

Supplier Quality Requirements

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Contents

I. INFORMATION	4
1. Purpose	4
2. Scope	4
3. Technical Document Order of Precedence	4
II. GENERAL SUPPLIER REQUIREMENTS	5
1. Quality Management System	5
2. Right of Access.....	5
3. Supplier Evaluation and Approval	5
4. Contract Review	6
5. Training	6
6. Performance Metrics.....	6
7. Configuration Management	6
8. Supplier Notifications	7
9. Notification of Management or Facility Change	7
10. Delivery Documentation	7
11. Inspection	8
12. Product Shelf Life	8
13. Traceability	8
14. Equipment Validation	9
15. Calibration	9
16. Electrostatic Discharge (ESD) and FOD Control Plan	9
17. Serialization, Marking and Packaging	9
18. Nonconforming Material	10
19. Corrective Action.....	11
20. Counterfeit Prevention.....	12
21. Ethical Behavior	13
III. SUPPLEMENTAL REQUIREMENTS	13
1. S01 – Source Inspection.....	13
2. S02 – Delegated Source Inspection	13

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3.	S03 – Manufacturing Readiness Review.....	13
4.	S04 – Inspection Report.....	14
5.	S05 – Acceptance Test Data	14
6.	S06 – Material and Process Certification.....	14
7.	S07 – First Article Inspection.....	14
8.	S08 – First Article Inspection – Epirus Approval	15
9.	S09 – First Article Test Samples	15
10.	S10 – 100% Inspection.....	15
11.	S11 – Quality Plan	15
12.	S12 – Key Characteristics	15
13.	S13 – Frozen Planning.....	16
14.	S14 – Failure Mode Effects and Analysis (FMEA).....	16

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I. INFORMATION

1. Purpose

- 1.1. Establishes the Quality requirements for Supplier's doing business with Epirus.

2. Scope

- 2.1. Applies to all Epirus Suppliers when specified on the Purchase Order and/or Contract.
- 2.2. The Supplier shall comply with these requirements in addition to the Purchase Order and/or Contract requirements.

3. Technical Document Order of Precedence

- 3.1. In the event of conflict between the requirements of procurement document(s) including references cited herein and those defined in any other applicable document, the following order of precedence shall apply:
 - 3.1.1. Purchase Order
 - 3.1.2. Nonconformance Report
 - 3.1.3. Drawings
 - 3.1.4. Specifications cited on the drawings
 - 3.1.5. Supplier Quality Requirements

II. GENERAL SUPPLIER REQUIREMENTS

Unless otherwise specified, the requirements below apply to all Contracts and Purchase Orders where this document is referenced.

1. Quality Management System

- 1.1. The Supplier shall implement, document, and maintain a Quality Management System (QMS) that complies with applicable requirements of AS9100, or ISO 9001 standards and any additional requirements specified herein.
- 1.2. Third Party Evaluations
 - 1.2.1. At Epirus' request, the Supplier shall:
 - 1.2.1.1. Provide audit reports, including corrective action reports, related to any audits performed by a certified 3rd party.
 - 1.2.1.2. Grant Epirus access to the details of any audit reports if Supplier has a profile with the International Aerospace Quality Group's (IAQG) – Online Aerospace Supplier Information System (OASIS).

2. Right of Access

- 2.1. Epirus representatives, along with customer and regulatory authorities, shall have the right to visit/access Supplier's facilities, processes, records, and personnel to verify compliance with contractual, regulatory, and quality requirements.
- 2.2. Activities may include, but are not limited to:
 - 2.2.1. Supporting onsite failure analysis and/or nonconformance investigations.
 - 2.2.2. Epirus customers may request specific Supplier visits as part of quality management activities and/or contractual obligations.
 - 2.2.3. Supplier visits, assessment, and audits performed by Epirus as part of Supplier evaluation and monitoring.

