

	Quality Management System Supplier Quality Requirements	SSQR
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PURPOSE

The purpose of this document is to consolidate and communicate Staub Precision Machine’s (Staub) quality and management system expectations and requirements to suppliers of parts and services used in a variety of application markets.

SCOPE

When referenced on a Staub PO, this document applies to all suppliers of production materials, components, subassemblies, assemblies and special processes ordered via that purchase order. If Supplier takes exception to any requirement in this document, they shall specify in writing prior to order acknowledgment. Additional requirements to those listed here, specific to a given item, may appear on the purchase order.

SUPPLIER REQUIREMENTS

These requirements apply to all Suppliers and sub-tier Suppliers to Staub. Acceptance of a Purchase Order from Staub binds Supplier to the Terms and Conditions listed in the Purchase Order and the requirements listed in this document.

It is the responsibility of Supplier to review, understand, and satisfy the requirements of this document and any other applicable requirements as part of the acceptance of purchase orders from Staub. Supplier shall obtain any referenced documents to ensure full compliance with all applicable requirements. Staub will maintain and document changes in the general quality requirements included in this document. The most current revision of this document will be available online or can be obtained through Staub’s purchasing department.

Supplier is not authorized to outsource any portion of the Purchase Order requirements unless specifically authorized by Staub. Supplier shall flow down these requirements to any approved sub-tier Suppliers.

Supplier shall hold all information received from Staub in confidence and no third party request for information will be authorized unless approved, in writing, by Staub.

PURCHASE ORDER REQUIREMENTS, INTERPRETATION AND CONTRACT REVIEW

Staub’s Purchase Order communicates, at a minimum, the required part numbers, revision levels, quantities and on-dock delivery dates. Any special requirements in addition to these details will be provided elsewhere in the body of the purchase order. These may include supplemental requirements flowed down from Staub’s customers, or statutory and/or regulatory bodies.

Supplier is expected to perform a contract review upon receipt of a Staub Purchase Order. Staub’s Purchasing department is responsible for communicating all relevant technical data, and any subsequent revisions, necessary to support the purchase order. Supplier is responsible for confirming they possess all relevant technical data, at the revision levels specified on the purchase order, before committing to fulfilling that purchase order.

ORDER OF PRECEDENCE

The order of documents defining supplier requirements with regards to supplying product or materials to a Staub purchase order is as follows:

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- a) regulatory or statutory provisions;
- b) provisions set forth on the Purchase Order;
- c) relevant accompanying drawing provided by Staub;
- d) this Supplier Quality Requirements document.

(AS9100D 8.4.3.a, k.6)

Purchase Order Group Classification

Staub Purchase Orders can be categorized into groups based on the application market and scope of the products and/or services required. As required, each section of this document notes its applicability to the different Purchase Order classifications.

The criticality of the scope of the product or service classification to our end products dictates our criteria for selection, evaluation, and reevaluation of suppliers.

Staub's Purchase Order classifications are as follows:

Commercial: Purchase Orders for raw material, parts or assemblies that will be used in commercial products that have no regulatory or statutory requirements. Generally, the requirements of ISO 9001:2015 are followed.

Aerospace: Purchase Orders for raw material, parts or assemblies that will be used in the Aerospace industry. Generally, the requirements of AS9100D are followed.

Medical Device: Purchase Orders for raw material, parts or assemblies that will be used in the Medical Device industry. Generally, the requirements of (QSR) Title 21 CFR Part 820 and/or the requirements of ISO 13485:2016 are followed.

Special Processes: Purchase Orders for special processes for which verification cannot be performed by visual inspection or non-destructive testing. Generally, the requirements of Nadcap are followed.

Examples of special processes include, but are not limited to:

- Chemical processing (including Anodize, Chem Coat, Black Oxide, Passivation, etching),
- Coating (paint)
- Welding
- Heat treating
- Laser cutting
- EDM

SSQR-1 QUALITY MANAGEMENT SYSTEM

SSQR-1a:

No formal Quality Management System is required, however, all relevant requirements of this document shall be adhered to.

SSQR-1b Commercial:

Supplier shall maintain a Quality Management System that meets, at a minimum, the requirements of ISO:9001.

