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Abstract

This Supplier Quality Requirements document is to communicate the quality expectations applicable to suppliers whose products or services affect Sequoia's product conformity.

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APPROVED BY	[Approver]	6/14/2022	Joseph Lambert	07/06/26	
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Revisions

REV	DATE	CREATOR	REVISION DESCRIPTION
A	06.29.2026	MK	Overhaul in plain language and rearranged

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1 Purpose

This Supplier Quality Requirements controlled document establishes the quality, regulatory, and contractual requirements applicable to suppliers' providing materials, components, assemblies, special processing, calibration, testing, software, or services to Sequoia Applied Solutions Inc.

These requirements supplement, but do not replace, the purchase order, engineering drawings, specifications, or customer flow-down requirements. Where conflicts exist, the purchase order takes precedence.

2 Scope

This manual applies to all suppliers, manufacturers, processors, distributors, labs, calibration providers, and subcontractors whose work affects product conformity.

3 Quality Management System

Where applicable suppliers shall maintain an effective Quality Management System appropriate to the scope of work performed.

Preferred certifications include:

- AS9100
- ISO 9001

Suppliers without certification may be approved based upon demonstrated capability, risk assessment, customer approval, and performance history.

Suppliers shall notify Sequoia within five (5) business days of:

- Certification suspension
- Certification withdrawal
- Major Quality Management System changes
- Ownership changes
- Facility relocation

4 Approved Suppliers

Sequoia will provide suppliers with documents in order to conduct a review of capabilities and qualifications.

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Suppliers shall purchase materials and outsourced processes only from qualified sources. Sub-tier suppliers shall be controlled to ensure all applicable requirements are flowed down.

Use of customer-designated suppliers does not relieve the supplier of responsibility for product quality.

5 Purchase Order Review

Prior to acceptance, suppliers shall review purchase orders to ensure:

- Requirements are understood
- Drawings and specifications are available
- Capacity exists
- Required certifications are available
- Special processing requirements are understood
- Customer flow-downs are identified
- Questions shall be resolved before work begins

6 Contract Flow-Down

Suppliers shall flow all applicable requirements to lower-tier suppliers, including:

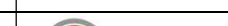
- Engineering requirements
- Special characteristics
- Key characteristics
- Process controls
- Inspection requirements
- Product safety requirements
- Counterfeit prevention requirements
- Export control requirements
- FAR/DFARS clauses
- Customer-specific requirements

7 Risk Management

Suppliers are expected to identify and manage risks that could affect quality, delivery, or regulatory compliance.

Risk considerations should include:

- Capacity

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- Single-source materials
- Obsolescence
- Process capability
- Human factors
- Cybersecurity
- Business continuity

8 Change Notification

Written approval from Sequoia may be required before implementing changes involving:

- Manufacturing location
- Facility relocation
- Process changes
- Manufacturing methods
- Inspection methods
- Material substitutions
- Design changes
- Software revisions
- Tooling changes
- Special process providers
- Key personnel affecting quality

Unauthorized changes may result in product rejection.

9 Configuration Management

Configuration shall be maintained throughout manufacturing.

Only current engineering revisions may be used.

Revision status shall be identifiable throughout production.

10 Product Identification and Traceability

Suppliers shall maintain positive identification of product throughout manufacture.

Traceability shall include, where applicable:

- Heat lot
- Batch number
- Serial number
- Material certification
- Manufacturing records

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- Special process records

Traceability shall be maintained through shipment.

11 Material Certification

Raw materials shall be accompanied by original mill certifications when required.

Material substitutions are prohibited without written approval.

Material certifications shall demonstrate compliance with applicable specifications.

12 Conflict Materials

Suppliers shall comply with all applicable customer, contractual, and regulatory requirements related to conflict minerals.

Suppliers shall:

- Exercise due diligence regarding the source of applicable conflict minerals
- Provide current conflict minerals declarations or other requested documentation
- Flow applicable requirements to sub-tier suppliers

For information regarding U.S. conflict minerals reporting requirements and applicable minerals, refer to the U.S. Securities and Exchange Commission (SEC) Conflict Minerals Rule.

