LND, Inc.
Supplier Manual

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Approved by:	**Date**
Spencer B. Neyland	**3/15/2024**

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1.0 INTRODUCTION

It is ***LND, Inc.'s*** expectation that our suppliers will continually demonstrate the ability to provide products, processes and services of exceptional quality while complying with all statutory and regulatory requirements.

LND, Inc. requires:

- Defect-Free Products and Services
- 100% On Time Delivery
- A Commitment to Continual Improvement
- Competitive Pricing
- Responsive Customer Service

1.1 Purpose

This manual is made available to all suppliers having business relations with ***LND, Inc***. to stipulate the minimum quality requirements of products supplied to ***LND*** and to identify other practices, procedures and requirements for ***LND*** suppliers. This manual will provide suppliers with specific details and procedures that outline ***LND's*** requirements and expectations. The manual should not be construed to supersede ISO 9001 requirements or any higher degree of Federal or State law, where conflicts exist. Reference made to a specific number of days within this manual is to be interpreted as business days, unless otherwise specified.

This manual constitutes an integral part of ***LND's*** Purchase Order Terms and Conditions and is incorporated into any Purchase Order (PO) issued by ***LND*** on or after the effective date of this manual. This manual and any updates will be available on the ***LND*** website (**www.LNDINC.com**). It is the supplier's responsibility to maintain and comply with the latest version of this manual. This manual is subject to change by ***LND, Inc.*** The revision level of the manual will be clearly indicated.

In this manual, the word "shall" indicates a requirement. The word "should" indicates a recommendation. Paragraphs marked "Note" are for guidance in understanding or clarifying the associated information.

The term **Supplier** (external provider) refers to the business unit supplying products or services to ***LND, Inc.***

The term **Sub-Supplier** refers to the business unit supplying direct products and services to an ***LND*** supplier.

1.2 Scope

This Supplier Manual applies to suppliers for ***LND, Inc***.

This Supplier Manual is applicable to all worldwide existing and potential suppliers that provide materials, components, or services that become a part of the finished product or contribute to the integrity of the quality system through calibration or testing at ***LND***.

This manual excludes ***LND*** facility MRO (maintenance, repair and operation) suppliers, unless specifically indicated on the PO that compliance is required.

1.3 Concept

LND suppliers are fully responsible for the quality of their products and shall ensure that all products are produced in conformance to all required standards and specifications. Non-conforming products or services from suppliers will not be accepted unless a Deviation Request is submitted and approved by ***LND*** Engineering beforehand, or the product is conditionally accepted by ***LND*** Engineering. Refer to section 6.0, Request for Deviation.

1.4 Quality Representative

The supplier's quality representative shall interface with ***LND*** to resolve quality-related issues. To ensure effective communication between ***LND*** and suppliers, suppliers may be asked to complete a '**Supplier Quality System Survey**' LND Form 1-911-0033 (see Appendix A), and be signed by the supplier's quality management personnel. The information provided in the survey shall be updated and resubmitted as personnel changes occur. The completed survey will become part of the supplier's history folder maintained on-file at the ***LND*** QA office.

2.0 SUPPLIER APPROVAL

There are two main components to achieving Supplier Approval from ***LND***: The supplier must have a quality system that is acceptable to ***LND*** and be able to provide quality products and services.

2.1 Acceptance of the Supplier's Quality System

There are several ways for a supplier to demonstrate the acceptability of their quality system.

2.1.1 The preferred method to demonstrate an acceptable quality system is through third party accreditation. Suppliers are encouraged to be certified to ISO 9001 (or similar quality management system) at a minimum, but this is not necessary. ***LND*** encourages suppliers to obtain a quality management system third party registration.

All certified suppliers shall provide an E-mail (addressed to rscalzi@LNDINC.com) or faxed (516-678-6704) copy of their current ISO 9001 certificate (or any other quality system certifications) to ***LND.*** These certificates must be resubmitted to ***LND*** within ten (10) days every time these certificates are changed or updated. ***LND*** must receive the new certificate within 30 days of the certificate on file at ***LND*** expiring.

All suppliers are required to notify ***LND*** in writing within ten (10) days when any major non-conformance has been found during their third party audits and/or when, for any reason, their certification status is downgraded or revoked.

2.1.2 Alternate methods, with prior approval from ***LND, Inc***., to demonstrate quality system acceptability are:

2.1.2.1 Demonstrate compliance to element 2.1.1 through a second party assessment (e.g. if supplier was recently audited by another customer, ***LND*** could accept that audit as proof of compliance), or

2.1.2.2 A quality system assessment by ***LND*** personnel.
Prior to the initiation of production, supplier shall complete the **'Supplier Quality System Survey'** (Appendix A) and provide the required documents to ***LND.*** The supplier shall be required to maintain a current copy of their Quality Manual that will be available upon request**.** Based on the information provided by the supplier, ***LND*** may perform an on-site audit to corroborate that the supplier has rated its quality system appropriately.

LND, Inc. reserves the right to approve or disapprove the supplier based on the completed **'Supplier Quality System Survey'** when a supplier on-site assessment is not feasible or if the product/service supplied does not have high impact on ***LND*** product, as determined by

LND Engineering and Quality.

In addition to the '**Supplier Quality System Survey'**, ***LND*** may request that suppliers reassess their quality system, specifically in the case where their quality and delivery performance statistics do not meet ***LND*** requirements or if ***LND*** considers it necessary.

All major and minor non-conformities found during the assessment mentioned in 2.1.2.2 (above) must be addressed through a formal Corrective Action program within fourteen (14) business days from the finding. Based on the supplier's ability to provide evidence of corrective action, at ***LND's*** discretion, a follow up visit may be scheduled.

Independent of an ISO 9001 third party registration, suppliers may be audited, at ***LND's*** discretion, based on their quality and delivery history.

2.2 Ability to provide quality products and services

The supplier's ability to provide acceptable products and services will be evaluated through a First Article Approval Process (FAAP) submission process, outlined in Section 4.0. Should a supplier be unable to meet ***LND's*** requirements, it may have its approval revoked. Refer to Section 8.0 for additional information on supplier performance.

