
Subject: TEI Supplier Quality & Cybersecurity Manual

Prepared By: Purchasing

The current revision of this manual is available on the TEI website. Suppliers are responsible for complying with the current revision referenced on the applicable TEI Purchase Order.

1. PURPOSE

This Supplier Quality & Cybersecurity Requirements Manual defines the minimum quality, regulatory, traceability, counterfeit prevention, packaging, and cybersecurity requirements applicable to suppliers providing products or services to Tooling & Equipment International (TEI).

This manual supports compliance with applicable quality, customer, regulatory, and cybersecurity requirements, including where contractually applicable:

- AS9100D
- ISO 9001:2015
- NIST SP 800-171 (where applicable and flowed down)
- CMMC Level 2 (where applicable and flowed down)
- Applicable customer and regulatory requirements

Suppliers are responsible for ensuring compliance with all applicable requirements referenced in TEI Purchase Orders and this manual.

2. SCOPE

This manual applies to suppliers providing:

- Raw materials
- Machined or fabricated components
- Aerospace products
- Special processing
- Calibration services
- Inspection/testing services
- Software or IT services
- Any product or service affecting TEI product conformity or customer requirements

Additional cybersecurity requirements apply when specified by the TEI Purchase Order, customer contract, or other applicable flow-down, including when a supplier receives, processes, stores, or transmits Controlled Unclassified Information (CUI).

The version of this manual posted on the TEI website is the current externally available revision. Purchase Order requirements and customer-specific flow-downs remain controlling where more stringent or specific requirements apply.

3. QUALITY MANAGEMENT SYSTEM REQUIREMENTS

Suppliers shall maintain a quality management system appropriate to the products or services provided.

Where specified by TEI or customer requirements, suppliers shall maintain:

- AS9100 certification
- ISO 9001 certification
- AS9120 certification
- ISO/IEC 17025 accreditation
- Nadcap accreditation

Certification status shall be maintained current and made available to TEI upon request.

Suppliers shall notify TEI immediately of:

- Certification expiration
- Certification suspension or revocation
- Major organizational or ownership changes
- Facility relocation

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4. PURCHASE ORDER REQUIREMENTS

Suppliers shall comply with all requirements specified on the TEI Purchase Order, including:

- Drawings
- Specifications
- Revision levels
- Standards
- Customer requirements
- Flow-down clauses
- Packaging instructions
- Delivery requirements

Suppliers shall not:

- Substitute materials
- Change manufacturing methods
- Change special processes
- Change sub-tier suppliers
- Deviate from requirements

without prior written approval from TEI.

Electronic acceptance of a TEI Purchase Order constitutes acceptance of all applicable requirements referenced in the Purchase Order and this manual. A separate signed acknowledgment of this manual is not required unless specifically requested by TEI.

5. FLOW-DOWN OF REQUIREMENTS

Suppliers shall flow down all applicable TEI, customer, statutory, regulatory, and quality requirements to sub-tier suppliers.

Suppliers are responsible for ensuring outsourced processes remain controlled and conforming.

6. CONFIGURATION MANAGEMENT & REVISION CONTROL

Suppliers shall ensure:

- Current revision levels are used
- Obsolete documents are removed from use
- Configuration integrity is maintained throughout manufacturing and delivery

No changes to customer- or TEI-approved product definition, configuration, materials, manufacturing processes, special processes, sub-tier sources, or applicable software are permitted without prior written approval from TEI.

7. TRACEABILITY REQUIREMENTS

Suppliers shall maintain traceability of:

- Materials
- Components
- Lot numbers
- Heat numbers
- Batch numbers
- Serial numbers (where applicable)

Traceability documentation shall be retained and provided to TEI upon request.

Material certifications shall accompany shipments where specified.

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8. COUNTERFEIT PART PREVENTION

Suppliers shall establish controls to prevent the use of counterfeit or suspect counterfeit parts and materials.

Suppliers shall:

- Procure materials from original manufacturers or authorized distributors whenever possible
- Maintain traceability to the original manufacturer
- Verify authenticity of supplied materials
- Segregate suspect counterfeit material
- Immediately notify TEI of suspect counterfeit parts

Counterfeit or suspect counterfeit product shall not be shipped to TEI.

9. SPECIAL PROCESS REQUIREMENTS

Special processes including but not limited to:

- Heat treating
- Welding
- Plating
- Coating
- Non-destructive testing (NDT)

shall be performed only by TEI-approved or customer-approved suppliers.

Where required, Nadcap accreditation shall be maintained.

Special process certifications shall accompany shipments when required. Suppliers shall use customer-directed or TEI-approved sources where specified on the Purchase Order.

10. CALIBRATION REQUIREMENTS

Calibration suppliers shall maintain:

- ISO/IEC 17025 accreditation or equivalent traceability to NIST standards

Calibration certificates shall include:

- Equipment identification
- Calibration date
- Due date
- Traceability information
- As-found/as-left data where applicable

11. RECEIVING, INSPECTION & ACCEPTANCE

TEI reserves the right to perform receiving inspection and verification of all supplied products and services.

Acceptance by TEI does not relieve the supplier of responsibility for product conformity.

Suppliers shall provide:

- Certificates of Conformance (CoC)
- Material certifications
- Inspection/test records
- Special process certifications
- Any required objective evidence

with shipment as specified.

