

Mint Turbines LLC

SUPPLIER QUALITY REQUIREMENTS AND CONTRACTUAL CONDITIONS

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Mint Turbines LLC	QUALITY MANAGEMENT SYSTEM PROCEDURE		ISS: 1	REV: 2	Page: 1 of 8
	SUBJECT: SUPPLIER QUALITY REQUIREMENTS AND CONTRACTUAL CONDITIONS				
DOC: SQR	REVIEWED BY:	K. Arnold	APPROVED BY:	R. Moffitt	March 4, 2020

REV LEVEL	REV DATE	DETAILS		DESCRIPTION OF CHANGE
		Page	Para.	
0	Aug. 10, 2002	All	All	Original Issue
1	May 15, 2015	7	11,12 ,13	The addition of paras 11, 12, 13.
2	March 4, 2020	8	14	Added para 14

Mint Turbines LLC	QUALITY MANAGEMENT SYSTEM PROCEDURE		ISS: 1	REV: 2	Page: 2 of 8
	SUBJECT: SUPPLIER QUALITY REQUIREMENTS AND CONTRACTUAL CONDITIONS				
DOC: SQR	REVIEWED BY:	K. Arnold	APPROVED BY:	R. Moffitt	March 4, 2020

1.0 PURPOSE

- 1.1 The objective of this document is to convey to MINT TURBINES LLC suppliers, and potential suppliers, the quality requirements and contractual conditions that must be met when providing goods and/or services to Mint Turbines LLC.

2.0 SCOPE

- 2.1 This document is applicable to all MINT suppliers which provide products, processes or services that form part of, or contribute to, a deliverable end item.

3.0 DEFINITIONS

- 3.1 For the purpose of this document, a Supplier is a company or business that provides services, processing, or manufactured products to MINT.

- 3.2 Acronyms:

P.O.: Purchase Order **SCAR:** Supplier Corrective Action Request
NCR: Nonconformance Report **QAR:** Quality Assurance Representative

4.0 PROCUREMENT & COMMUNICATION

- 4.1 MINT 's Purchasing Manager is the authorized individual to issue or revise P.O.s.
- 4.2 Only suppliers that are approved by MINT, may be issued a P.O. for general or specific goods and services.
- 4.3 The MINT P.O., together with referenced drawings, specifications and this document shall define all requirements applicable.
- 4.4 As a MINT Supplier, it is your responsibility to ensure that all clauses, terms and conditions specified or referenced within the P.O. and this document are understood and complied with.
- 4.5 Failure to meet all quality clauses and requirements defined or referenced may result in rejection of the items or services you supply and can affect your **Supplier Approval Status**.
- 4.6 All written and verbal communications with MINT are to be through the Purchasing department.
- 4.7 In special circumstances, which relate to quality, you may contact MINT 's Quality Manager directly at 1-918-968-9561 or by fax at 1-918-968-9564.

5.0 SUPPLIER APPROVAL

Mint Turbines LLC	QUALITY MANAGEMENT SYSTEM PROCEDURE		ISS: 1	REV: 2	Page: 3 of 8
	SUBJECT: SUPPLIER QUALITY REQUIREMENTS AND CONTRACTUAL CONDITIONS				
DOC: SQR	REVIEWED BY:	K. Arnold	APPROVED BY:	R. Moffitt	March 4, 2020

