LaunchPoint Vendor Requirements Notice

As of Aug 30 2021, LaunchPoint has established the following vendor requirements and guidelines and provides this notice for the control and monitoring of all approved vendors. The following performance standards that will be monitored by LaunchPoint.

Each approved vendor is to:

- Implement a quality management system (i.e., ISO, AS, Quality Manual, etc.)
- Use customer-designated (LaunchPoint or LaunchPoint's customer) vendors, when requested, including process sources (e.g., special processes); and apply requirements to flow down vendors which include LaunchPoint's customer requirements.
- Approved vendors will notify LaunchPoint of any late deliveries, nonconforming products, processes or services relative to a LaunchPoint order and obtain approval for their disposition.
- Notify LaunchPoint of changes to processes, products, or services, including changes of their external providers or location of manufacture, after a LaunchPoint PO or contract has been executed, and obtain LaunchPoint's approval.
- LaunchPoint may require vendors to provide test specimens for design approval, inspection/verification, investigation, or auditing.
- Approved vendors need to retain documented information, including retention periods and disposition requirements for the product's intended lifetime.
- LaunchPoint requires the right of access by LaunchPoint personnel, our customer, and any applicable regulatory authorities to the applicable areas of your facilities and to applicable documented information, relative to work being performed for LaunchPoint or its customer, at any level of the supply chain applicable to the products being sent to LaunchPoint.
- Vendors must ensure that vendor personnel are aware of:
  - How to prevent the use of counterfeit parts or material
  - Their contribution to product or service conformity
  - Their contribution to product safety
  - FOD Prevention and Detection
  - The importance of ethical behavior

When deemed necessary LaunchPoint reserves the right to audit vendors for the application / implementation of the above practices.

Respectfully,

Dean Young, Quality Manager

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