


# Supplier Quality Manual

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*All revisions to this document must be approved before release.*

	Salient Motion, Inc 2255 Dominguez Way Torrance CA 90501 Cage Code: 9G9Q8
Supplier Quality Manual	630-00004

Revision History	
Rev	Revision Description
A	Initial Release

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## 1. Introduction

Salient Motion provides this Quality Manual to illustrate customer specific quality requirements for products and/or services. Compliance with Salient Motion's Quality Manual is a prerequisite to being on the Approved Supplier List.

## 2. Quality Management System

Suppliers shall maintain a quality management system compliant with AS9100, ISO 9001, or equivalent. Third-party certification is preferred but not required if compliance can be demonstrated. This includes AS9100D and ISO9001:2015 compliance.

## 3. Quality Manual Matrix


Supplier Type	Relevant Standard
Authorized Distributor	ASA-100 or SAE AS9120
Calibration Services	ISO/IEC 17025
Laboratory and Test Services	ISO/IEC 17025
Manufacturing	SAE AS9100
Special Processes	NADCAP

Document flows down requirement by Supplier Type specified above in the Quality Manual Matrix.

Any exceptions requested for deviations due to other contractual documents including but not limited to Terms & Conditions, Purchase Orders, SOW, Contracts, etc. shall be submitted in writing and require written response for approval. If a discrepancy arises between the Supplier Quality Manual and the Purchase Order, the Purchase Order takes Precedence. A Purchase order shall also take precedence over a SOW.

## 4. Supplier Type Definitions


Supplier Type	Description
<b>Type 1 Authorized Distributor</b>	Business operating under contract with an Original Equipment Manufacturer or as an authorized aftermarket Manufacturer.
<b>Type 2 Manufacturing</b>	<p><b>Build to Print Manufacturer</b> Utilizes Salient Motion engineered drawings, models, materials and or specifications to fabricate or assemble products/parts.</p> <p><b>Material Suppliers</b> Suppliers that provide raw materials or consumable materials to be used to manufacture or assemble products/parts.</p> <p><b>Source Controlled Design</b> Utilizes Salient Motion provided proprietary design (drawings, models, and or specifications) to manufacture a Salient Motion specific Part Number.</p> <p><b>Standard Parts Manufacturer</b> Ready to use parts in accordance with established government or industry standards or specifications for a manufactured part/component/good.</p> <p><b>Vendor Control Item Drawings</b> Use of a Suppliers proprietary design/configuration (drawings, models or specifications) to manufacture a Suppliers specific Part Number.</p>
<b>Type 3 Special Processes Supplier</b>	A Supplier of any process (for production or service provision) where the resulting output cannot be verified by subsequent monitoring or measurement and, consequently, deficiencies become apparent only after the product is in-use or the service has been delivered. Processes which modify or change the inherent physical, chemical, electrical, or metallurgical properties of a part, or are non-conventional methods which remove or deposit material on the part during or after fabrication which cannot be fully evaluated by nondestructive means, or are those used to maintain process control, e.g., nondestructive testing, are always special processes.
<b>Type 4 Service Provider</b>	<p>Service Providers include:</p> <p>Calibration, Lab Services, Testing Services, Disposal Service Providers, Engineering Services, Repair Services, Vendor Managed Inventory Management</p>

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## 5. Compliance

Suppliers shall comply with all requirements in this quality manual in accordance with Supplier Type as indicated. If a section is not populated, then that section is not applicable to the specified section. In addition to compliance with Salient Motion Quality Manual Suppliers are required to adhere to Salient Motion Terms and Conditions. Suppliers are responsible for flowing down information from Salients Quality Manual and Terms and Conditions to all employees and subcontractors.

Title	Type 1	Type 2	Type 3	Type 4
<b>Compliance Matrix Guide</b>				
<b>Approved Supplier List</b>	X	X	X	X
<b>Authorized Distribution Authority Letter</b>	X			
<b>Certificate of Conformance</b>	X	X	X	X
<b>Contract References</b>	X	X	X	X
<b>Configuration Management</b>		X	X	X
<b>Continuous Improvement</b>	X	X	X	X
<b>Design or Data Changes</b>		X		
<b>Disposition</b>		X	X	X
<b>Document Control</b>	X	X	X	X
<b>Export Control &amp; ITAR Compliance</b>	X	X	X	X
<b>Flow Down Information</b>		X	X	X
<b>Foreign Object Damage (FOD), Storage, Handling, Shipping Requirements</b>	X	X	X	X
Electrical, Electronic, and Electromechanical (EEE) Parts Control	X	X		X
<b>Inspection</b>		X	X	X
<b>Manufacturing Planning</b>		X		
<b>Materials</b>	X	X	X	X
Furnished Articles, Materials & Equipment		X		
Counterfeit Part Prevention	X	X	X	
<b>Material Traceability</b>	X	X	X	X
<b>Nonconformance Products and Services</b>		X	X	X
<b>Personnel and Qualifications</b>	X	X	X	X
<b>Processes and Services</b>		X	X	X
Control of Key Characteristics		X	X	
<b>Record Retention</b>	X	X	X	X
<b>Release of Products and Services</b>	X	X	X	X
<b>Right of Access</b>		X	X	X
<b>Special Processes</b>		X	X	
<b>Source Control Drawings (SCDs)</b>		X		
<b>Stop Work Order</b>		X	X	X
<b>Tooling &amp; Equipment</b>		X	X	X

