ECHO DESIGN & INTEGRATION

SUPPLIER QUALITY MANUAL

DOCUMENT NUMBER	REVISION	REVISION DATE
QPP-002	**B**	**09 September 2025**

AUTHORIZATIONS

Process Owner:	Director of Operations
Management Representative:	Director of Operations

1. INTRODUCTION

To exceed in meeting our customer expectations, it is imperative to have a solid relationship with our suppliers. The intent of the supplier quality manual is to establish expectations and eliminate any miscommunication between EDI and our suppliers.

EDI has the following expectations for their suppliers:

1. 100% on time delivery
2. Zero Defects
3. Continuous Improvement
4. Safety / Government / Regulatory Requirements are achieved

We also expect that your suppliers meet these minimum requirements. It is your responsibility to manage your supply chain in the same manner.

2. PURPOSE

This manual for our supply chain outlines the minimum expected quality requirements. This manual does not replace individual Purchase Order requirements or specifications but is the set of minimum requirements and expectations upon which other requirements and expectations are based.

3. SCOPE

This document applies to all suppliers of EDI that supply manufactured components or end items. A copy of this manual is given to the supplier at the time of supplier qualification via email or equivalent process. Compliance to this manual will be referenced in the Terms and Conditions of EDI's P.O. (Purchase Order). It is expected that the supplier understands and utilizes this manual.

It is the responsibility of the supplier to check periodically for any changes that may have occurred. Any questions can be directed to the Quality Department at EDI.

Suppliers are expected to establish goals aimed at becoming fully compliant to AS9100 or ISO 9001 at a minimum.

Furthermore, the supplier must notify EDI of changes in product and/or process, changes of suppliers, and changes of manufacturing facility location and obtain EDI approval where required.

4. QUALITY MANAGEMENT SYSTEM

Suppliers should develop and implement a documented system to control processes and ensure quality. Suppliers must allow for system audits by EDI representatives for any of the following reasons:

a. The Supplier is being considered for new or additional business.

b. The Supplier scored low on the supplier performance data.

c. The Supplier failed to submit acceptable inspection and or certification data.

d. When the quality of supplied product shows areas of non-conformance or does not meet product specification requirements.

e. To assist the Supplier in improving performance as needed or requested.

All suppliers are preferred to be at a minimum AS9100 or ISO9001 compliant. Otherwise a Quality System must be fully implemented to ensure EDI requirements. A Quality Audit or supplier evaluation may be conducted by EDI Quality and Purchasing departments to ensure this compliance. It is the Supplier's responsibility to ensure that all regulatory requirements and documentation such as inspection reports, certificate of conformance, material certifications, MSDS, and other required documentation is provided as required. It is the Supplier's responsibility to ensure that all "due dates", requests for quote, corrective actions, preventative actions, etc. are met.

CONTRACT REVIEW

Suppliers must maintain records of contracts in accordance with the requirements of the quality management system requirements manual or written agreements with EDI.

DESIGN CONTROL

All designs for tooling used to produce product for EDI must be shared with EDI, if requested by EDI.

DOCUMENT AND DATA CONTROL

All documents including prints, drawings, manuals, specifications, functional parts received from EDI, are the property of EDI and must be returned to EDI upon request.

When EDI issues revised prints, specifications or manuals, the obsolete copies must be marked obsolete, destroyed, or returned to the proper EDI contact.

Digital Product Definition (DPD) and Product Acceptance Software (PAS)

If a supplier is awarded a purchase order connected with Aerospace, a Digital Product Definition (DPD) and Product Acceptance Software (PAS) plan may be required. An audit of the supplier digital control plan systems may be required. Suppliers must comply with the EDI DPD Process.

PURCHASING

Suppliers to EDI are fully responsible for all aspects of controlling the quality and delivery of product and/or services from sub-tier suppliers. Suppliers are also responsible for ensuring that sub-tier suppliers understand and meet EDI requirements and expectations, as well as EDI customer requirements and applicable statutory and regulatory requirements.

Suppliers must also upon request, from EDI, provide submissions for material, certificates of compliances or services from sub-tier suppliers. Suppliers will ensure that all certificates and other required documentation are available for product and or services from sub-tier suppliers.