3. Supplier Evaluation and Approval

- 3.1. Supplier Evaluation
 - 3.1.1. During onboarding, the Supplier may be required to complete a Supplier Evaluation Form which serves as an initial survey of a Supplier's Quality certification, capacity, and abilities.
 - 3.1.2. At the request of Epirus, an audit may be performed to further assess the Supplier's capabilities to produce the product or service.
- 3.2. Performance Monitoring
 - 3.2.1. Suppliers are continuously monitored for Quality and Delivery performance by Epirus.
 - 3.2.2. If a Suppliers performance falls below defined targets, Epirus may request an improvement plan and take further action.

- 3.2.2.1. Action plans may include, but are not limited to the following: audits, corrective action requests, scorecard reviews, suspension, or disqualification.

4. Contract Review

- 4.1. The Supplier shall execute a contract review process of each Epirus Purchase Order and any associated requirements to confirm the ability to comply with specified requirements.
 - 4.1.1. As part of the contract review process, the Supplier shall implement a process to:
 - 4.1.1.1. Ensure access to all documents necessary for contract or purchase order achievement.
 - 4.1.1.2. Ensure that the document revision is correct.
 - 4.1.1.2.1. Specific revisions of specifications defined in the Drawing and/or Purchase Order supersedes the current revision.
 - 4.1.1.3. Ensure that applicable documents are available at points of use.
 - 4.1.1.4. Ensure that applicable documents are available to sub tiers.
 - 4.1.1.5. Prevent the use of obsolete, modified, or unreleased documents.
 - 4.1.2. Sub-tier Flow-down
 - 4.1.2.1. The Supplier Shall flow-down all requirements defined herein, including controls to protect Epirus proprietary data, to its sub-tiers when applicable.

5. Training

- 5.1. The Supplier shall ensure all personnel are adequately trained and/or qualified for the roles and responsibilities they are performing to ensure the quality and safety of the product being supplied.
- 5.2. The Supplier shall ensure personnel know their role and contribution to product conformity, safety, and ethical behavior.

6. Performance Metrics

- 6.1. The Supplier shall implement applicable metrics to measure and evaluate the quality and delivery performance of products delivered to Epirus. Data shall be submitted upon request to Epirus.
- 6.2. The Supplier shall be responsible for product quality delivered under the Purchase Order and/or Contract for all sub-tier levels.

7. Configuration Management

- 7.1. Epirus Design

- 7.1.1. For products manufactured to Epirus design or drawing requirements (ie Build to Print), the Supplier shall not make any changes that deviate from product design prior to Epirus approval.
- 7.1.2. The Supplier shall flow-down this requirement to the sub-tiers.
- 7.2. Supplier Design Control
 - 7.2.1. For Supplier-controlled drawings of Epirus custom components, the Supplier shall maintain a specific and unique part number with revision control for Epirus.
 - 7.2.2. Suppliers with design authority shall have a documented design control procedure.
 - 7.2.3. Suppliers shall not make changes which will result in a change to an Epirus Source Control Drawing requirement without prior approval by Epirus

8. Supplier Notifications

- 8.1. Suppliers with a product going End of Life shall provide at least 12 months written advanced notice or any product that will be discontinued.
- 8.2. Change in Approved Processes, Materials, or Procedures
 - 8.2.1. The Supplier shall not change any process, material or procedure without prior written approval by Epirus if such process, material or procedure was originally subject to approval by Epirus or Government specified qualification procedures.
 - 8.2.2. The Supplier shall communicate any major changes affecting the manufacturing process prior to implementation.

9. Notification of Management or Facility Change

- 9.1. The Supplier shall inform Epirus of any significant change to Company Management, Organization, manufacturing locations, equipment, and major sub-tiers.
- 9.2. In the event of a work transfer (facility relocation, major sub-tier to another sub-tier), the Supplier shall not transfer work without prior notification and approval from Epirus.
 - 9.2.1. If required, the Supplier shall establish and provide a work transfer plan approved by Epirus which defines part numbers, timeline, validation, and supply continuity activities.
 - 9.2.2. Notification is not required for non-critical COTS items on a case-by-case basis or Outside Processing transfers unless otherwise specified by Epirus.