3.0 PRODUCT QUALITY PLANNING

Suppliers shall establish cross-functional teams to develop and manage the product planning process and requirements.

Suppliers shall understand and abide by all ***LND, Inc.*** quality standards, specifications, and requirements from product concept through all phases of product production. ***LND*** requirements shall be communicated to and understood by the supplier on special control items, critical quality characteristics, prototype requirements, FAAP requirements, packaging requirements, and all other quality related matters. Suppliers shall manage their understanding of ***LND*** requirements for their products and document this activity using their own product quality planning process.

3.1 Primary/Secondary/Tertiary Facility, Supplier and Sub-Supplier

Suppliers remain responsible for the quality of their sub-suppliers.

3.2 Special processes

Special processes are defined by ***LND*** during the product quality planning process and communicated to the supplier via the PO or ***LND*** engineering drawing.

Independent of the characteristics specified by ***LND***, the supplier should identify those characteristics that are key for their process or product functionality and consider them as special processes, applying the requirements stated below.

All special processes defined by ***LND*** and identified by supplier shall be identified in the supplier's control plan and applicable documents.

4.0 FIRST ARTICLE APPROVAL PROCESS (FAAP)

If a first article submission has been requested, the supplier shall be responsible for submitting all materials for the FAAP package as an element of the verification process. The FAAP package shall establish that the products produced are in conformance with all applicable product specifications and requirements. A **FAAP Request Form**, LND Form 1-900-0022 (Appendix C) will be provided by ***LND*** Purchasing when a first article is required.

LND Engineering may waive the first article requirement. That waiver approval will appear on the ***LND*** Purchase Order sent to the supplier.

If a FAAP submission has been requested, suppliers must obtain LND's written approval of the FAAP package prior to shipping production product. Suppliers are not approved or authorized to begin production or to ship products to LND without such prior written FAAP approval. FAAP paperwork and samples must be sent to the individual designated on the FAAP request.

If a first article is not required, any specific requirements for approval will be communicated to the supplier on the ***LND*** purchase order (PO).

4.1 *LND, Inc.* FAAP Submission Requirements

Submissions shall be made in accordance with this manual. The required level (quantity) of submission will be defined by ***LND*** Purchasing on the Purchase Order.

FAAP submission shall be required for the following:

- 4.1.1 New product.
- 4.1.2 Design or specification changes to existing product and required by ***LND*** Engineering.
- 4.1.3 Parts/materials that have not been supplied for a period of one year.
- 4.1.4 Process changes, including but not limited to:
  - 4.1.4.1 changes to process conditions.
  - 4.1.4.2 changes to process sequence or location.
  - 4.1.4.3 changes to process equipment (new or re-built).
  - 4.1.4.4 changes to die and jig, including major repair.
  - 4.1.4.5 change of manufacturing facility.
  - 4.1.4.6 changes to material (different specification).
  - 4.1.4.7 changes to supplier or outsourced process.
  - 4.1.4.8 additional machine (capacity).

4.2 FAAP Production Run

The FAAP production run shall be a minimum of 30 pieces or 10 percent (whichever is the lesser quantity) unless a different quantity is agreed upon in writing by ***LND*** Purchasing.

Supplier shall establish and implement a detailed action plan for preliminary

submission. This plan shall be detailed in the FAAP submission. The manufacturing process shall be performed using production intent machines, equipment, and tooling capable of maintaining the required quality requirements.

4.3 Master FAAP Sample

Suppliers shall retain a master FAAP sample for the greater of the life of the product plus one year or until a new master sample is requested for the same part number by ***LND***.

The master sample shall be clearly identified and tagged, showing the customer approval date on the sample. Master samples shall be stored in a manner to protect the samples from degradation, including, but not limited to, dirt, dust, rust, oxidation, or physical damage. Suppliers shall retain a master sample for all cavities, dies, molds, tools, or production processes.

NOTE: When part volume creates a difficult storage condition, exceptions may be granted to a supplier by ***LND*** Purchasing. Requests for an exception must be in writing. If granted, ***LND*** will provide written approval.

4.4 Traceability System

Suppliers shall establish and maintain a system to provide full traceability and identification for their final product, as well as through all stages of their production and delivery. All materials must be capable of being traced to the original material from which the product was produced.

4.4.1 Materials used in the product shall be traceable to the source (material supplier).
4.4.2 Suppliers shall develop procedures to ensure that traceability is maintained.
4.4.3 Part of the product quality program and FAAP review conducted by ***LND*** will include tracking finished product through the supplier's traceability system.

5.0 RESTRICTED MATERIAL, PROP 65, CONFLICT MINERALS & PFOS/PFOA

LND, Inc. is responsible for reporting all substances contained in ***LND*** supplied products when requested by our customers. In order to enable ***LND*** to do so, ***LND*** requires its suppliers to complete and submit a '**RoHS Survey Form'** LND Form 1-901-0002 (Appendix D), and a '**REACH – Substances of Very High Concern (SVHC)**' survey, LND Form 1-911-0074 (Appendix G) . Suppliers must certify to the material content of supplied raw materials, parts, and/or surface coatings sold to ***LND***. All compliance requests will be made by the ***LND*** Quality Manager. A current list of all SVHC candidate chemicals is accessible on-line at www.echa.europa.eu/web/guest/candidate-list-table.

California's Proposition 65 (Prop 65), also known as the "Safe Drinking Water and Toxic Enforcement Act, became law in November 1986. The Act requires California to identify and publish a list (semi-annually) of potentially hazardous chemicals known to cause cancer, birth defects or other reproductive harm. Companies that do business directly in California, or supply products that will end up in California, are required to identify those products with "clear and reasonable" warnings of potentially hazardous chemicals in their products. In order for ***LND*** to properly identify those products for our customers we require our suppliers to fill out and submit to ***LND*** a '**Supplier Proposition 65 Declaration'**, LND Form 1-901-0023 (Appendix J). The

supplier is required to review this list annually (when the list is revised) and, if changes are noted, submit a new **'Supplier Proposition 65 Declaration'** form to ***LND*** updating your company's chemical usage information. The current listing of 900+ chemicals can be found online at www.oehha.ca.gov/proposition-65/proposition-65-list.

