



# Supplier Quality Requirements (SQR)

## General

Aerostar Aerospace Manufacturing, LLC (AAM) may refuse to accept materials and services delivered under a Purchase Order (PO) if the Seller fails to comply with the herein or the PO assigned Requirements. This Supplier Quality Requirements Form (SQR) along with AAM's Standard Terms & Conditions Form (Terms-Cond) are a fundamental part of AAM's POs. These requirements are to be flowed down to the supplier's sub-tier suppliers, including the lowest level of sub-tier suppliers. Verbal or otherwise unofficial instruction to deviate from the Purchase Order is not allowed.

## Performance

AAM will evaluate suppliers based upon the quality of their product, delivery to schedule, and timeliness of responses to requests for corrective action. A history of substandard ratings may be cause for removal of the supplier from AAM's Approved Supplier List. The objective of AAM is to receive quality hardware on or before scheduled delivery dates.

## Inspection

All received goods are subject to inspection, testing and final acceptance or rejection by AAM. Prior first article approval does not constitute final acceptance of goods by AAM. First article inspections by AAM are for the supplier's convenience only. The supplier assumes any risks that may result from AAM errors on a first article report. All parts received must meet all Print and Purchase Order requirements, including but not limited to before or after plating dimensions, any special PO instructions, and any other customer flow down requirements given to the Vendor.

## Quality Clauses

### **Q01 QUALITY SYSTEMS REQUIREMENTS**

Aerostar may refuse to accept materials and services delivered under a purchase order if the seller fails to comply with the herein or the purchase order Assigned Requirements. Supplier shall maintain a Calibration Program compliant to ANSI/NCSL Z540-3, ISO 17025, or ISO 10012-1, formerly MIL-STD-45662. All inspection equipment shall be calibrated against standards/instruments traceable to the National Institute of Standards and Technology (NIST). Suppliers must notify AAM of any changes in its certifications or compliance status. This includes maintaining any AAM Customer's approved supplier list that they are currently listed on.

The Supplier shall have in place a program that conforms to one of the following:

- a.) Supplier shall maintain a Quality Management System [QMS] certified by accredited independent third-party registrar to Aerospace Standard AS9100, International Standard ISO9001, NADCAP AC7004, ISO/IEC 17025 and/or NADCAP for special processes, inspection and non-destructive testing, as applicable.
- b.) Supplier shall maintain a Quality Management System [QMS] which provides a high degree of confidence that all material and services provided conform to all purchase order requirements. As a minimum, the Quality System must be compliant with ISO 9001 or an equivalent/superior quality standard / system acceptable to AAM.

### **Q02 SURVEILLANCE AND RIGHT OF ENTRY**

All items covered by this purchase order are subject to surveillance by an AAM Quality Representative, AAM's Customer Representative, and/or Government Representative. Government Representative may be Defense Contract Management Agency [DCMA] or Military. The supplier shall also allow an AAM Quality Representative, AAM's Customer Representative, and/or Government Representative the right to enter the supplier facility at any time during manufacture of product contracted for by this purchase order. This will include surveillance of the products and supplier's systems, procedures and facilities. The supplier shall furnish, at no cost, necessary facilities and equipment, supply data, and perform tests as required by applicable drawings, specifications, and inspection instructions under surveillance of the AAM Quality Representative. Notwithstanding the provisions of this clause, all items shall be subject to inspection and acceptance by AAM, AAM's Customer, and/or Government Representative. At a minimum the supplier will be given a 24-hour notice prior to any surveillance or entry needs.

### **Q03 CERTIFICATION OF CONFORMANCE**

At a minimum the seller shall include with each shipment a legible Certificate of Conformance (COC) or statement that attests to the seller's compliance with all the requirements of the Purchase Order. The COC shall be signed by an authorized representative of the supplier. Alternatively referred to as a Certificate of Compliance.

**Manufacturer:** Each shipment shall be accompanied by a legible, reproducible copy of a Certificate of Conformance that must state that all items contained within the shipment are in compliance with all applicable requirements of this Purchase Order and were produced with materials of which the seller can confirm conformance to applicable specifications and provide objective evidence thereof. The COC must be dated and contain the signature of an authorized representative of the seller.