Immediate notification is required in case of non-compliance to Quality Management System requirements, e.g., loss of third-party certifications or a major nonconformance from registrar.

SSQR-1c Aerospace:

Supplier shall maintain a Quality Management System that meets, at a minimum, the requirements of AS9100.

Immediate notification is required in case of non-compliance to Quality Management System requirements, e.g., loss of third-party certifications or a major nonconformance from registrar.

SSQR-1d Medical Device:

Supplier shall maintain a Quality Management System that conforms to the requirements of Good Manufacturing Practices (GMP) of the FDA's Quality System Regulation (QSR) as stated in Title 21 CFR Part 820 and the requirements of ISO 13485:2016.

Should supplier determine that the requirements of Title 21 CFR Part 820 or ISO 13485:2016 are not appropriate or not applicable to the product delivered, supplier shall notify Staub prior to the acceptance of a Purchase Order.

Immediate notification is required in case of non-compliance to Quality Management System requirements, e.g., loss of third-party certifications or a major nonconformance from registrar.

SQR-1e Special Processes:

Supplier shall maintain Nadcap accreditation. Supplier is responsible to assure all special processes associated with this order are performed in accordance with Nadcap approved processes.

Immediate notification is required in case of non-compliance to Quality Management System requirements, e.g., loss of third-party certifications or a major nonconformance from registrar.

(AS9100D 8.4.3.k.1)

SSQR-2 ITAR CONTROLLED

SSQR-2a

The technical data furnished with this purchase order is not subject to the controls defined in the International Traffic in Arms Regulation (ITAR).

SSQR-2b

The technical data furnished with this purchase order is subject to the controls defined in the International Traffic in Arms Regulation (ITAR). This information shall not be provided to non-U.S. persons or transferred by any means to any location outside the USA contrary to U.S. Law. Furthermore, Supplier is responsible for meeting all requirements of ITAR. Supplier is responsible for vetting employees and ensuring that only U.S. persons and/or employees with legal residency are permitted to work with Staub product and/or prints if identified as ITAR-controlled.

SSQR-3 APPROVAL

SSQR-3All

Any requirements for the approval of products and services, methods, processes, equipment, and the release of products and services are included on the Purchase Order.

Final acceptance of product will be at Staub after receiving inspection.

(AS9100D 8.4.3.b)

SSQR-4 DRC Conflict-Free Sourcing

SSQR-4All

Staub is committed to complying with the United States Congress legislation requiring to report the use of Conflict Minerals in the manufacturing of their product.

All of our suppliers are expected to supply materials that are DRC conflict-free. If any material contain tantalum, tin, tungsten or gold (3TG) as elements necessary to our production or functionality, the minerals must originate outside the DRC or any adjoining countries.

SSQR-5 STAUB-SUPPLIED MATERIAL

SSQR-5All

When Staub furnishes material/parts, Supplier is responsible for the following:

1. Examination upon receipt for transit damage.
2. Verification of Quantity.
3. Storage against damage, improper use, or disposition.

All property furnished to Supplier by Staub shall be returned to Staub at the completion of the purchase order. Furnished property may include, but is not limited to, drawings, tooling, fixtures, measurement devices, and excess raw material.

SSQR-6 CERTIFICATION REQUIREMENTS

SSQR-6All

Each shipment shall be accompanied by one legible copy of a Certificate of Analysis (C of A) or Certificate of Compliance (C of C) for each applicable PO line. The Certificate shall include Staub's purchase order number, part number, revision letter, and quantity.

SSQR-6a Calibration Services

All Calibration Certificates shall state that calibration was performed using standards whose accuracies are traceable to the National Institute of Standards and Technology.

SSQR-6b Staub Supplied Material

When Staub furnishes material/parts, Supplier shall furnish certification that the material/parts used were those furnished by the buyer and no unauthorized substitution was made.

SSQR-6c Raw Material

Traceability for Raw Material is required and shall be retained and submitted with product.

No product supplied by Supplier shall contain any mineral that directly or indirectly finances any armed group that has been identified as a perpetrator of human rights abuses, including without limitation those defined as conflict minerals in the rules issued under Section 13(p) of the Securities Exchange Act of 1934.

