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WORK INSTRUCTION:

SUPPLIER QUALITY REQUIREMENTS

F	05/08/18	Revised Section 1.7 – Added Section 8.4.3(m) of AS9100D Revised Section 2.4 – Added notification within 24 hours	Scott Coburn	Scott Coburn
E	03/31/17	Revised Section 2.9: Record retention changed from ten years to permanent	Scott Coburn	Scott Coburn
D	03/13/17	Moved Counterfeit Material section to Mandatory Requirements	Will Harklerode Scott Coburn	Scott Coburn
C	10/21/16	Updated General Section and changed to Mandatory Requirements	Will Harklerode Scott Coburn	Scott Coburn
B	04/20/15	Complete Rewrite, consolidation and updates to align with AS9100 Req. Rev history available with Document III-7.4.2 Form A - QA Clauses - 09-04-14	Sanjay Sharma Scott Coburn	Sanjay Sharma
A	09-04-14	III-7.4.2 Form A - QA Clauses - 09-04-14	Tim Ryan	Tim Ryan
Rev	Rev. Date	Notes	Updated By	Approved By

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I. SCOPE:

This specification dictates the supplier quality requirements as listed on purchase orders for all purchased materials, including special processes and raw materials.

II. RESPONSIBILITY:

1. It is the supplier's responsibility to verify the applicable revision called out on the Purchase Order is current and matches the revision on applicable drawing(s).
2. It is the supplier's responsibility to ensure they possess the most current revision of this specification as listed on the purchase order.
3. In the event a supplier cannot meet requirements, Product Line Engineer(s) and Buyer must be notified immediately. Failure to notify TGD, does not absolve the supplier from the requirements stated on the Purchase Order and can or will result in the order being rejected.
4. All drawing requirements apply unless otherwise specified or the supplier has written agreement from TGD to applicable exceptions.

III. DEFINITIONS:

- Buyer – Individual responsible for the purchase order generation to supplier. Buyer name will be listed on the lower, right portion of the PO.
- May – At the discretion of the supplier; not a mandatory requirement.
- Product Line Engineer (PLE) – Any TGD Engineer involved with the operations of the applicable product line relative to the commodity ordered. A PLE may be Process, Manufacturing or Quality.
- Shall – A mandatory requirement.

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- Should – To be used as a guideline. When “should” is used in text it is not a requirement. However, the supplier must provide rationale of why the requirement was not met.
- Special Process – A process that cannot be quantified as measured, such as heat treat, passivation, plating, welding, and non-conventional machining such as EDM.

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SECTION 1 – GENERAL – MANDATORY REQUIREMENTS

- 1.1 OTD Notice: Technetics Group DeLand calculates an On-Time delivery by being DELIVERED to our facility 3 days before, up to 1 day after, or on the date in the “Delivery Date” column of the PO. This 5 day window includes weekends. Technetics can arrange to accept weekend deliveries with 1 week notice from supplier. Any weekend shipment must be pre-arranged, and all additional weekend delivery costs are the sole responsibility of the supplier regardless of Incoterms.
- 1.2 Purchase Orders are to be confirmed with Technetics Supply Chain Buyer. This confirmation includes pricing, dock date of ordered items at Technetics facility and all applicable Quality requirements. The requested date will act as the promised date unless otherwise acknowledged. This will be tracked and monitored for supplier performance. It is the supplier responsibility to ensure the delivered date at Technetics facility to avoid penalties.
- 1.3 Purchase Orders requiring documentation such as certifications, chain of custody, etc. will be submitted electronically to the Supply Chain Buyer listed on the PO and a hardcopy also provided with the shipment.
- 1.4 Receipt of goods or services is a confirmation of Purchase Order acceptance by the Supplier.
- 1.5 Continuous Improvement Activities: It is the supplier responsibility to drive continuous improvement activities throughout the organization to mitigate risks cost and reduces lead time. Suppliers shall maintain diligence to share details on key improvement project, preventive action and advanced product quality planning activities (APQP).

