STEELCREST PRECISION™

SUPPLIER GUIDE



Steelcrest Precision Supplier Guide

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Steelcrest Precision Supplier Guide

1 COMPANY OVERVIEW / CONTEXT OF THE ORGANIZATION

Steelcrest Precision started as a small machine shop in 1983 specializing in build-to-print tooling, prototypes, and machined parts. Today we have over 100 CNC Machines and can produce parts for our customers ranging from low volume to high volume production quantities. Steelcrest Precision is the specialized evolution of the Wauseon Machine legacy in precision machining and fabrication.

We are defined by our commitment to delivering the highest standard of quality and reliability, acting as proven partners from concept to completion. Our capabilities are focused exclusively on critical component manufacturing, ensuring dedicated expertise in every project.

Our Purpose: To empower customers to achieve the exceptional, one precision part at a time.

Values:

- Customer - Minded
- Team Sport Mentality
- Operate with Integrity
- Treat others with Respect
- Ownership and accountability
- Embrace diversity.
- continuous improvement mindset

2 INTRODUCTION

Our Suppliers
Steelcrest Precision recognizes the very important role our Suppliers have in the value we offer our customers. As an extension of our own operations, we rely on our Suppliers to provide material, products, and services which meet all the requirements of Steelcrest Precision contracts, applicable specifications, and the quality management requirements outlined herein.

Purpose
Steelcrest Precision serves diverse market sectors, such as industrial, automotive, aerospace, and biomedical. The purpose of this guide is to inform our Suppliers of the core expectations we have regarding quality management systems, design requirements, and manufacturing process controls as part of doing business together.

Scope
This guide applies to all Suppliers providing Steelcrest Precision with materials, products, processing, and related services, and when applicable, to Supplier sub-tier sources. The general requirements outlined herein do not supersede conflicting requirements in the Wauseon Machine contract, or drawing, including applicable engineering specifications and process specifications, or applicable long-term agreement(s).

3 SUPPLIER CODE OF CONDUCT

Supplier Awareness Requirements

Steelcrest Precision requires every supplier to ensure that persons performing work related to our orders are aware of:

- Their contribution to product or service conformity.
  The materials, processes, and services you provide become part of aerospace and defense products.

  Meeting the purchase order, drawing, specification, and certification requirements every time is essential to the conformity of our product.

- Their contribution to product safety.
  Nonconforming product can endanger the people who use it. Suppliers must prevent defects, protect product from damage and foreign object debris,

  and notify Steelcrest immediately of any suspect or nonconforming product.

- The importance of ethical behavior.
  Suppliers must be honest and accurate in all records, certifications, and communications. Falsifying or altering documents, providing counterfeit

  or unapproved material, or concealing problems is not acceptable and may result in removal from our approved supplier list.

Suppliers are expected to communicate these requirements to their own employees and to their sub-tier suppliers

4 SUPPLIER APPROVAL PROCESS

Steelcrest Precision requires all Suppliers to be approved prior to the issuance of purchase orders and/or contracts. All Suppliers must be approved by Steelcrest Precision, regardless of approvals by customers or other entities.

New Supplier Form
A new supplier form will need to be completed by the supplier and approved by the Supply Chain Director as the first step in being added to the approved supplier list.

On-Site Assessment
Steelcrest Precision and/or its customers, due to product/process complexity or criticality, may elect to conduct on-site assessments of a Supplier's product or process capabilities. As a result, findings may be issued. These assessments could include:

a) Quality Management System (QMS)
b) Business and Manufacturing Operations
c) Continual Improvement Initiative
d) Technology Assessment
e) Sub-Tier Supplier Control

5 QUALITY SYSTEM REQUIREMENTS

Suppliers shall maintain a Quality Management System (QMS) suitable to the products and services provided to Steelcrest Precision.

Training of Supplier Personnel

Suppliers are responsible for ensuring all personnel to be adequately trained and/or qualified for the roles and responsibilities they are performing to ensure the quality of the product being supplied.

6 AEROSPACE SUPPLIER REQUIREMENTS

Where applicable Aerospace quality management system must meet or exceed Aerospace Customer requirements per scope outlined on purchase order.