Each shipment shall be accompanied by one legible copy of a Certificate of Analysis (C of A) from the material distributor and mill certifications along with any applicable special processing certifications as performed by the distributor or mill. The Certificate shall include the Staub's purchase order number, part number and quantity.

SSQR-6d Special Processes

Each shipment shall be accompanied by one legible copy of a Certificate of Compliance (C of C). The Certificate shall include Staub's purchase order number, part number, revision letter, and quantity.

The C of C shall also include the specification number and revision of all special processing performed.

SSQR-6e REACH

Product or Special Processes supplied under this purchase order shall be REACH compliant. Supplier shall supply a declaration of conformance for each applicable PO line.

SSQR-6f RoHS

Product or Special Processes supplied under this purchase order shall be RoHS compliant. Supplier shall supply a declaration of conformance for each applicable PO line.

SSQR-6g California Proposition 65

Product or Special Processes supplied under this purchase order shall be California Proposition 65 compliant. Supplier shall supply a declaration of conformance for each applicable PO line.

SSQR-6h DFARS

Raw material and product supplied under this purchase order shall DFARS (Defense Federal Acquisition Regulation Supplement) compliant. Supplier shall supply a certificate of compliance for each applicable PO line.

SSQR-7 Nadcap**SSQR-7a**

As applicable, Nadcap subcontractors are preferred but not required.

SSQR-7b

Supplier is responsible to assure the special process associated with this order are performed in accordance with Nadcap approved process for which a current Nadcap certification is on file.

SSQR-8 SINGLE LOT CONTROL

SSQR-8a

Single Lot Control is not required for this PO.

SSQR-8b

Supplier shall maintain Single Lot Control for each PO line. All material used for each PO line shall consist of the same origin of material (heat, batch, resin, etc.) If multiple lots are required to complete the order, Supplier shall contact Staub and request adding additional PO lines. Product shall be clearly identified with corresponding line item.

SSQR-9 COMPETENCE

SSQR-9All

Supplier shall ensure that all personnel performing work affecting the quality of materials, products and services intended for Staub are competent and capable within the scope of their activities performed and the requirements of your applicable certification (AS9100, ISO 13485, Nadcap, etc.), where applicable.

(AS9100D 8.4.3.c)

SSQR-10 SUPPLIER'S INTERACTIONS / COMMUNICATION

SSQR-10All

The Staub Buyer shown on the purchase order is Supplier's primary point of contact with that regards to that order. Staub QC inspectors are authorized to communicate product rejections and requests for corrected quality documents to Suppliers. Any questions or concerns regarding rejections, requests for deviations, Supplier corrective action reports or other Quality-related communicates should be directed to Staub's Quality Manager.

It is the responsibility of Supplier to communicate (flow down) any requirements outlined in this document to any of their affected sub-tier external providers where applicable.

(AS9100D 8.4.3.d)

SSQR-11 SUPPLIER PERFORMANCE

SSQR-11All

Staub will monitor Suppliers based on Quality, Delivery, and/or Service. Suppliers will be issued corrective actions as warranted. Supplier late shipments and corrective actions will be reviewed at Management review meetings for increased action at Management's discretion. Any outcomes will be documented in Management Review Meeting Minutes. Suppliers that fail to perform in these areas may receive further Corrective Actions and may be considered for probation or removal from Staub's Approved Supplier List.

(AS9100D 8.4.3.e)

SSQR-12 AUDITS / ON-SITE INSPECTION

SSQR-12All

Staub and our customers reserve the right to perform an on-site inspection and/or audit of Supplier's facility. Staub will give reasonable notification to Supplier prior to the on-site inspection. The on-site inspection may include surveillance of Supplier's facilities, systems, procedures, processes, production methods, documentation, Supplier's Quality Management System, or other requirements related to this

Purchase Order. Supplier shall furnish, at no cost, the necessary data as required by applicable Purchase Orders, specifications, and inspection instructions to facilitate the on-site inspection.

(AS9100D 8.4.3.f & .l)

SSQR-13 DESIGN AND DEVELOPMENT CONTROL

SSQR-13All

Design and development control does not apply to Staub Precision Manufacturing Suppliers.

