**Timberline Manufacturing**

**Supplier Requirements Manual**

Table of Contents

[1 Purpose 3](#_Toc204600481)

[2 Scope 3](#_Toc204600482)

[3 References 3](#_Toc204600483)

[4 Definitions and Acronyms 3](#_Toc204600484)

[5 Expectation 3](#_Toc204600485)

[6 Right of Access 3](#_Toc204600486)

[7 ITAR 3](#_Toc204600487)

[8 Quality Management System 3](#_Toc204600488)

[9 Competence 3](#_Toc204600489)

[10 Awareness 4](#_Toc204600490)

[11 Documented Information and Records 4](#_Toc204600491)

[12 Counterfeit Parts Prevention 4](#_Toc204600492)

[13 Purchase Order Confirmation and Acceptance 4](#_Toc204600493)

[14 Product Obsolescence 4](#_Toc204600494)

[15 Design and Development Control 4](#_Toc204600495)

[16 External Providers 4](#_Toc204600496)

[17 Control of Production 4](#_Toc204600497)

[18 Part Approval 5](#_Toc204600498)

[19 Control of Changes 5](#_Toc204600499)

[20 Control of Nonconforming Outputs 5](#_Toc204600500)

[21 Packaging, Shipping, and Delivery 5](#_Toc204600501)

[22 Supplier Performance 6](#_Toc204600502)

[23 Annexes 6](#_Toc204600503)

[**Annex A – Counterfeit Parts Prevention Policy** 7](#_Toc204600504)

[**Annex B – Vendor Supplied Product Obsolescence Policy** 9](#_Toc204600505)

[24 Change Log 10](#_Toc204600506)

[**Table 1:** Reference Documents List 3](#_Toc204600530)

[**Table 2:** Definitions and Acronyms List 3](#_Toc204600531)

[**Table 3:** On-time Delivery score 6](#_Toc204600532)

[**Table 4:** Quality Score 6](#_Toc204600533)

[**Table 5:** Change Log List 10](#_Toc204600534)

# Purpose

This document is to communicate Timberline Manufacturing’s requirements and expectations to its suppliers.

# Scope

This document applies to all suppliers providing products that are incorporated into the final products Timberline Manufacturing provides to its customers.

# References

**Table 1:** Reference Documents List

|  |  |
| --- | --- |
| **Document** | **Title** |
| SAE AS5553 | Counterfeit Electrical, Electronic, and Electromechanical (EEE) Parts; Avoidance, Detection, Mitigation, and Disposition |

# Definitions and Acronyms

**Table 2:** Definitions and Acronyms List

|  |  |
| --- | --- |
| **Term** | **Definition** |
| DPPM | Defective Parts Per Million |
| ESD | Electrostatic Discharge |
| FAI | First Article Inspection |
| ITAR | International Traffic in Arms Regulations |
| LTL | Less Thank Truckload |
| NADCAP | National Aerospace and Defense Contractors Accreditation Program |
| PPAP | Production Part Approval Process |

# Expectation

Our suppliers are an integral part of ensuring that the products and services provided to our customers are to their expectations and satisfaction, that our customers can utilize their products without concern for product safety, and have confidence that ethical choices and behaviors are maintained.

# Right of Access

Timberline Manufacturing (including its customers and applicable regulatory authorities) reserves the right to access the applicable areas of supplier facilities and to applicable documented information at any level of the supply chain.

# ITAR

When applicable, the supplier shall implement policies and procedures to comply with the International Traffic in Arms Regulations (ITAR).

# Quality Management System

The supplier should have an implemented Quality Management System with a focus on delivering exceptional quality to achieve the highest level of customer satisfaction.

When applicable, requirements for certification to a specific standard (e.g., AS9100, ISO 9001, NADCAP) will be flowed down by Timberline Manufacturing. A copy of the required certificate shall be provided to Timberline Manufacturing for documentation purposes. Suppliers whose certification status changes (e.g., renewed, revoked, suspended, or registrar change) are to notify Timberline Manufacturing within 5 business days of the status change.

# Competence

The supplier shall ensure all persons (full-time, part-time, and temporary) doing work under their control are competent on the basis of appropriate education, training, or experience.

For processes where the resulting output cannot be verified by subsequent monitoring or measurement, the qualification of persons shall be established with records of qualification maintained.

# Awareness

The supplier shall ensure all persons (full-time, part-time, and temporary) doing work under their control are aware of:

* Their contribution to product or service conformity
* Their contribution to product safety
* The importance of ethical behavior

# Documented Information and Records

The supplier shall maintain documented information determined by the organization as being necessary for the effectiveness of the Quality Management System.

The supplier shall retain documented information such as certificates of material and/or processes, acceptance test reports, FAIs, inspection records, and other applicable quality control data for a minimum of 10 years from completion of the purchase order.

Special requirements for maintaining and/or retaining documented information will be flowed down by Timberline Manufacturing.

