

Materion Supplier Quality Manual	
Document Number: DOC-004328	Page: 1 of 16
Revision Number: 10	



M A T E R I O N

Supplier Quality Manual

Materion Supplier Quality Manual

Document Number: DOC-004328

Page: 2 of 16

Revision Number: 10

Table of Contents

Section	Description	Page
	Cover Page	1
	Table of Contents	2
	Supplier Acknowledgement Page	3
1.	Purpose, Scope, Quality Objectives	4
2.	Administrative Policies	5
2.6	Associated Documents and Standards	6
3.	Standard Purchase Order Quality Clauses	7
4.	Special Purchase Order Quality Clauses	13

Materion Supplier Quality Manual	
Document Number: DOC-004328	Page: 3 of 16
Revision Number: 10	

SUPPLIER AGREEMENT/ACKNOWLEDGEMENT PAGE

Supplier Name: _____

Supplier Address: _____

Supplier Main Telephone Number: _____

Supplier Primary Quality Contact (Name, Title, Email, and Phone):

Supplier Primary Customer Service / Sales Contact (Name, Title, Email, and Phone):

Supplier shall review the attached Supplier Quality Manual and acknowledge receipt of said manual by signing this document. The signed acknowledgement of receipt shall be electronically submitted to the following: SupplierQuality@Materion.com

☐ AGREE ☐ EXCEPTIONS (ATTACH DEVIATION FORM DOC-004335)

Quality Representative at Supplier:

Printed Name

Signature

Date

Materion Supplier Quality Manual	
Document Number: DOC-004328	Page: 4 of 16
Revision Number: 10	

1. General Information

1.1 Policy Statement

It is the policy of Materion and its related subsidiaries that materials and services used in the design and production of Materion products be procured in a professional and ethical manner that results in achieving the lowest total cost of ownership for Materion and its customers. Further, all purchased materials and services must be in compliance with agreed upon requirements, be delivered on time, and have competitive lead times and prices. Materion has committed as a company to ensure continuity of supply, reduction of defects, NO quality spills, and NO repeat events through the product lifecycle starting with end customer sampling. Perfect Quality defined by clean launch, zero incidents, zero customer defects and zero spills continues to be the expectation Materion has of our supply base.

1.2 Purpose

The purpose of this manual is to define Materion's suppliers' quality system requirements, as well as the minimum expectations for their supporting business processes necessary to meet those requirements. This manual also defines quality requirements, business practices and applicable documents for these Suppliers, in order to maintain their status as an Approved Supplier.

1.3 Scope

This procedure applies to all Materion suppliers of materials and services that directly affect the form, fit, function, quality or reliability of products shipped to Materion customers. This includes direct material purchases, including suppliers and distributors of raw materials, and suppliers of outsourced services or processes which are incorporated into Materion finished goods. Precious metals purchased through banks are excluded.

1.4 Quality Objective

The requirements and processes contained in this Manual provide a foundation for the achievement of world-class performance, superior business results and accomplishment of specific Materion customer requirements.

For Materion and its suppliers to meet our mutual and end customer expectations, there are fundamental objectives that we must build into our business system related to Quality and Delivery Performance.

- Zero Quality Incidents
- Zero Quality Defects
- 100% On-Time Delivery Performance

Materion Supplier Quality Manual	
Document Number: DOC-004328	Page: 5 of 16
Revision Number: 10	

2. Administrative Policies

2.1 Control of “Company Private” information

It is the responsibilities of the individual providing “company private” or “company restricted” data to ensure that the people receiving said data are aware of their responsibility to follow prescribed procedures to protect it.

2.2 Social Accountability

The Supplier shall be committed to ethical conduct.

In addition, full compliance to applicable national and international laws and respect for human rights in the spirit of the RBA Code of Conduct 8.0 – Responsible Business Alliance.

