

	D-J ENGINEERING, INC.	DJI-302 Published Web File	
	FLOWING DOWN CUSTOMER REQUIREMENT TO SUPPLIERS	Effective 11/04/05	Rev. U 08/28/25

APPROVED BY			
	Process Owner	Quality Engineer	Director of Quality
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Date	8/28//2025	8/28//2025	8/28//2025

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4.0 PURCHASE ORDER QUALITY CLAUSES

The following quality clauses apply to suppliers based on the scope of the services they perform. Any internal DJ documents referred to in these clauses may be accessed through the DJGRP website or by requesting them from the DJ document control administrator. DJE internal procedures and checklists mentioned herein can be obtained upon request from the Purchasing Agent. These purchase order quality clauses can also be accessed at <https://www.djgrp.com/> > <https://www.djgrp.com/quality-clauses/> .

*****Blue Font identifies Latest Revision Changes*****

*****Supplier acknowledges and agrees to be bound by the applicable terms and conditions of our customer agreements, as they may relate to the goods or services provided under this agreement. *****

The supplier's performance is monitored, which includes a review of the Acceptance Percentage and On-Time Delivery. The thresholds to be achieved are as follows:

Acceptance Percentage: \geq 98%

On Time Delivery: \geq 95%

4.1 Supplier Approval & Supplier Quality Management System:

- 4.1.1 A **"Self-Audit / Supplier Survey"** form completed by supplier is used for the evaluation process, and is maintained on file at DJ. DJ reserves the right to add and/or remove suppliers from the approved list, based on this evaluation.
 - 4.1.2 Suppliers shall have a Quality Management System accredited to AS9100, ISO9001, Nadcap (for Special Processes), or ISO/IEC 17025 (For calibration service providers). **Initial Approval** of the Supplier will be until the expiration of the current accreditation.
 - 4.1.3 If the Supplier does not have an accredited Quality Management System, evaluation will be based on the returned survey, referrals if any. **Initial Approval** will be for a period of 3 months subject to extension of up to 9 months based on performance on the first few purchases.
 - 4.1.4 The **Performance of the Suppliers** is evaluated based on their Quality Rating (\geq 98%), Delivery Rating (\geq 95%), and their response to Supplier Corrective Action (SCAR) within the stipulated time.
 - 4.1.5 Suppliers meeting the threshold of performance will be **reapproved** as noted below. Suppliers with accredited Quality Management System, Nadcap accreditation for the special process, or accreditation to ISO/IEC 17025 will be re-approved until the date of current accreditation. Reapproval for Suppliers without accreditation to Quality Management System will be for 1 year.
- 4.2 **Document Control:** DJ will provide Suppliers with the required documents for the scope of work except that the Supplier is responsible to buy/maintain industry standards/specifications such as AMS, ASTM, and ISO standards. When the specification revision level is not specifically stated in the Purchase Order, it is the responsibility of the Supplier to ensure that they perform work to the latest revision levels. The Supplier shall protect proprietary information and require sub-tier to do the same.
- 4.3 **Customer Flow Down:** Refer to Purchase Order and /or Contract for the additional specific requirements of end item customer, with regard to design, test, inspection, verification, use of statistical techniques, and

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related instructions for acceptance and critical items including key characteristics.

- 4.3.1 DJE performs work directly for the US Government. Frequently the revisions of specifications used by the government are not the same as the revisions that are most current with the OEM. It's the requirement of DJE that vendors process to the revision contained within our PO, and if the vendor is unable to do so, they must notify DJE immediately and/or return the parts with no work performed
- 4.4 **Manufacturing Routings:** Supplier shall certify that shop travelers/job orders reflect work requirements including non-destructive inspection, acceptance shown by suppliers' quality assurance signature or stamp, and records are on file for review upon request. Evidence of completion of all production and inspection/verification operations in shop travelers/job orders shall be accomplished through the application of Acceptance Authority Media (AAM), e.g., stamps, electronic signatures, passwords. Evidence of control of such Acceptance Authority Media shall be on record.
- 4.5 **Materials Receiving Inspection:** Supplier shall certify that receiving inspection was performed on purchased materials to ensure compliance with all drawings and/or specifications. Test reports and/or raw material certifications must remain as Quality Records on file and available for review upon request.
- 4.6 **Material Suppliers:** Please refer to the specific purchase order for each specific raw material procurement requirement. Only domestic material is required to be supplied, when specified on the DJ Purchase order. Refer to Appendix B, Section B.7.0 for Boeing Requirements for Material Substitution Prohibition.
- 4.7 **Evidence of Inspection:** A qualified representative of the supplier's quality department shall sign and document acceptance status for each shipment as evidence of 100% inspection. Unless otherwise specifically permitted by end item customer, sampling inspection will not be performed without written approval from an authorized DJ representative.
- 4.8 **Key Characteristics:** When specified on the purchase order, supplier shall inspect and document all key characteristics referenced on purchase order or prints. The supplier shall provide results upon request from DJ or end item customer.
- 4.9 **DPD:** Suppliers engaged in the use/ transfer of MBD/ DPD will ensure configuration control to the Digital Product Definition requirements noted in the DJ MBD/DPD checklist and applicable customer specifications. All MBD/DPD suppliers must fill out the DJ MBD/DPD checklist and return it to DJ for approval before undertaking MBD/DPD work.
- 4.10 **Special Tooling Requirements:** Supplier shall ensure that the Special Tooling requirements are met per DJ Internal Procedure **DJP-400** and **DJP-402**, and end item customer requirement. Periodic Tooling Inspection records shall be maintained, when applicable and shall be available for DJ review upon request.
- 4.10.1 **Suppliers, who manufacture and use Special Tooling:**
- 4.10.1.1 All the applicable provisions of **DJP-400** and **DJP-402**.
- 4.10.2 **Suppliers, who use DJ-provided Special Tooling:**