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## 6. Approved Supplier List

Salient Motion Supplier are required to be part of the Approved Supplier List for all production purchases. When applicable, approved suppliers will accommodate onsite visits for Supplier Audits.

All suppliers shall obtain formal approval from Salient Quality prior to Salient's procurement or use of any articles, products, processes, or services. When deemed necessary, suppliers shall be subject to on-site audits and/or facility assessments conducted by Salient Supplier Quality. Salient Motion may withhold issuance of any contract or purchase agreement until a supplier has successfully completed all required audits.

Suppliers performing special processes are expected to maintain certification to AS9100 and/or Nadcap AC7004. If such certification is not held, Salient Motion reserves the right to perform an audit to determine compliance. Salient Motion may rely on a supplier's Nadcap certification for industry-recognized processes performed on behalf of Salient Motion as acceptable evidence of conformity for approval purposes.

### On-Time Delivery and Quality

Supplier is expected to maintain  $\geq 95\%$  on-time delivery and quality performance. Salient Motion reserves the right to request corrective action for performance issues.


## 7. Authorized Distribution Authority

Suppliers must submit a valid "Letter of Authority to Sell" prior to the first order and upon request by Salient Motion, confirming authorization as a legitimate distributor or seller.

## 8. Certificate of Conformance

A Certificate of Conformance (CofC) shall accompany each shipment. The CofC must be signed and dated by an authorized company representative and shall certify that all products fully comply with applicable drawings, specifications, and purchase order (PO) requirements.

The CofC shall include complete traceability to the original manufacturer, including lot number, part number, and revision level, as applicable. When applicable, the Supplier shall provide documentation tracing materials or components to the original manufacturer.

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If the delivered assembly/component includes serialized items, the CofC shall list all serialized articles contained within. When applicable, it should also identify the original manufacturer and include the lot, batch, date code, and/or serial numbers.

Each CofC shall contain, at a minimum:

- Supplier's name and address
- Purchase Order and line number
- Part number and revision
- Serial number(s) for assemblies and details
- Name and address of manufacturing or processing location
- Manufacturer's lot, batch, date code, and/or serial number (if applicable)
- Quantity and unit of measure

The CofC shall be signed by an authorized official with traceability to the manufacturer's certifications and must include a statement of compliance with all order requirements.

## 9. Configuration Management

### Configuration Identification and Baseline Control


The Supplier shall maintain configuration control over all drawings, models, specifications, and planning documents that define product requirements. Each product shall be clearly identified with a unique part number, revision, and serial/lot number, where applicable, to ensure traceability to its approved configuration baseline.

### Change Control and Traceability

The Supplier shall ensure that no changes are made to any configuration-controlled item without Salient Motion's written approval. Configuration status shall be traceable throughout the manufacturing lifecycle, including sub-tier suppliers and special processes.

### Documentation and Records

The Supplier shall maintain objective evidence of configuration verification, including drawings, material certifications, inspection results, and test reports.

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## 10. Contract References

Salient Motion will contract Suppliers Services using purchase orders. Purchase orders will refer to all related documents defining requirements, processes, and services. Suppliers shall thoroughly review all aspects of the contract and support documents thoroughly and note any exceptions or deviations prior to acceptance of Purchase order acceptance.

Failure to supply acceptable products or services regardless of whether identified upon delivery, test, or during an audit or if caused by contractor or Sub-Tier Supplier or contractor do not relieve the Supplier of providing acceptable products or services.

Suppliers shall comply with all non-disclosure agreements executed, and all Terms and Conditions with Salient Motion.


Notice of change of service or manufacturing locations must be approved in writing, Approved Supplier status and contracts are awarded to specific locations. If a change in service or manufacturing location is imminent Supplier must notify Salient Motion in writing as soon as possible and prior to moving contracted work. If a Supplier moves service or manufacturing locations Salient Motion may require an onsite quality visit and re-audit of the new location. Supplier must notify Salient's procurement in writing within 60 business days or less if planned relocation is imminent. All costs resulting from Suppliers relocation of service or manufacturing locations are the Suppliers responsibility.

A new FAI may be required if Supplier relocate service or manufacturing locations. Salient Motion reserves the right to terminate the purchase order or contract if Supplier relocates service or manufacturing locations without approval or without providing Salient Motion notification of the move.