Suppliers must flow down to sub-tier suppliers, and upon request, will arrange for a EDI representative, their customer representative, or regulatory authority access to the applicable areas of all facilities, at any level of the supply chain involved in the order and to all applicable records.

EDI suppliers will maintain their supply-base in the same manner as they are requested to from their customers, and per the requirements set-forth in AS9100 and/or ISO9001. When a sub-tier supplier is used without certification, it is the supplier's responsibility to manage that sub-tier supplier accordingly, and if necessary, to start the de-sourcing process to find a supplier that does comply.

CONTROL OF SUPPLIED PRODUCT

Suppliers will store and maintain all products supplied from EDI, in a manner that will prevent damage or loss. Any supplied product that is damaged, lost or otherwise unusable must be documented and reported to EDI in a timely manner.

Tools, equipment and returnable packaging owned by EDI must be permanently marked so that the ownership of each item is visually apparent. Engineering, tools and equipment as provided and owned by EDI cannot be used for any other customer, without prior written approval from EDI.

Reusable packaging owned by EDI must be handled and stored in a manner that will prevent damage or loss. It is the responsibility of the supplier to maintain records of inventory of the reusable packaging. Prior to use, it is the supplier's responsibility to inspect, clean and repair or replace all reusable/returnable packaging to ensure that the packaging will protect product during storage and during transit.

PRODUCT IDENTIFICATION AND TRACEABILITY

Suppliers will ensure that all products are identified according to print and/or purchase order requirements and specifications. Unless otherwise specified by EDI, Suppliers will utilize an effective system, such as unique lot numbers and date stamps, to maintain lot traceability of raw and/or finished material.

PROCESS CONTROL

Suppliers must identify and plan production, installation and servicing processes that directly affect the quality and schedule of product supplied to EDI Suppliers must ensure that these processes are carried out under controlled conditions. As applicable, suppliers will establish adequate controls for special processes and validate the ability of these processes to achieve planned results.

Suppliers will have documented procedures for process monitoring, as well as detailed operator instructions for all employees having responsibilities for operation of processes.

Where key characteristics (control dimensions) are identified on the print, EDI requires that the Supplier monitor the process capability on an on-going basis.

Suppliers must maintain records of all process changes and the effective dates.

Any requested deviation from the build prints or design/model must be submitted in writing and approved by EDI prior to implementing any process or material changes.

INSPECTION AND TESTING

Suppliers are to establish and maintain documented procedures for inspection and testing activities to ensure that the specified requirements for the product are met. The control plan may satisfy this requirement.

Product must not be shipped until all inspections and tests have been successfully completed, the results documented, and either approved or dispositioned by EDI Quality Representative.

The quality plan (control plan) should include inspection of incoming product at all stages. This includes sub-supplier processes for example: sending product out for paint or heat treatment and then re-inspecting product upon re-entry into the plant.

All inspection and test records and relating documents will be maintained and available for review by EDI, its customers, and/or governing regulatory authorities.

CONTROL OF INSPECTION, MEASURING AND TEST EQUIPMENT

Suppliers of EDI must maintain calibration records for all inspection and test equipment used to make pass/fail decisions on products manufactured for EDI. All calibrations must be current and all test or inspection equipment tagged or labeled showing current calibration status.

CONTROL OF NON-CONFORMING MATERIAL AND PRODUCT

Suppliers must request a deviation prior to shipping any product that does not meet all specified requirements. This should only be used in the rare instance where there is data to show that the product is usable by EDI. Shipment is authorized after EDI does an evaluation and has notified and received approval from customers to EDI. An approval signature from a EDI Authorized MRB Representative on the requested deviation authorizes shipment.

All rework and/or repair which is not part of the normal process must be authorized in writing by EDI MRB Representative prior to shipment of product.

Suppliers must contact EDI immediately if it is discovered that nonconforming product has been produced, or suspect product may have been shipped to EDI or its Customer.

Supplier is responsible for all cost associated with rework, repair, replacement, scrap, and shipping for all non-conforming product determined to be the fault of the supplier.

CORRECTIVE AND PREVENTIVE ACTION

When a request for a corrective action report is received from EDI, the response must be documented on the Supplier’s corrective action form or EDI can provide their CAR form for the supplier to use.

