

1 INTRODUCTION

1.1 Purpose

The purpose of this procedure is to define Axiom Space, Inc. Quality Clauses that are assigned to Request for Quotes, Purchase Request, Purchase Orders (PO) and Contracts when procuring goods or services.

1.2 Scope

This procedure applies to all Axiom Space, Inc. suppliers of goods and services, and their sub-tier suppliers with whom they engage business in the fulfilment of POs or contracts.

2 DOCUMENTS

2.1 Applicable Documents

| Document ID | Document Title |
|-------------|----------------|
| N/A | |

3 RESPONSIBILITY

3.1 Quality Assurance

Axiom Space Quality Assurance is responsible for the writing, updating and control of the quality clauses to include verifying document control release and the correct revision is posted on the company website

3.2 Supplier

It is the responsibility of the supplier to review all identified quality clauses and ensure compliance with the specified requirements.

3.3 Purchasing Agent

The Axiom purchasing agent is responsible for applying the applicable quality clauses identified by the requesting department and quality department.

3.4 Purchase Requester/Quality Control

The PO/Contract requesting department representative and quality control representative are responsible to verify initial verification of purchased product(s).

4 QUALITY CLAUSES

4.1 AxQ-001 Flow Down Requirements

All applicable requirements are a deliverable to the supplier and all in the supply chain shall flow down to their sub-tier suppliers the applicable specifications and requirements of this PO or contract, including any key characteristics and applicable requirements from Axioms'

customer and regulatory authorities. Suppliers are required to apply appropriate controls to their direct and sub-tier external providers to ensure the requirements of the PO are in compliance.

4.2 AxQ-002 Quality System

The Supplier shall implement and maintain a Quality Management System that is acceptable to the Buyer and at a minimum, is following AS9100, Quality Management Systems - Requirements for Aviation, Space, and Defense Organizations, to ensure quality of product and/or service. Axiom quality representatives shall have access to and witness the Suppliers' Quality Management System. Suppliers providing a product or service under this PO or contract must ensure personnel awareness of their contribution to product or service conformity, product safety, and the importance of ethical behavior. It is preferable that the suppliers meet the requirements of AS9100.

4.3 AxQ-003 Discrepancies - Deliverable Data Required as Applicable

All deviations noted from established drawings must be reported to the Buyer immediately. No deviation will be considered approved without written confirmation of the fact from Axiom Space. No action is to be taken until the Supplier receives written authorization from Axiom Space.

4.4 AxQ-004 Foreign Object Debris (FOD)/Damage Program

The Supplier shall establish and maintain requirements for a Foreign Object Debris/Damage (FOD) prevention program to prevent introduction of foreign objects into the product during manufacturing, assembly, testing, handling, and shipment. FOD prevention may include clean room disciplines, housekeeping, tool control such as a 5S Program.

4.5 AxQ-005 Electrostatic Discharge (ESD) Control Program

The Supplier shall develop and maintain an ESD Control Program that meets the requirements to the latest revision of Joint Electron Device Engineering Council (JEDEC) standard and Joint Electronic System Development (JESD) 625 or ANSI/ESD 20.20 and includes documented employee training to this standard.

4.6 AxQ-006 Cleanliness - Deliverable Data Required as Applicable

The levels of cleanliness levels for hardware shall be identified on engineering drawings, POs or contract. Handling specifications for internal movement and shipping of product is deemed necessary to maintain product cleanliness conformance. Cleaning and encapsulation of material can be performed in a facility that meets or exceeds the conditions of the cleanliness requirement.

4.7 AxQ-007 Approved Suppliers

An approved suppliers list must be maintained by the supplier that includes the method of approval and scope of approval.

4.8 AxQ-008 Approved Special Processes

Material processing shall be accomplished by the National Aerospace and Defense Contractors Accreditation Program (NADCAP) or Axiom Space approved process (i.e., anodize, chem etch, paint, welding, soldering, Non-Destructive Testing (NDT) suppliers. Written authorization from Axiom Space is required for suppliers that are not NADCAP or on the Approved Supplier List. Certification submission is required.

4.9 AxQ-009 Supplier Design/Process Changes - Deliverable Data Required as Applicable

Any changes or deviations to this PO or Contract, the Supplier shall notify and obtain written authorization from Axiom Space for changes in design, manufacturing, test, assembly, location, or source of supply of their supply chain.