- Having a written labor policy ensuring conformance to all applicable labor laws and requirements covering all of the following: freely chosen employment, child labor avoidance, working hours, wages and benefits, humane treatment, non-discrimination, and freedom of association.
- Having a written ethics policy covering all of the following: business integrity, no improper advantage, disclosure of information, intellectual property, fair business practices, and protection of intellectual property.
- Place requirements on your Suppliers to comply with applicable labor laws.

2.3 Control of Proprietary Data

DEFINITION: Proprietary data is information 1) owned by a private individual or company, 2) the unauthorized distribution and use of which could adversely affect its owner, and 3) is protected by the owner’s internal controls and procedures. This may include drawings, trade secrets, financial, statistical and private information withheld from general knowledge, part specifications, processes, which could, if released, adversely affect legal or business matters.

Materion requires all Suppliers to have a signed Non-Disclosure Agreement (NDA) in place as part of the normal business relationship.

2.4 Antitrust Compliance Program

Procurement procedures support corporate policy in regards to compliance with the Antitrust Laws of the United States.

All responses to inquiries from foreign or U. S. government antitrust authorities associated with Materion orders must be coordinated with the Materion Legal Department.

Materion Supplier Quality Manual	
Document Number: DOC-004328	Page: 6 of 16
Revision Number: 10	

2.5 Gifts and Gratuities

Business gifts and entertainment, on a modest scale, are commonly used to build understanding and goodwill among business partners and to strengthen working relationships. Providing or accepting occasional meals, small company mementos and tickets to sporting and cultural events may be appropriate in certain circumstances. Likewise, in some circumstances, it may also be appropriate to accept or provide offers involving travel for business events with our business partners. However, if offers of gifts, entertainment or travel are frequent or of substantial value, they may create the appearance of, or an actual conflict of interest or illicit payment. In other circumstances, offers of gifts, entertainment or travel, even of modest value may be unlawful. As such, Materion has a set policy with respect to Gifts & Entertainment which can be reviewed with the Materion procurement representative.

2.6 Associated Documents

2.6.1 Procedures and Forms

- ☐ DOC-004336, Supplier Profile
- ☐ DOC-004334, Supplier Product Audit
- ☐ DOC-004331, Supplier Process Audit
- ☐ DOC-004333 or DOC-217015, Supplier Score Card
- ☐ DOC-004335, Supplier Request for Deviation or Change Form
- ☐ Materion Supplier Code of Conduct (<https://www.materion.com/en/resources/doing-business-with-us/cofc>)

2.6.2 National and International Standards

- ☐ **ISO 9001** Quality Management Systems Requirements
- ☐ **AS9100** Aerospace Quality Management Systems
- ☐ **IATF 16949** Automotive Quality Management
- ☐ **ISO 14001** Environmental Management Systems Requirements
- ☐ **NADCAP AC7004 NADCAP Audit Criteria for Aerospace Quality Systems**
- ☐ **ISO/IEC 17025** General Requirements for the Competence of Testing and Calibration Laboratories
- ☐ **ISO 45001** Occupational Health and Safety Management Systems – Requirements with guidance for use
- ☐ **RBA Code of Conduct 8.0** – Responsible Business Alliance

Materion Supplier Quality Manual	
Document Number: DOC-004328	Page: 7 of 16
Revision Number: 10	

3. Standard Purchase Order Quality Clauses (POQC)

These Standard POQCs apply to all suppliers of materials and services that directly affect the form, fit, function, quality and reliability of Materion finished product, including suppliers and distributors of raw materials, and subcontracted or outsourced products and services. To be a supplier to Materion, the Supplier shall meet our requirements for Quality and ensure your supply base also complies with these requirements. The following Standard Quality Requirements are invoked on each Materion Purchase Order (PO) that references this document:

A. Quality System: Manufacturers of material used in production manufacturing at Materion shall have a documented quality system and agree to on-site assessments. The quality system should conform to ISO 9001 (direct or subcontracted materials) at a minimum, unless exempted by Materion in writing. Special processors should conform to Nadcap AC7004, while registration to ISO/IEC 17025 is required for companies that provide calibration services to any Materion facility and is required for any analytical laboratory that performs analytical work covered under a Materion ISO 17025 Scope of Accreditation. An OEM not certified to ISO 17025 may be used for calibration if exempted by Materion in writing. Analytical work not covered under an ISO 17025 Scope of Accreditation can be performed by a lab that is not accredited to ISO 17025 but it is encouraged that the lab be compliant to ISO17025. At a minimum, the supplier shall have a quality system which is capable of assuring the quality of items and/or services delivered.