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- 4.10.2.1 ST provided by DJ for use at the Supplier shall be stored, protected and maintained per Section H of **DJP-400** and **DJP-402**.
- 4.10.2.2 ST provided by DJ for use at the Supplier shall be subject to Periodic Tooling Inspection per Section J of **DJP-400** and **DJP-402**, which includes Each Use Condition Checks.
- 4.10.2.3 Nonconforming ST shall be segregated from manufacturing use and information shall be forwarded to DJ promptly per Section M of **DJP-400** and **DJP-402**.
- 4.10.2.4 When advised by DJ, Supplier shall ship the ST back to DJ for Periodic Tooling Inspection or rework, per Section K of **DJP-400** and **DJP-402**.
- 4.11 **Test Reports:** The original mill chemical and mechanical test reports for material used in filling orders must be maintained for a period of ten (10) years. The heat lot numbers of each report must be traceable to the material. Any reprocessed raw material must be traceable to the original mill test report and include objective evidence of compliance (e.g., mechanical tests) to the materials reprocessed condition. Copies of test reports must be submitted with each shipment. When DJ provides the material, the supplier must ensure that a statement is included on the shipping certification and shipper “DJ supplied material”.
- 4.12 **First Article Requirements:** First Article Inspection Report meeting the requirements of AS 9102 shall be provided with the first shipment. First Article inspections shall be required for all configuration changes, and any major changes in fabrication/processes that may affect product conformance. This requirement does not apply to Commercial Off the Shelf (COTS) items and raw materials (forgings and castings may need to meet this requirement).
- 4.13 **Source Inspection:** If specified on the purchase order, DJ source inspection is required prior to shipment from seller’s facility. Supplier shall provide personnel and equipment to assist buyer’s representative during inspection of items. On site acceptance by DJ or customer personnel does not absolve the supplier of the responsibility to provide acceptable product or preclude subsequent rejections by DJ.
- 4.14 **Certification of Compliance (C of C):** Supplier certifies all parts supplied conform to the purchase order requirements, applicable specifications with rev levels, applicable Process Specification Departures (PSD), finishes, dimensions, etc. and records are on file subject to examination. The certificate of compliance must be signed by an authorized representative and shall accompany each shipment.
- 4.15 **Product Verification:** Verification by DJ does not absolve the supplier of the responsibility to provide acceptable product or preclude subsequent rejections by DJ.
- 4.16 **Handling of Aircraft parts and assemblies, including F.O.D.:**
- 4.16.1 The Supplier shall ensure that the requirements of F.O.D are met per AS9146, FOD Prevention Program – Requirements for Aviation, Space, and Defense Organizations and end item customer requirement.
- 4.17 **Handling, Packaging, Preservation and Delivery:** The supplier shall use appropriate methods of handling, packaging and preservation to prevent damage of product in process and during delivery.
- 4.18 **Notification of Nonconforming Product:** Supplier shall notify DJ of nonconforming product, if any, immediately on identification. If product or processing on delivered product is found to be nonconforming, a notice of escape shall be submitted to DJ within 24 hours of identification. Such notifications (NOE) shall include a description of the nonconformity, a list of parts affected with applicable part numbers, customer PO number, quantity, the delivery date and the identified immediate

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corrective action for the non-conformity.

- 4.19 **Nonconforming Product Disposition:** Supplier shall obtain DJ approval for disposition, before final acceptance and shipping. The notification shall identify the root cause and corrective action implemented to prevent recurrence.
- 4.20 **Notification of changes in product / process definition:** Supplier shall notify DJ of changes in product and/or process, changes of suppliers, changes of manufacturing facility location and, where required, obtain DJ approval.
- 4.21 **Notification of changes in Supplier's Name, Approval Status:** Supplier shall notify DJ promptly, of changes in Supplier's Name, and changes in status of approval by end item customers / Nadcap / Quality Management System Registration, such as for loss of accreditation/approval.
- 4.22 **Requirement of Suppliers to flow down customer requirements to their sub-tier:**
 - 4.22.1 This clause requires the Suppliers to flow down to the supply chain, the applicable requirements, including customer requirements appropriate to the product / process.
- 4.23 **Approved Processing Sources:** Suppliers shall use only end item customer approved processing sources.
- 4.24 **Quality Records:** Quality Records must be readily retrievable upon request. Period of retention of Quality Records shall be ten years or per the end item customer requirements, if it exceeds ten years. Retention period starts following D-J Engineering purchase order completion, unless otherwise specified in the contract. Any records before the date determined as above will be destroyed, by the owner of the record.
- 4.25 **Right of Access:** DJ, DJ's customers, and regulatory authorities shall be allowed the right of access to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records, including verification and validation of product / process.
- 4.26 **Counterfeit Part Prevention:**
 - 4.26.1 Supplier shall not furnish to DJ, any goods that are "Counterfeit Goods", defined as Goods or separately-identifiable items or components that: (i) are an unauthorized copy or substitute of an Original Manufacturer or Original Component manufacturer (collectively, "OEM") item; (ii) are not traceable to an OEM sufficient to ensure authenticity in OEM design and manufacture; (iii) do not contain proper external or internal materials or components required by the OEM or are not constructed in accordance with OEM design; (iv) have been re-worked, re-marked, re-labeled, repaired, refurbished, or otherwise modified from OEM design but not disclosed as such or are represented as OEM authentic or new; or (v) have not passed successfully all OEM required testing, verification, screening, and quality control processes.
 - 4.26.2 The supplier shall have a counterfeit detection process that meets the intent of SAE standard AS5553, Counterfeit Electronic Parts, Avoidance, Detection, Mitigation, and Disposition, if applicable.
 - 4.26.3 Counterfeit Parts shall be segregated and handled as nonconforming products, preventing re-entry of these products in the supply chain.