4.10 AxQ-010 Key Characteristics - Deliverable Data Required as Applicable

The Supplier shall identify features or attributes that show a potential significant effect, and specific method of control of Key Characteristics.

4.11 AxQ-011 Certificate of Calibration - Deliverable Data Required as Applicable

The Supplier of calibration service shall provide a Certificate of Calibration for each item calibrated. The certificate must include the date of calibration, readings when received and after service, calibration due date, model number and serial number of the calibration equipment and a statement that all equipment/standards used to the National Institute of Standards and Technology (NIST). Calibration must conform to manufacture's specifications unless otherwise communicated on the PO.

4.12 AxQ-012 Acceptance Test Plan - Deliverable Data Required as Applicable

The Supplier shall prepare an Acceptance Test Plan (ATP) with written approval by Axiom Space. Test requirements for acceptance criteria shall be well defined and detailed. The ATP verifies that the system under test validates the functionality of the delivered product. The ATP shall be developed to the requirements and show traceability to the requirements. Supporting Test data must be provided with written and signed Axiom Space approval.

4.13 AxQ-013 Right of Access

With reasonable notice Axiom Space, Axiom Space customers and regulatory authorities shall have the right to access the facilities at all levels of the supply chain. All applicable records where the manufacturing, processing, assembly, test, and shipment of the product is performed shall be available upon request.

4.14 AxQ-014 Standards of Workmanship - Deliverable Data Required as Applicable

The Supplier must provide documented Standards of Workmanship (control of design features, materials, and assembly process).

4.15 AxQ-015 Fracture Critical Control

The Supplier shall comply with the requirements of all Flight and Fracture critical designated products. The analysis and the testing correlation procedures and results shall be implemented to identify risk and reduce the potential of catastrophic failure.

4.16 AxQ-016 Surveillance

Axiom representatives, including its direct or indirect customer, shall have the right to review and monitor the quality system of the Supplier. Axiom Space will coordinate with the supplier, mandatory surveillance points. Supplier shall give Axiom Space reasonable notice prior to start of any test, processing, manufacturing, or assembly relative to the PO. The Supplier is expected to grant a designated representative access to the facility where all activities are conducted including sub-contractor locations.

4.17 AxQ-017 Source Inspection - Deliverable Data Required as Applicable

Source Inspection shall be conducted by Axiom Space representative(s) at the Suppliers facilities or where designated in this PO prior to shipment. Inspection/test and or in-process inspection/test of the product shall be performed by supplier and witnessed by an Axiom Space representative. The inspection points shall be well defined and reasonable notice to Axiom Space must be given. Evidence of source inspection must accompany each shipment.

4.18 AxQ-018 Nondestructive Inspection - Deliverable Data Required as Applicable

A certificate of inspection shall accompany each shipment that list the non-destructive inspections performed and must include the inspector's signature or stamp on the nondestructive inspection report.

4.19 AxQ-019 Test Specimen/Destructive Analysis - Deliverable Data Required as Applicable

A specimen of a suitable size and configuration for analysis shall accompany each shipment made against this order. The part shall be of the same material and shall have been processed with the lot it represents through all processes. With written authorization, Axiom Space will accept supplier's destructive test results and analysis. The destructive analysis report will provide the techniques that were used to derive the specimen's performance to ultimate destruction.

4.20 AxQ-020 Government Source Inspection - Deliverable Data Required as Applicable

Before shipment from the seller's facility, inspection by a government source inspector will be required. Evidence of government inspection must be included on all shipping documents.

4.21 AxQ-021 First Article Inspection - Deliverable Data Required as Applicable

The Supplier shall perform and furnish First Article Inspection per AS9102 on purchased product. The First Article Inspection shall take place at the Supplier's facility with supplier personnel and resources.

4.22 AxQ-022 Digital Data

Supplier must comply with Axiom Space's digital data requirements when transferring digital data. Supplier must adhere to a document control processes that provide traceability of digital data requester and sender.

4.23 AxQ-023 Raw Materials Test Reports - Deliverable Data Required as Applicable

The lot number of each report must be traceable to material. The test report must include objective evidence of compliance with the material's condition and origin. Copies of each test report and certification must be submitted with each shipment.

