



Supplier Quality Manual

SQM-100

Rev: NC

REVISION HISTORY

REV	PARAGRAPH / PAGE	SUMMARY OF CHANGE	PREPARED	APPROVED	DATE
NC	All	Initial Release	Alex Menard Edward Shaheen Petronela Ciornei Jean Roussel Jhotly Debrosse Miloud Bouymaj		23-Feb- 2026

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1 Introduction

1.1 Purpose

The purpose of this Supplier Quality Manual (SQM) is to define M1 Composites Technology Inc (M1) requirements, expectations, and processes for the selection, approval, monitoring, and continual improvement of suppliers and external providers. This manual ensures that all procured products and services conform to applicable regulatory, customer, and internal quality requirements.

1.2 Scope

This manual applies to all suppliers and external providers that supply products, materials, components, parts, tools, equipment, calibration services, special processes, and outsourced activities that may affect product conformity, airworthiness, or safety. It applies to Engineering, Manufacturing and MRO activities performed by M1.

1.3 References

- AS9100 / AS9110 – Quality Management Systems
- CAR 573 – Approved Maintenance Organizations
- M1 Maintenance Policy Manual (MPM)
- Customer contractual and regulatory requirements

1.4 Definitions

Supplier / External Provider: Organization or individual providing a product or service to M1.

Approved Vendor List (AVL): Controlled list of suppliers approved for use by M1.

Critical Supplier: Supplier providing products or services that directly affect airworthiness, safety, or regulatory compliance.

Special Process: Process where conformity cannot be fully verified by subsequent inspection (e.g., heat treatment, NDT, plating).

2 General Management System Requirements

2.1 Quality Management System Requirement

Suppliers shall establish, implement, and maintain a Quality Management System that is approved by M1. The supplier approval may be based on one or more of the following, as applicable:

- Quality management system certification (e.g., AS9100, AS9110, ISO 9001, or equivalent)
- Regulatory approval (e.g., Transport Canada, FAA, EASA, TCCA, CAR 573, or other aerospace-recognized authorities).
- Successful completion of the M1 New Supplier Evaluation Form (M1-Form-416) and the Vendor/Supplier Self-Audit Questionnaire (M1-Form-320), including a comprehensive documentation review for new suppliers.

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- On-site or remote supplier audit, when deemed necessary
- Any deviation from these requirements shall be subject to prior written approval by M1 Quality.
- Once the above requirements are met, the supplier will be added to M1's Approved Vendor List (AVL) and authorized to provide products and/or services.

2.2 Special processes

M1 requires that, for special processes such as NDT, plating, heat treatment, and similar processes, suppliers shall be NADCAP-certified for the applicable commodity.

The supplier shall provide certifications for all special processes and non-destructive test results performed with each shipment. The certificate shall identify the processor, process used, controlling specification & revision, and the results of test or measurement performed. Supplier used shall be a M1 and/or Customer approved source for said Processes. These include operations subject to process controls such as coating, joining, heat treating, cleaning, non-destructive test, etc. The Supplier shall be approved as per above to perform specific required Special Processes or use Special Process vendors acceptable to M1.

2.3 Control of Drawings & Specifications

The Supplier shall ensure that the drawings and specification are the relevant revision status specified on the purchase order or repair order. For military contracts/components, the Supplier shall comply with any special requirements requested by M1 regarding the control of drawings and specifications, i.e. Canadian Controlled Goods Program, US Government CUI data and ITAR compliance.

3 Security, Export Control & Controlled Goods Program (ITAR / CUI / CGP)

For any product or service supplied to M1 that is identified in any applicable M1 document, such as the Request for Quotation (RFQ), Purchase Order (PO), Repair Order (RO), drawings, or related documentation as part of a Military Program, M1-Form-617 Supplier Cybersecurity Questionnaire shall be duly completed and submitted to the M1- IT department.

3.1 ITAR Compliance

The Supplier acknowledges that certain goods, technical data, and/or services provided to M1 may be subject to the U.S. International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120–130.