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4.26.4 Refer to Appendix B, Section B.6.0 for Boeing Requirements for Counterfeit Part Detection and Avoidance System Requirements.

4.27 **EEO / AAP Commitment:**

4.27.1 The Equal Opportunity Clause required under Executive Order No. 11246, as amended, the Affirmative Action commitment for **disabled veterans, Armed Forces service medal veterans**, or other protected veterans, set forth in 41 CFR 60-250.5(a), the Affirmative Action Clause for **handicapped workers**, set forth in 41 CFR 60-741.5(a), the related regulations of the Secretary of Labor, 41 CFR Chapter 60, and amendments thereto for each and every one of them, are incorporated by reference in this purchase order. By accepting this purchase order, the vendor certifies that it complies with the authorities cited above and that it does not maintain segregated facilities or permit its employees to perform services at locations, where segregated facilities are maintained, as required by 41 CFR 60-1.8.

4.28 **Calibration:**

4.28.1 Calibration shall conform to ANSI/NCSL Z540.3, ISO/IEC 17025, or ISO 10012 and have NIST traceability. Provide certification and data showing before and after results of calibrations performed including any adjustments made. Acceptance limits are from DJ procedure **DJP-660** or the original equipment manufacturer's requirements. If an out-of-tolerance condition is found, notify DJ within 24 hours.

4.29 **Export Control:**

4.29.1 ITAR requirements, if applicable, will be specified in D-J Engineering Purchase Orders with a note ***** This part is export-controlled and subject to ITAR regulations. *****

4.29.2 When this requirement is specified, the suppliers have the right to use the Export Controlled items only as required to perform their contract and within the limitations of the applicable US Government export authorization.

4.29.3 The processors shall exercise appropriate controls to ensure that technical documents or data, which are subject to the International Traffic in Arm Regulations (ITAR) or Export Administration Regulations (EAR), are not released to "Foreign Persons" inside or outside the United States without the proper U.S. Government authority.

4.30 **Traceability Requirements:**

4.30.1 Electrical, electronic, electro-mechanical and electro-optical component parts:
All electrical, electronic, electro-mechanical and electro-optical component parts delivered and/or used in the manufacture of deliverable products shall be from the Original Component Manufacturer (OCM)/ Original Equipment Manufacturer (OEM) or franchised distributors.

4.30.2 Non-electrical standard parts, like fasteners, nuts, washers, springs, O-rings, inserts, and pins:

4.30.2.1 All non-electrical standard parts, like fasteners, nuts, washers, springs, O-rings, inserts, and pins, must have a certification from the Original Component Manufacturer (OCM)/ Original Equipment Manufacturer (OEM) or authorized distributor.

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4.30.3 In the event a part is not directly available from the OCM/ OEM or franchised distributors (electronics) or authorized distributor (non-electronics), purchase from independent distributors may be made, if allowed by customer, but the evidence of supply chain traceability (chain of custody) back to the OCM/ OEM shall be provided. Component part suppliers shall provide the OCM/OEM certification with each lot/ shipment.

4.31 Competent, Trained and Certified Personnel

4.31.1 Supplier shall ensure that competent and trained employees carry out the product / process realization at their facilities, including certified personnel as required by the applicable specifications, and that they are aware of their contribution to conformity of product/service, product safety and importance of ethical behavior.

4.32 Mutual Non-Disclosure Agreement

4.32.1 When DJE provides drawings and intellectual property to enable the Supplier to understand end user requirements of product and processes, DJE and the Supplier will enter into a Mutual Non-Disclosure Agreement, a copy of which is attached for reference.

4.33 Cyber Security

4.33.1 If Supplier receives product definition data digitally, Supplier agrees to meet DFARS 252.204-7012 and comply with all related cyber security measures. Supplier also agrees to share SPRS score upon request and submit to audit if needed.

4.34 APPENDIX A: Additional Requirements for Lockheed Parts

4.34.1 This appendix covers additional flow down requirements for the fabrication of Lockheed parts.

4.34.2 DJ and its Suppliers shall perform work and prepare documents per applicable requirements in current revisions of Lockheed document Appendix QJ and Addendum to Appendix QJ including following specific requirements:

4.34.2.1 Processor shall be in the list of approved process sources in Lockheed QCS-001 for the identified processes and specifications.

4.34.3 Following items shall be included in DJ purchase order issued to process Lockheed Parts:

4.34.3.1 DJ's LM Aero identification number ("vendor code") and all LM Aero "process codes" for each Lockheed-controlled process to be performed.