## 11. Continuous Improvement

The Supplier shall establish and maintain a documented process for continual improvement of its Quality Management System (QMS) and all supporting processes. The Supplier shall monitor improvement initiatives, evaluate their effectiveness, and implement actions that enhance product conformity, process performance, and customer satisfaction.

The Supplier shall identify opportunities for continual improvement through:

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- Analysis of lessons learned, corrective actions, audit results, and customer feedback.
- Benchmarking against industry best practices; and
- Review of quality performance metrics and trend data.

Improvement actions shall be prioritized based on risk, severity, and frequency of identified issues or potential nonconformities.

The Supplier shall implement a structured method to identify and eliminate potential nonconformities before they occur. Preventive actions should be appropriate to the risk level and potential impact on product quality or delivery.

All improvement initiatives or process modifications that could affect Salient Motion design, process, or article specifications shall be submitted to Salient Motion Procurement for review and written approval prior to implementation.

Salient Motion shall monitor and evaluate each Supplier's performance on an ongoing basis using measurable criteria, which may include but are not limited to:

- Product quality and conformance rate.
- On-time delivery performance.
- Responsiveness to corrective actions and communication timeliness; and Audit and inspection results.

Performance data may be shared periodically with the Supplier. Failure to maintain minimum performance levels may result in suspension, probation, or removal from Salient Motion's Approved Supplier List (ASL).

## 12. Design or Data Changes


### Changes to Product or Process

Suppliers shall not implement any change that could affect the form, fit, function, performance, reliability, or interchangeability of any product or service for Salient Motion without Salient Motion's prior written approval.

#### What Counts as a "Change"

"Change" includes, but is not limited to:

- Changes to design, materials, manufacturing processes, or sequence of operations.
- Relocation of any manufacturing, processing, or service-provision facility.
- Changes to key suppliers, sub-tier sources, or special process providers.

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- Changes to test methods, inspection procedures, or quality-system certification/status.

### **Advance Notice**

Supplier shall provide Salient Motion written notice at least ninety (90) days in advance of any proposed Change (or as otherwise stated in the Purchase Order). No Change may be implemented until Salient Motion issues have written approval.

### **Right to Evaluate**

Salient Motion may evaluate, approve, conditionally approve, or reject any proposed Change at its sole discretion.

### **Certification & Regulatory Status**

Supplier shall immediately notify Salient Motion of any suspension, revocation, lapse, or expiration of quality certifications (e.g., ISO 9001, AS9100) or regulatory approvals that could affect product conformity, airworthiness, or traceability.

### **AS9100 Compliance & Flowdown**

Suppliers shall control and document changes per an AS9100-compliant quality management system, maintain configuration control and traceability, and flow these requirements to sub-tiers involved in the work.

### **Records & Access**


Upon request, Supplier shall provide objective evidence of change review, risk assessment, validation/verification, and approval records related to the Change. Salient Motion may audit such records and affected facilities on reasonable notice.

## **13. Disposition**

When a discrepancy requires Salient Motion disposition, a Nonconformance Report (NCR) will be issued electronically to the Supplier.

If rework is unsuccessful or results in a new nonconformance, the Supplier shall resubmit the condition to Salient Motion for disposition referencing the original NCR.

### **Execution and Documentation**

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Upon completion of disposition instructions, the Supplier shall:

- Stamp each line item in the NCR disposition section to indicate completion.
- Retain a copy of the stamped Original NCR with manufacturing and inspection records.
- Maintain documentation per AS9100 record retention requirements.

## Control of Scrap Material

The Supplier shall maintain a documented process to ensure:

- All scrapped items are rendered permanently unusable (e.g., by cutting, slashing, destroying or similar methods)
- Scrap is disposed of in a timely manner under Quality Department supervision.
- Any specific “SCRAP” instructions issued by Salient Motion take precedence over general procedures.

### Scrap Approval Requirements

If the Supplier intends to scrap an item instead of performing an approved REWORK PER ENGINEERING DISPOSITION, or if a SCRAP disposition involves Salient Motion furnished materials, the Supplier must:

- Obtain written concurrence from Salient Procurement prior to implementation of the scrap action.

## 14. Document Control


The Supplier shall establish, document, and maintain a formal, structured system for the control of all quality-related processes and information, whether generated internally or received from external sources, including customers or third parties.

“Quality-related processes” include, but are not limited to, procedures, travelers, shop orders, and work instructions. “Information” includes drawings, Digital Product Definition (DPD) data, Coordinate Measuring Machine (CMM) programs, and specifications.

Supplier further warrants that such controls shall ensure the integrity, accuracy, and traceability of all quality-related data in compliance with applicable regulatory, contractual, and customer requirements.

### Documentation and Communication

Supplier shall ensure that all communications, manufacturing documents, certifications, and forms provided to Salient Motion are in the English language.