- 5.1 It is the policy of MINT TURBINES LLC to procure goods and services only from those Suppliers who are approved by MINT. If you are a new supplier, you must complete a Supplier Quality Questionnaire (SQQ) and return it to MINT for review before any order can be placed with your company.
- 5.2 In addition, or as an alternative, MINT TURBINES LLC may elect to conduct an on-site survey of your facility to ensure that the required quality system and process controls are in compliance with MTL quality requirements.
- 5.3 Upon completion of the survey and/or review of your submitted Supplier Quality Questionnaire, MINT shall determine your **Supplier Approval Status** as indicated below:
- Approved: Your quality system meets MINT TURBINES LLC's quality requirements for procurement of general or specific goods and services.
- Conditionally Approved: Goods and services may be purchased from your company, but corrective action is required to be taken by your organization to achieve Approved status.
- Unacceptable: Your quality system does not meet the minimum MINT quality requirements commensurate with the goods or services to be provided.
- 5.4 Following initial approval, MINT may elect to re-evaluate your quality system on a planned periodic basis to ensure continued compliance to quality requirements. This re-evaluation may be in the form of an on-site audit.
- 5.5 Your **Supplier Approval Status** may also be subject to review based on the quality and timeliness of delivered items, responses to MINT TURBINES LLC Supplier Corrective Action Requests, changes of administration or ownership of your company, and/or other quality related issues.
- 5.6 In the case of a change in ownership or relocation of your company, MINT 's Purchasing department must be notified within 30 days.
- 5.7 If, as a supplier of MINT, you are not specifically requested to use a company approved source, then you may use other sources. In such cases, you are responsible to effect the necessary controls on your suppliers to ensure compliance with the applicable provisions of MINT 's POs, drawings, specifications and this document.
- 5.8 In all cases, your company is fully responsible for monitoring the work performed by your suppliers and must also ensure a flow-down of MINT 's quality requirements to your supplier to the extent applicable for the work performed.

6.0 SUPPLIER CATEGORIES & QUALITY REQUIREMENTS

Mint Turbines LLC	QUALITY MANAGEMENT SYSTEM PROCEDURE		ISS: 1	REV: 2	Page: 4 of 8
	SUBJECT: SUPPLIER QUALITY REQUIREMENTS AND CONTRACTUAL CONDITIONS				
DOC: SQR	REVIEWED BY:	K. Arnold	APPROVED BY:	R. Moffitt	March 4, 2020

- 6.1 Goods and services purchased by MINT are grouped into the seven (7) principal categories identified below. Within each are specific quality requirements which must be met. As a MINT supplier, it is your responsibility to identify the category applicable to you and comply to all requirements defined:
- 6.1 a) Fabrication and Mechanical Assembly: This category involves Suppliers who provide machining, sheet metal fabrication, tool and die making, castings, extrusions and mouldings, fusion and adhesive-bonding, heat treating, fabricated hardware, and mechanical assembly. As a supplier for the above, you are required to have a quality system which meets those requirements defined within FAR 145.
- 6.1 b) Finishing and Coating: This category involves Suppliers who provide painting, electrostatic coating, anodizing, plating, conformal coating, engraving and etching. As a supplier for the above processes, you are required to have a quality system which meets those requirements defined within FAR 145.
- 6.1 c) Electric and Electro-mechanical Assembly: This category involves Suppliers who provide specialized connectors, cables and wiring harnesses and electro-mechanical assembly. As a supplier for the above type of products and/or processes, you are required to have a quality system which meets or exceeds those requirements defined within FAR 145.
- 6.1 d) OEM Equipment: This category involves Suppliers who provide original parts, components, subassemblies and/or complete assemblies, etc. As a supplier for these type of products, you are required to have a quality system which meets those requirements defined within FAR145 or its equivalent.
- 6.1 e) Distributors/Dealers: This category involves a Supplier who distributes or resells other manufacturers' products. As a distributor, you must have a system which ensures that material is stored, identified, packaged and preserved properly. You must also have a system of traceability which ensures that any product shipped MINT is traceable to the original manufacturer including all batch or lot numbers applicable.
- 6.1 f) Construction and Installation: This category involves installation performed by third-party contractors. As a contractor, you must have a control system for ensuring that the defined MINT quality and specification requirements identified within the P.O. or contract will be met. When special processes are involved, the requirements outlined within 6.2.5 shall apply.
- 6.1 g) Calibration Services: This category involves Suppliers who perform calibration of measuring, monitoring and testing equipment for MINT. As a calibration lab, you must meet the requirements of ISO 10012-1:1992 or its equivalent and have a system of traceability to national or international recognized standards. A certificate of Calibration must be included with each instrument calibrated.