4.34.3.2 Title and specification number (including revision letter) of the process specification or document.

4.34.3.3 Statement: "Processing to be accomplished in performance of this purchase order is directly related to a Lockheed Martin Aeronautics Company purchase order and must be accomplished in accordance with process specification(s) on this purchase order and the revision in effect as of the date of this PO of Lockheed Martin Aeronautics Company Appendix QJ. All requirements of such Appendix QJ paragraph 12. a. - f. shall be accomplished. Appendix QJ is located at <http://www.lockheedmartin.com/material->

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4.35 **APPENDIX B: Additional Requirements for Boeing Parts**

- 4.35.1 This appendix covers additional flow down of requirements for the fabrication of Boeing parts. Boeing clauses that could affect Suppliers used by DJE should be reviewed using the following link: <https://www.boeingsuppliers.com/become/terms/clause-index>
- 4.35.2 Suppliers shall review the following clauses to determine clauses that could affect the Supplier: C124S, C305S, C501S, C517, D408, D501, D505, D506S, D519S, D607, E000, E011, E223, F200, G101, H106, H200, H202, H202S, H204, H217, M000, M001, M430, Q004, Q011S, Q020, Q024, Q029, Q030, Q053, Q071, Q074, Q079, Q091, Q112, Q132, Q186, Q219K, Q224S, Q300, Q301, Q320, Q836S, Q927, Q949V, SLS-QFN-001, SLS-QFN-002, SLS-QFN-003.
- 4.35.3 The suppliers engaged in the use/ transfer of Digital Product Definition data and software shall meet the intent of Boeing Document D6-51991. This document can be accessed at <https://www.boeingsuppliers.com/become/quality/>
- 4.35.4 When Boeing Quality Clause Q31 is included in our Purchase Order, that the shipment should place the following statement with all shipments: “Seller hereby acknowledges that the parts and/or materials being shipped under this order, are intended for use under Boeing’s Federal Aviation Administration (FAA) issued Production Certificate 700”.
- 4.35.5 When Boeing Quality Clause Q053 is included in our Purchase Order, notify Boeing Supplier Quality Representative at least 48 hours in advance prior to performing the process. Evidence of witnessing by Boeing SQR shall be recorded on the Process Certification. For any questions, get in touch with D-J Engineering Buyer.
- 4.35.6 Boeing Quality Clause Q132 requires that the Supplier’s Counterfeit Part Detection and Avoidance System addresses the following:
- 4.35.6.1 Training of appropriate persons in the awareness and prevention of Counterfeit Parts:
- 4.35.6.2 Application of a parts obsolescence monitoring program.
- 4.35.6.3 Controls for acquiring externally provided product from original or authorized manufacturers, authorized distributors, or other approved sources.
- 4.35.6.4 Requirements for assuring traceability of parts and components to their original or authorized.
- 4.35.6.5 Verification and test methodologies to detect counterfeit parts.
- 4.35.6.6 Monitoring of counterfeit parts reporting from external sources.
- 4.35.6.7 Quarantine and reporting of suspect or detected counterfeit parts, including preventing reentry into the supply chain.
- 4.35.6.8 If Seller becomes aware or suspects that it has furnished Counterfeit or Suspect Counterfeit Parts to Buyer, Seller promptly, but in no case later than thirty (30) days from discovery, shall notify Buyer and replace, at Seller’s expense, such Counterfeit Parts or

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Suspect Counterfeit Parts with Goods that conform to the requirements of this Contract. For confirmed Counterfeit Parts or Suspect Counterfeit Parts, GIDEP notification shall also be made no later than sixty (60) days after discovery. Seller shall be liable for all costs related to the delivery or replacement of Counterfeit Parts or Suspect Counterfeit Parts including any testing or validation costs necessitated by the installation of Goods in replacement of Counterfeit Parts or Suspect Counterfeit Parts.

4.35.7 Boeing Clause Number D607, when called out, Material Substitution is prohibited.

4.35.7.1 Unauthorized Material Substitution (General)

4.35.7.1.1 Unauthorized material substitutions are not permitted on Buyer's Goods. Unauthorized material substitution includes any deviation from the engineering definition of a raw material. Engineering definition includes Buyer design drawing and applicable specifications, product specification, form, size, shape, chemistry, melt method, origin, temper/condition, product testing or surface finish. Alternate materials specified in the engineering definition (and often described as approved material substitutions therein) do not constitute unauthorized material substitution. Terms and definitions for metallic materials and processing used herein are clarified in ARP1917.

4.35.7.1.2 Contact Buyer's Authorized Procurement Representative for details regarding deviations to authorized materials. Seller agrees and understands that such deviations only apply to this purchase contract, and only as indicated in the Buyer's authorized document.

4.35.7.2 Metallic Materials (Specific)

4.35.7.3 Temper or Condition Conversion - Unless specifically authorized by the engineering definition, conversion of a raw material (i.e., heat treat to change the temper or condition of the material) constitutes material substitution of the condition provided by the manufacturer.

4.35.7.4 Metallic Raw Materials – Buyer's engineering drawings may refer to obsolete or superseded specifications covering several forms, thicknesses, widths, etc. of the alloy or alloys. The required characteristics of these materials are defined not only by the objective test standards of the specification, but by the processes/methods by which this final form is achieved. These requirements are often captured in the definitions of the required material forms, and may not be explicitly called out in the detailed requirements. The raw material certification results from both the process used to make it and the tests to verify basic properties.

4.35.7.5 Seller shall ensure that metallic materials covered by current or obsolete/superseded specifications are produced using the standard industry practices designed strictly for the production of stock to the specified thickness, diameter, width or cross-sectional area, achieved by thermo-mechanical processing or casting process. Chemical, electrochemical and mechanical methods used for the removal of surface scale or contamination, or the production of the required surface finish, in accordance with the material specification is acceptable. Raw material must not be re-certified with respect to thickness, diameter, width or cross-sectional area or product form. Machining or cutting of thicker product or other product forms shall not be supplied in lieu of specified product unless specifically

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authorized by Buyer. Raw material certifications for material or parts shall reflect the form and size of the raw material as originally manufactured by the raw material producer.