The Prop 65 "safe harbor" is a separate listing that identifies a level of exposure to a listed chemical that does not require a Prop 65 warning. A business (supplier) does not need to provide a warning if exposure to a chemical occurs at or below the published safe harbor level. The current Safe Harbor list contains approximately 300 chemicals and can be found online at https//oehha.ca.gov/media/downloads/proposition-65/safeharborlist032519.pdf.

LND, Inc. must report to our customers if any of the products we supply contain *conflict minerals* as defined in the Dodd-Frank Wall Street Reform and Consumer Protection Act passed by Congress in 2010. These minerals include cassiterite (tin), columbite-tantalite (tantalum), gold, wolframite (tungsten) or derivatives thereof, which have been imported from the Democratic Republic of the Congo (DRC) and the Great Lakes Region (GLR) of Central Africa. Our suppliers are responsible for capturing information on the presence of conflict minerals in the products provided to ***LND***, and must be able to inform ***LND*** if those minerals are "necessary to the functionality or production" of the products manufactured and sold to ***LND, Inc.*** It is the supplier's responsibility to perform their due diligence in obtaining the details on the use of conflict minerals. Go to the Securities and Exchange Commission website for additional information on the Conflict Minerals Final Rule (http://www.sec.gov/rules/final.shtml). ***LND*** requires its suppliers to complete and submit a **'Conflict Minerals Survey'** LND Form 1-901-0016 (Appendix H).

It is the responsibility of all ***LND*** suppliers to ensure that products and associated packaging materials intended for ***LND*** do not contain Perfluorooctane sulfonates (PFOS) as identified in EU Directive 2006/122/EC (30th amendment to EU Directive 76/769/EC) or Perfluorooctanic acid (PFOA), its salts and related compounds as described in Annex XVII of the REACH directive.

6.0 FORCED LABOR AND CHILD LABOR

LND, Inc. is committed to preventing and mitigating the risk of forced labor and child labor within our supply chains consistent with US laws, including Section 307 of the Tariff Act of 1930 and the Uyghur Forced Labor Prevention Act; Canadian laws, including Bill S-211 An Act to enact the Fighting Against Forced Labour and Child Labour in Supply Chains Act and to amend the Customs Tarrif; and other international labor laws.

To ensure compliance with these regulations suppliers will take sufficient supply chain due diligence for the materials it uses to make products for ***LND***. This requirement must be flowed down to the suppliers' subcontractors or sub-suppliers in their procurement process.

7.0 REQUEST FOR DEVIATION

If a supplier's product or process is identified by the supplier or ***LND*** as nonconforming to ***LND*** specifications, a deviation may be requested in writing to the ***LND*** Purchasing Manager using the **Engineering Change Request (ECR),** LND Form 1-911-0006 (Appendix B) or supplier equivalent form. If approved by ***LND***, the request will be returned to the supplier with specific instructions of "Conditions for Use" before product can be shipped to ***LND***. If a

supplier decides to rework or repair nonconforming product found at their facility, it must receive approval from the ***LND*** Purchasing Manager before proceeding. ***LND*** may request that the rework or repair instructions be submitted for review before approval is granted. ***LND*** will request the necessary authorization from the customer (if required).

8.0 SUPPLIER QUALITY SYSTEM REQUIREMENTS

Suppliers shall implement and maintain a structured and documented quality system which, as a minimum, is in compliance with ISO 9001 (or the alternative outlined in Section 2.1 of this manual) and ***LND, Inc.*** quality requirements. The requirements of this Supplier Manual shall also be included in the supplier's quality system.

Supplier quality system conformance shall be demonstrated through a detailed assessment process utilizing formal audits for the standards being evaluated.

8.1 Product Design

When suppliers are designated as design responsible, they shall maintain records of appropriate measures to ensure adherence to the specifications and evidence that design reviews have been performed for one (1) year after ***LND*** notifies the supplier that the part is no longer active. Initial designs and design changes shall have ***LND's*** written approval prior to introduction into the manufacturing process. The supplier shall adhere to design requirements as defined in ISO 9001.

8.2 Documentation

Controls to ensure that documents and data pertaining to the quality requirements of supplied products are at the current release level shall be established and maintained. Suppliers must use the latest revisions of ***LND, Inc***. documents, specifications and work instructions (as applicable).

8.3 Supplier Drawings Requiring LND Approval

Supplier created drawings of ***LND*** products, which are used in the manufacturing and/or inspection of those products, must be submitted to ***LND, Inc.*** for review and signed approval prior to use by the supplier. This includes supplier drawings that were created based off of the ***LND*** engineering drawings.

Submit drawings to the LND Purchasing Manager via E-mail (rlo@LNDINC.com) or Fax (516-678-6704). Drawings will be routed, reviewed and, if approved, signed off by ***LND*** Engineering before being returned to the supplier. If, during the review process, the drawing requires corrections the drawing will be marked-up and returned to the supplier for corrections to be incorporated and resubmittal for approval.

Suppliers are encouraged to refer to Appendix I for a detailed breakdown of the ***LND, Inc.*** Drawing Numbering System.

8.4 LND, Inc. Supplied Product

When ***LND*** material is furnished to the supplier, supplier shall establish and maintain controls to ensure that material is inspected, properly maintained, uniquely identified, and that damage and/or discrepancies are reported to ***LND*** Purchasing Manager immediately upon receipt.

8.5 Control of Processes

Supplier shall control and document procedures, processes, work instructions and routings. In the case of special processes (i.e. welding, soldering, adhesive bonding, casting, forging, heat treating, etc.) in which results cannot be fully verified by subsequent non-destructive inspection, the employees performing these processes and the equipment used shall be approved by the supplier or certified in accordance with the supplier's quality system.

