



**Harris Assembly Group
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SUPPLIER QUALITY MANUAL

Signature removed for security purposes

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Date:

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1. Purpose and Scope

The purpose of this Supplier Quality Manual (SQM) is to communicate requirements and expectations for Suppliers (External Providers) of materials, components, special processes, and services that affect product conformity or customer requirements.

2. Definitions & Applicable Documents

AS9100: Quality Management Systems – Requirements for Aviation, Space and Defense Organizations.

External Providers / Suppliers - The AS 9100 definition of “Suppliers” is “External Providers”, both terms are used interchangeably in this document.

Harris Assembly Website - www.harrisasm.com

FARS/DFARS Lists - (on Harris Website) A reference only document that lists the number and brief description of the FARS/DFARS.

Harris Documents:

Approved Supplier List (ASL) – The ASL is a “register” of Harris Assembly suppliers that describes status and scope of approval.

Supplier Quality Clauses, Form 840-SQC (on Harris Website)

** Note header statement on this form: “Suppliers (External Providers) shall comply with requirements as stated in AS 9100 Rev D, 8.4.3, a-m.”

Supplier Survey, Form 840-2 (questionnaire for new suppliers)

Supplier Performance Report, Form 840-4 (Report Card)

NCC Corrective Action Form, Form 1020-1

Supplier Corrective Action Record, Form 1020-1S

3. Key Personnel and Communication

To ensure a mutually beneficial working relationship focused on customer satisfaction, Harris Assembly must establish and consistently maintain clear and effective communication channels and defined points of contact with its external providers and supply chain partners.

Harris Assembly

The Vice President of Sales and Operations, has designated the Harris Materials Manager to serve as the primary point of contact for suppliers.

The Materials Manager may designate a Buyer and/or Materials Estimator to communicate directly with suppliers regarding purchasing and supply chain matters.

The Supplier

Suppliers of Harris Assembly are responsible to maintain up to date contact information for key personnel to communicate with the Harris Assembly Materials Manager or authorized delegate.

Scope of Communication

Ongoing communication is essential for matters including, but not limited to:

- Price quotes for products and services
- Purchase orders and changes
- Requirements for products or services
- Requests for documented information
- Quality issues
- Delivery issues
- Supplier Performance reports
- Corrective action requests

4. Supplier Selection, Evaluation and Status

Supplier Selection – New Suppliers

Prior to being added to the Approved Supplier List/Register (ASL) prospective suppliers shall complete Supplier Survey Form 840-2.

The completed questionnaire shall be submitted to the Harris Assembly Materials Manager for review and evaluation. Supporting documentation may be required.

The evaluation will include, but is not limited to, review and verification of the following:

- Points of contact information
- Company profile and business information
- Quality Management System (QMS) certification and scope
- CAGE Code (if applicable)
- ITAR registration status (if applicable)
- Counterfeit Parts Prevention controls
- Foreign Object Debris (FOD) prevention program
- Cybersecurity controls (as applicable to contract requirements)
- Regulatory and statutory compliance
- Previous performance history (if available)
- Other relevant compliance and operational criteria

Approval Status

Based on the information provided in the completed form, along with any additional analysis or verification conducted by Harris Assembly, the supplier will be assigned one of the following statuses:

1. Approved – Supplier meets all applicable requirements and may receive purchase orders.
2. Conditional Approval – Supplier may be approved with limitations (e.g., specific products, additional inspection, probationary period). Conditions will be documented.
3. Disapproved – Supplier does not meet requirements and will not be used.

The approval decision is documented and maintained.

4.2 Supplier Evaluation

Suppliers are evaluated and monitored to ensure their ability to meet the specified requirements.

Evaluation criteria shall include:

- Quality performance
- Delivery performance

The following factors may also be considered, as applicable:

- Capability to support short lead-time requirements
- Responsiveness to corrective action requests
- Responsiveness/effectiveness of implemented corrective actions

The current minimum performance threshold is 92%.

All suppliers will be issued a periodic Performance Report Card, form 840-4. Report cards are typically issued quarterly.

Where applicable suppliers may receive a request for root cause/corrective action should performance goals fall short of the stated threshold or other requirements are not met.

Continued failure to meet performance requirements may result in the supplier being placed in a Disqualified Status.

4.3 Supplier Status

Supplier Approval Status (definitions)

- **Approved:**

The supplier is approved and authorized to provide products and/or services within the defined scope of approval. The supplier has met the Harris qualification requirements according to the Purchasing and Supplier control process.

- **Conditional:**

- A new supplier undergoing qualification.
- An existing supplier under review due to performance concerns.

Conditional status may include defined restrictions or specific corrective action requirements as defined by Harris.

- **Disqualified:**

No longer recognized as an approved supplier, no longer authorized to provide products or services.