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Upon request, Supplier shall furnish Salient Motion with a current and management-approved Quality Manual or provide access for review. The Quality Manual shall include or reference all applicable procedures, processes, and supporting documentation necessary to demonstrate compliance with this Agreement and applicable quality system standards (ISO 9001, AS9100, or equivalent).

### **Sub-Tier Supplier Control**

Supplier shall be fully responsible for ensuring that its sub-tier suppliers, contractors, and service providers comply with the requirements of this Agreement. Suppliers shall flow down all applicable quality, documentation, and regulatory requirements to sub-tier suppliers, including Salient Motion's right of access and record retention obligations.

## **15. Export Control & ITAR Compliance**

The Supplier acknowledges that technical data, software, and hardware delivered under this agreement may be subject to the International Traffic in Arms Regulations (ITAR), and/or the Export Administration Regulations (EAR).

The Supplier shall not export, re-export, release, or otherwise disclose any controlled technical data, software, or hardware to any foreign person, foreign entity, or foreign destination without first obtaining all required U.S. Government authorizations.

The Supplier shall ensure that all sub-tier suppliers and personnel with access to export-controlled data or hardware are U.S. Persons as defined by ITAR, or are otherwise authorized under a valid export license, agreement, or exemption.


The Supplier shall implement an Export Compliance Program (ECP) addressing control of ITAR/EAR-regulated data, physical and electronic access restrictions, training, and record retention.

The Supplier shall immediately notify Salient Motion Export Compliance in writing of any actual or suspected violation of ITAR/EAR or unauthorized release of controlled data.

Failure to comply with export-control requirements constitutes a material breach of contract and may result in termination for default, civil penalties, and/or referral to appropriate authorities.

## **16. Flow Down Information**

Suppliers shall have a formalized process for flowing down information to employees, contractors and Sub-Tier Supplier with all pertinent information to meet the outlined requirements set forth in the Purchase Order, Contract or SOW.

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All applicable Salient Motion, customer, and regulatory requirements must be flowed down to the supplier's Sub-Tier Suppliers. Sub-Tier Suppliers are required to fully comply with PO requirements, quality requirements, state and federal laws, and any other flow- down requirements from Salient Motion in relation to this specific order. This excludes COTS parts as defined by FAR 2.101 Sub-Tier Suppliers selected for outside processing shall maintain AS9100/ISO9001/ Nadcap AC7004 or equivalent relevant certifications.

## 17. Foreign Object Damage (FOD), Storage, Handling, Shipping Requirements

### Foreign Object Damage (FOD) Prevention

The Supplier shall establish, implement, and maintain a documented Foreign Object Damage (FOD) Prevention Program in accordance with SAE AS9146, or an equivalent standard approved by Salient Motion. The program shall ensure prevention, detection, and elimination of foreign object debris (FOD) throughout all manufacturing, assembly, test, and shipment operations.

### Material Handling and Storage

The Supplier shall establish and maintain a documented process for the handling, storage, preservation, and traceability of materials in accordance with applicable specifications and requirements.

The Supplier shall implement environmental controls to monitor materials sensitive to time, temperature, humidity, and/or cumulative time-at-temperature (out-life).

Objective evidence shall be retained demonstrated:


- Storage temperature and humidity.
- Total time-at-temperature (out-life).
- Remaining shelf life prior to incorporation into hardware.

Records shall be maintained per and made available to Salient Motion upon request. Nonconforming or expired materials shall be segregated and disposed of.

### 17.1 Electrical, Electronic, and Electromechanical (EEE) Parts Control

The Supplier and sub-tier suppliers shall ensure all Electrical, Electronic, and Electromechanical (EEE) parts meet the following age and manufacturing requirements:

All EEE parts: Dated no more than five (5) years prior to shipment. This requirement applies to all assemblies, subassemblies, and articles delivered under this contract. Any

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deviation from these limits requires prior written authorization from Salient Motion, which must accompany each shipment. Noncompliance without such authorization constitutes a material breach of contract.

The Supplier shall maintain full traceability to the original component manufacturer (OCM) and ensure counterfeit part prevention in accordance with AS5553.

### **Electrostatic Discharge (ESD)**

The Supplier and its subcontractors handling Electrostatic Discharge components shall establish and maintain an ESD Control Program in accordance with ANSI/ESD S20.20, Standard for the Development of an Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies, and Equipment. All ESDS items shall be packaged, labeled, and handled in compliance with ANSI/ESD S20.20 requirements.

The ESD Control Program shall include:

- Designated ESD-protected areas.
- Personnel training and certification.
- Grounding, packaging, labeling, and handling controls.
- Verification of protective materials and packaging integrity.

### **General Shipping and Handling**

The Supplier shall package, label, and ship products to prevent physical damage, contamination, electrostatic discharge, or environmental degradation, in accordance with AS9100, Clause 8.5.5 and applicable purchase order requirements. Packaging methods and materials shall provide adequate protection against shock, vibration, humidity, and foreign object intrusion.