B. Right of Access: The supplier shall allow review, analysis, and verification by Materion or our customer, of all relevant documents, records, goods, facilities, and equipment in the possession or under the control of the Supplier that relate to any of the supplier's obligations under any order, if requested. This includes your quality management and inspection systems, security program, manufacturing process, and product. Materion reserves the right to audit vendor facilities, with its customers and/or Government representatives when necessary, to verify compliance to purchase order/subcontract requirements, and the vendor's security and QA systems. The Supplier agrees to cooperate in any such request by Materion, subject to confidentiality protections.

C. Managing Change: Changes to your process (methods, new equipment even if it is the same as the prior equipment, or location), product (specifications, formulations, or raw materials), packaging, or inspection and test methods are strictly prohibited unless formally approved by authorized Materion personnel. The supplier shall notify Materion Sourcing or Quality in writing via a Supplier Request (SR) (reference Clause G) of any intended significant changes with enough advance notice to enable Materion to evaluate, validate and approve the proposed change. For Planned Changes (including discontinuation of service), Materion requests 6 months notification at a minimum. The supplier shall also make this a condition to your entire supply chain, with respect to material purchased by Materion.

D. Material Obsolescence: The supplier shall notify Materion 6 months prior to obsolescence of any material purchased by Materion in the last three years, within reason.

Materion Supplier Quality Manual	
Document Number: DOC-004328	Page: 8 of 16
Revision Number: 10	

E. Inspection and Test: The supplier shall inspect and test product to the degree necessary to ensure compliance to all requirements. Sampling plans shall utilize a minimum of a 1.0 AQL with zero defectives permitted in the sample. Inspection records shall identify the attribute being inspected, the spec requirements/limits, quantity or size of the lot, quantity inspected, method of inspection, and the results of the inspection. Inspection methods used shall be the method used during the first article/qualification approval. Measurement and test equipment shall be calibrated and traceable to national standards.

F. Traceability and Serialization: The supplier shall provide unique identification of product lot number, batch number, or when requested, serial number. The lot, batch, or serial number must be traceable to all raw materials, manufacturing records, and inspection records. You must also alert Materion of field returns that are pertinent to the lot codes delivered to Materion. If multiple batches/lots are received for an order, they must remain segregated through processing.

G. Supplier Request (SR): Suppliers shall submit a **Supplier Request for Deviation** to ship any material that does not meet all Materion requirements, or a **Supplier Request for Change** to propose a request for permanent changes to process, product, raw materials, specifications, or methods (ref Clause C, Managing Change above), using DOC-004335, Materion's Supplier Request for Change form may be obtained from Materion Supplier Quality or Category Managers.. For deviation approval to ship nonconforming material or to request a change, the SR must detail the reason for your request, justification of the rationale as to why the nonconformance or change will not adversely impact Materion's product performance, quality or yield, and supporting data. Deviation requests associated with nonconforming product must also include the corrective actions implemented to eliminate the need for such a request in the future. You will receive a copy of the SR after it is dispositioned. A copy of the approved SR must accompany all relevant shipments that are covered by the deviation and must also be referenced on the packing list; otherwise the shipment will be rejected upon receipt. Requests can be sent directly to your Supplier Quality or Purchasing contact or to SupplierQuality@Materion.com.