8.6 Accredited Laboratory Testing and Submission Requirements

All test results and data provided by a supplier shall be the result of inspection/testing performed by a party capable of performing the required inspection/test.

8.6.1 Internal Laboratory:
Supplier's internal laboratory shall have a defined scope that includes its capability to perform the required inspection, test or calibration services. Such scope shall be part of the quality management documentation. The laboratory shall specify and implement, as a minimum, technical requirements for:

- 8.6.1.1 Adequacy of the laboratory procedures
- 8.6.1.2 Competency of the laboratory personnel
- 8.6.1.3 Testing of the product
- 8.6.1.4 Capability to perform these services correctly, traceable to the relevant process standard (ASTM, EN, etc.)
- 8.6.1.5 Review of related records.

8.6.2 External/commercial/independent laboratory facilities used for inspection, test or calibration services by the supplier shall have a defined scope that includes the capability to perform the required inspection, test or calibration and accreditation to ISO/IEC 17025:2017 or national equivalent. Upon request, a copy of accreditation for laboratories shall be E-mailed or faxed to ***LND***.

If the supplier desires to receive an exception from 7.5.2, written requests must be sent to ***LND, Inc.*** (Attn: Quality Manager) prior to use of the laboratory.

8.6.3 Accreditation of the testing facility providing data must be clearly demonstrated. For example, chemistry data must be provided on the certificate or letterhead of the facility indicating that the facility has accreditation for its chemical testing. In the case of wire or flat stock, this would mean the original rod or hot band mill certification.

8.7 Nonconforming Product

Supplier shall have written procedures to investigate nonconforming product detected after receipt at ***LND***, ensure corrective action takes place, identify the root cause(s), and follow up on effectiveness of actions taken. In the event the nonconformance is discovered after shipment, ***LND*** shall be notified immediately in writing of the purchase

order number, lot or batch number(s) in order to effectively segregate all defective products.

8.7.1 **Material Rejection Report (MRR)**

Nonconforming material conditions will be reported to Suppliers using a **Material Rejection Report (MRR)**, LND Form 1-911-0004 (Appendix F) issued by the ***LND*** QC inspector.

Initial response to the MRR and supplier Corrective Action Request (CAR) (if necessary) shall be issued by the supplier within 14 business days of notification by ***LND*** and, if necessary, include root cause and corrective actions (see 7.7.2) to ensure that defects are properly isolated from ***LND***, including product in transit and at the supplier facility. Disposition of nonconforming material shall be defined by the supplier.

The supplier can make a written request for an extension of the 14 business day time. If ***LND*** does not receive either the disposition or the request for extending the material disposition time from the supplier within the allocated timeframe, a final notification of intent to reject the product will be made by ***LND***. Failure to comply with this procedure will result in the product being rejected back to the supplier or product quarantined in a locked cabinet at ***LND*** QC/Receiving.

8.7.2 **Corrective Action**

Suppliers shall utilize a problem solving methodology (8-D, DMAIC or similar process) to identify the root cause and resolve the non-conformance. A **'Corrective Action Request (CAR)'** LND Form 1-911-0034 (Appendix E) may be provided with the MRR notification, but the supplier may use its own equivalent corrective action form for responding to ***LND***.

Supplier shall provide the completed, written corrective action report to the ***LND*** Quality Manager within 14 business days from ***LND's*** notification of the nonconformity. If a final corrective action report cannot be completed within the required timeframe, a completion plan shall be detailed in the preliminary SCAR response that is sent to the ***LND*** Quality Manager before the end of the 14 business days.

The supplier must then update the ***LND*** Quality Manager on the progress of corrective action plan and forward the final corrective action report once the actions are implemented.

The timeliness of supplier responses to corrective action requests is monitored by the ***LND*** Quality Manager and reported as a metrics in the supplier performance evaluation report presented during ***LND's*** Management Review Meetings.

Within the scope of certain specific parameters and supplier capability, exceptions may be made for a full accounting of the nonconforming material on the CAR. An MRR will still be generated, but specific corrective action will not

be requested. Rather, the ***LND*** Quality Manager will request that the supplier address issues related to these parameters as opportunities for improvement. If you believe your nonconforming material should be in this category, please notify the ***LND*** Purchasing Manager.

8.8 Physical Control of Product

Suppliers shall have procedures in place to prevent damage, deterioration, and to insure proper identification of product throughout all handling, storage, and delivery functions. Methods of identification shall conform to ***LND*** specifications. Product shall be protected from friction, dust, dirt, rust, etc. Rust prevention and protection methods shall ensure that material remains free from rust no less than sixty days after received at ***LND*** unless an alternate procedure has been approved in writing by ***LND, Inc.*** Any preservation methods used to prevent surface contaminates must comply with the specific requirements of ***LND, Inc.***

8.9 Records of Quality Activities

Suppliers shall maintain documented procedures for receiving, in-process, and final inspection and have controls in place to identify and/or segregate as to inspection or test status. Supplier shall make records of these activities available for ***LND*** review upon request. Suppliers shall also maintain records for general parts, critical parts, and special parts as instructed by the ***LND*** Purchasing Manager for a minimum of one (1) calendar year after the year in which they are generated, unless otherwise indicated by ***LND.***

The supplier must send required certificates with every shipment to ***LND***, as directed by the purchase order. The supplier shall report real data and/or test results for each characteristic reported on the certification and provide capability analysis for critical/key characteristics (where applicable). Certificates shall show clear reference to the production order, production date, quantity shipped and lot of material used to produce the products shipped to ***LND***.

8.10 Quality System Audits

Suppliers shall perform planned, documented audits covering their entire quality system. All areas shall be audited at least once every twelve (12) months. The audits' goal is to ensure that all processes of the quality system are effective and efficient. Audit procedures shall include reporting of results to responsible personnel, provisions for more frequent audits when required, and controls to ensure that corrective actions are taken in a timely manner. Product and process audits should be carried out by suppliers as a way to ensure the processes are running as planned and are still meeting ***LND's*** expectations.