Each shipment shall include:

- A Certificate of Conformance (CoC);
- Shipping documentation listing part numbers, serial numbers, and revisions.
- Objective evidence of all approved deviations or concessions.

Containers shall bear clear handling instructions such as *“Fragile,” “ESD Sensitive,” “This Side Up,”* or *“Keep Dry.”*

Shipping personnel shall be trained and qualified per AS9100, Clause 7.2.

Responsibility for product integrity remains with the Supplier until formal receipt and acceptance by Salient Motion. Noncompliance may result in rejection or return at Supplier’s expense.

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## 18. Inspection

### First Article Inspection (FAI)

The Supplier shall perform a **First Article Inspection (FAI)** for each new part number, configuration, or manufacturing process produced for **Salient Motion**. The FAI shall be planned, executed, and documented in full compliance with the latest revision of **SAE AS9102, Aerospace First Article Inspection Requirements**, unless otherwise directed in writing by **Salient Motion Quality Assurance**. FAI documentation shall be retained as quality records and provided upon request.

### Acceptance Authority Media (AAM)

The Supplier shall establish and maintain a documented system to control all Acceptance Authority Media (AAM) (e.g., inspection stamps, electronic signatures, badges). AAM shall be issued only to authorized personnel, safeguarded from misuse, and traceable to the individual responsible for product acceptance. The Supplier is accountable for all actions taken under its AAM system and shall immediately report any lost or compromised AAM to Salient Motion Quality Assurance.

### Sampling Inspection

The Supplier shall obtain prior written authorization from Salient Motion Supplier Quality before using any sampling inspection methods to accept Salient Motion designed articles. Sampling plans shall comply with recognized statistical standards (e.g., ANSI/ASQ Z1.4).

## 19. Manufacturing Planning

### Production and Process Planning


The Supplier shall establish and maintain documented manufacturing and process plans to ensure that all work affecting Salient Motion product quality is properly controlled and traceable.

Plans shall define, at a minimum:

- Sequence of manufacturing, inspection, and testing operations.
- Applicable drawings, specifications, and process documents.
- Required equipment, tooling, and inspection devices.
- Defined acceptance criteria and process parameters.
- Identification of special processes requiring approval or qualification.

### Revision Control

All planning and related documentation shall reflect the latest approved configuration

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and revision level of drawings and specifications provided or approved by Salient Motion.

Suppliers shall maintain a controlled system to prevent use of obsolete planning, documentation, or tooling.

## Process Validation and Control

Before production, the Supplier shall validate any new or changed manufacturing process affecting form, fit, or function of Salient Motion products.

Documented first article inspections (FAI) shall be conducted in accordance with AS9102 when required.

## Planning Availability

Manufacturing and inspection plans shall be readily available to Salient Motion for review or audit upon request.

# 20. Materials

## 20.1 Furnished Articles, Materials, and Equipment


Suppliers agree to establish and maintain documented methods for the verification, control, use, and accountability of all articles, materials, and equipment furnished by Salient Motion. Such control shall include appropriate training for personnel, compliance with all confidentiality obligations, and adherence to access restrictions.

Supplier shall notify Salient Motion Procurement within three business days of any loss, damage, or deterioration of furnished property, including a written report describing the circumstances and cause.

Upon completion or termination of the contract, Supplier shall return or dispose of all remaining furnished items in accordance with Salient Motion's written instructions or contract terms. Supplier shall retain records of all furnished property and its final disposition for the period of 10 years.

## Country of Origin / ITAR / EAR Compliance

Supplier shall ensure that any subcontractor or sub-tier supplier located outside the United States engaged in the manufacture of Salient Motion designed articles holds a current and valid bilateral agreement with the U.S. Government, as required by the International Traffic in Arms Regulations (ITAR) and Export Administration Regulations (EAR).

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Supplier shall not export, re-export, or disclose any technical data, defense articles, or controlled information in violation of applicable U.S. export control laws and regulations.

## Receiving Inspection

Suppliers shall maintain a documented receiving inspection process to verify the conformity and integrity of all incoming materials, components, and equipment.

This process shall confirm that:

- Items with limited shelf life are within their specified expiration period.
- Received items match the articles, equipment, or materials listed in the purchase order.
- Documentation (including bill of lading, packing list, or equivalent) accurately corresponds to the delivered items.
- Unaccepted or discrepant materials are kept separate from accepted materials.
- During inspection or testing, items are handled with required equipment and under specified conditions to prevent damage or spoilage.


Supplier warrants that all received materials are inspected and verified in accordance with the approved quality management system and applicable contractual requirements.