**Distributor:** Each shipment shall be accompanied by a legible, reproducible copy of a Certificate of Conformance that certifies items delivered under this contract conform to the requirements set forth in the Purchase Order and any applicable specifications. The seller shall deliver a COC from the OEM or and OEM Authorized Distributor that identifies the locations of manufacture and procurement, applicable traceability information (i.e., date code, lot number, batch number, etc.), and part number. The COC must be dated and signed by an authorized representative of the seller.

**AAM Furnished Material:** Each shipment must be accompanied by a signed, legible and reproducible copy of a Certificate of Conformance stating that the items were produced with the materials furnished by AAM under the applicable PO# or Work Order#.

#### **Q04 Document Retention**

The supplier shall retain all documents as required by this specification for minimum 10 years from the time of final delivery, with a 90-day notification to AAM prior to disposal. All documents shall be made available upon request to AAM, AAM's Customer, or the Government Representative within 48 hours. Documents shall provide evidence that the required inspections and tests have been performed, including part, component, or system identification, inspection or tests involved, number of items accepted or rejected. The documents shall be in English and suitable in format, accuracy, and completeness to permit analysis. Where numerical results are required, the actual values obtained shall be recorded. Where tape, film or other media are required, they shall be identified with the characteristics measured. Where defective or non-conforming material is involved, the documents shall include the results on analysis and corrective action taken.

#### **Q05 RAW MATERIAL CHEMICAL AND MECHANICAL CERTIFICATIONS**

Each shipment must be accompanied by a legible and reproducible copy of all material certifications used to produce the items contracted for by this purchase order. In addition, a legible and reproducible copy of all chemical and mechanical analysis certification test reports shall be submitted. These documents must contain the signature and title of the authorized representative of the agency performing the test and must assure conformance for specification requirements. Traceability must be maintained throughout all documents from origin to AAM.

#### **Q06 SPECIAL PROCESS REQUIREMENTS**

All special processes required by this purchase order shall at a minimum be conducted by NADCAP approved sources. Each shipment must be accompanied by a legible and reproducible copy of a certificate containing the signature and title of an authorized representative for all processes used such as heat treating, Nondestructive Testing [NDT], brazing, welding, surface preparation and treatment, etc. The certificate shall include the processing used, the specification to which the special process conforms and the name of the agency that performed the process if other than the Seller. When required, and as noted on the purchase order, special processing shall be performed only by those vendors on AAM's Customer Approved Supplier List. Customer and NADCAP approved companies may be found by accessing the web.

#### **Q07 SUBCONTRACTING/ ASSIGNMENT OF WORK**

Seller is prohibited from subcontracting any portion of the work to be performed as specified in this Purchase Order, unless authorized by AAM in writing. If authorization is granted, supplier is to flow-down to sub-tier suppliers ALL requirements noted and/or referenced in the PO issued to the Seller. This includes but is not limited to; Quality system requirements, first article inspections, customer approved special processes, key characteristics, critical to quality characteristics, record retention, etc.

#### **Q08 COUNTERFEIT PART PREVENTION**

Supplier or distributor shall guard against the use and delivery of counterfeit parts or components to AAM. A counterfeit part is defined as: An item that is misrepresented as having been designed and/or produced under an approved system or other acceptable method. This also includes approved items that have reached a design life limit or have been damaged beyond possible repair, but is altered and misrepresented as acceptable (e.g. manufacturer, date code, lot code, reliability level, markings, etc.). Any departure from the specified Original Component Manufacturer (OCM), Original Equipment Manufacturer (OEM) or an authorized distributor of the OCM/OEM specified in the part documentation shall require written approval from AAM prior to delivery. This clause shall be flowed to any sub-tier supplier used.