4.24 AxQ-024 Objective Evidence of Dimensional Inspection - Deliverable Data Required as Applicable

Objective evidence of the inspection report shall accompany each shipment that all goods furnished under this PO/contract were dimensionally inspected for compliance with drawings and other PO/contract requirements. Inspection evidence shall consist of records of actual readings taken during the inspection of each part, with the dimensions, tolerances, and method.

4.25 AxQ-025 Corrective Action - Deliverable Data Required as Applicable

Axiom Space shall initiate corrective action investigation request upon notification or receipt of a non-conformance of product. A written report shall be furnished, within a reasonable time period, which is specific and conclusive to prevent a re-occurrence of the discrepancy. The Seller shall maintain a system to prevent re-occurrence and shipment of non-conforming product.

4.26 AxQ-026 Supplier Product Nonconformance - Deliverable Data Required as Applicable

The Supplier will notify Axiom Space of non-conforming product. The Supplier will not ship product until Axiom Space has provided written authority. Axiom Space will not accept products without prior written approval.

4.27 AxQ-027 Certificate of Compliance (CoC) - Deliverable Data Required as Applicable

A Certificate of Compliance (CoC) stating that all items supplied meet all PO, specifications, and requirements. A CoC shall accompany all shipments. It is preferred that the CoC be signed by

an authorized company official, with the title. The CoC information shall identify the product, quantity, current revision and all services or processes performed.

4.28 AxQ-028 Limited Life Material - Deliverable Data Required as Applicable

When items are delivered under this PO or Contract with shelf-life control, temperature control or any perishable items, Supplier shall clearly label and provide Limited Life information. Supplier shall submit CoC or label the containers with manufacture's name, type of material, date of manufacture, lot/batch, storage temperature and shelf-life. All products must have 80% of their original shelf-life remaining upon receipt unless otherwise stated in the PO.

4.29 AxQ-029 Part Identification/Traceability - Deliverable Data Required as Applicable

The Supplier must provide means of product traceability that is clearly identified to the purchased product. Traceability is required on all raw materials to the manufacture's lot/date cod/serial number or unique item identifier. For product that is manufactured to Axiom Space requirements must conform to the PO/Contract or as identified on released drawings.

4.30 AxQ-030 Packaging and Handling - Deliverable Data Required as Applicable

The best commercial practice must be used to prevent damage. As a minimum, the Supplier must package all material in a manner that will ensure protection against corrosion, oxidation, deterioration, and physical damage during shipment. A label must be affixed with the PO number or part number.

4.31 AxQ-031 Counterfeit Goods

The Supplier must detect and prevent the use of counterfeit, suspect counterfeit, unapproved, or suspect unapproved parts. Supplier shall not furnish to Axiom Space any goods under this PO or Contract that are an unauthorized copy, obsolescent part, imitation, substitute, or modified part which is knowingly misrepresented as a specific genuine part of an original or authorized manufacturer. Counterfeit parts must be controlled to prevent reentry into the supply chain.

4.32 AxQ-032 ITAR Registration

Suppliers must be compliant with International Traffic in Arms Regulation 22C.F.R. 120 et seq. of the Export Administration Act.

4.33 AxQ-033 Records Retention

The Supplier is required to retain records for a minimum of 5 years after completion of contract unless otherwise specified. The Supplier shall establish a documented procedure to define the controls needed for identification, storage, protection, retrieval, retention, and disposition of records.

4.34 AxQ-034 Safety and Health Plan

The Supplier must maintain a Safety and Health Plan that addresses employee and subcontractor's safety and occupational health for work that is completely or partly on the supplier's premises, property owned or controlled by Axiom Space or the Government and contracted offsite locations.

4.35 AxQ-035 Government Furnished Property

The Supplier must maintain a Government Property Management Plan that adheres to the provisions of FAR 52.245.1 Government Property.

4.36 AxQ-036 Safety Data Sheet (SDS) - Deliverable Data Required as Applicable

The Supplier shall provide a Safety Data Sheet (SDS) that aligns with the Globally Harmonized System (GHS) of Classification and Labelling of Chemicals which meets required 16 section formatting per 29 CFR 1910.1200 Appendix D, covering hazard information required to safely use, handle, store and dispose of chemicals and hazardous materials.

4.37 AxQ-037 Certificate of Analysis - Deliverable Data Required as Applicable

The Supplier shall provide a Certificate of Analysis, ascertaining that an item requiring special control and handling has met its product specification, quality, and has not degraded or become contaminated.