## 20.2 Counterfeit Part Prevention

Suppliers shall implement controls to avoid the use of counterfeit or suspect counterfeit parts, including but not limited to raw materials and particularly for electrical or electronic components, in accordance with SAE AS5553 or AS6174, and DFARS 252.246-7007, DFARs 252.246-7008. For all electrical and electronic components or assemblies containing electronic components Supplier must maintain a counterfeit risk mitigation plan including utilizing a counterfeit parts prevention program that includes practices for avoidance, detection, mitigation, and disposition. Failure to maintain an acceptable counterfeit electronic part detection and avoidance system, as defined in this clause, may result in disapproval/cancelation of the purchase order and/or withholding of payments and affect the allowability of costs of counterfeit electronic parts or suspect counterfeit electronic parts and the cost of rework or corrective action that may be required to remedy the use or inclusion of such parts. If a part/component is supplied to Salient Motion and is discovered to be counterfeit, Supplier must notify Salient Motion in writing within 24 hours of discovery.

## 21. Material Traceability

The supplier must maintain full material lot and batch traceability from receipt to delivery, ensuring each raw material, consumable, and component can be linked to its manufacturer's lot. Lot, batch, or serial numbers must be recorded and traceable throughout the supply chain, and provided with shipments documentation, and

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additionally upon request electronically. Raw materials from different heats, lots, or batches must not be comingled. Procurement from brokers is prohibited. Complete traceability must be maintained for all material batches, processing certifications, test results, and inspection data for each critical article. If seller cannot provide traceability to the OEM, when notified Salient Motion reserves the right to cancel the order at no cost.

## 22. Nonconformance Products and Services

### Corrective Action

Salient Motion Quality reserves the right, at its sole discretion, to issue a Corrective Action Request (CAR) for any nonconformance, defect, or process deviation identified in product, documentation, or performance. The Supplier shall cooperate fully and provide all data, samples, and objective evidence necessary to support Salient Motion's investigation.

#### Supplier Response Requirements

The Supplier shall:

- Submit a written response to each CAR within ten (10) business days, or by the due date specified by Salient Motion Quality.
- Ensure all responses comply with Salient Motion's corrective-action requirements and format unless otherwise authorized in writing.
- Address the root cause, containment, corrective, and preventive actions with supporting verification evidence.

Failure to meet response or containment deadlines may result in suspension of shipments or quality-system review.

### Corrective Action Effectiveness and Follow-Up


If a Supplier's corrective action is found ineffective, incomplete, or delayed, Salient Motion may require additional investigation, on-site verification, or third-party audit at the Supplier's expense. Persistent or systemic noncompliance may lead to supplier disqualification, withholding of payment, or contract termination as permitted under the governing Purchase Order terms.

### Preventive Action and Risk Mitigation

The Supplier shall implement a Preventive Action Program consistent with AS9100 Rev D Clause 10.3, focused on identifying and mitigating risks before nonconformities occur.

The program shall include:

- Analysis of process trends, audit findings, and field returns to identify potential failure modes.

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- Implementation of proactive controls or process improvements to reduce recurrence risk.
- Verification of preventive-action effectiveness and documentation of results.

Suppliers are expected to demonstrate continual improvement and risk-based thinking in all quality management processes supporting Salient Motion deliverables.

Suppliers are expected to demonstrate timely and effective closure of all Corrective Action Requests (CARs) issued by Salient Motion.

Repeated or systemic quality issues, or failure to respond adequately to corrective actions, may trigger an escalation audit, probationary status, or disqualification from future procurements.

### **Discrepancy Control**

The Supplier shall not authorize or use any article, material, or process that does not fully comply with purchase order or drawing requirements without written approval from Salient Motion.

The Supplier shall maintain a documented Discrepancy Management Program that ensures:

- Immediate identification and segregation of discrepant product from conforming material.
- Secure containment in a designated, access-controlled area pending formal disposition.
- Verification of corrective and preventive actions prior to release or reintroduction into production flow.


### **Nonconforming Product Notification**

The Supplier shall immediately notify Salient Motion within in 48 hours in writing upon discovery of any nonconforming product, material, or process affecting deliverable hardware or services.

Shipment of nonconforming product is prohibited unless written authorization for disposition is obtained from Salient Motion Quality Assurance prior to shipment.

The written notification shall include, at minimum:

- Supplier name
- Purchase Order (PO) number
- Part number and description
- Quantity affected
- Description of the nonconformance or defect

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The Supplier shall provide documented root cause analysis, corrective action, and preventive measures to eliminate recurrence. Failure to meet contractual delivery or quality requirements that impact Salient Motion's customer commitments may result in late fees, cost recovery, or contractual penalties.

## 23. Personnel and Qualifications

The Supplier must have a system to identify, select, train, and maintain competences and qualifications of its personnel to satisfy all requirements in this Supplier Quality Requirements Manual and those included or referenced in the Purchase Order. Records of training, operator certification, skills, and experience shall be maintained. The Supplier shall make available evidence of appropriate skills and initial and recurrent training & tests when required by Salient Motion.

Supplier shall ensure all personnel are aware of:

- Their contribution to product/service conformity
- The importance of product safety
- The need for ethical behavior in aerospace manufacturing

Are given appropriate authority to discharge their responsibilities and their contribution to product or service conformity.