Auditors' qualification shall include:

8.10.1 Formal lead auditor training if the supplier's quality system is certified to ISO 9001.

8.10.2 Understanding of related core tools (SPC, FMEA, etc.).

8.10.3 Understanding of this manual.

8.11 Measurement System Evaluation

The supplier shall specify measurement devices and methods used to check the special characteristics as agreed to with ***LND, Inc***. Supplier shall have a system in-place to perform gage removal and replacement in accordance with ISO/IEC 17025:2017 or similar calibration program.

9.0 SUPPLIER PERFORMANCE

Suppliers who consistently have poor performance, as monitored by the ***LND*** Quality Assurance Manager, may be notified of ***LND's*** intention to reevaluate the supplier and potentially place the supplier on a "conditional" status until performance improvement is demonstrated. Suppliers may be required to provide a documented action plan for corrective action. Failure to improve performance within the time required by ***LND*** could lead to a supplier's ineligibility to quote new business and/or removal from ***LND's*** Approved Supplier Listing.

10.0 RIGHT OF ENTRY AND VERIFICATION

LND, Inc. and/or ***LND's*** customers reserve the right of entry to verify supplier's conformance to all parts, processes, specifications and quality systems. ***LND, Inc***. and/or ***LND's*** customers have the right to carry out verification of product, processes and systems at the supplier's facility. Such verification will not be used by the supplier as evidence of effective control of quality or acceptance of product. Verification activities performed by ***LND, Inc.*** and/or ***LND's*** customers at the supplier's facility shall not absolve the supplier of the responsibility of providing acceptable product or preclude subsequent rejection.

11.0 PACKAGING AND HANDLING OF PARTS

The supplier is responsible for the development of fit-for-purpose packing systems which are in accordance with the requirements of the product, existing packaging specifications and all applicable regulations established by federal, state, and local governments, including those applicable to the location where the packaging materials will be discarded.

It is the responsibility of the supplier to ensure that all items being shipped to ***LND*** are properly and adequately protected and packed for safe arrival.

12.0 GLOSSARY:

8-D A step-by-step problem solving method. The eight disciplines of analyzing a nonconformance, determining a cause, implementing a corrective action, and verifying the results. The eight steps are:
D1 – Establish the Team
D2 – Describe the problem
D3 – Develop an Interim Containment Action
D4 – Define/Verify Root Cause
D5 – Choose/Verify Permanent Corrective Action
D6 – Implement/Validate Perm. Corr. Action
D7 – Prevent Recurrence
D8 – Recognize the Team

CAR Corrective Action Request

DMAIC Define, Measure, Analyze, Improve and Control. The problem solving process used to improve manufacturing, quality and productivity. An integral part of the Six Sigma Quality Initiative methodology.

ECR Engineering Change Request

FAAP First Article Approval Process

FMEA Failure Modes and Effects Analysis

ISO International Organization for Standardization

MRO Maintenance, Repair and Operation

MRR Material Rejection Report

MSA Measurement System Analysis

RoHS Restrictions on Hazardous Substances

Special Process Welding, soldering, adhesive bonding, casting, forging, heat treating, etc…

13.0 APPENDICES:

Appendix A: **Supplier Quality System Survey**
(LND Form # 1-911-0033)

Appendix B: **Engineering Change Request (ECR) Form**
(LND Form # 1-911-0006)

Appendix C: **First Article Approval Process (FAAP) Form**
(LND Form 1-900-0022)

Appendix D: **Supplier RoHS Survey Form**
(LND Form # 1-901-0002)

Appendix E: **Corrective Action Report (CAR) Form**
(LND Form # 1-911-0034)

Appendix F: **Material Rejection Report (MRR) Form**
(LND Form # 1-911-0004)

Appendix G: **REACH – Substances of Very High Concern Survey**
(LND Form 1-911-0074)

Appendix H: **Suppliers Conflict Minerals Survey**
(LND Form 1-901-0016)

Appendix I: **LND Drawing Numbering System**
(Training Aide – LND Training Dept)

Appendix J: **Supplier Proposition 65 Declaration**
(LND Form 1-901-0023)

SUPPLIER QUALITY SYSTEM SURVEY

Company Name: _____ Telephone #: _____
Address: _____ Supplier #: _____
_____
_____

Please answer the following questions:

1. Does the company have a Quality Manager?

   YES _____ NO _____ N/A _____
   If not, who is responsible for all matters concerning the Quality Program?
   Name: _____ Title: _____
   Reports To: _____
   (Please supply a copy of your company's Organizational Chart)

2. Does the company have a documented Quality Management System (QMS)?

   YES _____ NO _____ N/A _____

3. What (if any) standard(s) is the QMS in compliance with or conforming to? (ISO9001, AS9100, MIL-I, MIL-Q, ect.)

   _____
   _____
   (If the company is certified, please supply a copy of the accreditation or certification)

4. Does the company have documented work instructions/procedures covering all activities related to planning, purchasing, manufacturing, inspection, calibration and testing?

   YES _____ NO _____ N/A _____

5. Does the company have documented work instructions/procedures that describe the communication of specified requirements and the performance of work, purchasing, manufacturing, inspection, calibration and testing?

   YES _____ NO _____ N/A _____

6. Does the company have documented work instructions/procedures covering all aspects of scrap, rework and Corrective Action?

   YES _____ NO _____ N/A _____

7. Does the company have documented work instructions/procedures for the control of nonconforming processes/material?

   YES _____ NO _____ N/A _____

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SUPPLIER QUALITY SYSTEM SURVEY

8. Are records maintained for all activities related to the company's QMS?

   YES _____ NO _____ N/A _____

9. Does the company have work instructions/procedures and checklists for the performance of internal audits covering the scope of the QMS?

   YES _____ NO _____ N/A _____

   If yes, date of last internal audit: _____

10. Does the company have documented work instructions/procedures for the control of measuring, inspection and test equipment?