7 GENERAL REQUIREMENTS

Compliance to Contractual Requirements

Upon accepting a Steelcrest Precision purchase order (PO), the Supplier is responsible for compliance to all document (e.g., engineering drawing, specification, purchase order) requirements and other related terms listed in the SP Terms and Conditions, **see Appendix A.** All documents, drawings, and specifications, regardless of origin, are applicable to the Supplier when specified in the contract or documents referenced in the PO are required to be used at all levels of the supply chain. Neither audit, surveillance, inspection, or tests made by Steelcrest Precision employees, or its customer(s), at Supplier's facilities, at any sub-tier facilities, or upon receipt at Steelcrest Precision, relieves the Supplier of the responsibility to furnish acceptable products or services that conform to all contract requirements; nor does it preclude subsequent rejection by Steelcrest Precision or its customers.

Steelcrest Precision Designated Sources

Where specified by contract, the Supplier shall purchase products, materials, or services from Steelcrest Precision designated sources. However, the Supplier is responsible to ensure that items procured from such sources meet all applicable technical and quality requirements as outlined in this guide.

Control of Sub-Tier Suppliers

The Supplier, as the recipient of the contract, is responsible for meeting all requirements, including work performed by the Supplier's sub-tier Suppliers (also known as Sub-Suppliers or subcontract Suppliers). When the Supplier uses sub-tier sources to perform work on products and/or services scheduled for delivery to Steelcrest Precision, the Supplier shall include (flow-down) on contracts, to its sub-tier sources, all of the applicable technical and quality requirements contained in the Steelcrest Precision contract, including quality system requirements, regulatory requirements, the use of Steelcrest Precision designated sources, and the requirement to document and control 'key characteristics' and/or 'key processes,' and to furnish certifications and test reports as required. Steelcrest Precision and its customers reserve the right of-entry to sub-tier facilities, subject to proprietary considerations.

Control and Release of Steelcrest Precision Furnished Documents

Documents furnished by Steelcrest Precision to the Supplier are furnished solely for the purpose of doing business with Steelcrest Precision. Proprietary documents may be furnished to the Supplier in hard copy, electronic or other media. The Supplier is responsible for controlling and maintaining such documents to preclude improper use, loss, damage, alteration, and/or deterioration. Unless authorized by the Steelcrest Precision Buyer in writing, the Supplier may not transmit or furnish any Steelcrest Precision furnished documents, or copies of such documents, to anyone outside the Supplier's business organization except to a sub-tier source used by the Supplier for performance of work on the Steelcrest Precision contract. The Supplier shall return to Steelcrest Precision, or purge electronic copies of, all proprietary documents with the last delivery of products or services on the contract. Steelcrest Precision may request the Supplier to furnish objective evidence or certification that proprietary documents have been purged. The Supplier shall flow down this requirement to all sub-tier sources.

8 PRODUCT QUALIFICATION

This section defines the generic requirements for production part qualification and approval. The purpose is to determine if all Steelcrest Precision design and specification requirements are properly understood by the Supplier and that the manufacturing processes have the capability to consistently meet these requirements.
In all instances where a product is manufactured to a new design, for a new system, or for a new application, it is important that Supplier and Steelcrest Precision allocate responsibility for assuring that all performance, endurance, maintenance, safety, and warning requirements are met.

9 PROCESS CONTROL

Special Characteristics

The Supplier shall demonstrate conformity to those special characteristics designated by Steelcrest Precision through means of documentation and appropriate control methods. In addition to any special characteristics identified by

Steelcrest Precision, the Supplier shall also review, identify, document, and control other product and process characteristics that are key to achieving quality.

Control of Monitoring and Measuring Devices

The Supplier shall determine the monitoring and measurement to be undertaken and the monitoring and measuring devices needed to provide evidence of conformity of product to determined requirements. As a minimum, where necessary to ensure valid results, measuring equipment shall:

- be calibrated or verified at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; where no such standards exist, the basis used for calibration or verification shall be recorded; and
- be identified to enable the calibration status to be determined.

Source Inspection

Supplier's products or services may be subject to source inspection by Steelcrest Precision, representatives of Steelcrest Precision or applicable government or regulatory agencies. Source inspection requirement will be included on the contract and may apply to any and all operations performed by the Supplier or the Supplier's sub-tier sources, including prior to delivery of products to Steelcrest Precision. The Supplier shall provide the necessary access, equipment and resources required to effectively accomplish the source inspection.

Raw Material Lot Control

When using more than one lot of raw material, the Supplier shall ensure, document, and furnish positive traceability of each individual product to the raw material certification/test report that represents the raw material from which each of the products was manufactured. Traceability shall be provided by identifying the raw material heat, lot, batch or melt number from the certification/test report on the product and/or on packaging (when used), or the products are segregated and identified.