10. Delivery Documentation

- 10.1. A Certificate of Conformance shall be included with shipments certifying that all materials and processes supplied are in accordance with Epirus requirements.
- 10.2. The Certificate shall indicate at a minimum, the following:
 - 10.2.1. Part number

- 10.2.2. Revision (if revision-controlled)
- 10.2.3. Lot/Date code
- 10.2.4. Epirus serial number (as applicable)
- 10.2.5. Supplier serial number (where required by drawing or Purchase Order)
- 10.2.6. Epirus Purchase Order and Line Number
- 10.2.7. Quantity
- 10.2.8. Relevant specifications.
- 10.2.9. Certifications generated by the Supplier shall attest to the conformity of the product and be signed by the Supplier's authorized quality representative.
- 10.3. Epirus may refuse to accept items delivered under the Purchase Order if the Supplier fails to submit required documentation, e.g. test data or reports. Epirus may also return such items at the cost of the Supplier.
- 10.4. Delivery documentation shall be sent with each shipment per agreed upon submittal methods.

11. Inspection

- 11.1. The Supplier shall implement an appropriate inspection and sampling plan to verify product conformance ensuring all product shipped to Epirus conforms to Drawing, Specification and/or Purchase Order requirements.
- 11.2. Epirus reserves the right to inspect purchased product using any suitable sampling program.
- 11.3. When test data is submitted, the Supplier shall implement a process to review and ensure all data meets specified requirements prior to shipment.

12. Product Shelf Life

- 12.1. Product that is limited by a shelf life shall have the period in which the product is usable clearly stated on the outside of the product and packaging.
- 12.2. Product shall be delivered with a remaining shelf life greater than 75% unless otherwise approved in writing.

13. Traceability

- 13.1. The Supplier shall have a documented process to maintain traceability of product & services, constituent parts, special processes, and material through all stages of production, processing and distribution in accordance with contract requirements.
 - 13.1.1. The Supplier shall have capability of tracing backward from fabricated hardware to the records or material from which the item, part, and material originated.

- 13.2. In cases where the customer provides specific traceability or serialization requirements, this traceability shall be maintained throughout the process. Identification and retrieval shall be required through all levels of higher assembly.

14. Equipment Validation

- 14.1. The Supplier shall maintain their equipment to ensure process control and product quality and conduct validation when applicable.
- 14.2. Validation of Inspection and Test Equipment
 - 14.2.1. When tooling such as fixtures, gages, or test stands are used for inspection purposes, the Supplier is responsible for validating the equipment prior to use.
 - 14.2.2. If using Epirus provided equipment at the Supplier's site, the Supplier is responsible for completing maintenance of the equipment per approved plan. Any repair or rework of Epirus supplied tooling, gages, and test equipment requires prior approval.

15. Calibration

- 15.1. The Supplier shall establish and maintain a system for the calibration of all inspection, measuring, and test equipment and measurement standards used to perform all tests and inspections.
 - 15.1.1. Tools and/or equipment used for acceptance of any material, product, or assembly shall be calibrated with identification of calibration effectivity dates clearly displayed on the tool or equipment
- 15.2. Calibration service providers shall be compliant to ISO 17025 with standards traceable to NIST or equivalent.
- 15.3. The Supplier is responsible for the maintenance and calibration of Epirus supplied tooling, gages and test equipment. Any repair or rework of Epirus supplied tooling, gages, and test equipment requires prior approval.

16. Electrostatic Discharge (ESD) and FOD Control Plan

- 16.1. If the items to be delivered under the Purchase Order are electrostatic discharge (ESD) sensitive, the Supplier shall have an ESD control program which precludes ESD damage during all phases of fabrication, testing, handling, storage, and packaging.
- 16.2. Packaging shall identify ESD sensitive parts.
- 16.3. The Supplier shall have a documented FOD Control Program in place for the purpose of prevention, detection, and removal of foreign objects.

17. Serialization, Marking and Packaging

- 17.1. Serialization and Marking
 - 17.1.1. The Purchase Order or drawing shall be used to define Epirus specific requirements for serialization and marking.