H. Nonconforming Product / Service: Nonconformances may include dimensional requirements, product purity requirements, delivery requirements (quantity and due date), and incorrect certifications, invoices or packaging. The supplier shall only provide products and services that meet all requirements. The supplier shall not supply known defective material unless written deviation approval has been obtained via an approved (SR) Supplier Request for deviation (reference Clause G) prior to shipment. If approval to ship nonconforming product is granted in writing by Materion (approved SR deviation), a copy of the SR approval must accompany the shipment. Final acceptance will depend on the verification of the non-conformance at Materion.

I. Supplier Corrective Action Request/Response (SCAR): Suppliers shall maintain a system to effectively manage corrective actions (SCARs) which may be requested as a result of quality performance issues (nonconforming product, services, or documentation), delivery performance issues, or audit findings. The following timeline shall be adhered to when responding to SCAR requests:

Materion Supplier Quality Manual

Document Number: DOC-004328

Page: 9 of 16

Revision Number: 10

- ☐ Suppliers shall utilize an 8D disciplined problem solving format, or similar problem solving tool.
- ☐ Suppliers shall provide their containment and material contingency plans within the next business day.
- ☐ Suppliers shall provide an RMA to return the suspect material or provide approval to scrap within 2 business days.
- ☐ Supplier shall provide root cause analysis and corrective action plans to Materion within 10 business days after notification of the Nonconformance or, if Nonconforming samples were returned, within 10 business days after receipt of the samples. Actions must identify person(s) responsible and due dates for each action.
- ☐ SCARs must address the root cause and corrective actions of the occurrence of the nonconformance, and must also address the supplier's non-detection (escape) of the nonconformance prior to shipping to Materion.
- ☐ On-time SCAR response is one of the performance measurements included in Materion's Supplier Scorecard.

J. Vendor Subcontracting: If the vendor subcontracts, the vendor is responsible for selection and verification of the subcontractor's capability and conformance to Materion purchase order requirements and if applicable any end user customer approvals. Materion reserves the right to audit our vendor's subcontractors.

K. Packaging and Labeling: The supplier shall comply with all requirements for shipping, packaging, and labeling. In the absence of specific requirements, packaging of delivered materials shall be sufficient to prevent damage, corrosion, deterioration, and/or contamination during shipment. Individual containers must be marked with the material identification (specification, part number, name, etc.), lot or batch number, date of manufacture and the Materion PO number. When special storage/handling conditions apply, they must be clearly stated on the container. Material which is improperly marked may be rejected. You are required to label all chemicals according to The Globally Harmonized System (GHS) of Classification and Labeling of Chemicals.

L. Hazardous Materials: Safety Data Sheets (SDS) must accompany each delivery of hazardous materials. SDS must adhere to international standards for content and language. SDS must be maintained with a last review date of not more than 5 years.

M. Shipping: All shipments must comply with EPA, RCRA, OSHA and DOT requirements for safe transportation, labeling (smallest unit containers and outer packaging), disposal instructions, and special or unusual handling requirements.

N. Age Control: The supplier shall assure that any items provided which have shelf-life limitations, have at least 5/6 of the shelf-life remaining at time of shipment.

O. FIFO: The supplier is expected to utilize a FIFO (First In-First Out) inventory pull system, when applicable. This process helps to ensure that stored parts do not become obsolete and that quality problems are not buried in inventory.

Materion Supplier Quality Manual

Document Number: DOC-004328

Page: 10 of 16

Revision Number: 10

P. Certifications and Certified Test Reports: All documents submitted shall accurately reflect the manufacturing and inspection processes of the supplier and their sub-tier suppliers. The supplier shall submit all applicable certifications (raw materials, special processes, etc.) and certified test reports for each shipment. Certifications shall be in English or translated into English. Translations shall include the name, title, and signature of the authorized representative of the company performing the translation. Certifications and Certified Test Reports shall include the following information as applicable:

- ☐ Name/address of facility that manufactured the material, or performed the process, or test
- ☐ Materion Purchase Order Number
- ☐ Materion Part/Material Number and Revision (if specified on the PO)
- ☐ Process performed or material provided, including type/class/grade, as applicable
- ☐ Specification number including revision level, if specified on the Purchase Order
- ☐ Country of Origin (for Material Certifications)
- ☐ Quantity accepted/rejected (for Certified Test Reports)
- ☐ Quantity tested
- ☐ Date tested
- ☐ Analytical test method used for each analytical result.
- ☐ If actual values are not reported in the analytical results, impurity detection limits are required to be reported
- ☐ Name and/or title of authorized representative from the company that manufactured the material or performed the process or test.
- ☐ Unique traceability number (certification number, heat code number, batch number, lot number, melt number, Serial numbers, etc.)
- ☐ Statement certifying that articles covered by the certification are in compliance with the applicable purchase order, drawing, and specification requirements.
- ☐ Applicable deviation approval (reference clause G, Supplier Request, SR).
- ☐ Certs and certified test reports are to be sent to the appropriate Materion manufacturing site's Cert email address per below:

AlbuquerqueCerts@Materion.com

AlzenauCerts@Materion.com

BrewsterCerts@Materion.com

BuffaloCerts@Materion.com

DeltaCerts@Materion.com

ElmhurstCerts@Materion.com

ElmoreCerts@Materion.com

FarnboroughCerts@Materion.com

LeesportCerts@Materion.com

LincolnCerts@Materion.com

LorainCerts@Materion.com

MilwaukeeCerts@Materion.com

ReadingCerts@Materion.com

SantaClaraCerts@Materion.com

SingaporeCerts@Materion.com

StuttgartCerts@Materion.com

TaiwanCerts@Materion.com

TucsonCerts@Materion.com

WestfordCerts@Materion.com

WheatfieldCerts@Materion.com

Materion Supplier Quality Manual

Document Number: DOC-004328

Page: 11 of 16

Revision Number: 10

Q. Record Retention: The supplier shall maintain production and quality-related records for a minimum of five (5) years from date of shipment, unless a longer period is specified by a special clause on the Purchase order. If you no longer intend to manufacture the material or product, or cease business operations, the supplier shall contact Materion to obtain instructions with respect to records.

R. Conflict Minerals: Materion has chosen to be a "Conflict Free" material user and leader in providing conflict free materials to our customers. Materion requires Suppliers who supply "Conflict Minerals" per the Dodd-Frank Act (e.g. Au, Ta, W, Sn) to ensure that their products do not contain tin, tantalum, tungsten or gold that directly or indirectly finance or benefit armed groups in the Democratic Republic of the Congo (DRC) or an adjoining country. Suppliers shall exercise due diligence on the source and chain of custody of such minerals in accordance with generally accepted international standards, and make such due diligence measures available upon request. Materion's Conflict Minerals Policy can be found at:

<https://www.materion.com/en/resources/doing-business-with-us/cofc>.

S. Regulatory Agency Compliance: It is the Supplier's responsibility to ensure that their product is in compliance with all applicable regulatory agency and product safety requirements, and claims including that stated in Supplier published product advertising, catalogues and data sheets. The Supplier must be prepared at all times to substantiate compliance by providing copies of test reports and making records available for review if requested.

- ☐ Ensure proper environmental controls are in place to ensure hazards (i.e. wastewater, emissions to air, hazardous waste, etc.) are properly controlled to meet applicable regulatory requirements.
- ☐ Have a process in place to identify the full materials content of products sold to Materion and to certify their conformance to applicable regulatory requirements (e.g. RoHS, REACH).
 - RoHS: EU Directive 2002/95/EC, of 27 January 2003 on the restriction of the use of certain hazardous substances in electrical and electronic equipment and the Commission Decision of 18 August 2005 amending Directive 2002/95/EC for the purpose of establishing maximum concentration values for Lead, Mercury, Cadmium, Hexavalent Chromium, Polybrominated Biphenyls, and Polybrominated Diphenyl Ethers. If an exemption is claimed, the supplier must specify the applicable exemption.
 - REACH: Regulation (EC) No 1907/2006- Registration, Evaluation, Authorization, and Restriction of Chemicals (REACH). Compliance indicates that all supplied components contain no Substances of Very High Concern (SVHC) in accordance with Regulation (EC) 1907/2006 or otherwise comply with an applicable exemption. If an exemption is claimed, the supplier must

Materion Supplier Quality Manual

Document Number: DOC-004328

Page: 12 of 16

Revision Number: 10

specify the applicable exemption. Applies to all components within an assembly, and to ***all*** supplied materials including chemical substances.