    YES _____ NO _____ N/A _____

11. Does the company have documented work instructions/procedures for the control of special processes and services?

    YES _____ NO _____ N/A _____

12. Number of Permanent Employees: _____
    Number of Inspection/Quality Staff: _____

13. Does the company have documented programs or policy statements for any of the following directives, regulations or acts?

    Directive 2011/65/EU(Amended by 2015/863) (Regulation of Hazardous Substances – RoHS, RoHS2, RoHS3) YES_____ NO_____ N/A_____

    Directive 2012/19/EU (Waste Electronic and Electrical Equipment - WEEE) YES_____ NO_____ N/A_____

    Regulation 1907/2006/EC (with AM1) (Registration, Evaluation and Authorization of Chemicals-REACH) YES_____ NO_____ N/A_____

    Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act – Conflict Minerals Reporting YES_____ NO_____ N/A_____

    California's Proposition 65 (oehha.ca.gov) YES_____ NO_____ N/A_____

I understand that the information provided is subject to on-site verification by a member of the LND, Inc. Quality Assurance Department. By my signature, I attest that the above information is true and correct.

Signature: _____ Date: _____ Title: _____

LND Form 1-911-0033-02 28 September 2020

2

Appendix A (LND Form 1-911-0033, Page 2 of 2)

ENGINEERING CHANGE REQUEST (ECR)

Date:_____

ORIGIN OF REQUEST: ____ENGR. ____MFG. ____CUST. ____Q.A. ____QC/Rec. ____PUR.
____SUPPLIER ____SALES ____ADMIN. ____TEST

Submitted By: _____ Authorized By: _____

Drawing Number: _____ Tube Type: _____

Procedure/Form Number and Title: _____
(e.g., 9-214-0313 or 1-960-0001. Number is located at the bottom right hand corner of every screen page)

Page Number: _____ Step Number: _____ Figure Number: _____
(Adobe Reader shows the page number at the menu bar of the document window)

The requested change impacts (check all that applies):
TEXT ☐ PHOTO ☐ TABLE ☐ GRAPHIC ☐ WEB SITE ☐ FORM ☐

Description of requested change:

Reason for change (required):

Forward Completed Forms to QA Office

_____This Section for Review Use Only_____

Production Manager - Are current production jobs affected? YES_____ NO_____

Production job numbers effected: _____

Reviewed By:

Purchasing Mgr: _____ Date: _____
Production Mgr: _____ Date: _____
QA Mgr: _____ Date: _____
Sales Mgr: _____ Date: _____
Operations Mgr: _____ Date: _____

Approved By:

Engineering: _____ Date: _____

QPL Products Only: Is a notification of change to DSCC-VQ required? YES_____ NO_____

Assigned ECO Number: _____

LND Form 1-911-0006-07 1 February 2018

Appendix B (LND Form 1-911-0006)

FIRST ARTICLE APPROVAL PROCESS REQUEST

Supplier: Refer to the LND Supplier Manual, LND Form 1-901-0005, for information pertaining to the First Article Approval Process (FAAP).

Fill out the upper portion of this form and return the form, supporting documents and the first article submission to LND, Inc., Attn: Receiving/QC.

LND Drawing No.: _____

Part Description: _____

LND PO No.: _____ Supplier Name: _____

Promised Ship Date: _____ Actual Ship Date: _____

Total Number First Article Pieces Shipped: _____

Material Specification: _____

_____

_____

Certificate of Conformance Provided: _____Yes _____No _____Not Required

Certificate of Analysis Provided: _____Yes _____No _____Not Required

Sub-Supplier(s) Utilized: _____Yes _____No

If 'Yes', list sub-supplier(s): _____

_____

_____

---------- **LND USE ONLY** ----------

Receiving/QC:

- All required documentation received with parts: _____Yes _____No*
- 100% visual/mechanical/leak check completed: _____Yes _____No*
- LND drawing marked up showing recorded measurements:

_____Yes _____No*

* Explain any 'No' answers or remarks below:

_____

_____

_____

QC Signature: _____ Date: _____

Engineering:

- Concur with QC inspection findings: _____Yes _____No*
- Additional verification or validation required: _____Yes _____No
- Accept or Reject first article pieces: _____Accept _____Reject*

* Explain any 'No' answers or reasons for rejection below:

_____

_____

_____

Engineering Signature: _____ Date: _____

LND Form 1-900-0022-02 17 January 2011

Appendix C (LND Form 1-900-0022)

LND, INC.
SUPPLIER RoHS SURVEY

Supplier Name:_____
Supplier DUNS Number: _____
Contact Name: _____ E-Mail Address: _____
Address 1: _____
Address 2: _____
Address 3: _____
City: _____ State: _____
Country: _____ Postal Code: _____
Phone Number: _____ Fax: _____

Please complete the following questions.

Do you sell LND, Inc. any products for resale; finished parts; or raw materials that contain in their individual components;

	Yes	No
Mercury (Hg): < 100 ppm	___	___
Hexavalent Chromium (CrVI): < 1000 ppm	___	___
PBB (polybrominated biphenyls): 1000 ppm	___	___
PBDE (polybrominated diphenyl ether): < 1000 ppm	___	___
Cadmium (Cd): < 100 ppm NOTE: Cadmium plating on metals is OK	___	___
Lead (Pb): <1000 ppm	___	___
Bis (2-Ethylhexyl) phthalate (DEHP): < 1000 ppm NOTE: Used to soften PVC and vinyl insulation on electrical wires	___	___
Benzyl butyl phthalate (BBP): < 1000 ppm NOTE: Used to soften PVC and vinyl insulation on electrical wires	___	___
Dibutyl phthalate (DBP): < 1000 ppm NOTE: Used to soften PVC and vinyl insulation on electrical wires	___	___
Diisobutyl phthalate (DIBP): < 1000 ppm NOTE: Used to soften PVC and vinyl insulation on electrical wires	___	___

LND Form 1-901-0002-01 14 June 2016

Appendix D (LND Form 1-901-0002)