Counterfeit Parts Prevention

Supplier shall acknowledge that all material and parts supplied are genuine and made by the supplier's approved manufacturer. Supplier shall ensure that counterfeit work is not delivered to Steelcrest Precision.

10 CHANGE CONTROL

The Supplier is responsible for controlling changes and notifying the Steelcrest Precision Buyer of all changes to the approved part design, manufacturing process, or site.

Change Control Process

The Supplier shall have a process to ensure that relevant versions of applicable documents furnished by Steelcrest Precision (as well as those specified of external origin) are available at points of use. The Supplier shall maintain a record of the date on which each change is implemented in production.

Supplier Change Requests

Suppliers shall not make changes to their processes, location, facilities, equipment, material, product design (or any change which may affect product design or function) without written approval from the Steelcrest Precision Buyer for:

- Correction of a discrepancy on a previously submitted part.
- Product modified by an engineering change to design records, specifications, or materials; or
- Any planned changes by the Supplier to the design, process, or manufacturing location, such as:
  a) Use of other material than what was used in previously approved part or product.
  b) Production from new, additional, replacement or modified tools, dies, molds, patterns, etc.
  c) Production following upgrade or rearrangement of existing tooling or equipment.
  d) Production from tooling and equipment transferred to a different plant site or from an additional plant.
  e) Change of sub-tier Supplier for parts, nonequivalent materials, or services (e.g., heat treating, plating, etc.)
  f) Product produced after tooling has been inactive for production for 12 months or more.

g) Change to test/inspection method – new technique (no effect on acceptance criteria)
h) For bulk materials: new source of raw material from new or existing Supplier, or change in product appearance attributes, etc.

11 CONTROL OF NONCONFORMING MATERIAL

For nonconforming products supplied to Steelcrest Precision, including those that reach a Steelcrest Precision customer, the Supplier may be requested to cover Steelcrest Precision-costs to correct the nonconformance.

Non-Conforming Materials – Supplier Location

The supplier is expected to have a process to prevent the production of material that is defective or nonconforming. Nonconforming products should be identified, segregated, and dispositioned in a manner that prevents the unintended use or delivery to Steelcrest Precision.

Supplier Request for Nonconformance Deviation

A Supplier shall not knowingly ship products that deviates from the drawing, specification limits, or design intent without prior written authorization from the Steelcrest Precision Buyer. If such a condition exists, the Supplier may petition the Steelcrest Precision Buyer, in writing, to allow shipment of the product under a written nonconformance deviation.

The cost of shipping, inspection, and testing to determine the potential acceptability of such product will be charged to the Supplier. Steelcrest Precision approval of a deviation is specific to the products for which it has been submitted and approved and shall not to be construed as a permanent engineering change. The Supplier must begin work immediately on corrective action. In all cases, the Supplier shall fully contain all product suspected of being nonconforming. In addition, nonconforming product may be returned to the Supplier at Supplier expense, or the Supplier may be required to sort any suspect product already shipped to Steelcrest Precision sites or be charged back for the cost of sorting by Steelcrest Precision. Any parts shipped to Steelcrest Precision that have been approved for deviation shall be clearly identified as such externally on the box, container, or other packaging and on shipping documentation.

Control of Reworked Product

Rework is defined as additional operations that are not part of the basic production process flow, which will bring product in full compliance with applicable drawings and specifications. Instructions for rework, including re-inspection requirements, shall be accessible to and utilized by the Suppliers appropriate personnel. All rework shall be documented and accepted by Steelcrest Precision Buyer or Quality Manager.

Non-Conforming Materials

Steelcrest Precision will issue a Non-Conformance (NC) Report to the Supplier upon which the supplier will need to fill out the investigation section of the NC report. If required, the Supplier shall provide documented evidence with subsequent shipments that such product has been inspected for the identified nonconformances and meets all applicable requirements.

Corrective Action Report

Steelcrest Precision may issue a request for a Corrective Action Report (CAR) to the Supplier when nonconforming material, components, or assemblies are found.

Supplier Charge Back

Any costs incurred by Steelcrest Precision that are associated with the failure to meet Steelcrest Precision's quality requirements may be charged back to the supplier. Disputes over cost will be settled between SP Buyer and the supplier.

12 PACKAGING, LABELING, DELIVERY & RECORD RETENTION

Preservation

To detect deterioration, the condition of the product in stock should be assessed annually.