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12. NONCONFORMING PRODUCT

Suppliers shall notify TEI immediately of:

- Nonconforming product
- Process deviations
- Escapes
- Suspected quality issues

Suppliers shall not ship nonconforming product without written authorization from TEI.

Suppliers shall notify TEI immediately upon discovery of any shipped nonconforming product or escaped defect affecting delivered product.

TEI may require:

- Corrective action
- Root cause analysis
- Containment actions
- Supplier response within defined timeframes

Suppliers shall not perform repair, use-as-is disposition, or deviation approval without written authorization from TEI.

13. CORRECTIVE ACTION REQUIREMENTS

When requested, suppliers shall:

- Investigate root cause
- Implement corrective actions
- Verify effectiveness
- Prevent recurrence

Corrective action responses shall be submitted within the timeframe specified by TEI.

Repeated quality or delivery issues may result in:

- Increased oversight
- Supplier probation
- Removal from the Approved Supplier List

14. PACKAGING, PRESERVATION & DELIVERY

Suppliers shall preserve product during:

- Manufacturing
- Storage
- Packaging
- Transportation
- Delivery

to prevent:

- Damage
- Deterioration
- Corrosion
- Contamination
- FOD (Foreign Object Debris)

Packaging shall comply with all TEI and customer requirements.

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Products shall be clearly identified and labeled. Suppliers shall maintain appropriate FOD prevention practices to prevent contamination or damage to TEI products.

15. DELIVERY PERFORMANCE

Suppliers shall deliver product and services on or before the required delivery date specified on the Purchase Order.

Suppliers shall immediately notify TEI of:

- Late deliveries
- Delivery risks
- Schedule impacts

TEI monitors supplier:

- On-time delivery
- Product quality
- Responsiveness
- Corrective action performance

16. RIGHT OF ACCESS

TEI, its customers, and applicable regulatory authorities reserve the right of access to:

- Supplier facilities
- Manufacturing areas
- Inspection areas
- Quality records
- Applicable documented information

related to TEI products and services.

17. RECORD RETENTION

Suppliers shall retain applicable records including:

- Inspection records
- Test records
- Certifications
- Traceability documentation
- Calibration records
- Corrective action records

for a minimum of seven (7) years unless otherwise specified by TEI or customer contract. Records shall be made available to TEI upon request.

18. ETHICS & HUMAN FACTORS

Suppliers shall promote:

- Ethical behavior
- Product safety
- Employee awareness
- Human factors awareness
- Prevention of counterfeit activities

Suppliers shall immediately report ethical concerns affecting TEI products or services.

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Suppliers shall ensure personnel are aware of:

- their contribution to product conformity,
- product safety,
- ethical behavior,
- and counterfeit-part prevention requirements.

Suppliers shall ensure personnel performing work affecting product quality are competent based on appropriate education, training, skills, and experience.

19. PRODUCT SAFETY

Suppliers shall promote product safety throughout all phases of product realization and delivery. Suppliers shall ensure employees are aware of their contribution to product safety and the importance of ethical behavior in aerospace and defense applications.

20. CYBERSECURITY REQUIREMENTS (NIST / CMMC)

Suppliers receiving, processing, storing, or transmitting CUI, or other TEI/customer information subject to cybersecurity requirements, shall comply with the cybersecurity requirements specifically flowed down through the TEI Purchase Order, customer contract, or other applicable contractual requirement, including as applicable:

- NIST SP 800-171 (where applicable and flowed down)
- Applicable CMMC Level 2 requirements, where flowed down by TEI or customer contract
- DFARS 252.204-7012 (when applicable)

Suppliers shall:

- Protect CUI and other information subject to contractual cybersecurity requirements
- Restrict unauthorized access
- Maintain cybersecurity controls
- Implement incident response processes

21. CYBERSECURITY INCIDENT REPORTING

Suppliers shall promptly notify TEI of any suspected or confirmed cybersecurity incident affecting TEI or customer information. Where a contractual or regulatory cybersecurity requirement specifies a reporting timeframe, the supplier shall comply with that requirement, including seventy-two (72) hour reporting where applicable.

Reports shall include:

- Nature of incident
- Systems affected
- Data affected
- Containment actions
- Corrective actions

Suppliers shall cooperate with TEI during investigation and resolution.

22. SUPPLIER PERFORMANCE & RE-EVALUATION

TEI monitors supplier performance through:

- Quality performance
- On-time delivery
- Responsiveness
- Corrective action effectiveness

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- Cybersecurity compliance (where applicable)

Suppliers may be:

- Approved
- Conditionally Approved
- Probationary
- Disapproved

based on performance and risk.

23. CONTACT INFORMATION

Questions regarding this manual should be directed to the supplier's normal TEI Purchasing contact. Quality or cybersecurity questions will be routed by TEI Purchasing to the appropriate TEI representative.

24. REFERENCES

- AS9100D
- ISO 9001:2015
- NIST SP 800-171
- CMMC Level 2
- DFARS 252.204-7012
- TEI SOP-008 Purchasing & Materials Management
- TEI WI-008A Supplier Qualification & Evaluation

SUPPLIER ACKNOWLEDGMENT - WHEN REQUIRED BY TEI

Where a separate acknowledgment is specifically required by TEI, the supplier acknowledges receipt and understanding of the TEI Supplier Quality & Cybersecurity Requirements Manual and agrees to comply with all applicable requirements.

Supplier Name: _____

Representative: _____

Signature: _____

Date: _____