviation Administration shall have the right to send representatives to the supplier/vendor’s and/or supplier/vendor subcontractor’s facility to determine contract compliance by either monitoring, witnessing, and/or performing such activities as inspections witness of testing or other system, process and/or product evaluations, and verifications as necessary to determine product acceptability to contractual requirements. The type, necessity, and degree of demonstration of conformance will be at the sole discretion of JBRND, customer or any regulatory agency, taking into consideration factors such as product complexity, environment where the product is used, ability to determine product quality after receipt, and past supplier performance.

7.11 Inspection Types for Supplier/Vendor-Provided Product

Receiving Inspection at Buyer Plant

Deliverable product is subject to JBRND inspection upon receipt at our facility. JBRND also retains right and can periodically inspect supplier/vendor-provided product on their

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site. Our QA Department takes the initiative to conduct these inspections when the identification of supplier/vendor product indicates a repeating trend of non-conforming product, as measured by conformance to JBRND-provided product specifications.

7.12 No Customer Inspection Required of Supplier/Vendor-Provided Product

This Supplier/Vendor Manual applies to all Company suppliers/Vendors, and serves as delegation of responsibilities to our registered and periodically evaluated vendors. JBRND’s approval of suppliers/vendors involves the testing, certification, and/or other proof that suppliers/vendors can perform up to the level at which they have been certified.

The Quality Assurance Department is responsible for maintaining the currency and accuracy of this Manual and also for monitoring delegated activities to the Company’s approved vendors.

7.13 Quality Record Retention

The supplier/vendor maintains Quality records in accordance with the applicable Quality System standard (ie. ISO9001, AS9100, FAA Part 145, FAA Part 21.). The records shall be retained for a period of not less than seven (7) years from completion of Purchase Order. Should a supplier/vendor cease doing business, regardless of the reason, all records affecting JBRND delivered product shall be transferred to JBRND forthwith.

Records can include, but not be limited to:

- Evidence of inspection to assure conformance to current drawings and specifications
- First Article Inspection report
- Test Reports: e.g. metallic physical & chemical, acceptance test, functional test, etc.
- Periodic inspection and control of inspection media
- Records to indicate control of Special Tooling and Special Test Equipment
- Data records of all Qualification and Acceptance/Function tests performed
- Certification of personnel as required by specification and/or contract
- Standard or Special Process certifications, including those from subcontractors
- Material Review Board reports

7.14 Shipping Documentation Requirements

Packing Slips

Supplier/vendor shall provide a packing sheet for each shipment with the following requirements:

- Supplier’s/Vendor’s company name and address
- Purchase order number, line item(s) and part numbers.
- JBRND disposition Non-Conforming Product (NCP) number(s), as applicable.
- Required parts traceability forms.



- Evidence of JBRND source acceptance if purchase order required JBRND source surveillance.

7.15 Overhauled/Repaired/Modified Items – FAA Certified Repair Stations

Vendor provides a serviceable tag with Maintenance Release Statement, FAA Form/Tag 8130-3 in accordance with 14 CFR Part 43. Any Airworthiness Directives (AD) or Service Bulletins (SB’s) required by contract or the FAA shall be documented on the 8130-3, including level of compliance.

When applicable, the vendor shall provide FAA Form 337, “Major Repairs and Alteration Statement”, and or FAA Form 8110-3, “Statement of Compliance with Federal Aviation regulations, and Alternate Method of Compliance”. A CRS must perform the work (CRS status may be authenticated by JBRND utilizing the FAA website or other appropriate source). Vendor shall provide a completed copy of the final inspection work order, which details the entire scope of work performed, upon request.

The vendor shall physically identify the shelf life expiration date on the deliverable product or the unit packaging according to the applicable standard. Elastomeric material with “No Shelf Life” requirement or “Unlimited Shelf Life” shall be marked as such.

7.16 CFR Part 21 (Certification Procedure for Products and Parts)

Suppliers/vendors of new FAA-approved parts shall provide documented evidence of traceability to Part 21 Quality System Requirements with each shipment. Suppliers/vendors of approved serviceable replacement parts shall provide, with each shipment, documented objective evidence of traceability to Part 21 as outlined by FAA Advisory Circular No. 20-62, latest revision. Supplied parts shall be airworthy and acceptable for aircraft/aeronautical installations to all specifications called out contractually.

