3H Communication Systems

FORMAT:

“CODES APPLICABLE TO SUPPLIERS”

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Document Record

REV.	Change Control	Responsible	Approval Date
A	Initial release	QMS Coordinator	03/06/2021
B	Spanish wording has been removed	QMS Coordinator	13/07/2021
C	Were added two tables with quality applicable codes for raw material and not raw material	QMS Coordinator	10/08/2022

Approved by:			
General Management	**Operations Management**	**Quality Management System**	**Quality**

SUPPLIER QUALITY CODES AND FLOW-DOWN REQUIREMENTS

3H is an abbreviation of 3H Communication Systems.

CODE OF CONDUCT

QC-AA Suppliers shall ensure operations are being performed in a manner that is appropriate, as it applies to their ethical, legal, environmental, and social responsibilities. Below is a listing of the basic requirements:

- **Compliance with Local Laws and Regulations.**

Suppliers must adhere to the laws and regulations in the locality in which they reside. This includes all local, state, and federal laws/regulations in the country of origin.

- **Compliance with Environmental, Health, and Safety Laws.**

The Supplier must maintain and operate its manufacturing/production facilities and processes in accordance with local, state, and federal laws/regulations in the country of origin. At no time shall any 3H person be exposed to hazardous materials or unsafe conditions as a result of Supplier shipments to a 3H location, or while visiting a Supplier's location. For items with inherent hazards, safety notices must be clearly visible. As applicable, documented safety handling and protection information must be provided.

- **Non-Discrimination.**

Suppliers shall not discriminate against race, color, sex, religion, age, physical disability, political affiliation, or other defining characteristics as prohibited by local, state, and federal laws/regulations in the country of origin.

Confidentiality.

The Supplier shall ensure the confidentiality of 3H contracted products and projects and related product information, as well as intellectual property shared as a result of the working relationship.

QC-A The Supplier shall meet the purchase order requirements that may include engineering drawings, specifications, work instructions and process requirements without exception. Changes to the conformance of the purchase are not authorized without 3H Approval.

QC-B The supplier must provide and maintain an inspection system which ensures that all products and services submitted to 3H for acceptance meet the requirements of the purchase order regardless of whether they were manufactured or processed by the supplier or any of its subcontracted sources. The supplier and its subcontractors at all levels must carry out or have developed the inspections and tests required to corroborate the conformity of the product with the drawing, specifications, and requirements of the purchase order, including any key features. The supplier must also carry out or have developed all inspections and tests, although they have not been required by the purchase order. The supplier inspection system must be documented and available for review by the 3H representative.

QC-C The supplier has the responsibility to ensure that the employees who carry out the operations are qualified / trained to perform them. The supplier shall identify the training required to provide its workers with the necessary training to produce the products in accordance with the requirements that 3H sets out in this document. Supplier employees must demonstrate that they have the necessary training and competence to consistently produce quality products.

QC-D All communication regarding any 3H purchase order must flow through the purchasing / quality representative. At no time should the supplier include contact from the supplier to the customer regarding any work covered by an 3H purchase order. The supplier must notify 3H of any change in management, ownership, location, or certification status. The supplier must notify 3H before outsourcing any product originally produced by the supplier. The supplier must ensure that its employees are aware of their contribution to product / service compliance, product safety and the importance of ethical behavior.

QC-E The buyer will provide a quality survey to new suppliers in which the supplier must capture general information, quality management system, design information (when applicable), procurement, manufacturing and material control, final acceptance, measuring equipment, information quality, statistical process control, customer service and sales. The supplier will be evaluated on a quarterly basis by the Purchasing / Quality department, the buyer will report the results of said evaluation in a period not exceeding 36 hours after the evaluation.

QC-F The buyer may conduct visits / audits at the supplier's facilities. The Supplier must maintain and operate its manufacturing / production facilities and processes in accordance with local, state, and federal laws / regulations of the country of origin. At no time should any 3H person be exposed to hazardous materials or unsafe conditions as a result of shipments from the Supplier to the facilities of 3H or while visiting the Supplier's premises Neither audits, examinations, inspections and / or tests performed by the Buyer or Buyer's representative in any facilities of the Supplier or of the Buyer itself, nor does the supplier's compliance with the applicable Product Assurance Requirements clauses described herein, should limit the supplier of the responsibility of providing products that meet all the requirements of the Purchase Order.

