



Procedure Title:
Supplier Quality Manual

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1 PURPOSE

- 1.1 The purpose of this manual is to communicate Curtiss-Wright Chanhassen's quality requirements and expectations to suppliers.
- 1.2 The products and services being procured are used in a variety of applications, including industrial automation machinery, robotics, automotive assembly, entertainment, and mission-critical military equipment. It is crucial that suppliers to Curtiss-Wright understand the criticality of the product quality required.
- 1.3 Curtiss-Wright is committed to doing business with suppliers who consistently supply parts, materials, processes, and services to specification, at a competitive price, and in accordance with the defined delivery schedule.

2 SCOPE

- 2.1 This manual applies to all suppliers who provide parts, materials, equipment, and services to Curtiss-Wright Chanhassen.

3 SUPPLIER CODE OF CONDUCT

- 3.1 Supplier shall comply with Curtiss-Wright's [Code of Conduct](#).

4 CONFLICT MINERALS COMPLIANCE

- 4.1 Supplier shall comply with Curtiss-Wright's [Conflict Mineral Policy](#).

5 RIGHT OF ENTRY

- 5.1 Curtiss-Wright, its customers, government officials, and notified bodies reserve the right to verify the quality and delivery of all Curtiss-Wright-procured materials and services at the Supplier's facility, with prior notification.

6 CONFIDENTIALITY

- 6.1 Supplier shall prevent proprietary or confidential information from unintended exposure to third parties, including sub-tier suppliers.
- 6.2 To share proprietary information with sub-tier suppliers, alert the Curtiss-Wright purchasing representative (Buyer) to initiate a Non-Disclosure Agreement.
- 6.3 If a supplier determines that proprietary or confidential information has been inadequately controlled, immediate notification to Curtiss-Wright is required.

7 SUPPLIER ASSESSMENTS

- 7.1 Supplier shall be assessed for capability and suitability by Curtiss-Wright prior to the placement of an initial purchase order and re-assessed on a determined schedule. This assessment may take the form of an on-site audit or a supplier self-assessment.
- 7.2 A for-cause on-site audit may also be required by Curtiss-Wright in response to significant or persistent performance issues from a supplier.

8 SUPPLIER PERFORMANCE

- 8.1 Curtiss-Wright monitors supplier performance with data that includes quality rejections and on-time delivery.
- 8.2 Any supplier that receives a performance report is expected to review the data and contact the Buyer with questions or concerns.
- 8.3 Performance expectations are communicated by the Buyer and align with Curtiss-Wright's business objectives.

9 QUALITY SYSTEM REQUIREMENTS

- 9.1 Suppliers are encouraged to develop foundational quality systems that incorporate continuous improvement and emphasize defect prevention while reducing variation and waste.
- 9.2 ISO9001:2015 or equivalent third-party registration is preferred. A supplier without third party registration shall require a more thorough review of its capabilities to ensure that adequate quality systems exist and are effectively deployed.
- 9.3 Supplier is responsible for ensuring the quality of work performed by sub-tier suppliers and is encouraged to review the quality systems and practices of sub-tier suppliers for adequacy and effectiveness.
- 9.4 Supplier is required to notify Curtiss-Wright of any changes to their Quality System accreditations resulting in system disqualification or downgrading. Failure to do so may result in disapproval of the Supplier.

10 RECORD RETENTION

- 10.1 Records created or obtained by a supplier or its sub-tiers related to testing, inspection and traceability and not otherwise delivered with a purchase order shall be retained for a minimum of seven years per the retention policy.
- 10.2 Storage conditions must allow the records to remain legible, readily identifiable and retrievable.
- 10.3 Supplier shall notify Curtiss-Wright if they are unable to retain records at their facility for the required record retention period.

11 CONTROL OF SUB-TIER SUPPLIERS

- 11.1 Supplier has the responsibility to flow down all applicable requirements contained within this Supplier Quality Manual, as well as those found on all purchase orders, drawings, and specifications received from Curtiss-Wright.
- 11.2 Where Curtiss-Wright is the design authority, Supplier shall notify the Buyer for pre-approval of all proposed Sub-tier supplier selections.

12 COUNTERFEIT PARTS PREVENTION

- 12.1 Supplier shall develop and implement a counterfeit parts control plan that documents processes used for risk mitigation, disposition, and reporting of counterfeit parts.



13 MATERIAL SUPPLIED BY CURTISS-WRIGHT

- 13.1 Supplier shall have established processes to ensure that material furnished by Curtiss-Wright is adequately identified and segregated from the Supplier's inventory.
- 13.2 Controls shall be in place to prevent the use of Curtiss-Wright-furnished material on other contracts.
- 13.3 If the Supplier identifies nonconforming material supplied by Curtiss-Wright, immediately contact the Buyer for disposition.