17.1.1.1. When Epirus assigned serial number is provided through a purchase order, the Supplier shall trace parts and/or services to the provided serial number(s) and identify parts with the same.

17.2. Packaging

17.2.1. Products shall be packaged to prevent physical damage, corrosion, contamination, electrostatic discharge (ESD), and environmental degradation.

17.2.2. Packaging methods shall be appropriate for the product's size, weight, fragility, and sensitivity.

17.2.3. Packaging shall be labelled to maintain product identification and traceability

18. Nonconforming Material

18.1. Supplier Notification of Escape

18.1.1. When the Supplier has determined that nonconforming product(s) have been delivered to Epirus, the Supplier shall notify the Buyer within 2 business days of initial discovery. The Supplier shall use receipt acknowledged e-mail or other positive notification method.

18.1.2. The notification shall include the following information:

18.1.2.1. Supplier name

18.1.2.2. PO number

18.1.2.3. Part number and description

18.1.2.4. Affected quantity and serial numbers (if known)

18.1.2.5. Dates delivered (if known)

18.1.2.6. A brief description of the nonconforming condition

18.1.2.7. Containment Actions

18.1.2.8. Corrective Action Plan and Timeline

18.2. Supplier Deviation Request

18.2.1. If the Supplier identifies that the product needs to deviate from Epirus requirements defined in the Purchase Order, the Supplier shall submit a Supplier Deviation Request (SDR) using the Epirus SDR Form (or approved equivalent) for disposition and approval prior to shipment of any nonconforming material.

18.2.2. The Supplier shall not ship nonconforming product until authorization to ship in the form of a written response to the SDR has been obtained from Epirus.

18.2.3. Upon authorization to ship, all documentation related to the nonconforming product including a copy of the SDR shall accompany the time of shipment and the SDR approval shall be noted on the Certificate of Conformance.

18.2.3.1. Product shipped with an SDR does not guarantee product acceptance upon receipt and verification at Epirus.

18.3. Epirus Detected Nonconformance

18.3.1. If a nonconformance is detected by Epirus at any stage of review, the product may be returned to the Supplier for replacement, rework, or repair at the Supplier's expense or submitted for a disposition to process internally at Epirus which may impact the Supplier's quality rating.

18.4. Returns

18.4.1. If communicated as a requirement by the Supplier, Epirus will request a Return Merchandise Authorization (RMA) prior to shipping parts back. If the Supplier requires an RMA and does not provide one within 3 business days of the request, Epirus reserves the right to proceed with return of product back to the Supplier.

18.4.2. For returned product the Supplier is shipping back to Epirus, the Supplier shall attach a copy of the paperwork on which the material was returned from Epirus to the shipping documents.

18.4.2.1. In addition, each container must be clearly identified as customer returns and shipped separately from normal material.

18.4.3. The Supplier shall include on the Certification of Conformance a reference to the Epirus nonconformance number, a written description of why the material is being returned to Epirus and the action that was taken. (e.g., Reworked to Drawing, etc.)

18.4.3.1. The original Purchase Order requirements shall apply to the returned material.

18.5. Failure Analysis

18.5.1. When the nature of the defect is unknown and requires further investigation at the Supplier's facility, the Supplier is expected to have a process to track and respond to all Failure Analysis requests in a mutually agreed timeframe.

18.5.2. Epirus reserves the right to visit the Supplier facility to conduct and/or witness Failure Analysis activities as appropriate.

19. Corrective Action

19.1. Epirus may issue a Corrective Action Request (CAR) due to a specific incident or trend in Supplier performance.

19.2. If a CAR is requested, the Supplier shall document the response using the Epirus CAR Form (or approved equivalent) and submit the response within the established due date or request an extension.