QC-G For products in which the supplier has responsibility for the design, the supplier must maintain documented procedures to control and verify the design of the product to ensure that the specified requirements are met. The design control system must address the following activities:

- Design and development planning
- Organizational and technical interfaces.
- Design entries
- Design outputs
- Design reviews
- Design verification

• Design validations

• Design changes.

QC-H All special process providers must be accredited and approved by NADCAP. It will also provide the certificates that certify compliance with these standards and reference it in the processing certificates. Measures will be established to ensure that special processes, including welding, heat treatment and non-destructive tests are controlled and performed by qualified personnel using qualified procedures in accordance with applicable codes, standards, specifications, criteria, and other special requirements. Special processes delivered will be produced in accordance with the PO, the drawing, and the applicable specifications. Any deviation (including the use of specifications replace), must be authorized and approved by the design authority. 100% inspection is required for all key or critical features identified.

QC-I The supplier's inspection system must provide procedures which ensure that the latest drawings, specifications, and instructions required by the purchase order, as well as other authorized changes, are used for manufacturing, processing, inspection, and testing.

– 100 % Inspection

The Supplier must carry out 100% inspection of all the characteristics of the products covered by the Purchase Order. Records of the actual results thrown by the 100% Inspection of the supplier must accompany each delivery of products to the Buyer. Reports and records of final Inspection / Final inspection reports and records with each delivery of product (s), the Supplier must provide a copy of the final inspection reports and / or records showing the actual results (dimensions, values, etc.) obtained by the supplier during the final inspection of the delivered products. Test report for calibration / Test report for calibration with each delivery of calibrated measurement and / or test equipment, the supplier must provide a copy of the supplier's test reports showing the actual results (dimensions, values, etc.) obtained by the supplier during the calibration of the device, such reports of test must meet the appropriate specification to the equipment.

QC-J Process control procedures that employ statistical techniques (SPC/Cpk) shall be an integral part of the inspection system when such inspections are part of the purchase order specification requirements.

QC-K1 Quality Management System

The Supplier must document, implement, and maintain a quality management system that includes a quality manual and required procedures to ensure that manufacturing and quality / inspection processes are defined and controlled to produce products that meet the defined data, and quality requirements established in the contract with 3H (including the clauses specified by this document). The provider system must be subject to audits by an 3H quality representative. The documented system must include at least the following: Product identification control (including a process to maintain identification control of manufacturing batches, and metric segregation), traceability of all products and materials according to specific requirements, control of manufacturing processes, material testing, segregation, documentation and disposal of non-conforming material, use of approved suppliers for special processes and / or provision of materials, inspection and process system, first article inspection, internal audits, corrective action, processes to fix and obtain

inspection by the customer in its facilities, flow and verification of buyer requirements to its subcontractors. When applying, the supplier must maintain a Quality System that complies with the Aerospace Standard AS9100 (Last revision according to the release of the purchase order). The Quality System of the supplier is subject to audits by the 3H Quality Representative.

QC-K2 All material used or processed by a sub-level supplier for an 3H purchase order must be a source approved by 3H. All material used or processed by a sublevel supplier must be a source approved by 3H customers. Contact quality engineering before determining sub levels. The supplier must transmit to its sub-level suppliers the requirements applicable to each purchase order.