(AS9100D 8.4.3.g)

SSQR-14 CRITICAL ITEMS / KEY CHARACTERISTICS

SSQR-14All

When critical items or key characteristics are present on the drawing or other technical documentation, they shall be monitored and controlled. Statistical monitoring (SPC) shall be used for any identified critical items and key characteristics on the drawing.

SSQR-14a Aerospace:

When critical items or key characteristics are present on the drawing or other technical documentation, they shall be monitored and controlled in accordance with AS9103. Statistical monitoring (SPC) shall be used for any identified critical items and key characteristics on the drawing.

(AS9100D 8.4.3.h)

SSQR-15 TEST, INSPECTION & VERIFICATION

SSQR-15All

Supplier is responsible for planning and implementing inspection and testing at appropriate stages of their processes that will ensure all goods and services conform to contract requirements whether manufactured or processed by Supplier or procured from Sub-Tier Suppliers.

(AS9100D 8.4.3.i)

SSQR-16 PROCESS VALIDATION

SSQR-16All

Supplier is responsible for the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement.

Supplier shall have the ability to recall product if inspection or test results are not acceptable.

SSQR-17 FAIR REQUIREMENTS

SSQR-17a Commercial:

No first article inspection report (FAIR) is required for this order, however, all relevant requirements of the Purchase Order shall be adhered to.

SSQR-17b Aerospace:

A first article compliant with AS9102B is required on a part representative of the production process to be used in the manufacture of these parts. A copy of the FAIR shall accompany the first

shipment of parts. The signature and title of the person performing the inspection and date of inspection shall also be included. The first article part shall be clearly identified by a tag or other suitable method and accompany the first shipment of parts.

The first article process shall be repeated when changes occur that invalidate the original results (e.g., revision changes, manufacturing process changes, tooling changes, etc.).

SSQR-17c Medical Device:

A first article is required on a part representative of the production process to be used in the manufacture of these parts. A copy of the FAIR shall accompany the first shipment of parts. FAIR form shall include the following: Staub's part number, and drawing revision level, and every characteristic including: tolerance (even if it is a title block tolerance), actual measured value, Method of Gaging, accept/reject indication.

Where physical testing is required, the results of the test shall be recorded.

The first article process shall be repeated when changes occur that invalidate the original results (e.g., revision changes, manufacturing process changes, tooling changes, etc.).

SSQR-17d Special Processes:

Where special processes are required, verification of each process shall be recorded, applicable certifications retained, and submitted with the FAIR.

SSQR-18 CALIBRATION

SSQR-18All

Calibration of measuring and test equipment used for product acceptance shall be traceable to NIST (National Institute of Standards and Technology). Procedures for periodic calibration, certification, maintenance of tools and equipment, and an action plan, should measuring and/or test equipment be found to be out of calibration, shall be established and followed. The action plan shall contain, as a minimum, item identification (model, manufacturer, and serial number), found condition (including span/range and accuracy), date condition found, date of previous calibration, notification details, and any other pertinent measurement details.

SSQR-19 INSPECTION SAMPLING

SSQR-19All

In-process inspection shall occur throughout the manufacturing process.

SSQR-19a

100% inspection is not required for this order. Supplier will use an inspection sampling plan, consistent with typical industry standards. Suppliers using sample inspection plans remain responsible for all attributes on the part/assembly. Sampling Inspection plans shall not allow defects (C=0) within the sample. If defects are found within the sample, 100% inspection shall apply.

SSQR-19b

Sampling inspection is not allowed for this order. 100% inspection is required for all characteristics produced or processed by Supplier.

SSQR-20 STATISTICAL TECHNIQUES FOR PRODUCT ACCEPTANCE

SSQR-20All

Supplier is responsible for understanding and reducing variation within their processes. Suppliers shall monitor process performance and is encouraged to use Statistical Process Control (SPC) monitoring including:

- Gauge R&R Study
- Predictive Maintenance
- Defect Analysis
- Sampling and Process Analysis
- Process Analysis with Control Charting Methods
- And other Graphical Methods

The determination of need is based on the ability to control and verify the process capability and product characteristics.

Statistical monitoring (SPC) shall be used for any identified critical items and key characteristics on the drawing.