7.17 Tooling – Suppliers/Vendors of Special Tooling or Special Test Equipment

Record the tool number, tool symbol, and tool serial number (including the ‘multiple’ number, as applicable). All JBRND tooling must be returned upon completion of JBRND purchase order unless otherwise noted on PO.

7.18 Reworked/Repaired/Replaced/Modified Items

Supplier’s/Vendor’s Certification of Conformance and/or packing sheet document shall reflect the following requirements for rework, replacement, repair or modification items returned to supplier/vendor or including work performed by supplier/vendor at the JBRND facility.



- The item(s) have been reworked, repaired, replaced, or modified (as applicable), in accordance with respective nonconformance documents or Purchase Order.
- The item(s) meet the requirements of the engineering document(s).
- The original configuration and qualification status of the item(s) remains in effect (as applicable).
- All applicable nonconformance document numbers or other references to ensure traceability.

Note: Discrepant material shall not be shipped to JBRND without prior approval from JBRND Purchasing Agent.

7.19 Standard Process Specification (SPS) Certifications

Supplier/vendor shall maintain copies of all subcontracted special processes. Supplier/vendor shall also obtain and maintain sub-tier supplier/vendor process certifications. No submittal is required unless specifically required per purchase order or other requirement herein. Supplier's/vendor's special process and sub-tier processor certifications and test results shall be made available upon request.

7.20 Nondestructive Test (NDT) Submittal Requirements

Supplier/vendor shall review the purchase order and associated drawings/drawing notes and related documents to determine if NDT is required. Submittal of NDT general procedures and part-specific techniques to JBRND is required prior to production testing. Guidelines for the minimum content of general procedures are provided in the respective NDT process specification. After initial approval, any changes to subject documents must be re-submitted to JBRND for approval. An EO change to a specification does not require re-submittal. A specification revision change does require submittal of a revised procedure or letter of compliance.

Suppliers/vendors using outside sources for NDT ensure that the selected NDT sub-tier has JBRND approval for the NDT procedure used. An Approved Nondestructive Testing Procedure list is available from the JBRND buyer. NDT procedure shall be submitted in accordance with applicable specifications.

7.21 Corrective Action

The supplier/vendor shall respond to all buyer requests for corrective action on or before the requested response due date (20 days from the date of rejection notification). Supplier/vendor maintains a documented system for determining root causes of defects and obtaining corrective action both internally and from its suppliers/vendors. The supplier/vendor is accountable for effectiveness of corrective actions taken. Buyer requests for corrective action will be issued to the supplier's/vendor's representative in the form of a Supplier Corrective Action Request (SCAR) as required by engineering specification. JBRND retains the right to conduct corrective action verification at the



primary supplier/vendor or sub-tier supplier/vendor facility to assess effectiveness of implemented corrective action.

7.22 Control and Use of Digital Datasets

When digital datasets are required to manufacture product, the supplier/vendor shall comply with all requirements of JBRND and its customers.

7.23 Foreign Object Debris/Damage (FOD)

Supplier/vendor shall maintain good housekeeping and where applicable a Foreign Object Debris/Damage (FOD) prevention program, to preclude introduction of foreign objects into any deliverable item. Supplier/vendor shall employ appropriate housekeeping practices to assure timely removal of residue/debris generated during manufacturing operations or tasks. Supplier/vendor shall determine if sensitive areas that have a high probability for introduction of foreign objects should have special emphasis controls in place for the manufacturing environment.

7.24 Supplier/Vendor Sub-tier and Recall Control

Supplier/vendor is responsible for ensuring all items procured from its subcontractors conform to all requirements of the JBRND purchase order and JBRND's customer's requirements. Supplier/vendor shall ensure all applicable provisions of this document are flowed down to its subcontractors. Sub-tier supplier/vendor quality system shall be compliant to the primary supplier/vendor quality system minimums.

7.25 Commercial Product Requirements

Supplier/vendor shall comply with quality requirements noted in the Contract Terms & Conditions of the PO.