The Supplier agrees to comply fully with all applicable ITAR requirements and certifies that it will:

- Not export, re-export, transfer, disclose, or provide access to any ITAR-controlled articles, technical data, or services to any foreign person (as defined by ITAR) without prior written authorization from the U.S. Department of State and M1.
- • Ensure that access to ITAR-controlled data is strictly limited to authorized people only, including preventing access by foreign nationals without the appropriate licenses or exemptions. Access shall be granted only to U.S. persons, as defined by ITAR, or to individuals who hold the required authorizations and security clearances, as applicable.
- Implement and maintain appropriate administrative, technical and physical safeguards to prevent unauthorized access, disclosure or export of ITAR-controlled data.

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- Ensure that all employees subcontractors and third parties involved in the performance of work are trained and comply with the requirements.
- Promptly notify M1 of any actual or suspected ITAR violation, unauthorized disclosure, or breach related to ITAR-controlled items or information.
- Failure to comply with ITAR requirements shall be considered a material breach of contract and may result in termination of the agreement and any other remedies available to M1.

3.2 Controlled Goods – Canadian CGP Compliance

Suppliers handling Controlled Goods shall comply with the requirements of the Canadian Controlled Goods Program (CGP) and all applicable laws and regulations. Controlled Goods must be properly identified, secured, stored, and handled to prevent unauthorized access, transfer or disclosure. Only CGP-registered organizations and authorized personnel may access Controlled Goods. Suppliers shall ensure that employees are trained and aware of their responsibilities. Any breach, loss, or non-compliance involving Controlled Goods must be reported immediately and corrective actions must be implemented promptly.

3.3 Supplier Cybersecurity Requirements

Suppliers and external providers supporting aviation manufacturing and MRO activities shall maintain an effective cybersecurity program to protect information, systems and services that may impact product conformity, airworthiness, operational continuity or aviation safety.

3.3.1 Cybersecurity Maturity Model Certification (CMMC)

Suppliers and external providers are required to hold and maintain the applicable Cybersecurity Maturity Model Certification (CMMC) level, demonstrating alignment with recognized best security practices and the protection of sensitive information. The cybersecurity program shall include documented governance and risk management processes, strong access controls, secure handling and encryption of sensitive data, vulnerability and patch management, and continuous monitoring. Compliance may be verified through certifications, audits or requested assessments.

3.3.2 Controlled Unclassified Information (CUI)

Suppliers may handle Controlled Unclassified Information (CUI) in the course of their activities. CUI includes sensitive technical, operational and contractual information that, while not classified, requires protection from unauthorized access or disclosure. They are required to safeguard CUI in accordance with applicable CMMC requirements and recognized best security practices to ensure data confidentiality, integrity, and availability.

3.3.3 System and Organization Controls (SOC)

Cloud service providers and Software-as-a-Service (SaaS) platforms must implement robust, industry-standard security controls to protect data and services. Providers shall demonstrate effective security governance, access controls, data protection, monitoring, incident response, and business continuity capabilities appropriate to the sensitivity of the data processed and the criticality of the services provided. Where applicable, providers must supply independent assurance such as a SOC 2 Type II

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reports, certifications or equivalent assessments. Providers may be required to demonstrate ongoing compliance and must promptly notify customers of security incidents that may affect data confidentiality, service availability or operational safety.

4 Government-Industry Data Exchange Program (GIDEP)

The Supplier shall actively support and monitor the Government-Industry Data Exchange Program (GIDEP) as applicable. When a product, material, component or process provided to M1 is identified as defective, nonconforming, counterfeit, or presenting a safety, quality or reliability concern, the Supplier shall:

- Promptly notify M1 and provide all relevant details.
- Initiate and submit a GIDEP report (Alert, Safe-Alert, or Advisory) when required or when the issue may affect other users.
- Monitor applicable GIDEP notices and assess their impact on products or services supplied to M1.
- Implement corrective and preventive actions as necessary and communicate the results to M1.

Failure to comply with this requirement may result in corrective action, suspension or removal from M1's Approved Supplier List.