#### **Q09 CONFLICT MINERALS (The Dodd-Frank Wall Street and Consumer Act)**

The Security and Exchange Commission (SEC) has imposed that publicly traded companies report of any product containing Tantalum (and all its derivatives), Tin, Tungsten or Gold from the Democratic Republic of Congo, Angola, Burundi, Central African Republic, Rwanda, Tanzania, South Sudan, Uganda and Zambia. AAM is expecting you as a supplier to perform a due diligence effort to make these determinations. It will be required that you do not knowingly supply any product that contains these minerals from the above listed countries. This clause shall be flowed to any sub-tier supplier used.

#### **Q10 EXPORT/IMPORT COMPLIANCE**

Suppliers shall perform under this Agreement in compliance with all applicable export control laws and regulations and to the extent applicable, the U.S. Department of State's International Traffic in Arms Regulations ("ITAR"). Supplier



agrees that no technical data, information or other items provided by AAM will be provided to a foreign subsidiary, parent company, or foreign national employees, without the express written authorization of Aerostar and the supplier obtaining the appropriate export license, technical assistance agreement, or other requisite documentation for ITAR-controlled technical data or items. Supplier shall immediately notify AAM if it becomes listed on any Excluded or Denied Party List of an agency of the U.S. Government or has had its export privileges denied, suspended or revoked.

**Q11 FOREIGN OBJECT DEBRIS (FOD)**

Supplier shall be aware and take steps to control and eliminate FOD, damage or contamination during the supplier's manufacturing, assembly, test and inspection operations. Prior to closing inaccessible or obscured areas and compartments during assembly, supplier's planning/work instructions shall provide objective evidence of inspection for FOD, damage or contamination. Supplier shall ensure tooling, jigs, fixtures, and test or handling equipment are maintained in a state of cleanliness and repair sufficient to prevent FOD.

**Q12 INSPECTION / FUNCTIONAL TEST REPORT**

Each shipment must be accompanied by a legible and reproducible copy of reports of actual inspection and/or test results identifiable with the actual dimensions and/or parameters for the products submitted. These reports must contain the signature and title of the authorized quality representative and must assure conformance to specified requirements.

**Q13 NONCONFORMING PRODUCT**

The supplier shall notify AAM, in writing, immediately upon discovery of any discrepancy in material, process, service or deviation from Print/PO requirements. Any deviation or nonconformance to AAM's requirements as set forth in the Print/PO shall be immediately segregated. A written detailed report will be submitted to AAM for investigation and disposition prior to product shipment from supplier's facility.

If the seller discovers a discrepancy in material that has been shipped or delivered to AAM the seller shall notify AAM within 24-hours. A written document shall clearly and concisely state the issue and/or discrepancy and include the Purchase Order Number, Part Number, Lot or Serial Number, and number of parts affected. The seller shall examine all stock and WIP for similar discrepancies.

**Q14 CORRECTIVE ACTION**

Acceptance of the PO obligates the seller to complete, upon request, a written corrective action report (CAR) when AAM discovers or receives notice of nonconforming items. CAR must be completed in a timely manner, but no later than 30 days after discovery of the discrepancy.

**Q15 FACILITY / PROCESS CHANGE**

The Supplier shall not use or relocate any production, manufacturing, and/or processing facilities during performance of the work specified in the purchase order from those production, manufacturing or process facilities approved by AAM without at least a 6-month notification in order to provide an opportunity to examine such facilities for conformance with our Quality Assurance requirements. Supplier must notify AAM immediately if there is a change in processing technique. Any change may require approval from our customer and necessitate the need of a new First Article Report.

**Q16 NO MERCURY CONTAMINATION**

Material furnished under this PO shall not contain metallic mercury or mercury compounds and shall be free from mercury contamination, i.e. during the manufacturing process, tests or inspections, the material furnished shall not have come in direct contact with mercury or any of its compounds without the specific written approval of AAM.

Product(s) provided by your supplier(s) for material furnished under this PO shall also be free from mercury contamination

Certificate of Conformance for shipment to AAM must include a no mercury contamination statement.

Note: Mercury is corrosive to gold, silver, nickel, stainless steels, aluminum, and copper alloys.

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**NOTE:** The following clauses are only required when specifically called out on the Purchase Order.