(AS9100D 8.4.3.j)

SSQR-21 STAUB-DESIGNATED SOURCES OF MATERIALS AND SUBCONTRACTORS

SSQR-21a:

No Staub-designated sources are required for this order.

SSQR-21b:

All materials used in fulfilling this order shall be supplied by the Staub-approved supplier listed on the Purchase Order.

SSQR-21c:

Supplier shall use only the Staub-approved subcontractors listed on the Purchase Order.

(AS9100D 8.4.3.k.2)

SSQR-22 NONCONFORMING PRODUCT

SSQR-22All

Staub will not accept Supplier product that does not meet Purchase Order requirements. Supplier product discovered after shipment by Supplier to be nonconforming to any Purchase Order requirement shall be immediately disclosed to Staub upon discovery, including but not limited to quantity shipped, date shipped, and the extent of the nonconformance.

Suppliers that receive notification of Nonconforming product shall take appropriate action to contain the nonconforming condition and prevent it from occurring again. Supplier will be notified if formal Corrective Action shall be submitted to Staub.

(AS9100D 8.4.3.k.3)

SSQR-23 UNAPPROVED/COUNTERFEIT PART MITIGATION

SSQR-23All

Supplier shall institute controls to prevent the purchase/use of counterfeit or suspected unapproved raw material or products. These controls shall include the requirement of Material Certificates, Certificates of Conformity, and/or other supporting documentation as is appropriate.

Material and part substitutions are not allowed.

Approved parts are defined as: Parts manufactured in complete compliance with an established industry or U.S. Government or international specification that includes design, manufacturing, test and acceptance criteria, and uniform identification requirements (ex: NAS and MIL spec hardware).

Suspected unapproved parts are defined as: A part, component, or material that is suspected of not meeting the requirements of an approved part. A part that, for any reason, a person believes is not approved. Reasons may include findings such as different finish, size, color, improper (or lack of) identification, incomplete or altered paperwork, or any other questionable indication.

Suppliers providing standard parts shall only provide parts where they can demonstrate their lot's traceability to the OEM or their authorized distributors. Suppliers using standards parts as part of any assembly shall only use parts where they can demonstrate the lot's traceability to the OEM or their authorized distributors.

SSQR-23a Aerospace:

Supplier shall maintain a Counterfeit Part Mitigation program in accordance with the requirements of AS9100D.

SSQR-24 FOD / CONTAMINATION CONTROL

SSQR-24All

Product shall be clean, and free of contaminants and debris.

NOTE: Threaded and blind holes are especially susceptible to retained foreign object debris.

SSQR-24a Commercial:

Supplier shall establish and maintain appropriate housekeeping practices to assure timely detection and removal of residue/debris generated during operations and normal daily tasks.

SSQR-24b Aerospace:

Supplier shall maintain a Foreign Object Debris/Damage (FOD) control program in accordance with the requirements of AS9146.

Glass Beads are prohibited from use in the processing or manufacture of Staub's aerospace parts, components or assemblies.

SSQR-24c Medical Device:

Supplier shall establish and maintain procedures to prevent contamination of product by substances that could reasonably be expected to have an adverse effect on product quality.

SSQR-24d Special Processes:

Supplier shall establish and maintain appropriate procedure to assure timely detection and removal of residue/debris generated during operations and normal daily tasks.

(AS9100D 8.4.3.k.4)

SSQR-25 NOTIFICATION OF CHANGES

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SSQR-25All

The follow types of process change require notification or approval prior to implementation:

Notification Required:

- Change in address of Supplier's primary processing facility
- Change in key management personnel, company ownership or name.
- New equipment acquisitions for processing or inspection
- Changes in inspection devices or standards
- (Chemical Processing) New bath chemistry
- Combining/separating operations/changes in sequence of operations
- Changes in suppliers of chemicals, anodes, materials, tooling, etc.
- Suspension or withdrawal of 3rd-party QMS certification
- Changes to product specifications (applicability: COTS components and material suppliers)

Approval Required:

- Deviation from agreed upon control plans or processes
- Change in location of work performed (outsourcing/outsourcing changes)
- Change in fundamental processing (examples):
 - Turning vs. milling or vice versa
 - Atmosphere settings (%carbon, type of quench, etc.)
 - Adding/deleting process steps that could impact fit, form or function
- Changes to inspection methods
- Changes in sample plans
- Change in rust preventative substances or packaging used.