4.38 AxQ-038 Specifications

Unless otherwise noted, the latest specification or engineering standards revision identified by drawing, PO or Contract apply. Standards Organizations (SAE, AWS, NIST, ASTM, ISO, DoD, etc.)

4.39 AxQ-039 Product Disposition

The Supplier must obtain Axiom Space written authorization for non-conforming product disposition.

4.40 AxQ-040 Requirements for Conformance

Neither surveillance, source inspection or test made by Axiom Space at either supplier's or Axiom Space facility including sub-contractor's facility absolve the supplier of the responsibility to furnish products that conform to the requirements of the PO or contract.

4.41 AxQ-041 Qualification of Personnel

The Supplier shall employ competent personnel to ensure Axiom Space requirements are met for approval of product, processes, procedures, and equipment.

4.42 AxQ-042 Product Acceptance

The Supplier shall follow all requirements stated in the PO, contract, drawing, data specifications and process instructions to ensure product conformity, documentation and records are obtained.

4.43 AxQ-043 Human Spaceflight Items

For use in Human Space Flight, Materials, Manufacturing, and Workmanship of the highest quality standards are essential to astronaut safety. If you are able to supply the desired item with a higher quality than that of the items specified or proposed, you are requested to bring this fact to the immediate attention of Axiom Space.

4.44 AxQ-044 Production Part Approval Process Products -Deliverable Data Required as Applicable

The Supplier agrees to comply with all requirements of the industry-standard PPAP for all space flight products. Level 3 PPAP is required for all space flight products unless (a) the parts supplied to Axiom Space are in production on another Space Flight Program and have a prior Level 3 PPAP (100% production tooled/100% production process) approval, in which case a copy of the part submission warrant is required and Axiom Space reserves the right to request further proof of documentation and/or data; or (b) the products are interim or prototype, in which case, and in lieu of a Level 3 submission, 100% inspection of all products, material certification for each product, and a control plan is required in advance of every shipment to Axiom Space, and failure to supply this information will result in the rejection of supplier's products. Products may not be shipped from the supplier's facility until PPAP approval is granted by Axiom Space or written authorization is given by purchasing agent or buyer. The Supplier is responsible for all costs incurred by Axiom Space or for any products shipped that do not conform to the requirements specified in the agreed upon PO.

4.45 AxQ-045 Reliability Analysis Data (Failure Rate/Mean Time Between Failure) -Deliverable Data Required as Applicable

The Seller shall provide calculated and experienced failure rate data for provided equipment/hardware. The Seller will provide the Buyer "industry environment code" that was referenced to calculate the failure rates. The Seller is expected to grant the Buyer representative access to available reliability data for procured equipment. Reliability Data Delivery (or Plan) is required within 45 days of award.

4.46 AxQ-046 Reliability Performance Data (Run Time/Cycles) -Deliverable Data Required as Applicable

The Seller shall provide the Buyer operating time, power on time and/or experienced cycle performance data (as applicable) for provided equipment/hardware. Data Delivery is required upon delivery of the hardware.

4.47 AxQ-047 Reliability Failure Modes Data - Deliverable Data Required as Applicable

The Seller shall provide the Buyer FMEA for the provided equipment/hardware in accordance with AXIOM FMEA format or another agreed format. The FMEA Data delivery (or plan) is required within 45 days of award.

4.48 AxQ-048 Reliability Failure Modes Data (FMEA/CIL) -Deliverable Data Required as Applicable

The Seller shall provide the Buyer FMEA and CIL and Retention Rational for the provided equipment/hardware in accordance with Axiom FMEA format. The FMEA Data Delivery is required upon delivery of the hardware.

5 ACRONYMS AND ABBREVIATIONS

| Acronym | Description |
|----------|--|
| ATP | Acceptance Test Plan |
| ESD | Electrostatic Discharge |
| FMEA/CIL | Failure Mode Effects Analysis/Critical Item List |
| FOD | Foreign Object Debris |
| GHS | Globally Harmonized System |
| NIST | National Institute of Standards and Technology |
| JEDEC | Joint Electron Device Engineering Council |
| JESD | Joint Electronic System Development |
| NADCAP | National Aerospace and Defense Contractors Accreditation Program |
| NDT | Non-Destructive Testing |
| NIST | National Institute of Standards and Technology |
| PO | Purchase Order |
| PPAP | Production Part Approval Process |
| SDS | Safety Data Sheet |