- ☐ Ensure their suppliers comply with applicable environmental regulations.

T. **Risk Management Policy**: The Supplier shall have an up-to date documented Risk Management Policy ensuring that in the event of disaster or inability to perform, the Supplier has a plan to take necessary action in order to minimize and or eliminate such risk.

U. **Materion's T's and C's**: The supplier shall meet Materion's Terms and conditions as specified in Materion's Purchase Order Term's and Condition's

V. **Green Procurement**: Materion is committed to the protection and preservation of the environment in all its business operations. We strive to control impacts to the environment from business activities while promoting environmental improvement throughout our entities and associates. Materion recommends that Suppliers have a documented Environmental Policy that is communicated to all employees, and a documented Environmental Management System (EMS) that, at a minimum, conforms to ISO 14001.

W. **Security Program**: Supplier must ensure a reasonable level of security, commensurate to the value of the Materion supplied product, consigned product, or materials intended to be supplied to Materion. This may include, but is not limited to, a monitored security alarm system, access control policies, and secure storage for valuable goods.

X. **Request for Quote (RFQ) and order acknowledgements**: Request for quotations and order acknowledgements are expected to be acknowledged and a confirmation date provided within 24 hours, or by the end of the next business day for commodities, standard services, or previously supplied materials. Unless an exception has been requested within the order acknowledgement, the supplier accepts all terms and conditions specified in the RFQ and/or the applicable PO. The confirmation date shall reflect the date the purchased material arrives at Materion, unless other instructions for defining confirmation dates has been approved by Materion in writing. Acknowledgement of placed orders is a key component of the purchase process, and must be performed.

Y. **Awareness**: Materion reserves the right to require and request evidence of Supplier's ensuring that their personnel are aware of their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior.

Z. **Counterfeit Material**: Supplier shall provide written notification to Materion's Purchasing and/or Quality Departments if Supplier becomes aware or suspects that it has furnished Counterfeit Goods within 24 hours. Supplier shall provide Materion's Purchasing and/or Quality Departments, upon request, the supply chain traceability to an original manufacturer or authorized distributor chain that identifies the name and location of all the supply chain intermediaries from the part manufacturer to the direct source of

Materion Supplier Quality Manual	
Document Number: DOC-004328	Page: 13 of 16
Revision Number: 10	

the product. Supplier shall have a documented process in place to ensure counterfeit goods are contained and do not reenter the supply chain.

Any counterfeit or suspect counterfeit, goods and materials delivered to Materion will be controlled by Materion to prevent reentry into the supply chain. The counterfeit or suspect counterfeit goods and materials delivered to Materion must be replaced with non-counterfeit parts or credited at the expense of the Supplier.

Supplier shall include this clause or equivalent provisions in lower tier subcontracts for the delivery of items that will be included in or furnished as goods or material to Materion as applicable.

If called out on the Purchase Order, the supplier shall establish and maintain a Counterfeit Material program in accordance with AS6174. This standard can be obtained from SAE International at <http://standards.sae.org/>

AA. Foreign Object Damage (FOD): Supplier shall have a program/processes/procedures in place to prevent FOD from impacting products or services provided to Materion through all areas of control within the provision of these goods and services. If required by Purchase Order callout, supplier to establish and maintain a FOD prevention program in compliance with AS/EN/SJAC 9146 Foreign Object Damage (FOD) Prevention Program – Requirements for Aviation, Space, and Defense Organizations. Aerospace standards such as AS9146 can be obtained from SAE International at <http://standards.sae.org/>