13 Special Processes

Special processes include, but are not limited to:

- Heat Treat
- Welding
- Brazing
- Plating
- Painting
- Chemical Processing
- Passivation
- Anodizing
- Shot Peening
- Non-Destructive Testing

When required, suppliers shall use approved customer-approved sources.

14 Foreign Object Detection (FOD)

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Suppliers shall establish controls to prevent Foreign Object Debris (FOD) contamination. Work areas shall be maintained in a clean condition. Products shall be protected throughout manufacturing, storage, and shipment.

15 Counterfeit Parts Prevention

Suppliers shall maintain documented controls preventing counterfeit or suspect counterfeit material.

Materials shall be obtained from:

- Original Manufacturers
- Authorized Distributors
- Approved Sources

Counterfeit or suspect counterfeit products shall be quarantined immediately. Notification shall be made within 24 hours.

16 Product Safety

Suppliers shall control product safety throughout all stages of manufacturing, inspection, handling, packaging, and shipment.

Suppliers shall ensure personnel performing work affecting product quality and safety are aware of:

- Their contribution to product conformity and safety
- The consequences of nonconforming work
- Their authority to stop work when product safety or conformity is at risk
- Requirements for reporting safety-related concerns

17 Human Factors

Suppliers shall consider human factors when evaluating nonconformities and corrective actions, including:

- Fatigue
- Training
- Communication
- Workload
- Environmental conditions

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- Supervision

18 Inspection

Suppliers shall perform inspections necessary to verify conformity.

- Acceptance criteria shall be documented
- Inspection records shall be maintained
- Sampling plans shall comply with recognized statistical methods

19 Calibration

Inspection equipment shall be calibrated against standards traceable to NIST or equivalent national standards.

- Calibration records shall be maintained
- Out-of-tolerance conditions shall be investigated

20 First Article Inspection (FAI)

Suppliers are also responsible for their sub-tier suppliers. Sequoia suppliers must enforce controls on their suppliers that provide quality results and documentation at a minimum to the same controls and applied to themselves by Sequoia.

Suppliers need to allow Sequoia—or anyone working on Sequoia’s behalf—to review or visit their sub-tier suppliers when applicable.

21 Nonconforming Product

Suppliers shall not knowingly ship nonconforming product.

Requests for deviation or concession shall receive written approval before shipment.

Escapes discovered after shipment shall be reported within 24 hours.

22 Corrective Action

Supplier Corrective Action Requests (SCARs) shall be answered within the time specified.

Responses shall include:

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- Immediate containment
- Root cause analysis
- Corrective action
- Preventive measures
- Verification of effectiveness

Repeated issues may result in supplier probation or disqualification.

23 Records

Unless otherwise specified, quality records shall be retained for a minimum of ten (10) years.

Records shall be legible, retrievable, and protected against loss.

Electronic records shall be backed up.

24 Right of Access

Representatives of Sequoia, its customers, regulatory authorities, and certification bodies may verify compliance through audits or inspections.

Reasonable access shall be provided to:

- Facilities
- Production areas
- Quality records
- Inspection records
- Calibration records
- Manufacturing documentation

25 ITAR / Export Control

Suppliers shall comply with all applicable U.S. export control laws.

Export-controlled technical data shall be protected from unauthorized disclosure.

Suppliers shall immediately report any actual or suspected export control violation affecting Company work.

26 FAR / DFARS Requirements

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Where identified by contract, suppliers shall comply with applicable FAR and DFARS requirements.

These may include:

- Counterfeit electronic parts
- Specialty metals compliance
- Domestic source restrictions
- Cybersecurity requirements
- Controlled Unclassified Information (CUI)
- Material traceability
- Reporting obligations
- Record retention

Suppliers shall flow applicable requirements to all sub-tier suppliers.