Special attention must be given to identification of the root cause and action to prevent recurrence. The root cause must show systemic corrective actions.

When a request for a Supplier Corrective Action Report (SCAR) is received from EDI, a response detailing the short-term containment action(s), must be received by EDI within twenty-four (24) hours after being issued.

All responses must be reviewed and approved by the EDI Quality Manager.

If the quality manager rejects a corrective action response, the Supplier is required to respond with a different corrective action within ten (10) days from the rejection date and show permanent corrective actions are in place.

HANDLING, STORAGE, PACKAGING, PRESERVATION AND DELIVERY

The supplier is required to develop procedures to handle, store, package, and ship materials in a manner to ensure that it meets all functional and appearance specifications upon arrival at EDI or its Customer facility.

EDI requires that suppliers manage all incoming materials under their own receiving inspection system. Upon receipt of non-conforming material, suppliers may contact EDI Project Management to coordinate disposition by a EDI approved MRB representative.

CONTROL OF QUALITY RECORDS

Required Methods for Control, Storage and Maintenance

Suppliers must ensure archived, boxed records or electronic storage media are clearly marked to identify their contents. These records/documents must be stored in a manner to preserve the record/document and prevent environmental degradation or loss. Precautions must be taken to preserve the record from water, heat, or fire damage and to prevent theft or misuse of the record. Records maintained in software are to be periodically backed up on media separate from the initial storage location. A back-up of active records must be done at regular intervals. These requirements must also be flowed down by the supplier thru their supply chain.

Disposal of Records

Suppliers shall adhere to the minimum record/document retention time of at least seven years from the end of the contract for all product, unless otherwise specified. EDI may require extended retention times. After the required retention period, records are retained or disposed of in accordance with the customer's requirements. Disposal of records must be done in a manner that protects proprietary/sensitive information. Contracts may increase or decrease the retention period for specific records/documents. Based on customer requirements, records/documents may be maintained for the life of the product. These requirements must also be flowed down by the supplier thru their supply chain.

INTERNAL QUALITY AUDITS

Suppliers are required to develop an internal audit program with qualified auditors to ensure all established policies and procedures are being followed.

TRAINING

Suppliers are required to maintain training records for all employees who are required to make pass/fail decisions on parts or products supplied to EDI.

SUPPLIER PERFORMANCE

Suppliers will have methods in place to measure customer satisfaction. These measurements should be used in identifying the need for corrective and preventive actions, as well as continual improvement. Suppliers will at a minimum, use the Supplier Ratings as a method of measuring satisfaction. EDI will have available upon request the annual Supplier Performance Ratings report (not applicable to suppliers providing commercial/off-the-shelf components). Supplier performance will be evaluated for each job and averaged quarterly.

Supplier performance will be rated based on the following:

- On Time Delivery
- Quality

Suppliers scoring lower than the annual established threshold will be noted on the Qualified Supplier List which may prevent sourcing of new business and potentially cause premature cancellation of any remaining current purchase order, or disqualification of that supplier.

Disqualified suppliers must undergo a new survey and audit at EDI's discretion prior to being re-qualified.

RIGHT TO ACCESS

EDI reserves the right of access by our employees, our customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain.

AWARENESS

Supplier shall ensure that that all employees and suppliers are aware of:

- their contribution to product or service conformity
- their contribution to product safety
- The importance of ethical behavior

BOEING FLOW DOWN REQUIREMENTS

Boeing has set forth requirements which must be flowed down by Echo Design & Integration to its suppliers. Who in turn, must flow them to their sub-tier providers. These requirements shall be complied to by all parties, as applicable to their respective organization. Some of these requirements have been enumerated in full herein, others have been referenced to. For those referenced; the seller & their sub-tier providers must access the requirement's content themselves & ensure that their respective organization, its products & services comply to them. Points of access will be explained in the applicable sections.

