

NOTIFICATION AND FLOW DOWNS

In accordance with Astronautics Corporation of America's (Astronautics) AS9100 Certification, this memo notifies all Suppliers of the following clarifications to Astronautics' procedures:

A) Requirements for notification / approval of Non Conforming Product:

PRIOR TO SHIPMENT OF NON CONFORMING PRODUCT TO ASTRONAUTICS:

The Supplier shall complete the applicable section of Form F45011B, Supplier's Request for Material Review Action (see separate website link) and submit the form to the Astronautics Buyer for review and disposition by Astronautics, prior to the shipment of the non conforming material. Astronautics will notify the Supplier of the disposition of this Request. If favorable, the Astronautics Buyer shall send the Supplier a copy of the approved Form F45011B for inclusion in the shipment of the material with the non-conformance.

AFTER SHIPMENT OF NON CONFORMING PRODUCT TO ASTRONAUTICS

The Supplier shall provide timely reporting of delivered non conforming product by notifying Astronautics within twenty four (24) hours of discovering the non conformity. This notification to Astronautics shall provide a clear description of the non conformity, which includes the part number(s) affected, customer name (Astronautics) and customer part number, purchase order number (s), quantities and date(s) delivered as required by Form F45011B.

B) Requirements for Notification of Product / Process Changes:

After qualification, the Supplier shall notify Astronautics, in writing, if they wish to make changes in their product and or/ process, changes of their key suppliers or changes of the manufacturing facility location. Supplier will not make any changes in

the components until Astronautics has determined the impact of the changes on performance, reliability and quality, and authorized the requested change.

Supplier shall notify Astronautics at least 90 days prior to implementing significant system changes (ERP, MRP, etc.) and shall flow this requirement down to it's sub-tier suppliers.

- C) Requirements for the Supplier to flow down to sub-tier suppliers applicable requirements:

To ensure product performance, reliability and quality, the Supplier shall flow down to their sub-tier suppliers the applicable requirements noted in the Astronautics Purchase Order. This includes, but is not limited to the Astronautics drawing requirements, and the Government Contract Number and Rating.

- D) Management Representation, Natural Disaster Occurrence, English Language

Supplier shall promptly notify Astronautics of changes of the management representative with assigned responsibility and authority for it's quality management system.

Supplier shall promptly notify Astronautics of any occurrence of natural disaster that diminishes the Supplier's ability to deliver conforming goods or services.

When specifically requested by Astronautics, the Supplier shall make all of the specified quality and design data available in the English Language.

- E) As appropriate to the process, suppliers shall have a program to mitigate the risk of Foreign Object Debris or Foreign Object Damage that may include requirements from NAS 412 Foreign Object Damage/Foreign Object Debris (FOD) Prevention or similar specifications.