5 Digital Product Definition (DPD)

The Supplier shall be approved by M1 as a Digital Product Definition (DPD) if the Supplier receives, downloads, and/or uses Computer-Aided Design (CAD) geometry in any format. When a Digital Product Definition (DPD) is specified, the digital data including, but not limited to, CAD models, associated metadata and digital specifications shall constitute the design authority and shall take precedence over any derived 2D drawings, prints, or hard-copy documents.

The Supplier shall:

- Use only the latest released and Customer-approved revision of the Digital Product Definition.
- Ensure that all manufacturing, inspection, and verification activities are performed in accordance with the applicable DPD requirements.
- Maintain effective controls to prevent the use of obsolete, superseded, or unauthorized digital data.
- Notify the Customer promptly of any discrepancies, ambiguities, or data-integrity issues identified in the Digital Product Definition prior to use.
- No changes to the Digital Product Definition are permitted without prior written approval from M1

6 Change in Process, Product or Location

Supplier shall notify M1 of intended or actual changes that may affect the quality of delivered goods and services. This includes Changes to the Quality Management System, the Manufacturing Line, Facility Location, Processes, or Natural Disasters. Quality data and/or approved design data shall be available in the English language.

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7 Record retention and access

The Supplier shall maintain records of inspections, tests, and process controls. Unless otherwise specified in applicable contracts or attachments, these records shall be retained for a minimum of ten (10) years. Records shall be properly filed, stored and protected to ensure they remain legible, readily identifiable, and readily accessible to M1 upon request.

8 Supplier qualification, approval and monitoring

8.1 Qualification of new Supplier

To be qualified as a new M1 supplier, the following requirements shall be met:

- The Supplier shall duly complete M1 New Supplier Evaluation Form (M1-Form-416) and submit it to the M1 Procurement Manager for formal review and approval prior to approval as a supplier.
- The supplier shall complete the Vendor Supplier Self-Audit Form (M1-Form-320) and submit it to M1 Quality Department for review and approval.
- The supplier shall establish and maintain a Quality Management System (QMS) in accordance with Section 2.1.
- An on-site or remote supplier audit shall be conducted when deemed necessary.
- The Supplier agrees to comply with, and be bound by, all applicable requirements of the M1 General Terms and Conditions (GTC-200).

8.2 Supplier Performance monitoring

M1 shall monitor and evaluate supplier performance to ensure conformity with contractual, quality, and regulatory requirements.

Supplier performance monitoring shall include, but is not limited to, the following criteria:

- Nonconformances, escapes and corrective action effectiveness
- On-time delivery in accordance with purchase order requirements
- Schedule adherence and lead-time performance
- Timeliness and quality of responses to corrective action requests
- Results of on-site, remote, or document-based audits
- Timely closure of audit findings within agreed-upon timeframes

8.3 Re-evaluation and disqualification

Supplier performance data may be compiled through scorecards, key performance indicators (KPIs), audit results or customer feedback, and reviewed at defined intervals.

Based on performance results, suppliers may be assigned or reclassified within an approval status (e.g., Approved, Conditional, Probationary, Disapproved) and may be subject to increased surveillance, corrective action or improvement plans, suspension, or disqualification, as applicable.

8.4 Subcontracting

The Supplier may subcontract to a sub-tier if agreed upon in advance and in writing by M1.

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8.5 Flow Down to Sub-Tier Suppliers

Suppliers shall flow-down to Sub-Tier Suppliers the applicable requirements as required by the purchase order or repair order either specifically or by reference.

9 Product and Service Control

Supplier's acceptance of M1's purchase order or repair order certifies that the materials and processes supplied under the purchase order shall be or have been controlled and inspected in accordance with M1's purchase order or repair order and they meet the specified order requirements, referenced specifications and drawings. Suppliers must provide a Certificate of Conformance for all orders and lots, verifying that all products and lots meet those requirements. All products and lots must be clearly identified and labeled and must be traceable to and linked to the Certificate of Conformance.

9.1 Material Substitution

Unauthorized material substitutions are not permitted without M1 written consent.

9.2 Shelf-life limited Materials

Materials with a limited shelf life (e.g., epoxy, paint, adhesives) shall be clearly identified on the container with the date of manufacture, lot/batch number, expiration date, and applicable specification, as required.