Materion Supplier Quality Manual	
Document Number: DOC-004328	Page: 14 of 16
Revision Number: 10	

4. Special Purchase Order Quality Clauses (POQC)

In addition to the Standard Purchase Order Quality Requirements, the following Special Purchase Order Quality Clauses are invoked when specifically referenced on the Materion PO:

POQC 005: Certifications not required: Certifications are to be submitted with the First Article Inspection (FAI) approval only. After FAI approval, and unless otherwise specified, the supplier shall maintain certifications for subsequent shipments at your facility for the specified retention period. Certifications shall be maintained so that they can be retrieved and submitted to Materion within the time frame requested.

POQC 008: PSD analysis required: Supplier is required to submit a particle size distribution analysis with the material shipment.

POQC 010: Pre-shipment sample required: Supplier is required to submit pre-shipment samples to Materion for analysis prior to receiving approval to ship PO quantities.

POQC 011: MIL-I-45208 Inspection System requirements: Applies to the materials and/or services supplied under this PO.

POQC 012: ISO-10012-1 or ANSI-Z540-1 Calibration systems: Applies to the equipment supplied or serviced under this PO. These standards provide requirements for the establishment and maintenance of a calibration system to control the accuracy of measuring and test equipment and measurement standards. New, repaired, or recalibrated equipment must be delivered with a certificate of calibration guaranteeing traceability to at least one of these national standards.

POQC 013: Government Source Inspection: Government Source Inspection (GSI) of end products is required prior to shipment to Materion. Upon receipt of this PO, send a copy to the Government Representative who services your plant to schedule the GSI. If the representative cannot be located or is unavailable, notify Materion.

POQC 014: Materion Source Inspection: Materion Source Inspection (MSI) of end product is required prior to shipment. The vendor shall notify Materion 5 working days before the expected date of shipment to arrange MSI. Under no circumstances should the vendor plan on performing final inspection at the time of MSI. The vendor must inform the buyer at least 24 hours in advance if delays arise after arranging MSI.

POQC 016: FAR/DFARS: Material shall meet the requirements of the Federal Acquisition Regulation (FAR) and/or Defense Federal Acquisition Regulation Supplement (DFARS), as applicable.

POQC 018: Conflict Minerals: This product contains "Conflict Minerals" per the Dodd-Frank Act (e.g. Sn, Ta, W, Au). The supplier shall ensure these conflict minerals do not directly or indirectly finance or benefit armed groups in the Democratic Republic of the Congo (DRC) or an adjoining country, and shall exercise due diligence on the source and

Materion Supplier Quality Manual	
Document Number: DOC-004328	Page: 15 of 16
Revision Number: 10	

chain of custody of such minerals in accordance with generally accepted international standards. These actions will include conducting reasonable country of origin inquiries and, as necessary, obtaining reliable certificates of origin for all materials that might possibly originate in the DRC areas or an adjoining country. The supplier shall provide Materion with such documentation declaring the conflict free status of the materials supplied. Materion's Conflict Minerals Policy can be found at:
<http://materion.com/ResourceCenter/EnvironmentalHealthandSafety/MaterionConflictMineralsPolicy.aspx>.

POQC 021: Record Retention – 10 years: The supplier shall retain all production and quality-related records for a period of 10 years from date of shipment.

POQC 022: Record Retention – 20 years: The supplier shall retain all production and quality-related records for a period of 20 years from date of shipment.

POQC 023: Record Retention – 30 years: The supplier shall retain all production and quality-related records for a period of 30 years from date of shipment.

POQC 024: Record Retention – 40 years: The supplier shall retain all production and quality-related records for a period of 40 years from date of shipment.

POQC 025: Record Retention – 50 years: The supplier shall retain all production and quality-related records for a period of 50 years from date of shipment.