19.2.1. Failure to respond within the due date may result in escalation and additional corrective actions.

19.3. The Corrective Action response should include the following minimum information:

- 19.3.1. Problem Statement
- 19.3.2. Containment actions taken
- 19.3.3. Root cause analysis
- 19.3.4. Statement of the corrective actions taken
- 19.3.5. Effectiveness of the actions
- 19.3.6. Objective evidence that shows completion of the above items

20. Counterfeit Prevention

- 20.1. The Supplier shall take an active role in continually identifying and eliminating risks associated with sub-standard and counterfeit parts.
- 20.2. The Supplier shall have a documented process to inspect, identify, track, manage, and control counterfeit parts from entering the supply chain.
- 20.3. If counterfeit or suspected counterfeit material has been identified, the Supplier shall immediately segregate and notify Epirus with relevant details (ie. Part Number, Quantity, Lot/Date, Delivery Dates, Description of Concern).
 - 20.3.1. Retained records of investigation details and corrective actions shall be made available upon request.
- 20.4. A robust counterfeit part prevention program shall address following elements:
 - 20.4.1. Training and awareness on identification, reporting and prevention of counterfeit parts.
 - 20.4.2. Processes to communicate and eliminate counterfeits.
 - 20.4.3. Product traceability of procured items back to their manufacturer.
 - 20.4.4. Utilization of original component manufacturers or their authorized distributors.
 - 20.4.5. Active participation in GIDEP (Government Industry Data Exchange Program).
 - 20.4.6. Processes to identify, quarantine, test and confirm counterfeit parts
 - 20.4.7. Flow-down of counterfeit detection and avoidance requirements to sub-tier Suppliers.
 - 20.4.8. Continually following counterfeiting information and trends and updating trainings and awareness.
 - 20.4.9. Processes for monitoring GIDEP or other credible sources of counterfeiting information to avoid the purchase or use of counterfeit electronic parts.
 - 20.4.10. Processes to control and address obsolescence issues.
- 20.5. The Supplier shall flow down the counterfeit part prevention requirements in section 20.2 to its sub-tier Suppliers.

21. Ethical Behavior

- 21.1. Epirus Suppliers are required to comply with Epirus' [Supplier Code of Conduct](#). Confirmation of any unethical behavior by a Supplier may result in disqualification and/or legal action.
 - 21.1.1. Suppliers maintaining their own Code of Conduct may operate under that standard provided it meets the intent of the Epirus' Supplier Code of Conduct.

III. SUPPLEMENTAL REQUIREMENTS

The requirements defined below only apply when the specific clause is defined in the Purchase Order and/or Contract.

1. S01 – Source Inspection

- 1.1. Source Inspection is required for product prior to shipment.
- 1.2. The inspection shall take place at the Supplier's facility and shall be conducted by a representative of Epirus Supplier Quality or a designated agent.
 - 1.2.1. Inspection shall be performed in accordance with the inspection plan defined on the Purchase Order.
- 1.3. If In-Process inspection is required, the manufacturing operation at which source inspection is required will be specified in the Purchase Order.
- 1.4. The Supplier shall notify Epirus at least 5 business days in advance to request Source Inspection.
- 1.5. The Supplier shall notate on the Certificate of Conformance that Source Inspection has been completed and document/upload results per required forms or electronic database in accordance with PO requirements.
 - 1.5.1. Evidence of inspection and/or supporting data shall be provided to Epirus upon request or per Purchase Order requirements.

2. S02 – Delegated Source Inspection

- 2.1. The Supplier is authorized to perform Delegated Source Inspection in accordance with Epirus Document Q09 for products delivered.

3. S03 – Manufacturing Readiness Review

- 3.1. Upon Epirus request, the Supplier shall conduct a Manufacturing Readiness Review (MRR) with Epirus Representatives prior to commencing manufacturing.
- 3.2. The Supplier will be notified of the requirement to perform a MRR via the Purchase Order or its referenced documents.

- 3.3. Epirus representatives from manufacturing, supply chain, test, design, and quality may participate as appropriate.
- 3.4. The scope of the audit will be communicated by Epirus to the Supplier prior to initiating the review.