The Supplier shall ensure that life-limited materials are delivered to M1 with a minimum of 75% of the original shelf life remaining at the time of receipt, unless otherwise approved by M1 Quality.

9.3 Certificate of Conformance (C of C)

A Certificate of Conformance must be included with each shipment. The C of C must reference the Purchase Order or Repair Order number and confirm that all delivered items meet the specifications, drawings (if applicable), and any applicable standards outlined in this purchase order. It must be signed and dated by an authorized representative of the supplier.

9.4 Aviation Certified Parts

For aircraft parts, components, or subassemblies—whether new or previously serviced—an authorized release certificate is required, as applicable (e.g., FAA Form 8130-3, TCCA/EASA Form 1, OEM Certificate of Conformity, or equivalent).

The requirements are defined as follows and shall be supported by appropriate certification:

- **Factory New (FN):** Parts classified as Factory New shall be new, unused, and uninstalled, and shall have full traceability to the original manufacture.
- **New Material (NE):** New parts shall be unused and uninstalled and shall have traceability to the Original Equipment Manufacturer (OEM).
- **New Surplus (NS):** Surplus parts shall be new parts purchased as excess inventory and shall have traceability to the source of origin (e.g., commercial surplus or government surplus). Such parts shall show no evidence of prior installation, assembly, or use.

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- Overhauled (OH): Overhauled parts shall have been disassembled, rebuilt, inspected, and tested in accordance with the manufacturer's specifications by an approved facility. Documentation shall include applicable release certification and Certificates of Conformance for testing and recertification.
- Serviceable (SV): Serviceable parts shall have been inspected, tested, repaired (as applicable), and/or re-identified in accordance with the manufacturer's specifications by an approved facility. Documentation shall include applicable release certification and Certificates of Conformance for testing and recertification.

9.5 Quality/Inspection Systems

- Supplier shall maintain a quality/inspection system that will ensure all goods and services conform to contract requirements whether manufactured or processed by Supplier or procured from Sub-Tier Suppliers
- Machined and/or sheet metal parts shall be accomplished with an Inspection Report.

9.6 First Article Inspection (FAI)

- For each new part number, the Supplier shall perform a First Article Inspection (FAI) on the initial production run in accordance with AS9102. The complete FAI package shall be submitted to M1 Quality for review and approval prior to the shipment of production parts.
- A complete or partial (Delta) FAI shall be performed in accordance with AS9102 when any of the following conditions occur:
 - A change in part number
 - A design change affecting fit, form or function
 - A change in the manufacturing process, including methods, tooling or inspection techniques
 - A change in material, material supplier or special process
 - A change in manufacturing location
 - A lapse in production of two (2) years or more, unless otherwise specified or waived in writing by M1 or the Customer

9.7 Calibration System

All inspection, measuring and test equipment used by the Supplier during in-process and final inspection to determine product compliance shall be calibrated in accordance with ISO/IEC 17025 and traceable to national or international standards.

9.8 Reporting Discrepancies

Discrepancies, omissions and the need for clarifications or interpretations of any nature encountered by Supplier in respect of furnished drawings or engineering data will be brought to the attention of M1 within twenty-four 24 hours of the identification of the discrepancy for resolution.

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9.9 Non-Conforming Products and Material

The Supplier shall obtain M1 prior written approval for the disposition of any non-conforming product or material supplied that does not meet the applicable engineering drawings, contractual documents, purchase order or repair order requirements.

If non-conforming material is identified and is deemed by the Supplier to be acceptable or usable, the supplier remains responsible for informing M1 so that M1 can determine the acceptability and authorized use of such material.

If accepted by M1, a written Non-Conformance Report shall be provided with the product or material.

9.10 Supplier Corrective Action

The Supplier shall, upon request, provide documented corrective action statements addressing nonconformities or failures related to the Supplier's quality management system, products, or services.

9.11 Letter of Disclosure

When a nonconformance is identified or suspected in goods and/or services provided under this Contract, the Supplier shall immediately notify the M1- Quality Department and submit a written Post-Delivery Notification or Disclosure Letter within three (3) business days.

