

Unison Industries Quality Directive		
7575 Baymeadows Way Jacksonville, FL 32256	Norwich/Oxford Road Norwich, NY 13815	Parque Industrial La Angostura Saltillo, Coahuila, Mexico 25086
Document Number: <b>QD 4.6.2.8</b> Revision: <b>02/10/2024</b>		Approved by: Unison Quality Leaders: Christine Hannon (NOR), John Rogers (JAX), Jesus Escandon (SWC) and Keri Calero (Unison SQM)
<small>THE INFORMATION CONTAINED IN THIS DOCUMENT IS UNISON INDUSTRIES PROPRIETARY INFORMATION AND IS DISCLOSED IN CONFIDENCE. IT IS THE PROPERTY OF UNISON INDUSTRIES AND SHALL NOT BE USED, DISCLOSED TO OTHERS OR REPRODUCED WITHOUT THE EXPRESS WRITTEN CONSENT OF UNISON INDUSTRIES, INCLUDING, BUT WITHOUT LIMITATION, IT IS NOT TO BE USED IN THE CREATION, MANUFACTURE, DEVELOPMENT, OR DERIVATION OF ANY REPAIRS, MODIFICATIONS, SPARE PRODUCTS, DESIGNS, OR CONFIGURATION CHANGES OR TO OBTAIN FAA OR ANY OTHER GOVERNMENT OR REGULATORY APPROVAL TO DO SO. IF CONSENT IS GIVEN FOR REPRODUCTION IN WHOLE OR IN PART, THIS NOTICE AND THE NOTICE SET FORTH SHALL APPEAR IN ANY SUCH REPRODUCTION IN WHOLE OR IN PART. THE INFORMATION CONTAINED IN THIS DOCUMENT MAY ALSO BE CONTROLLED BY THE U.S. EXPORT CONTROL LAWS. UNAUTHORIZED EXPORT OR RE-EXPORT IS PROHIBITED. CONTENTS DO NOT IMPLY OR GUARANTEE CONDITIONS OF EMPLOYMENT</small>		

## TITLE: LIMITED-TIME BUY SUPPLIER QUALITY REQUIREMENTS

**PURPOSE:** This procedure defines the supplier requirements for limited-time buys and supersedes the requirements of S-1005 and S-1007 when flowed down on a limited-time buy purchase order.

### 1.0 GENERAL

- 1.1 The supplier shall grant right of access to Unison, its customers and associated regulatory authorities to the applicable areas of all facilities and levels of the supply chain involved with the purpose of the visit. This access shall provide, at no increase in price, cost, or fee to Unison, Unison's customers, or regulatory agencies, suitable facilities at Supplier's and Sub-tier Supplier's manufacturing location to perform inspections, surveys, or surveillance and access to all applicable records.
- 1.2 The supplier shall comply with the requirements flowed down on the purchase order.

### 2.0 DOCUMENTATION AND RECORDS

#### 2.1 Identification and Traceability

The supplier is responsible to maintain traceability on product acceptance records. Traceability shall include but is not limited to manufacturing lots, batch numbers, lot numbers, date codes, and serial numbers as applicable. The supplier is also responsible to maintain acceptance authority media (i.e., personnel acceptance stamps) records traceable to personnel certifying conformance of materials and products.

#### 2.2 Certificate of Conformance

The supplier shall provide a Certificate of Conformance (C of C) with the limited time buy shipment(s) to Unison. The C of C shall include a statement that the items meet the requirements of the purchase order and specifications referenced on the drawing and/or purchase order. C of Cs must include, as a minimum, the following information:

- a) Supplier name and address
- b) Serial number(s), if applicable
- c) Unison purchase order number
- d) Quantity of parts in shipment
- e) Part number on purchase order
- f) Statement certifying product compliance
- g) Applicable Specifications including revision
- h) Part revision
- i) Signature or stamp of authorizing agent
- j) Date code(s) or lot number(s), if applicable
- k) Original Manufacturer name and site of manufacture
- l) Date of C of C
- m) Shelf life, if applicable
- n) Description
- o) Customer name

Unison Industries Quality Directive	
Document Number: QD 4.6.2.8	Revision: 02/10/2024
LIMITED-TIME BUY SUPPLIER QUALITY REQUIREMENTS	

p) Reference to applicable Unison approved supplier nonconforming material reports.

## 2.3 Record Retention and Availability

All records related to product acceptance inclusiveness of but not limited to personnel training records, test equipment and measurement device maintenance records including calibration records, and subtier product acceptance records shall be readily available for Unison, Unison's customers and/or Regulatory Agency review within one day. If Unison requests records to be furnished for review, these records shall be made available for delivery within three working days of notification by Unison.

Creation, maintenance and storage of records will be such that when requested for review, they are legible and interpretable.