POQC 070: Ship-to-Control Program (STC): Material conformance is determined utilizing statistically calculated control limits of selected CoA parameters (STC parameters). Capability data detailing the control data for each STC parameter is required for each shipment. If an Out-of-Control (OOC) condition is detected for the agreed upon STC parameters, you must submit a Supplier deviation request (Clause G) and obtain Materion approval to ship the Out-of-Control material.

POQC 072: Ship-to-Control Program (STC) – Advance notice: Material conformance is determined utilizing statistically calculated control limits of selected CoA parameters (STC parameters). Capability data detailing the control data for each STC parameter is required for each shipment. If an Out-of-Control (OOC) condition is detected for the agreed upon STC parameters, you must notify Materion Quality prior to shipping the Out-of-Control material.

POQC 080: Certification Required REACH: Submit certification indicating compliance with Regulation (EC) No 1907/2006- Registration, Evaluation, Authorization, and Restriction of Chemicals (REACH) unless clause 005 is specified on the purchase order. Compliance indicates that all supplied components contain no Substances of Very High Concern (SVHC) in accordance with Regulation (EC) 1907/2006 or otherwise comply with an applicable exemption. If an exemption is claimed, the supplier must specify the applicable exemption. If certifying an assembly, all components must be compliant with REACH. REACH applies to ***all*** supplied material, including chemical substances.

Materion Supplier Quality Manual

Document Number: DOC-004328

Page: 16 of 16

Revision Number: 10

POQC 085: Certification Required RoHS: Submit certification indicating compliance to Directive 2011/65/EC, Restriction of Hazardous Substances (RoHS), unless clause 005 is specified on the purchase order. RoHS restricts the use of the following six hazardous materials to the indicated levels: Lead (Pb) <0.1%, Mercury (Hg) <0.1%, Cadmium (Cd) <0.01%, Hexavalent Chromium (Cr VI) <0.1%, Polybrominated Biphenyls (PBB) <0.1%, Polybrominated Diphenyl Ethers (PBDE) <0.1%. If an exemption is claimed, the supplier must specify the applicable exemption. If certifying as assembly, all components shall be compliant with RoHS.

POQC 090: Security Program / Liability Insurance: Supplier shall insure with a reputable insurance company its liabilities under the agreement in an amount equal to 100% of the value of the goods and services to be provided per event, unless this requirement is waived by Materion in writing. And, if so required, Supplier shall produce the policy of insurance and the receipt for the current premium to Materion for its inspection. Supplier agrees that any monies received by Supplier from the insurance company in full or part settlement of a claim arising out of the Agreement and paid by or due to Purchaser shall be paid immediately to Materion without offset or counter claim.

POQC 100: Foreign Material: In addition to Materion's standard requirements of no corrosion or contamination specified in Standard Clause K, foreign Material, substance or particulate not present by design, including; grease, dirt, oil, and finger prints, and shall not be greater than 0.002".

POQC 130: ITAR Restrictions: Orders relayed may involve information and/or items that are subject to the International Traffic in Arms Regulations (ITAR) and may not be released to "Foreign Persons" inside or outside the United States of America without the proper export authority.

POQC 140: Hazardous Materials Contact: During manufacturing process, test and inspections, the product offered did not come in direct contact with Mercury/Radium or any of its compounds or with any Mercury/Radium containing device employing a single boundary of containment.

POQC 150: Process Control and Continuous Improvement: Detailed control plans must be utilized to document and control process parameters. Parameters identified as critical require monitoring via Statistical Process Control (SPC) to alert the manufacturing operation of possible issues before they occur. Out of Control Action Plans shall also be utilized to allow for quick and effective actions when issues are encountered. As part of your continuous improvement program, FMEAs shall be reviewed and updated to reflect any lessons learned, with the resultant changes incorporated into your Control Plans.

POQC 160: Retention Samples: Supplier shall retain retention samples representative of the material lot(s) shipped to Materion for a minimum of 6 months.

POQC 170: Retention Samples: Supplier shall retain retention samples representative of the material lot(s) shipped to Materion for a minimum of 1 year.