## 24. Processes and Services

The Supplier shall establish and maintain a documented process to ensure that all articles and services are analyzed, reviewed, and provided in full compliance with the contractual requirements specified in the Purchase Order, Supplier Quality Manual and/or SOW, and any additional requirements referenced in applicable technical data (including, but not limited to, specifications, drawings, process requirements, and work instructions).

### Design Tracking and Control

Including but not limited to:

- Hardware design - as defined in the Purchase Order and supplier requirement documentation.
- Electronic/Software design - Suppliers contracted to develop electronic components or Software for Salient Motion shall establish and maintain a design

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assurance and maintain a software quality and development program. The Supplier shall coordinate the development program with Salient Supplier Quality and Engineering, through Procurement, for review and formal approval.

- Manufacturing Planning and Traceability - Manufacturing planning shall ensure the consistent production, inspection, and testing of products and services to verify conformity with all contractual and configuration requirements. The planning shall explicitly identify the product part number and the drawing revision to which it is manufactured.

## Configuration Management

Supplier shall submit a Supplier deviation request per NCR form if product does not meet the Purchase Order requirements.

The Supplier shall maintain all documentation supporting the required configuration including engineering drawings, specifications, and test plans—at the manufacturing facility in a secure and controlled location. The Supplier shall implement a documented method to verify that the planned and as-built configurations conform to the configuration specified in the Purchase Order.

## 24.1 Control of Key Characteristics

The Supplier shall identify and implement controls to manage variation in any attribute or feature designated by Engineering or the Supplier as a *Key Characteristic*, where such variation could affect product fit, form, function, performance, service life, or producibility.

## Design Data Changes


The Supplier shall not modify any design data, including drawings, specifications, or related documents, without prior written approval from Salient Motion. If a design error or non-producibility issue is identified, the Supplier shall prepare and submit a Design Change Request to the Procurement Manager.

## Test Specimens

The Supplier shall provide test specimens for design approval, inspection, verification, investigation, or audit as required by the Purchase Order.

## 25. Record Retention

Unless otherwise specified by the Purchase Order (PO), Salient Motion, or regulatory authority, the Supplier shall retain all quality and manufacturing records for a minimum period of ten (10) years from the date of final shipment.

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Records subject to this requirement include, but are not limited to:

- Certificates of Conformance (CoC).
- Material and process certifications.
- Manufacturing travelers and routers.
- Inspection and test data.
- Calibration and maintenance logs.
- Nonconformance, corrective action, and traceability records.
- Special process and environmental control documentation; and
- Sub-tier supplier certifications and documentation.

After the 10-year retention period, records may be destroyed only with written authorization from Salient Motion Quality Assurance.

### Transfer of Records

If a Supplier ceases business operations or cannot maintain records for the full retention period, all applicable records shall be transferred to Salient Motion or its designated representative within 30 calendar days of written request. Failure to comply may result in contractual remedies, including cost recovery or legal enforcement.


## 26. Release of Products and Services

The Supplier shall ensure that all products and services provided to Salient Motion are verified and conform to all applicable drawings, specifications, and purchase order requirements prior to release. No product or service shall be released to Salient Motion without documented evidence of inspection and verification demonstrating full compliance with contractual requirements.

All release documentation shall be traceable to the individual performing final inspection and to the product lot, serial number, or batch. Electronic signatures, stamps, or acceptance authority media used to signify product release must comply with **AS9100D Clause 8.6, Salient Motion AAM control requirements**, and applicable regulatory standards.

## 27. Right of Access

Salient Motion, its customers, and regulatory authorities reserve the right to access the Supplier's facilities, applicable records, and sub-tier suppliers involved in the order, contract or SOW. Suppliers shall allow access to Salient Motion and its FAA representatives to view or visit Suppliers records and/or facilities within 24 hours of request if in the US, and within 48 hours if outside of the US. All record requests shall be supplied to Salient Motion within 24 hours of request through mail or electronically as

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agreed upon by Salient Motion and the Supplier. Visits by regulatory authorities only as required by governmental contracts.

For onsite physical visits, including annual Audits for quality assessments and compliance with certification standards Salient Motion will provide prior notice. Suppliers shall provide evidence that all quality requirements are being met and shall assist in providing audits, assessments and investigations. Suppliers agree to cooperate fully with such audits or inspections and to implement corrective actions in a timely manner as identified by Salient Motion or its designees.

Annual Quality Audits or Supplier Visits focus but are not limited to the following criteria:

**Investigation of Quality Concerns**

Supplier shall promptly investigate any quality concerns as they arise and take appropriate action to prevent recurrence.

**Verification of Corrective Actions**

Supplier shall verify that corrective action activities are implemented and progressing in a timely manner.

**Evaluation of Operational Changes**

Supplier shall assess and document the effects of any changes to facilities, processes, equipment, or management to ensure continued compliance with contractual and quality requirements.