Mint Turbines LLC	QUALITY MANAGEMENT SYSTEM PROCEDURE		ISS: 1	REV: 2	Page: 5 of 8
	SUBJECT: SUPPLIER QUALITY REQUIREMENTS AND CONTRACTUAL CONDITIONS				
DOC: SQR	REVIEWED BY:	K. Arnold	APPROVED BY:	R. Moffitt	March 4, 2020

6.2 The following contains general quality requirements for MINT Suppliers:

6.2.1 Quality System Review: During the performance of an MINT contract, your quality system and manufacturing and test processes may be periodically reviewed and evaluated by MINT, or its customer representative, to the degree and frequency determined necessary by MINT, or its customer.

6.2.2 Quality Records: Your quality records are to be maintained on file for a period of not less than two (2) years from the date of the completion of the contract.

6.2.3 Certificates of Compliance/Airworthiness Approval: When a Certificate of Compliance and or an Airworthiness Approval is required to be furnished by your company, it must contain the following relevant information:

- a) MINT 's Purchase Order number;
- b) MINT 's Dwg. No. & Rev. level to which items were manufactured;
- c) Your Dwg. No. & Rev. level to which items were manufactured;
- d) Your part number;
- e) MINT 's part number;
- f) The part name and description;
- g) Serial numbers;
- h) Cure date, date of assembly or manufacture;
- i) Manufacturer's name.
- j) Airworthiness Approval

6.2.4 Quality System: If you cannot meet all of the quality requirements specified within this document, you are to contact MINT 's Quality department and request a concession for the requirement(s) before shipment of an item or order.

6.2.5 Special Processes: A special process is defined as a production process, the results of which cannot be fully verified by subsequent inspection and testing of the product and where, for example, processing deficiencies may become apparent only after the product is in use. Accordingly, continuous monitoring and/or compliance with documented procedures is required to ensure that the specified requirements are met. Examples of special processes are: welding, brazing, soldering, adhesive bonding, heat treatment, non-destructive examination and painting. Supplier equipment and personnel performing special processes are required to be qualified and records are to be maintained by the Supplier, as appropriate.

Approval of a Supplier's special process may be granted by MINT on an as-required basis.

7.0 MINT TURBINES LLC SUPPLIED MATERIAL AND DOCUMENTATION

7.1 As a MINT supplier, you are responsible for evaluating damage due to transport at time of receipt of MINT supplied materials and for the appropriate controls and periodic inspection of

Mint Turbines LLC	QUALITY MANAGEMENT SYSTEM PROCEDURE		ISS: 1	REV: 2	Page: 6 of 8
	SUBJECT: SUPPLIER QUALITY REQUIREMENTS AND CONTRACTUAL CONDITIONS				
DOC: SQR	REVIEWED BY:	K. Arnold	APPROVED BY:	R. Moffitt	March 4, 2020

MINT supplied material during storage, handling and processing.

- 7.2 Strict segregation and control of MINT material is required by your organization. No material substitution is permitted without prior MINT written approval.
- 7.3 It is your responsibility to ensure that the latest issue of MINT drawings and specifications as stated on the P.O. are available and maintained within your facility. Any missing or additional documentation you may require can be obtained through the MINT Purchasing department upon request.

8.0 SOURCE & RECEIVING INSPECTION

- 8.1 MINT may elect to conduct source inspection of items at your facility before shipping. Source inspection may be applied to a greater or lesser degree at the discretion MINT 's Quality Manager. When source inspection is applicable, MINT will provide your organization with a 7-day advance notice.
- 8.2 Prior to Source Inspection by MINT, you are required to ensure that all items have successfully passed required inspections and/or tests and that all the supporting documentation is complete and available for review by the QAR.
- 8.3 As a MINT supplier you are to provide the facilities and the assistance that may be reasonably required by the MINT QARs in the performance of their functions.
- 8.4 Upon completion of Source inspection, the MINT QAR will complete a Source Inspection Report. A copy of this report must be included with your shipment to MINT and you must retain a copy within your files.
- 8.5 MINT reserves the right to independently verify your suppliers.
- 8.6 The acceptance of an item at your facility by MINT is not to be interpreted as final acceptance by MINT nor does it relieve you of your responsibility for quality.
- 8.7 Products delivered to MINT are required to meet all applicable drawings, specifications and/or P.O. requirements. Workmanship standards are expected to be consistently high to meet MINT quality requirements.
- 8.8 Nonconforming material discovered at any stage of MINT manufacture will be returned to you for rework/repair/replacement or, if mutually agreed upon, the nonconformities may be corrected by MINT at your cost.