## 3.0 PROCESS CHANGES

Process changes must be communicated to Unison in advance of shipment on a product limited time buy. The supplier is responsible to provide part qualification documentation unless Unison chooses to perform the part qualification on behalf of the supplier. If the product has a current Unison approved FAI or PPAP, there will be no request for additional part qualification documentation.

## 4.0 PACKAGING, PERSERVATION, AND HANDLING

The supplier is responsible to handle, package, and store the product in a manner to prevent unintentional damage and/or deterioration. The supplier shall ensure the product is prevented from Foreign Object Debris as well as maintain protective measures against Electrostatic Discharge (ESD) damage on electronic product.

The supplier shall identify and label products which have a shelf-life limit. Where flowed down, the supplier shall comply with minimum remaining shelf-life requirements (i.e., 80% of shelf-life remaining).

## 5.0 USE OF SUBTIER SUPPLIERS

All suppliers and their subtiers used for special processes must either be NADCAP certified for the category of the special process they are performing or listed on the Unison's Approved Processor List. "Appendix B" lists Approved Processors List by Unison proprietary specification. For Unison specific specifications only, the supplier must hold a NADCAP certification for the category that they are performing but are not required to have the Unison specific process listed as part of their NADCAP scope. "Appendix A" lists the NADCAP certification and examples of the processes that are associated with the NADCAP certification category.

Suppliers which outsource special processes to their subtier remain the responsible party for final product quality and conformance to the technical and purchase order requirements. The Unison supplier is responsible to flow down and technical and purchase order requirements to the subtier. Where technical data is shared with the subtier, the supplier shall ensure that there is a signed Non-Disclosure Agreement (NDA) in place with the subtier supplier.

The supplier shall submit a Supplier Request if a special processor does not meet the certification requirements contained in this section.

Unison Industries Quality Directive	
Document Number: QD 4.6.2.8	Revision: 02/10/2024
LIMITED-TIME BUY SUPPLIER QUALITY REQUIREMENTS	

## 6.0 NONCONFORMANCES AND CORRECTIVE ACTION

When nonconformances are discovered at Unison, the supplier shall be notified and provided with the nonconformance details. The supplier is expected to inspect for the nonconforming condition on the affected part number at their site and communicate the establishment of the “clean point” at their site within (48) hours of the reported defect. The supplier should also consider if there are “read across” defect opportunities on similar product and/or processes.

The supplier shall complete any issued SCAR within (30) days of the reported defect unless an extension is granted in cases where investigations or implementation of the corrective actions take longer than the (30) days. Replacement product or return of product shall be coordinated with the Unison Buyer.

## 7.0 LAST ARTICLE INSPECTION

Unison may elect to request a Last Article Inspection (LAI) report. The Supplier should use the AS9102 forms to document the conformance of the lot. If the supplier cannot perform the LAI, Unison may elect to perform the LAI on behalf of the supplier. At minimum, the supplier is required to supply all documentation (i.e., material and special certifications) which will allow Unison to complete the LAI.

## 8.0 DEFINITIONS

CERTIFICATE OF CONFORMANCE (CofC) – refers to the certifying document provided with the product for which a special process(es) has been performed. The certifying document must reference the specification which the special process was performed in accordance with.

FIRST ARTICLE INSPECTION (FAI) – refers to the forms and package of documentation for a part number or assembly, including FAI results, per this specification.

NATIONAL AEROSPACE & DEFENSE CONTRACTORS ACCREDITATION PROGRAM (NADCAP) – organization that certifies special processes to the industry standards for that specific process.

NONDISCLOSURE AGREEMENT (NDA) – refers to a legally-binding document signed by two parties where confidential information such as technical information is shared between the parties. This document affirms that the confidential information is not communicated or distributed outside of the parties signing on behalf of their organization and the organizations associates.

PART QUALIFICATION PACKAGE – refers to the part FAI and/or PPAP depending on the requirement flowed down on the purchase order.

PRODUCTION PART APPROVAL PROCESS (PPAP) – refers to a set of documents that establish that a product meets technical, regulatory and customer requirements. Depending on the required PPAP level, the document package may include but is not limited to: Process Failure Mode Effects Analysis (PFMEA), process flow, control plan, and FAI/dimensional layout.

SPECIAL PROCESSES – Defined by NADCAP as processes which include procedures that alter or change the mechanical, chemical, or physical parts of products within the operation or process and require rigorous, standard-specific practices as well as qualified personnel or employees. These processes cannot be verified later without destruction test.

SUBTIER – A supplier to the first tier awarded the Unison contract.

Unison Industries Quality Directive	
Document Number: <b>QD 4.6.2.8</b>	Revision: <b>02/10/2024</b>
<b>LIMITED-TIME BUY SUPPLIER QUALITY REQUIREMENTS</b>	

## 9.0 REVISION HISTORY

Revision Date	Description of the Change	Author
02/10/2024	Title amended to reflect "Limited-Time" Buy Supplier Quality Requirements.	Keri Calero
01/17/2024	New Release	Keri Calero