4. S04 – Inspection Report

- 4.1. The Supplier shall submit an inspection report showing conformance to all applicable drawing, specification, and Purchase Order requirements with each shipment or uploaded to an approved database.
- 4.2. The report shall detail at a minimum, the following:
 - 4.2.1. Part Number and Revision Level
 - 4.2.2. Characteristics and acceptance criteria
 - 4.2.3. Inspection Method and Equipment used
 - 4.2.4. Inspection Frequency/Sampling
 - 4.2.5. Identification of Key Characteristics, as applicable.
- 4.3. Prior to first delivery of product, the Inspection Report format and sampling plan shall be approved by Epirus.

5. S05 - Acceptance Test Data

- 5.1. For products delivered, the Supplier shall submit an acceptance test record showing actual results versus test requirements specified in the Drawing, Specification or Purchase Order.
- 5.2. Test data shall be submitted as part of delivery paperwork or uploaded to the approved database as specified in the Purchase Order.

6. S06 – Material and Process Certification

- 6.1. For products delivered, the Supplier shall include a Material / Process Certification and Test Report showing conformance with applicable specifications as defined in the Drawing or Purchase Order requirements.
- 6.2. Test data shall be submitted as part of delivery paperwork or uploaded to the approved database as specified in the Purchase Order.

7. S07 - First Article Inspection

- 7.1. A First Article Inspection Report (FAIR) shall be performed in accordance with the AS9102 standard, unless otherwise specified by Contract/Purchase Order.
- 7.2. The Supplier shall submit a complete FAIR along with applicable product delivery per methods defined on the Purchase Order:

7.2.1. Included with delivery documentation at time of shipment.

7.2.2. Uploaded to approved database.

8. S08 – First Article Inspection – Epirus Approval

- 8.1. The Supplier shall submit a First Article Inspection Report (FAIR) and supporting documentation to Epirus for approval prior to delivery of products.
- 8.2. A complete FAIR shall be uploaded to the database for approval as specified on the Purchase Order.
- 8.3. The Supplier shall not ship product until approval of the FAIR has been provided by Epirus.

9. S09 – First Article Test Samples

- 9.1. The Supplier shall provide First Article Test Samples in accordance with Purchase Order requirements for validation testing by Epirus.
 - 9.1.1. The Supplier shall identify the products and/or packaging as test samples and notate as such on the Packing Slip.
- 9.2. Additional product may not be manufactured until Epirus approval is provided based off the validation results.

10. S10 – 100% Inspection

- 10.1. The Supplier shall perform 100% inspection of all dimensions, on all products and quantities shipped.
 - 10.1.1. Evidence of inspection/data shall be provided to Epirus upon request.

11. S11 – Quality Plan

- 11.1. The Supplier shall establish, maintain, and implement a documented Quality Plan that defines how product and/or services will conform to all applicable contract requirements.
- 11.2. The plan shall be submitted for Epirus for approval per timeline defined in the contract.

12. S12 – Key Characteristics

- 12.1. The Supplier shall monitor Key Characteristics as defined in the Drawing, Specification or Purchase Order.
- 12.2. In accordance with the timeline specified in the Purchase Order and/or Contract; the Supplier shall submit a documented quality/inspection plan defining control method, measurement technique, inspection frequency, process capability targets (if required), and reaction plan with the initial shipment or via approved electronic database.
- 12.3. Any changes to the submitted plan shall require Epirus approval prior to implementation.

- 12.4. Evidence of inspection and/or process capability data shall be provided to Epirus upon request.

13. S13 – Frozen Planning

- 13.1. After Epirus approval of First Article and/or validation data, the Supplier's manufacturing planning specified on the PO/Contract shall be considered frozen.
- 13.2. Epirus approval is required for any changes affecting frozen planning prior to implementation.

14. S14 – Failure Mode Effects and Analysis (FMEA)

- 14.1. The Supplier shall perform and maintain a documented FMEA (Process and/or Design, as applicable) for all products and processes defined in the Purchase Order.
 - 14.1.1. The FMEA shall identify potential failure modes, effects, causes, detection methods, and risk mitigation actions.
- 14.2. The FMEA shall be updated whenever design, process, or Key Characteristic changes occur and shall be submitted for Epirus review upon request.