# Counterfeit Parts Prevention

All suppliers shall document and implement a policy compliant to the current revision of SAE AS5553 (Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition) or abide by Timberline Manufacturing’s Counterfeit Parts Prevention Policy.

See **Annex A** – Counterfeit Parts Prevention Policy

# Purchase Order Confirmation and Acceptance

Confirmation of the purchase order is required within 24 hours of receipt, verifying that the price and due date(s) as detailed on the purchase order are acceptable. Failure to confirm the purchase order will result in payment of only the amount noted on the original purchase order, and ship-on-time calculations made against purchase order due date(s).

Pricing listed on the purchase order is the amount that will be paid. Any deviation will require a revised purchase order to be sent by Timberline Manufacturing and confirmed.

# Product Obsolescence

All suppliers shall comply with Timberline Manufacturing’s Vendor Supplied Part Obsolescence Policy.

See **Annex B** - Vendor Supplied Part Obsolescence Policy

# Design and Development Control

If applicable, suppliers shall maintain a documented Design and Development process.

Any requirements for providing test specimens for design approval will be flowed down by Timberline Manufacturing.

# External Providers

When applicable, the supplier shall use Timberline Manufacturing’s customer designated or approved suppliers, including process sources (e.g., special processes). Requirements for using a designated or approved supplier will be flowed down by Timberline.

All applicable requirements, including customer requirements, shall be flowed down by the supplier to its external providers.

# Control of Production

The supplier shall implement and maintain their production process under controlled conditions.

All special requirements, critical items, or key characteristics shall be identified and monitored.

The supplier should implement statistical techniques for determining product acceptance.

The supplier shall implement the necessary testing, inspection, and verification activities (including production process verification) to verify the product meets the design requirements prior to release of the product for shipment to Timberline Manufacturing.

Timberline Manufacturing will flow down any special requirements for:

* The use of statistical techniques
* Required methods, processes, or equipment for production or inspection
* The release of products for shipment

# Part Approval

Requirements for the supplier to submit FAI or PPAP documentation, as well as samples, as part of the part approval process will be flowed down by Timberline Manufacturing.

Any verification or validation activities that Timberline Manufacturing and/or its customers intends to perform at the supplier’s site will be communicated by Timberline Manufacturing.

# Control of Changes

The supplier shall review and control changes for production to the extent necessary to ensure continuing conformity with requirements.

When the supplier does not have design control of the product, the supplier shall notify Timberline Manufacturing and obtain approval prior to implementing planned changes to:

* Processes
* Products, including raw materials or components utilized to produce the product
* External providers
* Manufacturing location

# Control of Nonconforming Outputs

The supplier shall have a process in place to identify and control nonconforming outputs of the production process.

The supplier shall obtain an approved deviation from Timberline Manufacturing or its customer prior to shipping any nonconforming material.

The supplier shall notify Timberline Manufacturing if nonconforming material is shipped by the supplier without prior approval.

# Packaging, Shipping, and Delivery

All ESD sensitive product shall be packaged and shipped in such a manner as to preclude damage from electrostatic discharge.

Bags of mixed parts is not acceptable.

A shipping container of mixed parts is acceptable under 2 conditions:

* The parts are separated and identified with part number and quantity
* The shipping container is identified as containing “Mixed Parts”.

Timberline Manufacturing does not accept Styrofoam packaging of any kind. Please use an alternate packaging material for all shipments, ensuring that the contents of all packages are adequately protected to prevent damage during shipment.

All shipments shall be clearly marked with Timberline’s part number and quantity shipped.

Shipments to Timberline Manufacturing **SHALL NOT** be insured without prior authorization from Timberline.

Freight carriers

* All shipments under 75lbs per box must be shipped via FedEx Ground using Timberline’s FedEx account number 243380995.
* For shipments over 75lbs, please use Less Than Truckload (LTL) [https://www.Itlselect.com/#/6879](https://www.Itlselect.com/%23/6879%20) to arrange shipment.

Timberline Manufacturing has the expectation of suppliers providing 100% on-time deliveries. The window for a delivery to be counted on time is 3 days early / 0 days late from PO required date.

# Supplier Performance

Timberline Manufacturing evaluates supplier performance on an annual basis.

A supplier’s on-time delivery and Quality DPPM will be utilized to complete the evaluation.

**Table 3:** On-time Delivery score

|  |  |
| --- | --- |
| **OTD Percentage** | **Points Awarded** |
| 98.0 – 100% | 5 |
| 96.0 – 97.9% | 4 |
| 94.0 – 95.9% | 3 |
| 92.0 – 93.9% | 2 |
| < 92.0% | 1 |

**Table 4:** Quality Score

|  |  |
| --- | --- |
| **DPPM** | **Points Awarded** |
| < 5400 | 5 |
| 5401 - 8000 | 4 |
| 8001 – 12,000 | 3 |
| 12,001 – 16,000 | 2 |
| >16,000 | 1 |

For suppliers with a combined average score less than 3 points on the evaluation, a corrective action request highlighting the area(s) of poor performance will be issued. The supplier is to complete the corrective action request and return to Timberline Manufacturing by the requested date.