LND,INC.	CORRECTIVE ACTION REQUEST			
	Issued by: QA	Eff. Date: 02/22/2022	Revision: 02	QF-85-03-1

Dept./Supplier:			CAR No
Product/Process:			
Documentation:			
NONCONFORMING CONDITION	Originated by:	Date:	Response Due Date:
ROOT CAUSE			
CORRECTIVE ACTION			
Investigate this nonconformity and identify the root cause and corrective action(s) taken to prevent the recurrence on future orders. Return this CAR to LND, attention QA Manager, by the due date noted above.			
To be Implemented By:		Implementation Date:	
Response Received Date:		Response Approval:	

EFFECTIVITY CLOSE OUT			**EFFECTIVITY CLOSE OUT (extension)**		
Approved: Yes ☐ No ☐	New Due Date:		Approved: Yes ☐ No ☐		
Evidence reviewed or, if not approved, reasons for disapproval:			Evidence reviewed:		
Appr. by:	Date:		Appr. by:	Date:	

LND Form 1-911-0034-02 22 February 2022

Appendix E (LND Form 1-911-0034)

MATERIAL REJECTION REPORT

Control No
Date Rejected

Part Number	Rev	Locn	Part Description	Quantity	Reason Code

Work Order	Sequence	WC	PO	Vendor	Name

Employee	Name	Dept

Discrepancy and Nonconformance

Item	Quantity	Description of Discrepancy or Nonconformance

Disposition

Quantity	Disposition
	UNREJECT, REJ IN ERR
	Accept as Is, Review
	CREATE NEW PO
	PUT BACK ON ORIG PO
	RETURN FOR CREDIT
	SCRAP
	RE-IDENTIFY PART
	REWORK, NEW WO

☐ Cause & Corrective Action Requested

Comments:

Date Required By	Quality Engineer

Comments/Special Instructions:

Inspected By:	Date:	Verified By:	Date:

Serial Numbers

1-911-0004-01

Page 1 of 1

Appendix F (LND Form 1-911-0004)

ESTABLISHED 1964
LND, INC.
DESIGNERS & MAUNFACTURERS OF NUCLEAR RADIATION DETECTORS
ISO 9001 CERTIFIED

3230 Lawson Boulevard, Oceanside, New York 11572
Tel 516 678 6141 • Fax 516 678 6704
info@LNDinc.com • www.LNDinc.com

To All LND Suppliers;

Please fill in the following information and return the forms to LND, Inc., Attention QA Manager:

Your Company name and address: _____

_____

_____

_____

Contact details for person filling in these forms: _____
Name / Position

Under the European REACH Directive, LND Inc. is legally obliged to pass onto our European customers and domestic customers that market to Europe, information on the presence of any substances of very high concern (SVHC) contained within the products that we are supplying to them. In order to do this we need to know if any of the products that your company supplies to LND Inc. contain any substances of very high concern and, if so, the location and percentage (by weight) of SVHC present.

For additional information about the REACH program refer to European Directive 1907/2006 . The directive deals with the **R**egistration, **E**valuation, **A**uthorization and Restriction of **Ch**emical substances. Go to http//ec.europa/environment/chemicals/reach/reach_intro.htm for access to the Directive. Refer to www.echa.europa.eu/web/guest/candidate-list-table for the current list of all SVHC candidate chemicals.

Review the listing of substances and indicate whether any of the substances are used in any products manufactured for LND, Inc. If a "yes" answer is indicated, record the LND part number and the % (by weight) that the substance makes up the entire LND part. Please return the completed survey to LND, Inc., Attention: QA Manager.

CERTIFICATION

With the exception of any items identified in the substance listing contained herein, I declare that all parts supplied to LND, Inc. currently (and in the future) do (will) conform to the requirements of the REACH Directive 1907/2006.

Name (Print): _____

Signature: _____

Position: _____

LND Form 1-911-0074-01 19 October 2015

Appendix G (LND Form 1-911-0074)

SUPPLIER CONFLICT MINERALS SURVEY

SUPPLIER:_____ DATE:_____

CONTACT/SURVEY SUBMITTED BY:_____

TITLE/DEPARTMENT:_____

ADDRESS:_____CITY/STATE/ZIP:_____

TELEPHONE/FAX:_____

E-MAIL ADDRESS:_____

To Our Suppliers:

Mandatory by our customers and the Dodd-Frank Wall Street Reform and Consumer Protection Act, **LND, Inc.** is required to have all of our suppliers complete this survey. The reason for this is based on the U.S. Federal Legislation that has an impact on the electronics and manufacturing industries. On August 22, 2012 the U.S. Securities and Exchange Commission (SEC) adopted a rule mandated by the Dodd-Frank Wall Street Reform and Consumer Protection Act requiring U.S. publically traded companies to file disclosures and reports on their use of conflict minerals that originated in the Democratic Republic of the Congo (DRC) and the Great Lakes Region (GLR) of Central Africa. Our customers request this information from **LND, Inc.** and we must obtain this information from you, our suppliers.

Please answer each of the following questions:

1) Are tin, tantalum, tungsten and gold used in items, components or products supplied to LND, Inc. coming from DRC or GLR of Central Africa? ___YES ___NO ___Undetermined.
2) Are any of the minerals (above) necessary to the functionality or production of the items, components or products supplied to LND, Inc. coming from DRC or GLR of Central Africa? ___YES ___NO ___Undetermined.
3) Are any of the minerals (above), which are contained in items, components or products supplied to LND, Inc. coming from DRC or GLR of Central Africa? ___YES ___NO ___Undetermined.
4) Do any of the materials necessary to the functionality or production of the items, components or products supplied to LND, Inc. originate from the DRC or GLR of Central Africa? ___YES ___NO ___ Undetermined.

If you answered "Yes" (or "Undetermined") to any question, please attach a list or report of the items, components or products that have been supplied to **LND, Inc.**, including the ore mines and organizations that produced the minerals for the year they represent.

If you answered "No" to all four questions, please read and sign.