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- 1.6 If applicable and noted on Purchase Orders, Supplier's Quality System must comply with the requirements of ISO 9001, AS9100, AS9102, 10CFR50 Appendix B, and/or National Aerospace and Defense Contractors Accreditation Program (NADCAP).
- 1.7 Non conformances related to supplier's responsibility will be processed per TGD's QOP100, Continuous Improvement. The respective supplier may be required to provide a detailed corrective action report including (but not limited to) short term containment, root cause, corrective actions and prevention efforts. MRB Authority. Persons within the Supplier organization shall be aware of 1) their contribution to product or service conformity, 2) their contribution to product safety and 3) the importance of ethical behavior.
- 1.8 All documentation submitted MUST be clearly legible or may be rejected upon receipt if it is not legible.
- 1.9 Selective Evaluation – During performance on this Purchase Order, the right of access by TGD, their customer and government authority to all facilities involved shall be made available for this order.
- 1.10 Final Acceptance – Inspection/test acceptance at the supplier's facilities conducted by TGD or the government does not guarantee final acceptance. Final Acceptance of material procured under this Purchase Order will be based on TGD's receiving inspection at destination of shipment and conformance to all provisions of the Purchase Order.
- 1.11 Configuration Control – No changes shall be made to material, parts, design or manufacturing processes (including prescribed test) of the component or service purchased herein after TGD approval of the design and configuration, without prior written approval from TGD. Any proposed change, deviation or waiver, and the reasons thereof and evidence (including analytical and test data as appropriate) that the proposed change, deviation, or waiver will not degrade performance shall be submitted to TGD prior to the start of any mfg process.

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- 1.12 For suppliers drop shipping items from a location other than those listed on the purchase order, all relevant paperwork (Inspection Reports, Test Reports, CFC, SPC etc.), as flowed down on the purchase order shall be provided to TGD for approval, prior to shipment.

SECTION 2 - MANDATORY REQUIREMENTS

- 2.1 Certification of Conformance (C of C) to the requirements of this Purchase Order is required with each shipment and part number. Under special circumstances, TGD may request the use of 'End-User' documentation templates, (ex: TGD's Customer's CoC format, FAI forms etc.) such requirements shall be clearly notified to the supplier by appropriate product line engineers and/or Buyer.

It is a mandatory requirement that individual C of C be provide per Part Number, per Process.

The Supplier's Certificate of Conformance shall include at a minimum the following information:

- Part number and revision;
- Purchase Order number;
- Date;
- Quantity;
- Conformance Statement;
- Signature(s), from a Quality Assurance Department Representative;
- Where applicable, Industry Standards or Specifications and Revision(s) the components were made to;
- Heat Treat and/or Lot numbers of raw materials and certification, as applicable;
- Applicable serial numbers or other unique identifying number;
- Manufacturers name and or Logo.

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- 2.2 The supplier is responsible for compliance with all requirements referenced in the Purchase Order (including inspection, tests etc.) and for the maintenance of quality control records evidencing compliance with such requirements, regardless of whether work was performed directly by the supplier or a sub-tier supplier.
- 2.3 TGD reserves the right to obtain details on system, process and written procedures from suppliers that assures inspection and evaluation of measuring and test equipment, whether supplier-owned or supplied by TGD or another agency. It is TGD's expectation that supplier's system shall assure that inherent accuracy of the equipment is comparable with requirements of units being tested, and that required measurements are adequately performed. The accuracy of the measuring equipment must be at a minimum of 10:1 better than the tolerance of the feature being measured.
- **SELLER'S CALIBRATION SYSTEM:** Seller's calibration systems should meet the requirements of ISO-10012-1, ANSI-Z540-3, or ISO17025 latest revisions, or other calibration system approved by Technetics Group Deland. Inspection measuring test equipment utilized in manufacture of the item(s) must be calibrated & traceable to the N.I.S.T.
 - **INSPECTION TOOL/EQUIPMENT/CALIBRATION SERVICES:** Seller shall comply with the requirements of ISO-10012- 1 or ANSI-Z540-3, latest revision traceable to the National Institute of Standards & Technology (N.I.S.T Documentation submittal clause 1-A applies. Must be accredited to ISO 17025.
- 2.4 Non-Conforming Material – Suppliers shall not ship any material or parts to TGD, which does not conform to the requirements of all drawing and specifications referenced on the Purchase Order or this attachment without prior approval from the TGD. Notification of such discrepancies shall be submitted through the Product Line Engineer(s) and/or Buyer WITHIN 24 HOURS OF NON-CONFORMANCE DISCOVERY.