The following list of clauses outlines, but is not limited to, frequently specified clauses of compliance to the DFARS spec for many of Sequoia's projects:

- 252.246-7008, Counterfeit Electronic Parts
- 252.225-7001, Buy American & Balance of Payments Program
- 252.225-7002, Qualifying Country Sources and Subcontractors
- 252.225-7008, Restriction of Acquisition of Specialty Metals
- 252.225-7009, Restriction of Acquisition of Certain Articles Containing Specialty Metals
- 252-225-7048, Export Controlled Items
- 225.79, Export Control

27 Certificate of Conformance

When required, each shipment shall include a Certificate of Conformance identifying:

- Supplier Name
- Purchase Order Number
- Part Number
- Revision
- Quantity
- Lot/Serial Number (if applicable)
- Statement of conformity
- Authorized signature

28 Packing and Shipping

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Products shall be packaged to prevent:

- Corrosion
- Electrostatic damage
- Contamination
- Mechanical damage
- Moisture intrusion

Special handling instructions shall be followed.

29 Supplier Performance

Performance is evaluated using measures including:

- Product Quality
- On-Time Delivery
- Corrective Action Responsiveness
- Audit Results
- Customer Complaints
- Product Escapes

Performance may affect supplier approval status.

30 Ethics and Compliance

Suppliers shall:

- Conduct business ethically
- Prevent fraud and falsification
- Protect confidential information
- Comply with applicable laws
- Report suspected unethical conduct affecting Company products or contracts

31 Confidentiality and Non-Disclosure

Suppliers shall protect all confidential, proprietary, and controlled information received from Sequoia or its customers.

Confidential information includes, but is not limited to:

- Engineering drawings and models
- Specifications
- Technical data

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- Pricing information
- Purchase orders
- Manufacturing methods
- Tooling information
- Software and firmware
- Customer information
- Export-controlled information
- Controlled Unclassified Information (CUI), when applicable

Suppliers shall:

- Use confidential information only for the purpose of fulfilling contractual obligations
- Prevent unauthorized disclosure to any third party
- Limit access to personnel with a legitimate business need
- Protect electronic and hard-copy information from unauthorized access
- Return or destroy confidential information upon request or at contract completion, unless otherwise required by contract or law
- Immediately notify Sequoia of any actual or suspected unauthorized disclosure, loss, or compromise of confidential information

Where required by contract or purchase order, suppliers shall execute and retain a Non-Disclosure Agreement (NDA) before receiving confidential or controlled information.

Execution of an NDA does not relieve the supplier of any additional confidentiality, export control, cybersecurity, or contractual obligations.

32 Cybersecurity and Controlled Unclassified Information

As applicable, where suppliers receive, process, store, transmit, or create Controlled Unclassified Information (CUI) or Federal Contract Information (FCI) on behalf of Sequoia, suppliers shall comply with all cybersecurity requirements identified in the purchase order or applicable contract.

As applicable, suppliers shall:

- Protect CUI and FCI from unauthorized access, disclosure, alteration, or destruction.
- Implement security controls required by the applicable contract or regulatory requirements.
- Limit access to authorized personnel with a legitimate business need.
- Maintain user authentication and access controls.
- Protect electronic systems from malware and unauthorized access.
- Encrypt CUI during transmission over public networks and protect stored CUI using appropriate safeguards.

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- Maintain system audit logs where required.
- Report cybersecurity incidents affecting Company information or CUI within the timeframe specified by contract or purchase order.
- Cooperate with investigations related to cybersecurity incidents.
- Flow applicable cybersecurity requirements to sub-tier suppliers.
- Return or securely destroy Company information upon request or at contract completion, unless otherwise required by law or contract.

Suppliers shall provide evidence of cybersecurity compliance when requested.

33 Supplier Acknowledgment

Requirements are subject to change and will communicated in writing. Suppliers performing work for Sequoia Applied Solutions Inc. are expected to understand and comply with this Supplier Quality Requirements Manual and all applicable purchase order requirements.

_____ Date and Signature of Authorized Representative

_____ Printed Name

_____ Title

_____ Company Address

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