The Disclosure Letter shall, at a minimum:

- Identify the affected product or service
- Describe the nonconformance or deviation
- Reference applicable engineering, contractual, regulatory, and/or customer requirements
- Note any approved concessions or waivers
- Confirm the impact, if any, on form, fit, function, safety, and airworthiness
- And include the name, title, signature, and date of the Supplier's authorized representative.

No product or material subject to disclosure shall be shipped or released without prior written acknowledgment or approval from M1, where required.

10 Packaging and Handling

The Supplier must package all materials to protect against corrosion, oxidation, deterioration and physical damage during shipment. Electrostatic-sensitive products must be placed in ESD-protective bags.

For lot-controlled materials, each lot must be packaged and identified separately.

All items must be individually packaged to ensure safe transit and handling. Packaging must be clean, secure and appropriate for the product. Each package must be clearly labeled with the part number, quantity and PO number. Special handling instructions, if any, must be visibly marked on the packaging.

11 Counterfeit Parts

The Supplier shall certify that only new, authentic and approved materials and parts are used in products or goods delivered to M1, and that no counterfeit or suspect counterfeit parts are included.

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The Supplier shall establish, implement and maintain effective processes to prevent, detect and control counterfeit parts, including measures to avoid the use or incorporation of such parts and to prevent their delivery to M1. As applicable, these processes shall be aligned with the following industry standards:

- AS5553 – Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition (Applicable to electronic parts)
- AS6174 – Counterfeit Material; Detection, Avoidance, Mitigation, and Disposition (Applicable to non-electronic parts and materials, including mechanical parts, raw materials, fasteners, and composites)
- AS6081 – Counterfeit Electronic Parts; Avoidance Protocol, Distributors (Applicable when the Supplier is an independent distributor)
- The Supplier shall implement a formal reporting and escalation mechanism to promptly notify M1 of any suspected counterfeit, suspect, or unapproved parts, and shall take appropriate containment, investigation, and corrective actions in accordance with M1 requirements.

12 Foreign Object Debris

The Supplier shall implement and maintain effective measures to prevent Foreign Object Debris (FOD) throughout all phases of production, handling, storage, and delivery of products or materials supplied to M1, in accordance with AS9146.

These measures shall include, but are not limited to:

- Maintaining clean and organized work areas, tools and equipment to eliminate the risk of foreign objects.
- Conducting regular inspections to detect and remove any foreign objects.
- Providing personnel with training on FOD awareness, prevention and reporting.
- Promptly reporting any FOD incidents to M1 along with corrective actions taken.

Non-compliance with this FOD prevention requirement may result in corrective actions, suspension, or removal from M1's approved supplier list.

13 Right of Access

M1, its customers, and regulatory authorities shall be granted the right of access to all Supplier and sub-tier Supplier facilities and records involved in fulfilling the purchase order or repair order requirements to ensure conformance with said requirements. This shall be done by providing written requests and acceptance fifteen (15) working days prior to the visit.

14 Social Responsibility – Ethical Purchasing

M1 aims to develop strong relationships with our suppliers, based on mutual trust, understanding and respect. M1 expect suppliers to ensure that they adopt and implement acceptable safety, environmental, product quality, labor, human rights, social and legal standards in line with our own code and to ensure these issues are acceptably managed within the supply chain for any products/services supplied to M1.

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15 Awareness

Suppliers to M1 are required to ensure that the top management, employees and subcontractors are aware of:

- Their contribution to product and service conformity
- Their contribution to product safety
- The importance of ethical behavior.

16 Non-Aircraft Products

Supplier shall clearly identify any product, material or service not intended for installation on an aircraft or aircraft component, excluding sanitary products, office supplies, and other non-production consumables. Such items are not subject to aviation regulatory approval, airworthiness certification or traceability requirements, unless expressly required in writing by M1. The Supplier remains responsible for compliance with all Purchase Order and applicable commercial, safety and regulatory requirements unrelated to aircraft airworthiness.

17 Confidentiality

Suppliers shall hold all information received from M1 in confidence and no third-party request for information will be authorized unless approved in writing by M1.