4.35.7.6 Specification Supersession:

4.35.7.6.1 For government specifications and standards canceled after June 1994, Seller and subcontractors at all tiers shall use the last active revision of the canceled specification and standard until an acceptable replacement is included in the requirements of this Contract. Contact the Buyer's Authorized Procurement Representative in the event of any inconsistency in applicable specification or standard.

4.35.7.6.2 Reports (Full Pedigree from melt to final product) - Raw material certifications shall show clear traceability to the manufacturer(s) of the raw material including ingot source, all thermo-mechanical processing (i.e., forging, rolling, drawing, etc.), heat treatment, chemical processing and inspections as required by applicable raw material specification requirements.

4.35.7.6.3 Chain of Custody (Disguising intermediate ownership) – Suppliers shall not disguise the pedigree of material or chain of ownership by removal of a previous supplier's name, nomenclature or identification.

4.35.7.6.4 Source of Additional Information - Addition information and guidance may be found through Buyer's Supplier Portal or Buyer's Authorized Procurement Representative.

4.35.7.6.5 The substance of this Article shall be flowed in all subcontracts at every tier.

4.35.8 Natural Disaster Occurrence: Boeing Clause Number Q011, 4, when called out.

4.35.8.1 Seller (Supplier) shall promptly notify Buyer's Authorized Procurement Representative (D-J Engineering) of any occurrence of natural disaster that diminishes Seller's ability to deliver conforming goods or services.

4.35.9 English Language: Boeing Clause Number Q011, 5, when called out. When specifically requested by Buyer, Seller shall make specified quality data and/or approved design data available in the English language.

4.35.9.1 Seller shall maintain an English language translation of (1) its quality manual, (2) the operating instructions that implement the quality manual requirements, and (3) an index of Seller's procedures that contain quality requirements. Buyer may require additional documentation to be translated, including but not limited to: shop orders, technical specifications, certificates, reports, and nonconformance documents.

4.36 APPENDIX C: Additional Requirements for United Launch Alliance (ULA)

4.36.1 This appendix covers additional flow down of requirements for the fabrication of ULA parts.

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4.36.2 **QC014 Requirement:** If QC014 is stated on the Purchase Order, the following special conditions apply:

4.36.2.1 This Contract requires Special Processing. The Contractor will accomplish such processing only if:

4.36.2.1.1 The CONTRACTOR and/or CONTRACTOR's subcontract source must be approved by ULA at the time of process performance OR listed as approved for "Q4M – SUPPLIER APPROVE OWN SPECIAL PROCESSORS".

4.36.2.1.2 A list of ULA approved suppliers/processors and the associated processes is available at <http://suppweb.ulalaunch.com/AppProcWeb/>

4.36.2.1.3 The CONTRACTOR shall include this clause, including this paragraph, in all Subcontracts: A Certificate of Conformance and/or equivalent Process Certificate, from CONTRACTOR and all Subcontractors performing special Processing Work under this contract, will be submitted to ULA. The certificate shall be traceable to a ULA Contract number and include:

4.36.2.1.3.1 Part number including revision level

4.36.2.1.3.2 Serial and/or lot number(s) (as applicable)

4.36.2.1.3.3 Process specification number and revision level

4.36.2.1.3.4 Processing date

4.36.2.1.3.5 Name and address of the processor(s) performing each process

4.36.2.1.3.6 A certification statement that the special process was performed per the applicable drawing/specification requirements

4.36.2.1.3.7 Signature with date and title by an authorized representative of the CONTRACTOR and/or CONTRACTOR's subcontract source.

4.36.2.1.4 ULA's approval of a processor does not relieve CONTRACTOR of CONTRACTOR's requirement to comply with the terms of this contract.

4.37 APPENDIX D: Additional Requirements for Bell Helicopter (Ref: DJP-2120)

4.37.1 Program Awareness Training (Controlled Items): Suppliers shall conduct annual Controlled Item Program Awareness training to personnel involved with Controlled Items, and training records shall be made available to DJE as objective evidence. (SQRM-001 Rev B, Appendix VI, 3.3, **DJP-2120** Rev -, 5.1.5.2)

4.37.2 Controlled Item Planning and/or Technique Documentation: Processors shall forward their process planning and/or technique documentation to DJE for submittal to Bell Helicopter PRB for approval; such documentation shall include DJE's name as their customer. (SQRM-001 Rev B, Appendix VI, 4.2, **DJP-2120** Rev -, 5.2.2.5)