**Q50 DAR/FAR/DFAR REGULATIONS**

If AAM notifies Seller that the goods or services provided will be used to perform a government contract, all Defense Acquisition Regulations (DAR) and Federal Acquisition Regulations (FAR) are hereby incorporated herein by reference. In the event of any conflict between the DAR/FAR/DFAR clauses and Aerostar's SQR's, the DAR/FAR/DFAR clauses shall control. This includes but is not limited to: DFAR requirements; 252-225-7014 Preference for Domestic Specialty Metals, 225.872-1 52.222-26 Equal Opportunity, and 52.222-25 Affirmative Action Compliance.



**Q51 FIRST ARTICLE INSPECTION REQUIREMENTS**

Supplier shall submit with each shipment / delivery of Purchase Order items one copy of a detailed inspection report or other report that meets AAM or AS9102 requirements. The report shall reflect 100 percent inspection verification of all drawing characteristics and attributes. It will show the corresponding actual measurement results or ranges. The Inspection reports will include Purchase Order number, detail or assembly number as indicated on the purchase order. Inspection reports will include signature and/or stamp of person within your organization performing inspection process.

**Q52 KEY CHARACTERISTICS**

The supplier shall implement process control for all features identified on AAM supplied drawings or as noted in the Purchase Order as a Key Characteristic. If there are any questions please contact AAM immediately prior to commencing any work.

**Q53 SERIALIZATION**

All hardware shall be identified in accordance with the drawing or Purchase Order requirements, which may include serial number, lot number or by a permanent part number, configuration, foundry identification and melt number, or by a traceable chemical, physical analysis and heat treat. Contact AAM for assignment of proper sequence of serial numbers when required.

**Q54 AEROSTAR SOURCE INSPECTION**

All items covered by this Purchase Order are subject to inspection at the supplier's facility by a AAM Quality Representative prior to shipment. The Vendor shall furnish, at no cost, acceptable facilities and equipment for the inspection. The Vendor shall provide no less than forty-eight (48) hours advance notice to AAM to permit scheduling of source inspection for in-process inspections, Final inspections and/or Shipping inspections. Evidence of the completed source inspection shall accompany each shipment evidenced by the Inspector stamping and signing the supplier's shipping document.

**Q55 CUSTOMER SOURCE INSPECTION**

All items covered by this Purchase Order are subject to inspection at the supplier's facility by AAM's Customer Quality Representative prior to shipment. The Vendor shall furnish, at no cost, acceptable facilities and equipment for the inspection. The Vendor shall provide no less than forty-eight (48) hours advance notice to AAM to permit scheduling of source inspection for in-process inspections, Final inspections and/or Shipping inspections. Evidence of the completed source inspection shall accompany each shipment evidenced by the Inspector stamping and signing the supplier's shipping document.

**Q56 GOVERNMENT SOURCE INSPECTION**

Government inspection is required prior to shipment from the supplier's facility. Upon receipt of this order, promptly notify the Government Representative who normally services your facility so that appropriate planning for the Government inspection can be accomplished. On receipt of this order, promptly furnish a copy to the Government Representative that normally services your facility or, if none, to the nearest Army, Navy, Air Force, or Defense Supply Agency Inspection Office. In the event the representative cannot be located, AAM should be notified immediately. The Vendor shall report to the Government Representative any nonconformance found on Government source-inspected supplies and will coordinate with the Government Representative on corrective action.

**Q57 REVIEW OF SUPPLIER'S DOCUMENTATION**

The following data and documents in vendor's format shall be available for review by AAM at pre-shipping Source Inspection, if required, and shall accompany the hardware when it is shipped. This is not an all-inclusive list, but should be considered the minimum requirements.:

- Material Certifications and Test Reports [physical and chemical].
- Inspection data consisting of the following as a minimum:
  - Actual measured values for 100% of the feature characteristics identified on the drawing.
  - Identification of traceable inspection tools and equipment used to verify acceptance.
  - Traceability to the individual performing the inspection.
- NDT Test Personnel Certification.
- Charts or other time/temperature data records for required processes.
- Non-conformance reports.
- Certification of Conformance

Date	Rev	Change	Approved
11/14/17	A	Initial Release	Wayne Perez