QC-K3 Nonconforming Material Control

The supplier must establish and maintain an effective and positive system for the control of nonconforming material, including procedures for the identification, segregation, presentation, and disposal of repaired or reworked product. Repair of nonconforming product must be in accordance with documented procedures acceptable to 3H. Acceptance of the non-conforming product is a prohibited without 3H approval. All nonconforming material must be positively identified to prevent use, shipping and mixing with compliant product. Detention areas, mutually agreed between the Provider and 3H, must be provided by the provider. Any product found not in accordance with the drawings, specifications, purchase order or any other applicable requirement of the buyer should be documented by the supplier and reported to the buyer. The supplier must not send any non-conforming product to the buyer without prior authorization from the buyer or the buyer's representative. Product rejected by the buyer and re-submitted by the supplier must be clearly identified as a product submitted by the supplier's shipping documents containing a “replacement” or “reworked” product declaration and must include the rejection document number reference of the buyer.

QC-K4 Counterfeit Product

3H providers shall have a documented program to avoid, detect, mitigate, and dispose of counterfeit parts and materials where appropriate. Suppliers must also inform their sub-level suppliers of the requirements of documented programs for the control of counterfeit parts. Inspection and testing processes should identify and consider items with the following indications as suspects:

• Altered name, logo, serial number, and manufacturing date of the manufacturer.

• Elements that differ in configuration, dimensions, fit, finish, color, or other attributes as expected.

• There are missing marks on articles or documentation, they are unusual, altered, or inconsistent with expectations.

• Trademarks or documentation of a country other than that of the sub-supplier.

• Items, sold as new, exhibit evidence of prior use

• Performance incompatible with the specifications or certification or test data provided

• Documentation that seems altered, incomplete or lacks the expected traceability.

All suppliers must establish measures to ensure that counterfeit or fraudulent items are not provided in purchase orders or contracts of 3H.

QC-K5 The supplier must notify the buyer of any change in its processes, products or services including changes of its sub-level suppliers. Supplier must not re-locate any production, manufacturing and / or processing facility during the development of a purchase order, without the prompt notification of the buyer and giving the buyer the opportunity to examine such facilities for compliance with the Quality Assurance requirements., including anything necessary. The supplier must ask the buyer for approval of any of the changes mentioned above.

QC-K6 The responsibility to provide products that meet the requirements of the purchase order and the supplier's compliance with the terms of the supplier's product guarantee requirements described in this article cannot be omitted by audits, examinations, inspections and/ or tests carried out by the buyer or representative of the buyer.

QC-K7 When stated in the purchase order the Supplier must provide the buyer, verification tests with a test sample of the additional product, the same batch of material and processed simultaneously with the product batch of the purchase order. The test samples must be of the same measure, quantity and configuration required by the specification applicable to the material and / or the buyer, or as specified in writing when not taken into consideration by the material specification. Both the test sample and the shipping documents of the supplier must identify the sample, part number, process, and batch number. Supplier must prepare a trial acceptance procedure for items delivered under this purchase order. The test acceptance procedure must include at least the equipment, sequence, and steps necessary to carry out the acceptance test. The Purchaser may refuse to accept items delivered under the purchase order if the Supplier does not provide the certification, documentation, reports / test data specified in the purchase order. The documentation includes inspection records by the buyer at the supplier's premises when this type of inspection is carried out.

QC-K8 Unless otherwise specified in the purchase order, the supplier must retain all required records as objective evidence in accordance with the requirements of the purchase order, including supplier records and certification of the inspection and tests carried out during Procurement, manufacturing, testing, processing, inspection, preservation, packaging, and shipment of products in the purchase order, for a minimum 11 years after the purchase order is completed. Such records must be available to the buyer for review if required. The supplier must notify the buyer before destroying the records.

QC-M The supplier's employees must bear in mind their contribution to the conformity of the product or service they provide to the buyer. As well as the importance of ethical behavior taking into account that any evidence of corruption, bribes, inappropriate advantage, or any other form of illegal practice by the Supplier and related operations will terminate all relations with 3H. The supplier must verify through verification, audit, and inspection activities that the activities that affect the functions related to product safety have been carried out correctly.