Boeing Quality Documents:

Document Number:	Title:
X31764	Quality Purchasing Data Requirements (BCA/BGS)
D1-4426	Approved Process Sources
D6-51991	Quality Assurance Standard for Digital Product Definition at Boeing Suppliers
D6-56202	Tooling Supplier Quality Operating Requirements

Boeing Terms & Conditions Documents:

Document Number:	Title:
GP1	The Boeing Company General Provisions (Fixed Price Goods Contract - Commercial)
GP2	The Boeing Company General Provisions (Fixed Price Services Contract- Commercial)
SP3	The Boeing Company International Provisions
SP4	The Boeing Company On-Sight, Environment, Health & Safety Supplemental Provisions

Boeing Requirement Quality Notes:

- In performing the obligations of this agreement, both parties will comply with United States export control and sanctions laws, regulations, and orders, as they may be amended from time to time, applicable to the export and re-export of goods, software, technology, or technical data ('items') or services, including without limitation the Export Administration Regulations ('EAR'), International Traffic in Arms Regulations ('ITAR'), and regulations and orders administered by the Treasury Department's Office of Foreign Assets Control (collectively, 'Export Control Laws').

  A) The party conducting the export shall be responsible for obtaining the required authorizations.
  B) The party conducting the re-export shall be responsible for obtaining the required authorizations. Each party shall reasonably cooperate and exercise reasonable efforts to support the other party in obtaining any necessary licenses or authorizations required to perform its obligations under this agreement.
  C) The party providing any items under this agreement shall, upon request, notify the other party of the items' Export Control Classification Numbers ('ECCNs') as well as the ECCN of any components or parts thereof if they are different from the ECCN of the item at issue.
  D) Each party represents that (i) the items, and the parts and components thereof, it is providing under this agreement are not 'defense articles' as that term is defined in 22 C.F.R Sub-Section 120.6 of the ITAR, and (ii) the services it is providing under this agreement are not 'defense services' as that term is defined in 22 C.F.R. Sub-Section 120.9 of the ITAR. The parties acknowledge that this representation means that an official capable of binding the party providing such items knows or has otherwise determined that such items, and the parts and components thereof, are not on the ITAR's Munitions List at 22 C.F.R. Sub-Section 121.1. Each party agrees to reasonably cooperate with the other in providing, upon request of the other party, documentation or other information that supports or confirms this representation.
  E) To the extent that such items, or any parts or components thereof, were specifically designed or modified for a military end use or end user, the party providing such items shall notify the other party of this fact and shall also provide the other party with written confirmation from the United States Department of State that such items, and all such parts or components thereof, are not subject to the jurisdiction of the ITAR. Boeing requires that the provisions/requirements set forth above be included in Seller's direct supply contracts as well as the obligation that they be flowed to the sub-tier supply chain. For purposes of this note, supply chain shall mean Seller's direct network of Sellers providing material, equipment, information, and services integrated into products and services.

- Seller agrees not to make any change in materials, processes or design details of the part after Boeing qualification or approval without written approval from Boeing. This shall include changes in materials, processes or design details by subcontractors. In addition to these changes, changes which would affect the part or any component part thereof with regard to (a) part number identification, (b) physical or functional interchangeability, and (c) repair and overhaul procedures and processes and material changes which affect these procedures without prior written approval of Boeing is prohibited.

  If such approval is granted, all part numbers and the originals of all drawings or data shall be revised and provided to Boeing accordingly. Seller will ensure subcontracts include the above requirements for Seller part numbered items, whether such equipment is supplied to Seller as an end item or as a component part of an end item.

- In addition to the provision set forth in the Code of Basic Working Conditions and Human Rights in the contract, Seller further commits that any material violation of law by Seller relating to basic working conditions and human rights, including laws regarding slavery and human trafficking, applicable to Seller's performance under this Contract/ Agreement may be considered a material breach of this Contract/Agreement for which Boeing may elect to cancel any open Orders between Boeing and the Seller, for cause, in accordance with the provisions of this Contract/Agreement, or exercise any other right of Boeing for an Event of Default under this Contract/Agreement. Seller shall include the substance of this clause, including this flow down requirement, in all subcontracts awarded by Seller for work under this Contract/Agreement.

- Seller must provide a statement on the packing sheet certifying its quality assurance department has inspected the parts and they adhere to all requirements, applicable drawings/specifications.

REVISION HISTORY

Rev.	Date	Description
A	12/20/2024	Initial release
B	9/9/2025	Merged Boeing Flow Down Requirements

End of document