NOTE: Process changes may require a new first article inspection report, in accordance with the PO classification (See SSQR-XX, Process Validation / FAIR requirements), to be submitted with the first representative shipment.

(AS9100D 8.4.3.k.5)

SSQR-26 TEST SPECIMENS

SSQR-26a

No test specimens are required for this order.

SSQR-26b

Supplier will provide test specimens for inspection/verification, investigation and/or auditing purposes. Requirements are noted on the purchase order.

(AS9100D 8.4.3.k.7)

SSQR-27 DOCUMENTED INFORMATION RETENTION

SSQR-27All

All Quality records pertaining to this order (i.e. material certifications, test reports, manufacturing records, calibration records, special processes, inspection records, written deviations received from Staub, etc.) may be subject to review or audit by Staub, our customers, or regulatory agencies upon request. These files shall be retained as accessible files, traceable to Staub's P.O and/or part numbers.

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SSQR-27a Commercial:

Supplier shall maintain all quality records pertaining to this order for a minimum of seven years.

Supplier shall contact Staub Purchasing for disposition prior to destruction of any records.

SSQR-27b Aerospace:

Supplier shall maintain all quality records pertaining to this order for a minimum of 15 years.

For components identified as safety critical or flight critical, Supplier shall maintain these records indefinitely.

Supplier shall contact Staub Purchasing for disposition prior to destruction of any records.

SSQR-27c Medical Device:

Supplier shall maintain all quality records pertaining to this order indefinitely.

Supplier shall contact Staub Purchasing for disposition prior to destruction of any records.

SSQR-27d Special Processes:

Supplier shall maintain all quality records pertaining to this order indefinitely.

Supplier shall contact Staub Purchasing for disposition prior to destruction of any records.

(AS9100D 8.4.3.k.8)

SSQR-28 EMPLOYEE CONTRIBUTIONS AND ETHICS**SSQR-28All**

Supplier shall be committed to the highest standards of ethics and business conduct. Supplier shall comply with the law, honor commitments, act in good faith, and be accountable. Supplier shall strive to maintain full compliance with all laws and regulations applicable to the operation of the business and customer relationships. Supplier shall not offer, promise, authorize, or provide, directly or indirectly, anything of value (including business gifts or courtesies) with the intent or effect of inducing anyone to engage in unfair business practices. Supplier will avoid involvement in activities that may be perceived as a conflict-of-interest. Supplier will support product safety by ensuring robust management of special requirements, critical items and key characteristics. If there are concerns with respect to product safety, Supplier will communicate them to Staub. If there is a concern at Supplier's premises with respect to safety during the manufacture of the product, Supplier will notify its own employees of the concern and whenever possible, mitigate the concern. Supplier will ensure that employees and people working on its behalf are aware of:

- their contribution to product or service conformity ;
- their contribution to product safety;
- the importance of ethical behavior.

(AS9100D 8.4.3.m)

SSQR-29 PRODUCT IDENTIFICATION AND PACKAGING**SSQR-29All**

Supplier is responsible for the packaging of products to assure product shall be clean, free of contaminants and debris, and packaged to prevent damage during transit. Parts must arrive at Staub without damage, rust/corrosion, or contamination.

Parts susceptible to corrosion must be protected. The selection of the best corrosion prevention method for ensuring component quality remains with Supplier, unless otherwise noted on the Purchase Order. Supplier shall ensure that preservation methods (e.g. oils) will allow storage without degradation/corrosion for a minimum of 12 months from the date of receipt. Supplier shall not use preservatives that congeal over time and/or are difficult to clean.

Supplier shall utilize a single size container, package, and/or pallet containing a standard quantity for each part number supplied.

Supplier shall label the exterior of all packaging to ensure adequate identification of the product being shipped. Supplier shall ensure that any special labeling requirements is also listed in the appropriate shipping documents and on each package.

SSQR-29a:

Parts to be individually packaged with no part-to-part contact.

SSQR-29b:

Staub's shipment of parts to Supplier contains RETURNABLE PACKING. Suppliers are required to provide appropriate storage and protection for Staub packaging while under their control.