14 WORKMANSHIP

- 14.1 The Supplier is responsible for providing parts and services to Curtiss-Wright's drawing specifications, purchase order requirements, and terms and conditions of purchase.
- 14.2 The Supplier is responsible for performing a visual inspection, especially concentrating on exterior surfaces, in normal lighting to prevent shipment of nonconformances due to poor workmanship.
- 14.3 Supplier shall employ workmanship standards to prohibit shipment of product with undesirable attributes, such as:
 - 14.3.1 Burrs and other excess material such as flash
 - 14.3.2 Scratches that do not pass the "fingernail test" or violate surface finish requirements
 - 14.3.3 Scratches that may create leakage paths or compromise seals
 - 14.3.4 Non-uniform surface color and texture
 - 14.3.5 Contamination due to foreign debris or residue
 - 14.3.6 Corrosion and pitting
 - 14.3.7 Chips, breaks, nicks, dents and other surface marks
 - 14.3.8 Contact marks from racking or inadequate protection during transit
 - 14.3.9 Bleed out and other inconsistent finish appearances

15 SUPPLIER REQUIREMENTS

15.1 Mercury

15.1.1 The Supplier shall ensure that material furnished is free from mercury contamination.

15.2 Certificate of Conformance (CoC)

When specified on the purchase order or on the drawing, the Supplier shall provide a Certificate of Conformance signed by an authorized representative of the Supplier's organization. The Certificate of Conformance shall include the following information at a minimum:

15.2.1 Date of certification;

15.2.2 Supplier name and address;

15.2.3 Statement that materials and/or services supplied meet all requirements of the order;

15.2.4 Curtiss-Wright purchase order number and line number;

15.2.5 Curtiss-Wright part number and revision level;

15.2.6 Quantity of parts shipped;

15.2.7 Description of the parts or services being certified;

15.2.8 Serial, lot or batch numbers, if applicable;

15.2.9 Printed name and title of authorized signer.

15.3 Material Certification

When specified on the purchase order or on the drawing, the Supplier shall provide a material certification for the parts supplied. A copy of the original Mill Test Report for the material is preferred, if available. The material certification shall include the following information at a minimum:

15.3.1 Date of certification;

15.3.2 Supplier name and address;

15.3.3 Heat, batch or lot number of the material;

15.3.4 Type and grade of the material; and,

15.3.5 Chemical composition of the material.



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15.4 Process Certification (Heat Treatment, Painting, Anodizing, etc)

When specified on the purchase order or on the drawing, the Supplier shall provide the applicable process certifications signed by an authorized representative of the Supplier's or Sub-Tier Supplier's organization. The process certification shall include the following information:

15.4.1 Date of certification;

15.4.2 Supplier name and address;

15.4.3 Heat, batch or lot identifier;

15.4.4 Curtiss-Wright purchase order number and line number;

15.4.5 Curtiss-Wright part number and revision level;

15.4.6 Quantity of parts shipped;

15.4.7 Applicable process standard (as specified on purchase order, drawing or specification);

15.4.8 Statement that process was performed in accordance with the specified standard; and,

15.4.9 Printed name and title of authorized signer.

15.5 Inspection Report

When specified on the purchase order or the drawing, the Supplier shall provide an inspection report for the parts supplied. The inspection report shall include the following information:

15.5.1 Date of inspection;

15.5.2 Curtiss-Wright purchase order number and line number;

15.5.3 Curtiss-Wright part number and revision level;

15.5.4 Quantity of parts inspected;

15.5.5 Quantity of parts shipped;

15.5.6 Measurement data for parts in their final, as-shipped condition;

15.5.7 Inspection result (pass/fail); and,

15.5.8 Initials or identifier of employee performing the inspection.

16 FIRST ARTICLE INSPECTION

- 16.1 When specified by the Purchase Order, First Article Inspection (FAI) may be required for first-time buys or after a change is implemented. This process is used to verify that a supplier's production process is capable of meeting Curtiss-Wright's requirements.
- 16.2 The Supplier shall conduct a First Article production run and produce parts utilizing normal production equipment, tooling, and processes that would be used in mass production.
- 16.3 The Supplier shall document an inspection against all features and notes on the drawing. This inspection record shall be accompanied by Curtiss-Wright FAI Form 82144 or equivalent approved form.
- 16.4 The Supplier shall submit sample parts with corresponding inspection records for approval by Curtiss-Wright. Approval shall be communicated using FAI Form 82144 or equivalent approved form, after which mass production may begin.
- 16.5 If a First Article production run is rejected, appropriate corrective measures shall be taken before another begins.

17 NONCONFORMING MATERIAL

- 17.1 Supplier is responsible for performing adequate inspection and/or verification to ensure that products and services provided to Curtiss-Wright meet all applicable requirements.
- 17.2 Incoming inspection is conducted on supplied products and services at Curtiss-Wright's discretion and should not be considered a part of the Supplier's quality control plan.
- 17.3 Nonconformance discovered by the Supplier
 - 17.3.1 The Supplier is responsible for quarantining all nonconforming material to prevent shipment to Curtiss-Wright.
 - 17.3.2 The Supplier is responsible for conducting an immediate assessment of other products in process for, completed for, or previously delivered to Curtiss-Wright to ensure that all potentially affected product is identified and quarantined for verification.
 - 17.3.3 In the event that nonconforming material is suspected of being delivered to Curtiss-Wright, the Supplier shall immediately contact the Buyer.
- 17.4 Nonconformance discovered by Curtiss-Wright
 - 17.4.1 When nonconforming material is discovered after receipt by Curtiss-Wright, a nonconformance report shall be initiated and shared via email to the Supplier.
 - 17.4.2 A Return Materials Authorization shall be requested if rework or replacement by the Supplier is expected.

