

*External Providers, including vendors, subcontractors and suppliers, are key to NexTek's success and meeting our customer's product and quality needs. External providers are critical to NexTek in; 1) achieving product or service conformity; 2) contributing to product safety; 3) meeting ethical, legal, and environmental obligations and overall contribution to society.*

*NexTek's requirements for external providers include, but are not limited to, the following:*

- a. Documents, which can include part drawings, details, material and process requirements, assembly procedures and measurement or test limits which the provider may be expected to perform;
- b. Any requirements to the provider for the approval, on NexTek's behalf, of:
  1. products and services;
  2. methods, processes, and equipment;
  3. the release of products and services;
- c. Any special competence, including any required skills, such as J-STD soldering qualification;
- d. NexTek purchase orders or contracts, which control production;
- e. Supplier's assistance in defective material issues, including notification of significant in-process failures, and product known or suspected of being inadvertently released to NexTek;
- f. Key providers' performance is measured for both quality and on-time delivery by NexTek.
- g. If design and development is requested, control is required to manage revision updates as needed.
- h. NexTek may require certificates of conformance, and/or certificates of material, finish or special process required. Particularly use of NADCAP approved sources, MIL or industry standard materials or processes, or certification or analysis of material or finish, as indicated on drawings.
- i. NexTek may request test and inspection at the product or lot level. In some cases, NexTek will perform testing at the provider's premises.
- j. In special cases, NexTek may request the use of statistical techniques for product acceptance.
- k. The external provider should:
  - Implement a quality management system; independent registration is preferred.
  - Use specific parts, materials or providers, if requested by NexTek.
  - Notify NexTek about nonconforming processes, products, or services and obtain approval for their disposition. This applies to incoming material unique to NexTek builds, in-process and final;
  - Take steps to prevent the use of counterfeit parts, including purchase of components only from authorized distribution. (Refer to NexTek's Counterfeit Parts Mitigation Policy 720-0338.)
  - Obtain NexTek's approval prior to changes to processes, products, or services, including changes of their external providers ownership or location of manufacture that can have any effect on product quality;
  - Flow down these requirements to next tier subcontractors for any unique or custom parts;
  - Provide first article or test units for design approval, inspection/ verification, investigation, or auditing, when requested;
  - Retain and/or provide quality records as requested, particularly unit or lot test data. Retain records for 60 months, if data not provided to NexTek. Dispose of by shredding or deleting;
- l. Allow the right of access by NexTek, our customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, including subcontractors or lower tier suppliers.
- m. Ensure that persons are aware of their contribution to product or service conformity; their contribution to product safety; and the importance of ethical behavior.