7.26 Best Commercial Practices

JBRND reserves the right to visit the supplier's/vendor's facilities to determine purchase order compliance. JBRND reserves the right to reject non-conforming product. The type, necessity and degree of demonstration of conformance will be based on the confidence in the supplier's/vendor's quality system, or other factors such as:

- Product complexity
- Environment where the product is used
- Ability to determine product quality after receipt
- Past supplier performance

7.27 Calibration Requirements

This section applies only to suppliers/vendors that provide calibration services for JBRND owned tools and equipment. Calibration suppliers/vendors shall maintain a quality system that is compliant to ISO17025 or ANSI Z540-1. Specific instruments may have



additional requirements as follows in the table below. Calibration certificates shall include a reference to all applicable standards for calibration, including:

| Type of Instruments | Additional Requirements |
|---------------------------------------|----------------------------|
| Heat Treat/Pyrometry Instruments | AMS 2750 |
| Rockwell Hardness Testing Instruments | ASTM E-18 |
| Conductivity Testing Instruments | ASTM E1004 or Mil-Std 1537 |
| Salt Spray Testing Equipment | ASTM B-117 |
| Fluorescent Penetrant Instrumentation | ASTM E 1417 |
| Magnetic Particle Instrumentation | ASTM E 1444 |

Calibrations need to be traceable to NIST standards.

Additional requirements or records on calibrated instruments may be negotiated between JBRND and its calibration suppliers/vendors. This will only be done on a contract-by-contract basis where special product requirements are identified.

7.28 Evaluation of Suppliers/Vendors

Jeff Bonner R&D Inc. will evaluate the Supplier's/Vendor's performance at the initial approval stage and then re-evaluated on an as needed basis.

Any supplier/vendor product that is rejected will possibly receive a SCAR form that must be filled out and returned. Suppliers/vendors that are repeatedly late will receive a SCAR form to explain how these deficiencies will be cured. Depending on amount of parts or supplies shipped, Suppliers/vendors should avoid receiving many SCARs. Contact will be made between JBRND and the supplier/vendor when the number becomes excessive. To maintain status as an active JBRND supplier/vendor, correction will be required.

7.29 Supplier/Vendor Ethics

Additionally, certain items are considered serious violations and could result in instant termination of a suppliers'/vendors' approval status. These are as follows:

- a. Willful and deliberate misrepresentation of facts that result in an impact to JBRND's production or quality. This includes inventory or availability falsification, deliberate misrepresentation of supplier's/vendor's abilities or



services, or any other willful lie or misconduct that affects JBRND’s quality or delivery schedule.

- b. Any falsification of certification documents or other misrepresentation of quality documents.
- c. The inability to provide proper traceability documents.
- d. Any action that will affect the quality or reputation of the JBRND company or products.

From the above list it should be clear that it is in the suppliers’/vendors’ best interest to deal with JBRND honestly and to tell the truth at all times. NO SUPPLIER/VENDOR WILL EVER BE DISQUALIFIED OR PENALIZED BECAUSE THEY DECLINE A PURCHASE ORDER ON THE BASIS OF, “sorry, but we can’t make that delivery date.”.

All suppliers/vendors are strongly advised to only bid on jobs they can accomplish in the required timeframe and at the required quality level. Report honestly and completely on order status. Assure that all paperwork and certifications are genuine.

7.30 Risk of Loss

The supplier/vendor is liable for any JBRND provided property on their site. This includes tools, fixtures, raw materials, testing equipment or example parts. Supplier/vendor assumes full responsibility for these items until they are safely returned to JBRND. In addition, Supplier/Vendor assumes full liability for work in progress (WIP) to the limit that JBRND has paid the Supplier/Vendor.

If the value of equipment, raw materials, other items, or WIP is great, JBRND may require insurance with reputable underwriters and shall name JBRND as loss payee as it’s interest may appear. The policy shall also waive subrogation rights against the company.

7.31 Supplier/Vendor Charge Backs

In addition to, any and all, remedies available in law and equity, JBRND reserves the right to charge a Supplier/Vendor for losses from non-conformances including counterfeit parts, JBRND furnished items and/or failure to comply with the contract and purchase orders.