**Flow-Down of Requirements**

Supplier shall ensure that all contractual and quality requirements are effectively communicated, understood, and applied to all applicable subcontractors.

**Supplier Quality Requirements Manual**


Supplier shall maintain, implement, and comply with the current version of the Supplier Quality Requirements Manual.

**Subcontractor Quality Oversight**

Supplier shall investigate any subcontractor quality concerns and verify the implementation of the subcontractor corrective actions.

Source Inspections may be requested with Suppliers or Sub-Tier Suppliers if poor quality, or repeated delivery issues occur. If requested Suppliers / Sub-Tier Suppliers shall coordinate a scheduled access date within 5 business days. Suppliers shall provide all records to Salient Motion upon request at the scheduled source inspection date/time or within 24 hours following the source inspection planned visit. Repeated offenses in quality and on time delivery may result in removal from the Approved Supplier List.

## 28. Special Processes

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Special processes (e.g., welding, heat treat, plating) must be performed by NADCAP-approved providers unless waived in writing by Salient Motion.

## 29. Source Control Drawings (SCDs)

When discrepancies are discovered that affect the top-level Salient Motion part number or drawing notes, the Supplier shall submit a formal discrepancy request using the Salient Motion Supplier NCR form. Discrepancies requiring design revision or new part-number assignment shall be submitted to Salient Motion Engineering and Quality for evaluation and approval. If discrepancies can be reworked to drawing requirements and do not impact on the top-level part number or design intent, the Supplier may process the issue internally under its approved discrepancy management system, without formal submission to Salient Motion.

## 30. Stop Work Order

Salient Motion shall notify Suppliers of “stop work orders” as soon as possible in writing, it is the contracted Supplier’s responsibility to communicate the “stop work order” to all contracted parties support and/or Sub-Tier Suppliers. Salient Motion shall specify if the “stop work order” is a temporary or permanent stop and will advise in writing and via purchase order amendment or cancelation; no work shall resume until notified by Salient Motion.


## 31. Tooling & Equipment

The Supplier shall ensure that all required production and support equipment—including machinery, tooling, molds, fixtures, templates, instrumentation, computers, software, and associated utilities—is available, maintained, and capable of producing conforming products and/or services in accordance with this Supplier Quality Manual and applicable Purchase Order (PO) requirements. All equipment shall be suitable for its intended use and maintained in a serviceable condition to prevent degradation of product quality. Monitoring and Measuring Equipment (MME)

The Supplier shall ensure that all monitoring and measuring equipment used in product realization is calibrated and verified prior to use

Calibration shall be traceable to recognized national or international standards through one of the following sources:

- A National Metrology Institute (NMI);
- An extension or affiliate of an NMI (e.g., accredited municipal or state metrology laboratories); or

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- A commercial calibration laboratory holding valid ISO/IEC 17025 accreditation for the applicable measurement scope.

The Supplier shall maintain calibration records as objective evidence of compliance and make them available to Salient Motion upon request.

### **Tooling and Fixture Control**

The Supplier shall establish and maintain a documented Tooling Control Program governing all production and inspection tooling used to fabricate or verify articles, subassemblies, or assemblies.

The program shall include provisions for:

- Initial acceptance and verification prior to production use.
- Periodic inspection, maintenance, and re-verification.
- Proper storage, identification, and environmental protection.
- Disposition and removal from service when tooling is deemed unfit or beyond its useful life.

Tooling and fixtures owned by Salient Motion shall be clearly identified, safeguarded from damage or misuse, and used solely for authorized purposes.

### **Tooling Ownership and Return**

#### **Ownership and Custody**

Tooling, fixtures, gauges, test equipment, and related items furnished, paid for, or otherwise owned by Salient Motion or its customers shall remain the property of Salient Motion. The Supplier shall hold such items in trust, maintain them in good condition, and use them exclusively for authorized work performed under Salient Motion's direction.

#### **Identification and Recordkeeping**


Supplier shall clearly mark all Salient Motion-owned tooling and maintain inventory records identifying each item by part number, serial number, or unique identifier.

#### **Maintenance and Inspection**

Supplier shall maintain and inspect customer-owned tooling at defined intervals to ensure continued conformity and fitness for use. Repairs or modifications shall not be performed without prior written authorization from Salient Motion Quality Assurance.

#### **Return and Disposition**

Upon completion, termination, or cancellation of the purchase order, all Salient Motion-owned tooling and associated documentation shall be returned in serviceable condition,

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unless otherwise directed in writing. Suppliers shall not scrap, transfer, or repurpose such items without prior written authorization.

### **Liability**

Supplier assumes full responsibility for loss, damage, or misuse of Salient Motion owned tooling while under its custody or control. Failure to safeguard such property constitutes a material breach of contract and may result in financial liability or recovery actions by Salient Motion.












# Supplier Quality Manual

Final Audit Report

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