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- 2.5 The supplier's Quality Assurance system shall assure that the latest applicable drawings, specifications, procedures and other necessary documents, Purchase Order information and changes thereto will be available at the time and place of the supplier's acceptance of the Purchase Order. All changes shall be processed in a manner that will assure the incorporation on the affected material at specified affectivity points.
- 2.6 Unless otherwise called out on the Purchase Order, suppliers shall use ANSI/ASQ Z1.4 AQL 1.5, Level II, with zero defects for the acceptance or rejection of the shipment lot. As applicable, supplier's inspection should comprise of:
- Review of material certificates, source inspection records, compliance certificates, and other such documentation required by the Purchase Order and specifications.
 - Visual inspection to detect any damage or other visible problems;
 - Taking measurements and testing as required.
- 2.7 Inspection personnel must have basic knowledge in blueprint reading and ASME Y14.5 GD&T as applicable when listed on drawings.
- 2.8 Unless otherwise noted, drawing interpretation is based on the latest revision of ASME Y14.100, Engineering Drawing Practices.
- 2.9 Records - The supplier shall maintain adequate records of inspections, tests, and other quality control activities. Such records shall be maintained and available PERMANENTLY, or unless otherwise noted on Purchase Order. This includes but is not limited to, C of C's, Work Instructions, Special Process certifications, Inspection Logs, and Chemical and Physical Raw Material Certifications.

The supplier must be able to fax or e-mail a legible copy of all applicable paperwork/documentation within one (1) working day when requested by TGD.

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- 2.10 Preservation and packaging – The following applies only when specific packaging and preservation instructions are not invoked in the Purchase Order.
- All material intended for TGD shall be clearly and properly identified with part number and revision. If parts are serialized, serial number information must be marked.
 - All materials shall be protected against the usual hazards of corrosion, contamination, deterioration or the spoilage at the supplier's facility and in transits.
 - All material intended for TGD shall be packed with suitable protection so as to prevent damage through handling, during storage at the suppliers and at TGD's facility before use.
 - All electrostatic sensitive material shall be protectively packaged to avoid damage due to electrostatic discharge.
- 2.11 All requirements of the Purchase Order must be flowed down to sub-tier suppliers who are being used to manufacture or process a component. It is the supplier's responsibility to verify that the sub-tier supplier meets all the flow down requirements of this Purchase Order.
- 2.12 The use of any method that causes the original data on documents to be obliterated, unreadable or modified is strictly prohibited. Corrections may be made on inspection reports such as FAIR's, provided it is signed, initialed or stamped and dated. Use of whiteouts is strictly prohibited. However it is the preference of TGD to receive such items without any correction.
- 2.13 During the performance on this Purchase Order, the supplier shall give TGD written notice before relocating any production, inspection or processing facilities; or transferring work between different facilities; or when applicable, prior to initiating any major changes in the source of materials procured by the supplier. Changes in ownership or Quality management representative shall be construed as a facility change and requires the supplier to notify TGD.

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2.14 Counterfeit Parts Prevention - The Supplier of raw materials and/or machined components shall establish and maintain a Counterfeit Parts Prevention and Control Plan to prevent delivery of counterfeit parts as defined in SAE AS 5553. The supplier shall be responsible to flow this requirements to sub tier suppliers at any tier applicable to this purchase order. This requirement is to be certified with a statement listed on the supplier Certificate of Conformance (COC).

In the event supplier becomes aware that it has furnished counterfeit parts, the supplier should promptly disclose such item(s) to the buyer at TGD, investigate and report in writing to discuss actions required to address root cause and corrective action, including replacement of part, and applicable penalties (if any).

Per this requirement, TGD reserves the right to request third party testing to validate that the raw material, component and assemblies are not counterfeit.

SECTION 3 - QUALITY ASSURANCE CLAUSES

- 3.1 Government Source Inspection - Government Source Inspection (in process and/or final) is required prior to shipment. Contact TGD Product Line Engineers or Quality Manager for details.

- 3.2 TGD Source Inspection - TGD Source Inspection (in process and/or final) is required prior to shipment from your plant. Seller shall notify TGD 72 hours in advance of any inspection need. The seller shall make available to TGD's Quality Assurance representative, applicable specifications, documents, facilities, equipment and assistance.

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3.3 First Article Inspection – The supplier shall perform a First Article Inspection (FAI) in accordance with the requirements of the current revision of SAE AS 9102. At a minimum, the FAI package must include the following,

- 1st Article Inspection Report Cover Sheet
- Dimensional Data
- Bubble/Balloon Drawing
- Raw Material Certificate, as applicable
- Special Process Certificate, as applicable
- Certificate of Conformance (signed and on company letterhead)
- Test Data, as applicable
- Approvals/Waivers as applicable
- Detailed BOM as applicable

Excess products remaining from a previous production lot (unless previously approved by QA department at TGD, in writing), may not be used to fulfill the 1st Article requirements. First article parts must be identified (tagged or labeled) and must include a “bubbled drawing” detailing all measured dimensions and notes.

First Article parts MUST be tagged and identified as the First Article Part.