QC-N Corrective Actions

When a quality deficiency is found to exist (including product, process, and system), the buyer will require corrective action from the supplier. Immediate notification of an escaped defect is 24 hours. The complete corrective action response time (is no more than 30 business days since the corrective action requisition is required), and must include at least the following information: root cause analysis using the 8D method, the result of all the investigation actions taken by the supplier, detailed preventive action plan addressed to the root cause and all the facts related to the supplier's investigation and the effectiveness (date of compliance) of all actions in the supplier's corrective action plan. The Supplier's corrective action plan must be approved by the buyer to ensure that the actions are sufficient to eliminate the root cause. When a corrective action is required for items inspected by the Government (GSI), the supplier must coordinate such action with the buyer and the Government Quality Assurance Representative assigned to the plant.

QC-O Certificate of conformance

With each shipment of items belonging to the purchase order the Supplier must provide, on the packing list / shipper or in a separate document, the written and signed declaration that: - The delivered items comply with all specifications and other requirements of the purchase order. - Processes used in the manufacture of the delivered items are in compliance with the applicable specifications to form the parts of this purchase order. - The product has not been reworked, reprocessed, or modified by the Supplier in any way except as specified by the Purchase Order. - The Certificates of Conformity must contain at least: Part number, revision, specification number, batch / heat number, manufacturer (if not the seller), for products with useful life the date of manufacture and expiration, amount sent, 3H PO number, provider name, address, and signature of the quality representative. - All raw (metal) materials including those classified as specialty materials, stainless steel, aluminum, brass, etc. must be (USA) domestic or comply with the specifications of the Federal Defense for Acquisition Regulation (DFAR) 225.872-1. If the Provider does not have a copy of DFAR 252.225-7014 (Alt 1) or DFAR 225.872-1 with the list of specialty metals and (approved) countries, the Provider shall contact 3H.

QC-P Identification and Traceability

All products must be identified according to the drawing, specification and / or requirements of the purchase order. All raw material must be identified with the laundry number / lot and the applicable type of material. When supplied in small cut pieces, the container must carry the required identification. In addition, the supplier must maintain an effective system for traceability of material per batch / laundry number including any intermediate sub-supplier.

QC-Q Obsolescence

In each container of and in the certification for material (s) with specific or limited shelf life, the Supplier must show the date of curing or manufacturing, expiration date or shelf life, lot number and when applicable, any special conditions for storage and handling. The information must be additional to the normal requirements of identification of the drawing, specification and / or purchase order. The time between the date of curing

or manufacturing of these materials and the scheduled date of receipt by the Buyer under the Purchase Order must not exceed one third (1/3) of the useful life of the material without prior deviation from the Buyer for each shipment. For items with warranty, the supplier must submit with each shipment a guarantee of the expiration date of each item part of the shipment. This information must be included in the applicable shipping documents. For products that the supplier has responsibility for the design, the Supplier You must develop and implement a process of obsolescence management parties.

QC-R Certification Requirements

The supplier must provide all the certifications, generated by the supplier or subcontracted sources, required by the Purchase Order or the clauses described here, with each delivery of products of the Purchase Order. The supplier is responsible for verifying the certifications provided by its subcontractors for their adequacy, legibility and compliance with the purchase order and the requirements described here. To ensure the adequacy and authenticity of all certifications provided by the provider, the certification must include the name of the organization generating the document and must be signed by an organization official and must be legible enough to produce a readable scanner copy. The Supplier must include in the certificate of conformity the purchase order number, the line number of the item and the batch or traceability number of the manufacturer.

QC-S Foreign Object Debris (FOD)

The supplier must maintain the requirements and procedures for the control of waste and damage by foreign objects, the elimination and prevention during the production process, the shipping operations, and the external processes.

QC-T Material Contamination Requirements (Mercury Free) Mercury free statement. The supplier must provide on the packing / shipping list or in a separate document, the written declaration that all products and / or services provided are not in contact with or have been exposed to instruments or equipment of mercury, or mercury in some other way. This certification must comply with at least the part number, revision, batch or heat number and Purchase Order number.

QC-U Product Preservation

All products sent to 3H must be packed, stored, and transported in a way that prevents damage and preserves product compliance.

QC-V Right of Access

3H, its customers and the applicable regulatory authorities are granted the right of access to all facilities and records of the Supplier and the Supplier of secondary level involved in compliance with the requirements of the Purchase Order for compliance with the requirements.

