

SUPPLIERS QUALITY REQUIREMENTS (SQR)

1.0 PURPOSE

Suppliers to Mantec Services Inc. are required to implement Quality management procedures, comply with the following requirements and ensure that products supplied to Mantec Services meet our purchase orders' requirements.

2.0 ISO 9001:2008 certified suppliers.

ISO certified Suppliers with current Quality Management System certifications are required to notify Mantec Services, Inc. of any change to their certification status relevant to our purchase order requirements.

3.0 Non ISO 9001:2008 certified suppliers

Non-ISO certified suppliers are required to document and maintain a quality management system, at the minimum, for the following processes, where applicable.

- 3.1 Control of Documents
- 3.2 Control of Records
- 3.3 Purchase Order Review
- 3.4 Control of Processes
- 3.5 Identification and Traceability
- 3.6 Control of Customer Property
- 3.7 Control of Monitoring and Measuring Equipment
- 3.8 Measurement and Monitoring of Product
- 3.9 Control of Non-conforming Product
- 3.10 Corrective Action
- 3.11 First Article documentation
- 3.12 Preservation of Product

4.0 Control of Documents and Records

All Suppliers for Mantec Services, Inc. are required to maintain quality management system documents and records to ensure they are readily identifiable, legible, traceable, and available at points of use, stored and protected from deterioration and retrievable when necessary. Quality Documents and changes shall controlled and approved prior to use.

5.0 Customer property

Suppliers shall protect the property such as documents, drawings, equipment or tools and materials provided by Mantec and its customers and ensure the return of drawings provided to facilitate the supply when the contract is completed.

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6.0 Qualification of personnel

Suppliers shall ensure personnel performing work relating to the conformity to product requirements have the necessary training and qualifications to do the assigned jobs.

7.0 Purchase Order Reviews

Suppliers are required to review purchase orders, assess any risks associated with the purchase order requirements and ensure quality product is delivered on time as specified on purchase orders.

8.0 Control of Monitoring and Measuring Equipment

Suppliers are required, where applicable, to ensure that equipment used for monitoring and measurement to provide evidence of conformity of product to requirements are calibrated or verified or both, at specific intervals against measurement standards traceable to NIST prior to use. The equipment shall be identified to determine its calibration status, be safeguarded from adjustments that would invalidate the measurement results and protected from damage and deterioration during handling, maintenance and storage. The results of calibration shall be recorded and maintained. Suppliers approved to perform calibration Services for MSI under purchase order agreement are required to ensure that the MME is calibrated in accordance with NIST standards.

9.0 Special processes

All special processes must be performed by trained and qualified personnel. Suppliers and their supply chain are required to use approved process sources and where the information is not readily available suppliers must contact Mantec Services to obtain any additional information regarding the requirements.

10.0 Identification and Traceability

Suppliers are required to maintain identification and traceability of the product throughout processes in accordance with the purchase order requirements. Products delivered to Mantec Services must be accompanied with Certificate of Conformance, appropriate, process certifications, tests, inspection report, and relevant technical data.

11.0 Documentation

Suppliers are required to perform, document, and maintain information of monitoring and measurement of the product. Where required by the purchase order, the information shall include the following, where applicable:

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- 11.1 First production verification to ensure conformity to product requirement
- 11.2 First Article inspection report
- 11.3 In process inspection information
- 11.4 Final inspection of the product and verification of product, verification stamp.

12.0 Inventory control

Product in inventory shall be properly identified, controlled and released for shipment to Mantec Services Inc. on "First-In, First-Out" basis when feasible.

13.0 Certifications of product conformance

Suppliers shall ensure that shipping documents accompanying the product include the certificate of conformance to product and process requirements.

14.0 Notification of Nonconforming product

Suppliers are required to identify, document, segregate and provide information of any nonconforming product intended to be delivered to Mantec Services Inc. on a rejection tag. The rejection tag must include, at minimum, the information of the following:

- Name of the supplier
- Supplier Rejection Tag number showing the date of the nonconformance
- Mantec Services Inc.'s Purchase Order Number
- Part Number
- Quantity of Product ordered
- Quantity of product being delivered
- Quantity of Nonconforming products on the shipping documents

15.0 Authorization of "Use As Is"

Suppliers must obtain a written authorization from Mantec Services Inc. for the disposition of a nonconforming product for "USE AS IS". When authorized by the customer, authorization letter for "Use As Is" must accompany the product and the shipping documents for delivery to provide traceability.

16.0 Notification of Changes

Suppliers must notify Mantec Services Inc. of any change in the management of the company including any change of location or addition to the facility.

17.0 Flow down of Requirements

Suppliers are required to flow down to the supply chain the appropriate requirements including data, drawings, sketches, process specifications, key characteristics including the

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requirements of Mantec Services Inc. Where the requirements are not specified on the purchase order or unclear suppliers must obtain the necessary information from the Purchasing Manager of Mantec Services Inc.

18.0 Records Retention

Suppliers shall retain quality management system records that provide traceability to product requirements for a minimum of 7 years or when necessary, obtain written approval from Mantec Services Inc., prior to disposal of quality records.

19.0 Right of Entry

Mantec Services Inc. and its customers or government representatives shall have the right of access to applicable areas of all facilities, at any level of the supply chain, involved in the Mantec Services' purchase orders and to all applicable records applicable to conformity to its product requirements.

20.0 FOD (Foreign Object Damage)

Suppliers are required to establish and implement, prevent, detect and remove foreign object damage or contamination to products during production, assembly, packaging and product delivery.

20.1 Suppliers shall flow down the requirements of Foreign Object Damage to their supply chain.

20.0 ITAR Compliance - International Traffic in Arms Regulation

Suppliers must be aware that Purchase Orders, including drawings, Data, or other documents provided under contract may contain sensitive and confidential information, including information protected by United States Government for use by the supplier for the purpose intended.

The delivery of this purchase order other than the intended recipient(s) is not intended to waive any privileges or otherwise detract from the confidentiality of the purchase order. If you are not the intended recipient, or if you receive any purchase order or other confidential information from Mantec Services Inc. in error, do not read, disclose, reproduce, distribute, disseminate or otherwise use the information, rather, please call Mantec Services Inc. or send email to contact person specified below and then after, promptly destroy all copies of the purchase order(s) and attachments, if any.

Contact Information: Suppliers may contact the Purchasing Manager of Mantec Services Inc. at (206)285-5656; Fax: (206) 285-4750; Email: Krystyn@mantecservicesinc.com.

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Approved and Released By: _____ Date: 3/23/2016

President: LaMar Havens