Contamination Control

The presence of any foreign substance shall be considered contamination. The supplier shall minimize the possibility of contamination using good manufacturing processes, storage methods of raw materials, cleaning, and inspection. The supplier shall submit any appropriate Safety Data Sheets (SDS) along with shipment that might have residue chemicals, plating solutions, lubricants, or cooling agents used in the process.

Packaging

The Supplier must adequately plan for packaging designed to prevent product contamination, corrosion, dings, dents, deterioration, or loss and to eliminate shipping damage. Suppliers should provide expendable packaging or returnable containers, where appropriate, that provide sufficient density and protection from any likely damage that may occur. Unless otherwise specified or agreed upon, the following guidelines are to be followed:

- Boxes of weight greater than 50 pounds must be shipped on a pallet.
- Standard pallets of size 40”x48” or less should be used when a pallet is necessary. If oversized pallet is necessary, it must be forklift accessible on all sides.
- Loaded pallet height should not exceed 58” from ground level.

Cosmetic Part Protection

Cosmetic part surfaces must be protected from abrasions, scratches, corrosion, or other visible damage. This can be accomplished through the use of partition cells, wraps, VCI paper or bags. Consideration should be given to provide easy access to protected parts; wherever possible packaging materials must be minimized to avoid unnecessary packaging material cost and reduce packaging labor.

Labeling

A “Packing Slip Enclosed” label shall be applied to the specific container that contains the packing slip. It shall be in an easily visible area, preferably below the required information label. Supplier compliance forms, part prints, certification papers or other pertinent information may be included with the packing slip.

Delivery

The Supplier should systematically inform Steelcrest Precision of any delay in delivering product and provide a new dispatch date. The Supplier is responsible for additional transport costs due to delays.

Certificates of Conformance (CoC)

A signed CoC by the Suppliers head of quality or their authorized delegate attesting that all products and/or services delivered are following all contract requirements shall be furnished with each shipment to Steelcrest Precision. Some customers may require CoC’s which must be in the English language and may be in electronic format with electronic signatures. The CoC shall include Supplier Name, part number, drawing/specification revision, Steelcrest Precision purchase order number, part number, quantity delivered, packing list/shipper number. When additional certifications/test reports are required for special processing, raw material, etc. the requirements will be specified on the purchase order.

Record Retention

The Supplier shall retain quality records for seven years unless otherwise specified by the Steelcrest Precision Purchase Order. Upon request, the Supplier shall be capable of retrieving and delivering required records.

13 SUPPLIER PERFORMANCE

Steelcrest Precision’s evaluation system uses several factors, such as Quality and Delivery. This rating serves as an objective measure to determine whether Steelcrest Precision’s expectations are being met. Suppliers with poor performance will be reviewed by the Supply Chain Director.

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Performance Measures

Suppliers play an important role in the value we offer our customers. As an extension of our own operations, we rely on our Suppliers to provide material, products, and services which meet all the requirements of our purchase order, applicable specifications, and quality requirements. Supplier performance is evaluated on several factors such as quality and delivery.

Quality

This metric defines quality performance based on nonconforming purchase order lines. Suppliers quality performance is based on 99.5% expectation. A nonconformance is any purchase order line returned or rejected for a valid quality reason.

Delivery

This metric defines the delivery performance rating using the following formula: "On-time" is based on the purchase order due date.

Suppliers on time delivery (OTD) performance is based on 98% on-time expectation. Orders received up to zero (0) days late will be considered on time and weekends are excluded.

HISTORY / REVISION TABLE

Revision			Description of Change
REV.	Date	Approved by	
REL		C. Brown	Initial release in new format
A	5/18/21	C. Brown	Deleted Innovation of the Year Award; Added History/ Revision Table
B	3/18/22	N. Srougi	Added sections on Signature Page, NDA, Terms and Conditions
C	6/2/23	N. Srougi	Various changes to comply with AS91000
D	6/15/23	N. Srougi	Changes to match new company website
E	7/12/24	S. Senard	Updated all areas of manual during QMS upgrade, removed T&C and changed from process (PR-504) to Manual (SC-01)
F	11/4/25	C. Stuckey	Brand Change
G	4/14/26	J. Swaninger	Various changes in language
H	9/14/26	J. Swaninger	Added 6. Aerospace flowdown
I	11/9/2026	J. Swaninger	Updated to AS9100 Requirements