9.0 NONCONFORMANCES & CORRECTIVE ACTION

Mint Turbines LLC	QUALITY MANAGEMENT SYSTEM PROCEDURE		ISS: 1	REV: 2	Page: 7 of 8
	SUBJECT: SUPPLIER QUALITY REQUIREMENTS AND CONTRACTUAL CONDITIONS				
DOC: SQR	REVIEWED BY:	K. Arnold	APPROVED BY:	R. Moffitt	March 4, 2020

- 9.1 NCRs and CARs will be used by MINT as a means of advising you of an observed nonconformance and to request corrective action, as required.
- 9.2 Your response to an NCR or CAR is expected within 15 working days, unless otherwise specified on the NCR or CAR. Should additional time be required, you are requested to inform MINT of the reason for the extension and the estimated date of completion.
- 9.3 Within your response you are to identify the corrective action taken to eliminate the cause of the discrepancy in addition to the repair or rework action required to resolve the item rejected.
The effect on items already delivered must also be addressed within your response.
- 9.4 Records of outstanding NCRs and CARs are maintained by MINT TURBINES LLC 's Quality department and shall be used in the process of evaluating suppliers. Failure to provide timely and corrective action to an NCR or SCAR can adversely affect your **Supplier Approval Status**.

10.0 REQUEST FOR CHANGE or DEVIATION

- 10.1 If you require a change to released MINT drawings, specifications, etc., these changes must be approved in writing by MINT 's Engineering department.
- 10.2 Without an authorized change, you are expected to meet all requirements defined or referenced within the PO.

11.0 SPECIFIC AUTHORITY APPROVAL REQUIREMENTS

- 11.1 The required documents are as follows: FAA approved Drug and Alcohol Plan, the FAA Repair Station Certificate, evidence of product liability insurance and a Capabilities List and if any additional applicable certifications.

12.0 FORMAT & CONTENT OF THE SUPPLIER'S DELIVERY DOCUMENTATION PACKAGE

- 12.1 Reference para 6.2.3

13.0 CONDITIONS UNDER WHICH PRODUCT MALFUNCTIONS, DEFECTS, AND UNAIRWORTHY CONDITIONS HAVE TO BE REPORTED AND DISPOSITIONED

- 13.1 Mint Turbines LLC must be notified within 72 hours of any condition when product malfunctions, defects noted, and or an unairworthiness condition found that have to be reported and dispositioned.

Mint Turbines LLC	QUALITY MANAGEMENT SYSTEM PROCEDURE		ISS: 1	REV: 2	Page: 8 of 8
	SUBJECT: SUPPLIER QUALITY REQUIREMENTS AND CONTRACTUAL CONDITIONS				
DOC: SQR	REVIEWED BY:	K. Arnold	APPROVED BY:	R. Moffitt	March 4, 2020

14.0 ADDITIONAL NOTIFICATIONS AND REQUIREMENTS.

14.1 As a selected supplier for Mint Turbines, it is understood that there is a need to:

- Implement a quality management system
- Use customer designated or approved external providers, including process sources (e.g. special processes)
- Notify Mint of nonconforming processes, products, or services and obtain approval for their disposition
- Notify Mint of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain the organizations approval
- Prevent the use of unapproved/counterfeit parts
- Flow down to external providers applicable requirements including customer requirements
- Retain documented information, including retention periods and disposition requirements

14.2 As a selected supplier for Mint Turbines, it is the organizations responsibility to ensure its persons and employees are aware of:

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