



Date: April 16, 2020

To: Approved Supplier for FFC Floats and Fuel Cells

From: Dale Rosson – Quality Manager

Subject: Annual Reminder of Basic Quality Requirements for FFC

Dear Valued Supplier,

FFC, as most aerospace manufactures, has a basic set of requirements that apply to all of our suppliers. Once a year we like to refresh those requirements to ensure awareness and agreement with them for FFC.

Please see our short list of general requirements below and please pay attention to our P.O.s to be aware of specific requirements that may apply to your product. This letter is also available on our webpage: www.ffcfuelcells.com.

1. FFC requires each supplier to promptly respond to our quality survey or make reasonable access for and participate in an onsite quality audit.
2. As an aerospace provider, FFC requires all of our suppliers to provide facility access to our customer, our customer's representative and regulatory agencies, such as the Federal Aviation Administration (FAA).
3. FFC must be notified of any significant process, facility or organizational change that may affect the delivery or quality of product supplied to FFC. This includes any changes to items marked "YES" contained in the Supplier Quality Questionnaire (Supplier Self-Audit).
4. Traceability of raw materials and maintaining records of traceability at the vendor are a must for FFC. All records relating to manufacturing activities shall be maintained for a minimum of five years.
5. All products must be manufactured to FFC's specifications, drawings or P.O. requirements. P.O. requirements must be flowed down to your suppliers as necessary. Certificates of Conformance are expected attesting to the meeting of those requirements.
6. Suppliers will promptly inform FFC of any non-conforming product shipped to FFC. These may include such items as out of calibration tooling or equipment discovered post-delivery. Items included in Suspected Unapproved Parts notices issued by the FAA.

Dale Rosson
Quality Manager