18 DEVIATION

- 18.1 The Supplier may request that Curtiss-Wright accepts known nonconforming material under a one-time deviation by completing a Supplier Deviation Request per Form 70529, which is available from the Buyer.
- 18.2 The completed deviation request should be filled out and submitted per the instructions on the form.
- 18.3 If the deviation request is approved, Curtiss-Wright shall provide the Supplier with a copy of the signed deviation form with a unique deviation number and a timeframe for when the request is active.
 - 18.3.1 At shipment, deviated material must be segregated from conforming material, clearly identified as deviated, and marked with the deviation number.
- 18.4 If the deviation request is denied, Curtiss-Wright shall notify the Supplier of the reason for the rejection. The Supplier is responsible for sorting all potentially affected parts prior to shipment to prevent delivery of material that does not meet specification.
- 18.5 Deviation requests are approved on a one-time basis. Past approval of a deviation request does not guarantee the approval of a subsequent request for the same nonconformance. The Supplier is responsible for taking corrective action to ensure that the true root cause of the nonconforming condition is eliminated and future lots meet drawing and purchase order specifications without deviation.

19 SUPPLIER CORRECTIVE ACTION REQUEST (SCAR)

- 19.1 SCARs may result from nonconformance reports, poor quality performance, poor delivery trends, or other issues that pose risk to Curtiss-Wright and its customers.
- 19.2 Supplier is required to acknowledge receipt and communicate containment activities within two days of receiving a SCAR.
 - 19.2.1 Containment is defined as immediate action taken to prevent the delivery of additional nonconforming parts or services to Curtiss-Wright.
 - 19.2.2 Containment must also assess the likelihood of other similarly nonconforming parts or services having been delivered to Curtiss-Wright.
- 19.3 Supplier is required to identify root cause and implement corrective and preventative actions within 30 days of receiving a SCAR.
 - 19.3.1 Root cause analysis shall identify the most basic failure condition that resulted in the nonconformance. This can be achieved via a 3-legged 5-why or other appropriate analysis techniques.
 - 19.3.2 Action shall be taken to eliminate the root cause of the failure or to mitigate recurrence of the failure.

20 PACKAGING, HANDLING AND SHIPPING REQUIREMENTS

- 20.1 Supplier shall mark all packaging with the Purchase Order and Part Number.
- 20.2 Supplier shall ensure the use of adequate protective measures to prevent movement, shifting, damage, and deterioration during transportation and storage, including but not limited to application of packages and wraps, cushioning, corrosion prevention, and electrostatic discharge (ESD) protection.
- 20.3 Supplier shall be responsible for shipping damage(s) that occur as a result of inadequate packaging, cushioning, dunnage or other protections that prevents damage from occurring when subjected to normal commercial shipment handling.
- 20.4 Pallets and containers shall be in good, clean condition and free of sharp corners.

21 ON TIME DELIVERY (OTD)

- 21.1 The Supplier is expected to deliver parts and services by the promised date. Late deliveries impede Curtiss-Wright's ability to deliver on commitments to our customers.
- 21.2 Parts and services found to be nonconforming are not considered to be on time, regardless of when they were received.
- 21.3 Changes to ship dates that result in delivery later than original promise dates shall still impact on time delivery.

22 NOTIFICATION OF CHANGE

- 22.1 Supplier shall notify the Buyer of the following as quickly as possible:
 - 22.1.1 Relocation of manufacturing facility
 - 22.1.2 Change in quality system management or quality system certification/registration
 - 22.1.3 Changes to processes with impact to product quality or reliability
 - 22.1.4 Form/Fit/Function changes on Supplier-owned designs
 - 22.1.5 Acquisition by another company or Supplier name change
- 22.2 Notification shall be reviewed for impact.



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Owner

Name	Title	Signature	Date
Molly O'Day	Quality Manager	On File	01/02/26

Approvals

Name	Title	Signature	Date
David Spain	Supply Chain Manager	On File	12/29/25
Craig Kolb	Director, Operations	On File	12/29/25

Change Control

Revision	Description of Change	Training Required? Y/N	Date	Changed By
A	Initial		8/11/2015	KC
B	Update to Deviation Process; Inclusion of Workmanship Standard and Notification of Change.		9/19/2016	KC
C	Inclusion of Counterfeit and/or Suspect Work. Update to Notification of Change, Nonconformance and Deviation.		1/2/2019	KC
D	Added 13.3.2 Material Supplied by Curtiss-Wright; Removed Supplier Quality Engineer as Owner		1/20/20	RM
E	Complete rewrite.	Y	01/05/26	MO

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