# Annexes

## **Annex A – Counterfeit Parts Prevention Policy**

Counterfeit electronic components are becoming an increasingly prevalent problem throughout the electronics industry. This problem is especially significant for electronics manufacturing companies, such as Timberline Manufacturing, that specialize in high-reliability contract electronics manufacturing services to the aerospace and defense industries.

**Definitions**

For purposes of this CPP Policy, the following terms shall have the meanings given to them below:

“**Authentic**” shall mean (i) genuine, (ii) from the legitimate source claimed or implied by the marking and design of the product offered; and (iii) manufactured by, or at the behest and to the standards of, the manufacturer that has lawfully applied its name and trademark for that model/version of the material or good.

**“Authorized Source”** means (i) the original manufacturer, (ii) the original manufacturer’s authorized distributor, or (iii) any other source where Timberline has approved of such source in writing and in advance of Seller’s purchase from such source.

**“Counterfeit Item”** shall mean a good, component, part, module, or assembly whose origin, material, source of manufacture, performance, or characteristics are misrepresented. This term includes but is not limited to, (i) items which have been (re)marked to disguise them or falsely represent the identity of the manufacturer, (ii) defective parts and/or surplus material scrapped by the original manufacturer, and (iii) previously used parts pulled or reclaimed and provided as “new”.

Following are the requirements of this policy, in accordance with AS5553 Standard.

1. Seller represents and warrants each of the following to Timberline:
	1. That only new and Authentic materials are used in goods delivered to Timberline;
	2. That the goods or services delivered or sold to Timberline contain no Counterfeit items;
	3. That the Seller shall only purchase materials or goods for resale to Timberline from the OCM (Original Component Manufacturer) or its approved distributors.

These representations and warranties shall apply regardless of the source of such goods or materials and irrespective of whether Timberline has approved such source in advance.

1. Seller agrees to provide Timberline with notice in writing prior to acceptance of an order if Seller is not an original or franchised source for any item listed on such order.
2. Supplier agrees that by accepting a purchase order from Timberline that they are accepting the terms and conditions of the Timberline Counterfeit Parts Policy.
3. Timberline shall have the right to inspect and test all goods sold or otherwise provided to Timberline, at all times and places before or after acceptance.
4. Seller agrees at all times to maintain, and make available to Timberline upon request, a documented system, policy, procedure, or other documented approach that is intended to prevent counterfeit parts from reaching Timberline. At a minimum, such approach must require prior written approval from Timberline prior to the procurement of any good intended for resale to Timberline from a source other than the original manufacturer or such manufacturer’s authorized distributors.
5. Seller agrees, upon request for up to 10 years from Timberline’s receipt of goods from Seller, to promptly provide Timberline with documentation authenticating traceability of all goods sold to Timberline to the applicable original manufacturer.
6. If Seller sells or otherwise furnishes Timberline with any Counterfeit Item, Timberline shall have the right to impound such items, and Seller shall promptly replace such items with items acceptable to Timberline. In such case, Seller shall be liable to Timberline for all costs relating to impoundment, removal, replacement and proof of physical destruction. Timberline may withhold payment for any Counterfeit Items and may turn such items over to governmental authorities for investigation.
7. Seller acknowledges that any willful act to falsify, conceal or alter a material fact, or any false, fraudulent or fictitious statement or representation in connection with goods or services provided to Timberline may be punishable in accordance with applicable law and, in some circumstances, could result in criminal penalties.
8. Each of the rights and remedies reserved by Timberline in this Policy shall be cumulative and additional to any other or further remedies provided in law or equity or in any contract between Seller and Timberline. A waiver of a breach of any provision hereof shall not constitute a waiver of any other breach.
9. Seller agrees to include the requirements of this CPP Policy in any subcontract at any tier for the performance of the document incorporating this Policy.

## **Annex B – Vendor Supplied Product Obsolescence Policy**

Timberline Manufacturing, Co. is committed to providing notification of Product Obsolescence to our customers in as quick a manner as possible and to offer lifetime buy opportunities, where applicable.

Timberline requests a 12 month notice of all items becoming obsolete. This will allow us enough time to communicate to our customers so that the flow of product will not be disrupted.

**Notification Information**

Timberline requests the following information on any items becoming obsolete:

1. Detailed description with manufacture part number
2. Last purchase order this item was ordered on
3. Description of change
4. Reason for change
5. Suggested alternate part numbers when available
6. Anticipated Impact on form, fit, function, quality & reliability
7. Last time buy date
8. Last-time ship date
9. Lifetime buy opportunities
10. Technical contact information

# Change Log

**Table 5:** Change Log List

|  |  |  |
| --- | --- | --- |
| **Date** | **Changes** | **Approver** |
| 07/28/2025 | Initial Release | Director of Supply Chain & Logistics |
|  |  |  |