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- 4.37.3 Specifications other than BPS involving a “Significant” or “Critical” Characteristic: In all such cases, the processor is required to be approved for “Controlled Items” by Bell Helicopter. (SQRM-001 Rev B, Appendix VI, 4.3, **DJP-2120** Rev -, 5.2.3.4)
- 4.37.4 Traceability/Serialization: When controlled items being processed are serialized, serial number traceability will be maintained throughout the process and will be recorded on processor’s quality documents. (SQRM-001 Rev B, Appendix VI, 5.1, **DJP-2120** Rev -, 5.3.1.1)
- 4.37.5 Controlled Items Process/NDT Planning and Technique Card/Sheet: Processors of controlled items shall provide DJE with applicable process/NDT planning and technique card/sheet for each item containing the following as applicable:
 - 4.37.5.1 Notation of designation on planning document, i.e., “Primary”, “Critical”, “Makes a Critical”, “Flight Safety”, “Fatigue Controlled”
 - 4.37.5.2 Processor’s name and location
 - 4.37.5.3 Planning revision level and/or date
 - 4.37.5.4 Planning Revision History Record Sheet showing initial release and reason for subsequent revisions
 - 4.37.5.5 Part number, complete with dash number
 - 4.37.5.6 The process specification revision along with any process engineering changes not yet incorporated (SQRM-001 Rev B, Appendix VI, 5.2, **DJP-2120** Rev -, 5.3.2.1)
- 4.37.6 Reference to the process, technique or set-up card: Processing operations to a Bell or military/non-government specification shall show direct reference to the process, technique or set-up card, and annotation of required bake time – temperatures when applicable. As an alternative, the planning may reference a Supplier’s internal process procedure which reflects the required time and temperature. The internal procedure becomes a part of the manufacturing planning and is considered “FROZEN” upon approval of planning with any changes to the procedure having to be submitted to Bell prior to incorporation. (SQRM-001 Rev B, Appendix VI, 5.2, **DJP-2120** Rev -, 5.3.2.2)
- 4.37.7 Significant or critical characteristic identification on Planning: Significant or critical characteristic identification at each point the characteristic shall be noted on the planning.
 - 4.37.7.1 Provisions for recording serial-numbers when applicable
 - 4.37.7.2 Sketches, diagrams or supplemental instruction sheets used in the manufacture of the part (SQRM-001 Rev B, Appendix VI, 5.2, **DJP-2120** Rev -, 5.3.2.3)
- 4.37.8 Operator Buy-Off: Processor shall signify completion of each Critical Characteristic operation on Operational Planning with a buy-off by the processor personnel completing the operation. The buy-off consists of a legible name, clock number or other suitable personnel identification. Such identification is applied adjacent to the operation number on the planning sheet. (SQRM-001 Rev B, Appendix VI, 5.4, **DJP-2120** Rev -, 5.3.4.1)

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4.37.9 100% Inspection: Any feature controlled as a Critical Characteristic requires 100% inspection of the feature for each part. Statistical methods in lieu of 100% inspection may be utilized only after receipt of written approval by the Bell. (SQRM-001 Rev B, Appendix VI, 5.5, **DJP-2120** Rev -, 5.3.5.1)

4.37.10 Nonconforming Product (Refer Sections 4.18 & 4.19): Nonconforming material shall be segregated, documented and communicated to DJE to provide the controlled item. (SQRM-001 Rev B, Appendix VI, 5.6, **DJP-2120** Rev -, 5.3.6.1)

4.37.11 Rework planning required due to deviation from the initially approved planning: Rework planning required due to deviation from the initially approved planning shall be developed and submitted to DJE for applicable PRB approval, reference rework planning requirements noted above. (SQRM-001 Rev B, Appendix VI, 5.6, **DJP-2120** Rev -, 5.3.6.2)

4.38 Appendix 4E: Additional Requirements for Northrop Grumman

4.38.1 Northrop Grumman Supplier Quality Assurance Requirements (SQAR) (Northrop Grumman): Work to be accomplished in performance of this purchase order is directly related to a Northrop Grumman purchase order and must be accomplished in accordance with processes specified on this purchase order and Northrop Grumman SQAR (latest revision). Further information can be found at <https://www.northropgrumman.com/suppliers/contracts/sqar-documents>

5.0 ATTACHMENTS: Mutual Non-Disclosure Agreement

5.1 See pages final three pages of this document.

6.0 Revision History

REVISION HISTORY

REV.	DATE	DESCRIPTION
U	08-25-25	Updated Table of Contents Renumbered the entire document. Corrected spacing Added note to Reference Sections Added note after section 3.7 Added notes to section 4.0 Corrected multiple typos throughout document Made Revision history section 6.0
T	08-20-25	2.0) Added integrated system of procedures” statement 3.7) Added notes before section 4.0
S	05-20-25	Appendix 4B2.0: Updated language, Updated link Appendix 4B3.0: Updated link Appendix 4E1.0: Updated link Removed DJE document titles from main body of work instruction. B1.0: Updated language, Added link B2.0: Updated language
R	02-12-25	Appendix 4B2.0: Replaced the website per Q020 Rev S Appendix 4B8.0: Added new section for Notification of Natural Disaster Occurrence per Boeing Clause Q011

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Appendix 4B9.0: Added new section on English Language per Boeing Clause Q011

- Q** 10-25-24 4.0: Added note that DJE Internal Procedures and Checklists will be provided upon request.
4.1: Added information on Supplier Initial Approval, Performance Evaluation and Reapproval from DJP-602
4.9: Clarified MBD/DPD Checklist
4.16: Replaced DJI-563 with AS9146
4.26: Added reference to Appendix 4B.6.0 for specific Boeing requirements governing Counterfeit Parts
4.33: New section added on Cyber Security
B5.0: Added new section notifying Boeing Supplier Quality Representative 48 hours in advance (Q053)
B6.0: Added new section on requirements to be met when Q132 is called out (Counterfeit Part)
R. Tuschhoff 10-25-24, B. Davis 10-25-24, S. Harris 10-25-24
- P** 04-24-24 4.3: Added section 4.3.a to address adherence to older specification revisions for government work when required
R. Tuschhoff 04-24-24, C. Rogers 04-24-24, S. Harris 04-24-24
- O** 02-22-22 1.0: Replaced “Quality Manual” with “DJP-300” under scope
2.0: Added DJP-300 & DJI-563 to the reference and deleted documents that are not relevant
R. Tuschhoff 02-22-22, H. Manna 02-22-22, S. Harris 02-22-22
- N** 10-18-21 2.0: Updated the reference documents
3.5: Deleted DJC-305 as it is no longer relevant
4.10: Added DJP-402
4.28: Added the title to DJP-660
R. Tuschhoff 10-18-21, H. Manna 10-18-21, S. Harris 10-18-21
- M** 10-02-19 Appendix 4E: Added new Appendix to flow down Special Requirements of Northrop Grumman to the Sub-tiers
R. Tuschhoff 10-02-29, B. Davis 10-02-21, S. Harris 10-02-19
- L** 03-08-19 3.5, 4.10, Appendix 4A2.0: Replaced sub-tier with Supplier for standardization
4.24: Rewrote the section for clarity and added requirement for disposition of records at the end of retention period
4.31: Added requirement of awareness of product safety
R. Tuschhoff 03-08-19, W. Sheldon 03-18-19, S. Harris 03-18-19