A disqualified supplier seeking reinstatement must contact the Harris Materials Manager and successfully complete the re-approval process prior to resuming work.

Additional Supplier Designations:

The following designations may be applied independently or in combination with the Supplier Approval Status categories listed above:

- **Sole Source:**

The supplier is the only source for a specific product or service within the defined scope of approval.

- **Customer Mandated:**

Harris is directed by its customer to use a specified supplier for defined products and/or services within the defined scope of approval.

5. Supplier Quality Clauses

Supplier Quality Clauses are used in conjunction with purchase orders to communicate to our suppliers Harris purchase order requirements.

Supplier Quality Clauses are available on:

- Harris Assembly web site
- Harris Assembly employee email signature area (as applicable and appropriate)

The clauses are listed in two categories:

- General quality clauses that apply to all purchase orders.
- Special quality clauses that are listed on purchase orders where applicable.

6. Additional Requirements, ref. Supplier Quality Clause 500

1. Special Requirements, critical items, or key characteristics will be communicated through the purchase order (PO).
2. Where test specimens and verification requirements including production process verification or samples are required, the PO will specify the requirements such as:
 - a) Quantity of specimens/samples
 - b) Reason for sample request (e.g., verification of special requirements)

- c) Production process to be followed
- d) Shipping information, including the designated addressee at Harris
- e) Due date

Statistical Techniques

Where the use of statistical techniques for product acceptance is required, the PO will specify the applicable methods.

Competencies / certifications / qualifications

If personnel are required to possess specific competencies to perform work in accordance with industry-standard methods, this information will be detailed in the Purchase Order.

Approved Suppliers

Harris customer designated / approved suppliers and process sources will be specified on the purchase order.

7. Design and Development

If the supplier is required to perform Design and Development activities, a purchase order line item will be created specifying the scope and planning of the Design and Development Project.

This will include:

- **Design Inputs** – Requirements, specifications, or criteria necessary to initiate the design.
- **Design Controls** – Procedures and checkpoints to manage, monitor, and verify the design process.
- **Design Outputs** – Deliverables resulting from the design process, including any test specimens required for the design approval process.

All design changes are controlled in accordance with **Supplier Quality Clause 20**.

8. Quotes and Purchase orders

Harris Materials Manager or authorized delegate issues a Request for Quote (RFQ).

Upon receipt of the RFQ, the Supplier shall:

Review Requirements

Review the quote package in detail including drawings, specifications, technical data, quality requirements, and the applicable Supplier Quality Clauses.

Capability Assessment

Determine and confirm the ability to meet all stated requirements, including:

- Production capability and capacity
- Quality management system requirements
- Supplier Quality Clauses
- Delivery schedule and on-time performance expectations

Evaluate Potential Risks

- Evaluate any and communicate any potential risks that may impact cost, schedule, delivery, or performance, supply chain, regulatory or compliance concerns.

Identify any Exceptions

Clearly identify, document, and communicate to Harris Assembly any exceptions to the quotation requirements or Supplier Quality Clauses. Include all relevant supporting documentation with your response.

9. Packaging

All goods shall be packaged for shipment in accordance with any special requirements specified by the manufacturer and Harris Assembly. If no specific packaging instructions are provided, the goods shall be packaged in a manner sufficient to ensure delivery in an undamaged condition.

This requirement includes, but is not limited to, items that are ESD-sensitive, fragile, or otherwise susceptible to damage during handling or transit.

The supplier must provide prior written notice to Harris Assembly if any packaging materials are to be returned to the supplier. Any return of packaging materials shall be at the expense of the supplier.

10. Verification of Material

Upon receipt, Harris will verify incoming material meets the requirements of the purchase order. If incoming material fails to meet the requirements specified in the purchase order, the Harris Material Manager—or their designee—may issue a Supplier Non-Conformance Notification (Form 1020-1S) to the supplier, depending on the nature of the discrepancy.

The completed Form 1020-1S includes:

- Detailed information on the purchase order.
- A description of the nonconformance.
- A request for containment, including the due date.
- An indication of whether a root cause analysis and corrective action are required.
- The requested due date for completing the root cause analysis and corrective actions.

Note: If the supplier cannot meet the due date for the root cause analysis and corrective actions, they must request an extension **before** the original due date.

Change Record

Rev	Date	Responsible Person	Description of Change
A	06/02/2020	Materials Manager	DC-0046 Initial Release
B	06/12/2020	Materials Manager	DC-0047 Added bullets 5.5 and 5.6
C	06/22/2020	Materials Manager	DC-0051 Add reference to communication through purchase orders
C	9/22/2021	Materials Manager	Change to signing authority only, no change to procedure.
D	11/2/2021	Materials Manager	Change to signing authority only, no change to procedure, incrementing revision level to D.
E	3/12/2026	Materials Manager	Rewrite, added new Harris Logo, added “applicable documents” section, clarified wording throughout.