3.4 First Article Inspection – First Article Inspection (3.3) is required for each part in the lot. All toleranced dimensions must have a range reported. Single values are NOT acceptable. The range MUST consist of a high and low value. Traceability must be maintained.

3.5 Acceptance Test Inspection Reports - Shipments shall be accompanied by the applicable report. An Electrical inspection report shall contain the actual variable data from functional acceptance testing. Mechanical inspection report shall contain the actual dimensional results for all features from each individual component and shall be identified with the individual component. Any deviations will require approval from TGD’s Quality Assurance representative prior to shipping parts.

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- 3.6 Material Certification and Test Reports – Shipments shall be accompanied by chemical and/or physical reports with specific results of test conducted on materials shipped to TGD. The supplier shall manufacture the product(s) to applicable specifications (industry, government and customer) unless written approval from TGD is obtained. All material received shall be adequately identified in such a manner that full traceability of raw materials used is included. The supplier is responsible to ensure that all certifications furnished by the supplier, or by the supplier's sub-tier sources are signed by an authorized representative of the supplier and are complete, legible, reproducible, accurate and in compliance with all purchase order requirements. Any deviations will require approval from TGD's Quality Assurance representative prior to shipping parts. TGD reserves the right to return all products to the supplier, at the supplier's expense, when the certifications that support the products and/or services are not properly executed.
- 3.7 Material Certification and Test Reports – All of Section 3.6 applies AND the industry, government or Customer specification to raw material MUST be to the current revision as listed on the applicable website where the specification revision is listed (www.global.ihs.com for AMS specifications, www.astm.org for ASTM specifications, etc.).
- 3.8 Quality Plan – If requested on Purchase Order, Supplier shall submit and maintain a written quality plan.
- 3.9 Material Aging - The supplier shall have an approved system of age control for items where acceptability is limited by maximum age. The system shall include a method of identifying the age of such items, and provisions for the rotation of stock. Supplier shall identify materials having definite characteristics of quality degradation with age, with the date of manufacture or cure and date when useful life is expended in accordance with applicable specifications and/or drawings. If applicable, based on the condition of aged material, customer quality flow down and critical application, TGD reserves the right to request a third party lab analysis on material. In such cases, approval must be obtained from TGD, prior to subjecting the aged material to any manufacturing activities.

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- 3.10 FOD (Foreign Object Damage): Supplier shall maintain an active FOD awareness program by conducting awareness training of personnel and wherever applicable, addressing FOD prevention during, product manufacturing / assembly processes. All part handling, storage, and packaging practices shall require measures for protection against contamination and damage from time of receipt through delivery. The NAS 412 document may be used as a baseline FOD prevention resource, as applicable.
- 3.11 Single Heat Lot Requirement – All product produced in the lot must be procured from a single heat lot ONLY.
- 3.12 Lot Traceability – Each lot must be uniquely identified with a lot traceable number. If the naming convention is not provided by TGD, the supplier may create their own convention using production lot, job number, heat lot, date code, etc.
- 3.13 Individual Part Traceability – Each part within the lot shall be uniquely identified and traceable to any data measured from the part. If parts are not serialized, a bag and tag method and/or labeling is acceptable. Upon receipt, TGD Inspection Dept. must be able to trace each part with any applicable data, certs, etc.
- 3.14 Bag and Tag – Each part shall be individually bagged and identified as applicable prior to packaging. The identification at a minimum shall consist of the following:
- P/N
 - PO#
 - S/N, if applicable
 - Revision
 - Date
 - Lot Number, if applicable

Supplier Name

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SECTION 4 - EXPORT CONTROL / MATERIALS / GOVERNMENT RATINGS

- 4.1 Buy American Clause - Buy American Act is applicable for the Purchase Order.
- 4.2 Buy U.S. materials or processes only – Prior to manufacturing, approval for material produced or processes completed outside the United States must be received by TGD. The supplier is required to submit a request to TGD for approval to use the material or process. The approval may be contingent on on-site evaluation of the source of the material as well as additional material testing and analysis to determine that the material meets all applicable requirements. TGD reserves the right to reject and return to the supplier at the supplier's expense any raw material, or products made from raw material or processes, produced by sources outside the United States.
- 4.3 Preference for Domestic Specialty Metals (DFARS) – Any specialty metals incorporated in articles delivered under this Purchase Order shall be melted in the United States or a country listed in current subsection 225.872-1 of the Defense Federal Acquisition Regulations supplement of 252.225-7014 Preference for Domestic Specialty Metals. . Specialty metals means:
- Steel –
 - With a maximum alloy content exceeding one or more of the following limits: manganese, 1.65 percent; silicon, 0.60 percent; or copper, 0.60 percent; or
 - Containing more than 1.25 percent of than of the following elements: aluminum, chromium, cobalt, columbium, molybdenum, nickel, titanium, tungsten, or vanadium;
 - Metal alloy consisting of nickel, iron-nickel, and cobalt base alloys containing a total of other alloying metals (except iron) in excess of 10 percent.
 - Titanium and titanium alloys; or
 - Zirconium and zirconium base alloys.