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- K** 08-23-17 2.0: Clarified the reference documents as being the latest revisions
3.6: New section added to communicate how supplier performance is measured
3.7: New section added to communicate how Supplier Corrective Actions are to be handled
4.25: Added note on verification and validation
4.26: Renamed as Counterfeit Part Prevention, and added note on requirement for preventing re-entry of such parts in the supply chain
4.30: New section added on traceability requirements for different type of materials
4.31: New section added on Competence and Qualification of Supplier’s personnel
4.32: New section added on Mutual Non-Disclosure Agreement
5.0: New section added for listing attachments
Attachment: Added copy of Mutual Non-Disclosure Agreement
R. Tuschhoff 08-31-17, W. Sheldon 08-31-17, S. Harris 08-31-17
- J** 02-12-16 4.14: Added requirements for including Process Specification Departures (PSD) to Certificate of Conformance
4.29: Added new section for flowing down Export Control requirements, when applicable
R. Tuschhoff 02-12-16, W. Sheldon 02-12-16, S. Harris 02-12-16
- I** 10-09-15 4.4: Added Acceptance Authority Media and its control
R. Tuschhoff 10-09-15, W. Sheldon 10-09-15, S. Harris 10-09-15
- H** 02-16-15 2.0: Added DJP-2120, Procedure for Controlled Items – Bell Helicopter
Appendix D: Added new Appendix to address and flow down requirements of Bell Helicopter Controlled Items
R. Tuschhoff 02-16-15, W. Sheldon 02-16-15, S. Harris 02-16-15
- G** 05-22-14 2.0: Added DJP-660 for calibration requirements.
4.0: Moved instructions for accessing DJ documents from 4.2, 4.10, and 4.16 to 4.0.
4.28: Added calibration service provider requirements.
Revised “DJE” to “DJ” throughout the document.
R. Tuschhoff 05-22-14, B. Davis 05-22-14, S. Harris 05-22-14
- F** 09-27-13 Appendix B, B4.0: Added requirement for including statement with shipments, when Boeing Quality Clause Q31 is called out on DJE Purchase Orders.
Appendix C, C2.0: Added requirements to include CONTRACTOR’s subcontract source when ULA clause QC014 is called out on DJE Purchase Orders.
R. Tuschhoff 10-3-13, W. Sheldon 9-27-13, S. Harris 9-27-13
- E** 10-15-12 4.27: Added requirements related to EEO / AAP (Equal Employment Opportunity / Affirmative Action Program).
R. Hernandez 10-15-12, B. Davis 10-17-12, S. Harris 10-15-12

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- D 09-06-12 4.26: Added requirements related to Counterfeit Goods.
R. Hernandez 09-06-12, B. Davis 09-10-12, S. Harris 09-06-12
- C 02-20-12 Reference to DJE website was included at Section 4.0.
Rearranged and renumbered the quality clauses at Section 4.0. Moved
Additional Requirements for ULA, from Section 4.22 to Appendix C.
4.1: Quality System was replaced by Quality Management System and DJP-
602 added as reference document of Supplier Approval.
4.2: Revision levels of specifications clarified.
4.3: Customer Flow Down requirements clarified.
4.6: Requirement of domestic material clarified.
4.16: DJI-503 was corrected as DJI-563.
4:18: NCP notification was separated from disposition. Note on NOE added.
4:19: NCP disposition requirements were clarified.
4.21: Added requirement for notification of name change, approval status.
4:22: Sub-tier was replaced by supply chain.
4.25: Requirement of right of access was clarified.
R. Hernandez 02-21-12, B. Davis 02-21-12, S. Harris 02-21-12
- B 10-21-11 QAULTY corrected to QUALITY in Table of Contents. Added 4.23 for
requirements for the Suppliers to flow down customer requirements to their
sub-tiers, and 4.24 for F.O.D. requirements. The term "Supplier" has been
standardized in lieu of seller and sub-contractor through out the document. R.
Yu 01-23-12, B. Davis 01-23-12, R. Hernandez 01-23-12.
- A 08-31-11 DPD Checklist requirement added at Section 4.10. ULA's QC014
requirement added as Section 4.22. R. Yu 08-31-11, B. Davis 08-31-11, R.
Hernandez 08-31-11.
- N/C 06-30-11 New release. DJPS-113, Rev. F reformatted and renumbered in line with the
latest revision of Quality Manual. Revised 4.19 to clarify the requirements
for Supplier's manufacturing / using ST. For earlier revisions refer to DJPS-
113 in History. R. Yu 06-30-11, R. Hernandez 06-30-11.

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MUTUAL NON-DISCLOSURE AGREEMENT

D-J Engineering, Inc., with its headquarters at 219 W. 6th Ave., Augusta, Kansas 67010 (“D-J”), and _____ with its headquarters at _____ (“_____”) enter into this Mutual Nondisclosure Agreement (“Agreement”) as of _____ (“Effective Date”). The terms “Discloser” and “Recipient” refer respectively to the party disclosing or receiving a specific item of “Proprietary Information” as defined below.