QC-W Ethics.

- Labor.

Child Labor – Suppliers shall employ workers of minimum legal age in accordance with local, state, and federal laws/regulations in the country of origin. Child labor laws must be followed.

Forced/Indentured Labor – Suppliers shall not practice the use of forced or indentured labor.

Work Hours/Days - Suppliers shall not exceed the daily and weekly working hours as permitted by local, state, and federal laws/regulations in the country of origin.

Wages and Benefits – Suppliers shall compensate workers in accordance with local, state, and federal laws/regulations in the country of origin. This includes minimum legal wage, overtime wages, and benefits (required by law).

- **Ethics.**

Evidence of corruption, bribe, improper advantage, or any other form of illegal practice by the Supplier or associated operations will terminate all relations with 3H.

QC-X The supplier shall implement and maintain a plan for improvement and continuous improvement of quality in order to reduce the number of non-conformities and undertakes to fulfil the objectives established by 3H.

VENDOR CLASIFICATION (RAW MATERIAL)	APPLICABLE CODES (RAW MATERIAL)
Manufacturing	QC-AA, QC-C, QC-K7, QC-K8, QC-P, QC-Q, QC-S, QC-T, QC-U, QC-K5, QC-W, QC-GG, QC-Q, QC-M, QC-A, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K2, QC-K4, QC-K6, QC-K7, QC-O, QC-P, QC-Q, QC-R, QC-S, QC-T, QC-U, QC-V, QC-W, QC-X
Plating Service	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-E, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-K7, QC-O, QC-P, QC-Q, QC-R, QC-S, QC-T, QC-U, QC-V, QC-W, QC-B, QC-X
Environmental Lab	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-O, QC-R, QC-V, QC-W, QC-X
MRO	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-O, QC-R, QC-V, QC-W, QC-X
Machining Service	QC-AA, QC-C, QC-K7, QC-K8, QC-P, QC-Q, QC-S, QC-T, QC-U, QC-K5, QC-W, QC-GG, QC-Q, QC-M, QC-A, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K2, QC-K4, QC-K6, QC-K7, QC-O, QC-P, QC-Q, QC-R, QC-S, QC-T, QC-U, QC-V, QC-W, QC-X
Calibration Service	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-K8, QC-O, QC-R, QC-V, QC-W, QC-X
Equipment Vendor	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-O, QC-R, QC-V, QC-W, QC-X
Certification Service	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-O, QC-R, QC-V, QC-W, QC-X
Machining Service	QC-AA, QC-C, QC-K7, QC-K8, QC-P, QC-Q, QC-S, QC-T, QC-U, QC-K5, QC-W, QC-GG, QC-Q, QC-M, QC-A, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K2, QC-K4, QC-K6, QC-K7, QC-O, QC-P, QC-Q, QC-R, QC-S, QC-T, QC-U, QC-V, QC-W, QC-X
Packing	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-O, QC-R, QC-V, QC-W, QC-X

VENDOR CLASIFICATION (NOT RAW MATERIAL)	APPLICABLE CODES (NOT RAW MATERIAL)
MRO	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-O, QC-R, QC-V, QC-W, QC-X
Calibration Service	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-O, QC-R, QC-V, QC-W, QC-X
Legal	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-O, QC-R, QC-V, QC-W, QC-X
Standard Provider	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-O, QC-R, QC-V, QC-W, QC-X
Furniture Provider	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-O, QC-R, QC-V, QC-W, QC-X
Software	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-O, QC-R, QC-V, QC-W, QC-X
Computer Service	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-O, QC-R, QC-V, QC-W, QC-X
Furniture Provider	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-O, QC-R, QC-V, QC-W, QC-X
Chemical vendor	QC-K5, QC-C, QC-GG, QC-K8, QC-M, QC-Q, QC-D, QC-E, QC-F, QC-G, QC-H, QC-I, QC-J, QC-K1, QC-K4, QC-K6, QC-O, QC-R, QC-V, QC-W, QC-X