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- 4.4 DPAS – Defense Priorities and allocations Systems – This is a “DO” rated order certified for National Defense use and you are required to follow all of the provisions of the Defense Priorities and Allocations Systems. Any person receiving a rated order should be thoroughly familiar with, and must comply with, the provisions of regulations 15 CFR 700. In addition, by accepting the purchase order, supplier is consenting to buying non-counterfeit materials.
- 4.5 DPAS – Defense Priorities and allocations Systems – This is a “DX” rated order certified for National Defense use and you are required to follow all of the provisions of the Defense Priorities and Allocations Systems. Any person receiving a rated order should be thoroughly familiar with, and must comply with, the provisions of regulations 15 CFR 700. In addition, by accepting the purchase order, supplier is consenting to buying non-counterfeit materials.
- 4.6 ITAR: The seller must comply with the regulations 22 CFR 120 – 130. All documents, correspondences and conversations may not be transferred or exported to a Foreign National, inside or outside the US, or to a foreign company unless specifically authorized by the US Dept of State per 22 CFR 123.1.
- 4.7 ITAR Registration Requirements – Seller shall comply with registration requirements of the International Traffic in Arms Regulations 22 CFR § 122.1.
- 4.8 Export Licensing Information/Offshore Procurement – This purchase order, including any attachments, may contain information which is subject to the Export Administration Regulations (EAR) which may not be released to a foreign person either inside or outside the United States without first obtaining the proper export authority. Seller shall obtain an export license pursuant to the requirements set forth herein for any items that the seller either manufactures or subcontracts outside the U.S. or before allowing access to any technical data by a foreign person in the United States.
- 4.9 CONFLICT MINERAL REPORTING: Per the requirements of the U.S. Dodd-Frank Wall Street Reform Act, the supplier shall comply with the notification and reporting requirements pertaining to all conflict minerals present within the materials procured by Technetics Group.

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SECTION 5 - SPECIAL PROCESSES (Nadcap / TGD AVL)

- 5.1 Special Process Control (Nadcap Accredited Suppliers Required) - Special process suppliers (welding, brazing, heat treating, plating, chemical filming, radiography, etc.) are responsible for compliance to the applicable specifications whether the operation is performed within their facility or by subcontractors. Suppliers' Special Process Certification must identify the supplier performing special process, show actual data and the applicable specification title and number, and be signed by a responsible Quality Assurance representative of the supplier or their subcontractor. The Nadcap logo or a statement of Nadcap Accreditation must be on the Special Process Supplier COC.

- 5.2 Customer AVL for Special Processes: Supplier shall use ONLY special process suppliers via AVL (Approved Vendor List) provided by TGD (Technetics Group Daytona). This may be listed directly on the PO, a web link provided by TGD or a list sent via email.

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SECTION 6 - CUSTOMER SPECIFIC REQUIREMENTS:

- 6.1 Honeywell – The current SPOC requirements are applicable in this Purchase Order. Contact appropriate QA Engineering for specific requirements.
- 6.2 Lockheed Martin – Lockheed Martin Purchase Order number must be referenced on all documentation including, but not limited to COC, MTR and First Article Inspection Reports provided by the supplier. The PO# will be listed on TGD PO provided to the supplier.
- 6.3 Rolls-Royce Corporation – The current SABRe 2 requirements are applicable in this Purchase Order. Contact appropriate QA Engineering for specific requirements.
- 6.4 Pratt & Whitney/Canada – The current ASQR-01/SQOP-01-01 requirements are applicable in this Purchase Order. Contact QA Department at TGD for specific requirements.
- 6.5 Williams International – This is a fixed process per Customer requirements, no changes are allowed without prior approval from TGD QA Department
- 6.6 FAA Requirements – This Purchase Order is subject to FAA inspection, investigation and surveillance per the latest revision to the Code of Federal Regulations.
- 6.7 Various - Anti-drug and Alcohol Misuse Prevention Program – Employees who perform a safety-sensitive function, directly or by contract, including subcontracting at any tier, must be in compliance with the amended Anti-drug and Alcohol Misuse Program requirements described in 14 CFR part 121, appendix I, section III, and appendix J, section II.