1. Upon execution of this Agreement, the parties expect to engage in discussions relating to subcontracting work, (the “Purpose”). “Proprietary Information” consists of any and all information relating to the Purpose described above that is disclosed under this Agreement in oral, written, graphic, machine recognizable, and/or sample form, being clearly designated, labeled or marked as confidential or its equivalent at the time of disclosure. To be protected by this Agreement, information that is disclosed orally, visually, or in some other intangible form must: (a) be specifically identified by Discloser as Proprietary Information at the time of disclosure; and (b) be summarized in writing by Discloser and provided to Recipient within fifteen (15) days of its initial disclosure.
2. For five (5) years from the Effective Date, Recipient shall: (a) Protect Discloser’s Proprietary Information using the same degree of care as it uses to protect its own confidential information of similar importance, but not less than reasonable care; (b) Restrict disclosure of Proprietary Information to only those of its employees, agents or subcontractors who have a need-to-know for the Purpose set forth in Section 1 above and are bound by confidentiality terms substantially similar to those in this Agreement; (c) Use Proprietary Information only for the Purpose set forth in Section 1 above; and (d) Promptly notify Discloser upon discovery of any unauthorized use or disclosure of the Proprietary Information
3. Proprietary Information does not include information that is: (a) Now available or becomes available to the public without breach of this Agreement; (b) Explicitly approved for release by Discloser in writing; (c) Lawfully obtained from a third party without a known duty of confidentiality; (d) Known to the Recipient prior to such disclosure; (e) Independently developed by or for Recipient without any breach of this Agreement; or (f) Required to be disclosed by a valid court order if, to the extent permitted under the circumstances, Recipient has first given Discloser notice of such requirement to afford Discloser an opportunity to protect its Information by protective order or other means.
4. Recipient shall treat all Proprietary Information received hereunder as the property of Discloser and shall not copy or reproduce such Proprietary Information without the express written permission of Discloser, except for such copies as may be necessary for the Purpose contemplated hereunder. Upon Discloser’s written request, Recipient shall either return to Discloser all Proprietary Information along with all copies and portions thereof, or provide notice in writing that it has destroyed all such Proprietary Information. Recipient nonetheless may maintain an archived file copy of a document or other item containing Information residing in its automatic backup systems provided that all such copies shall remain subject to the obligations hereunder regarding confidentiality and use of Information for so long as they are retained.
5. No rights or obligations other than those expressly recited herein are implied by this Agreement. This Agreement does not require either party to disclose any particular information, recommend products of the other, or enter into any business relationship, nor does it grant Recipient a license to any of Discloser’s patents, trademarks or copyrights. This Agreement does not restrict either party from developing, improving, or marketing competitive products or services, so long as Recipient does not refer to Information in tangible form while doing so. Each party shall treat all Information disclosed hereunder “as is” without representation or warranty of any kind.
6. This Agreement shall commence on the Effective Date and shall continue for a period of three (3) years. Either party may terminate this Agreement for any reason by giving written notice to the other party. Recipient’s obligations regarding Information are as stated in Section 2.
7. Recipient agrees that a breach of this Agreement may give rise to irreparable injury to Discloser that the award of damages may not adequately compensate for such injury. Consequently, Discloser shall be entitled to seek, in addition to all other remedies available to it, injunctive and other equitable relief without the posting of a bond to prevent a breach of,

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and to secure the enforcement of, this Agreement. This Agreement shall be interpreted and construed under the laws of the Commonwealth of Virginia without regard to its conflict of laws principles. A party must file any claim arising under this Agreement within two years after such claim accrues.

8. Information disclosed pursuant to this Agreement may be subject to export-control requirements. Each party acknowledges and agrees to comply with all laws and regulations if Discloser discloses export-controlled information to Recipient. Discloser shall: (a) provide advance written notice to Recipient of such intended disclosure; (b) mark affected information with an obvious export-restrictive legend.

9. This Agreement is the entire understanding between the parties with respect to the subject matter contained herein and supersedes all prior or contemporaneous agreements concerning this subject matter. This Agreement may only be modified in a writing that has been signed by both parties. A party may not assign this Agreement without the other party's prior written consent, except that either Party may, without consent, assign this Agreement as a result of a merger or a sale of all or substantially all of the assets or stock of that Party or to a parent, subsidiary or affiliate as part of any internal reorganization. This Agreement shall be effective when all parties have signed below or in counterpart, and photocopy, facsimile, electronic, or other copies shall have the same effect for all purposes as an ink-signed original.

10. All legal notices (including requests, consents or waivers) made under this Agreement will be in writing and delivered by facsimile, electronic mail, or other electronic means (in which case Recipient will provide acknowledgment within one business day separately from any machine-generated automatic reply); or by prepaid means providing proof of delivery, to the office described in the Legal Notices Column below. Notices are effective upon receipt, and will be sent to the addresses listed below:

Party Mailing Address	Contract Contact	Technical Contact	Legal Notices
D-J Engineering, Inc. 219 W. 6 th Ave. Augusta, Kansas 67010	219 W. 6 th Ave. Augusta, Kansas 67010 316-775-1212 Email:	219 W. 6 th Ave. Augusta, Kansas 67010 316-775-1212 Email:	
Insert Company Name			

Either party may change its address upon notice as required by this Section.

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IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized representatives.

D-J Engineering, Inc.

Insert Full Legal Name

Signature

Signature

Printed Name, Title

Printed Name, Title

Date

Date