I hereby certify that any tin, gold, tungsten, or tantalum that is used in the manufacturing of our products is obtained from sources other than the Democratic Republic of the Congo (DRC) or the Great Lakes Region (GLR) of Central America.

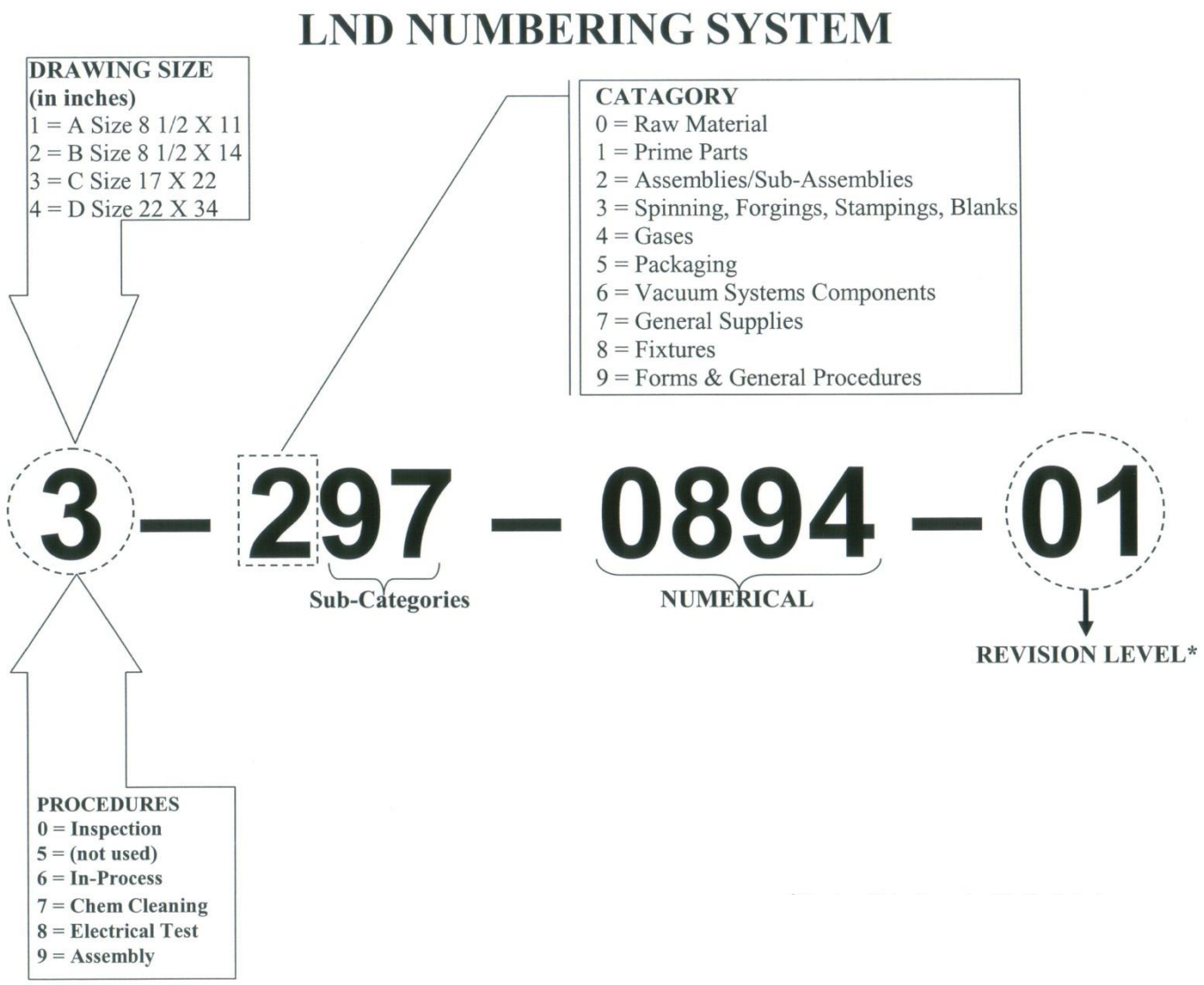
Supplier Signature:_____ Title:_____ Date:_____

Please FAX/Email this form to **LND, Inc.**, Attn: QA Manager at 516-678-6704 or sdavies@lndinc.com

LND USE ONLY – Date Received:_____ Action Required:_____

LND Form 1-901-0016-01 15 March 2021

Appendix H (LND Form 1-901-0016)



Appendix I (LND Training Aid)

Supplier Proposition 65 Declaration

Proposition 65 (Prop 65), "The Safe Drinking Water and Toxic Enforcement Act of 1986", is California legislation that requires businesses to provide a clear and reasonable warning about significant exposures to chemicals that cause cancer, birth defects, or other reproductive harm. LND, Inc. is committed to ensuring that the products it manufactures and sells meet or exceed applicable safety and regulatory standards, including the recently amended Proposition 65 requirements. Please refer to the website shown below for the current listing of Prop 65 chemicals:

www.oehha.ca.gov/proposition-65/proposition-65-list

LND, Inc. encourages our suppliers to notify us of any Prop 65 chemicals sold to or used in the manufacturing of parts/sub-assemblies that will be incorporated into LND products. Complete the form and return it to LND, Inc., Attention: QA Manager (sdavies@LNDINC.com).

Your Company Name: _____

Company Address: _____

_____

Contact Person: _____

E-mail Address: _____

Work Phone Number: _____

PRODUCT INFORMATION (Part number, description of part or substances, percent (%) of Prop 65 chemical(s) in parts or substances, and does chemical meet "Safe Harbor" limits):

The information you provide will ensure that LND, Inc. can pass along to our customers any warnings regarding any CA Prop 65 substances in our products that exceed the limits shown in the Prop 65 list, or contain Prop 65 substances but satisfy the "Safe Harbor" requirements.

Signature: _____

Name: _____

Title: _____ Date: _____

LND Form 1-901-0023-00 August 19, 2020

Appendix J (LND Form 1-901-0023)