

F-840-004
Supplier Quality Assurance Requirements



GENERAL

(Q-001) Right of Entry – Aeroforge, its customer or regulatory agencies shall be afforded the right to review and verify that subcontracted product, processes and records conforms to specified requirements. Verification by Aeroforge, its customer or regulatory agency does not absolve the external provider of the responsibility to provide acceptable product, nor does it preclude subsequent rejection by Aeroforge or its customer.

(Q-002) Non AS9100 External Providers – External providers shall provide and maintain an inspection system which will assure that all delivered products conform to purchase order requirements, whether manufactured or processed by the external provider or a sub-tier external provider. External providers shall maintain controls and perform all inspections and tests required to substantiate product conformance requirements.

(Q-003) AS9100 External providers – The external provider will, as a minimum, maintain a documented quality system that meets the requirements of AS9100 and/or ISO:9001. The external provider's Quality Assurance function shall be clearly designated within the external provider's organization. Personnel having the responsibility for the quality of product shall have enough authority to assure that quality is not compromised. The external provider's quality assurance system shall be implemented by written procedures that adequately provide for compliance with the requirements of Aeroforge purchase order. The external provider shall notify Aeroforge whenever there is a significant change to their quality assurance system, i.e. gaining or losing any NADCAP, FAA, governmental operating, or quality system registration or certification (ISO/AS) approvals.

(Q-004) Control of Quality Records by Aeroforge External Providers – Aeroforge external providers used for processing and machining, or any service procured that affects product conformity, must maintain on file all quality records showing conformance to Aeroforge purchase order requirements for a minimum of 10 years plus one calendar year.

(Q-005) External Provider Assistance – If purchase order requirements are not completely clear, special assistance is needed or pertain to quality aspects of products or services, Aeroforge quality assurance shall be contacted directly.

(Q-006) External Provider Audits – Aeroforge may conduct periodic audits of the external providers, and/or their sub-tier external providers Quality system, to evaluate their ability to comply with Aeroforge requirements. As necessary, Aeroforge customers may accompany the Aeroforge Quality representative in such audits.

(Q-007) Nonconforming Product Produced by External Provider – The external provider must notify Aeroforge of nonconforming product or processes prior to delivery. All parts dispositioned by an external provider as scrap will be sorted 100% for the defect that is discrepant. All parts dispositioned as scrap must be identified with a discrepant part tag or other means of identification. The external provider must obtain approval from Aeroforge Quality / Production for nonconforming part disposition.

(Q-008) Production or Process Changes – The external provider must notify Aeroforge of any changes in the product or process used in the manufacture of product for Aeroforge. Aeroforge reserves the right for approval of the product, parts, materials and equipment used by the external provider in fulfilling Aeroforge purchase order requirements. This includes changes of external providers, manufacturing and

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/ or processing facility locations or additional facilities. These changes may require AeroForge approval depending upon the change.

(Q-009) Nonconformance Disposition of Supplied Discrepant Parts – If nonconforming parts or processes are found during inspection at AeroForge, the external provider will be contacted and will have 14 days to respond to the discrepancy by coming to AeroForge to re-inspect, or AeroForge may, at their discretion, return the parts to the external provider for inspection.

(Q-010) Notice of Escapement / Disclosures – AeroForge external providers shall provide a written notification of nonconformities that may have affected parts or services delivered to AeroForge within 48 hours of the realization of the escapement. AeroForge Quality must be notified and the documentation must include a clear and concise description of the discrepancy, which includes as a minimum: part number, purchase order number, quantity and the date the parts were delivered to AeroForge. Immediate corrective action / containment as well as the root cause and corrective action must accompany the discrepancy documentation submitted to AeroForge.

(Q-011) Quality System Documentation – The external provider shall assure that the latest revisions status of applicable drawings, specifications, technical requirements, as specified on AeroForge Purchase Order, are available at the external provider's facility.

(Q-012) Subcontracting without Written Approval – Subcontracting all or substantially all of the order without written consent of AeroForge Quality or Purchasing is prohibited.

(Q-013) Subcontractor Flow Down – If any portion of the order is subcontracted, it is the responsibility of the external provider to flow down to the supply chain the applicable requirements, including customer requirements.

(Q-014) Acceptance Authority Media – AeroForge external providers shall ensure that the use of Acceptance Authority Media (AAM) is clearly defined within its Quality Management System (QMS). Seller shall, upon AeroForge request, be able to demonstrate evidence of communication to its employees and to its supply chain; use of AAM must be considered as a personal warranty of compliance and conformity.

(Q-015) Counterfeit Goods – External providers are required to have a counterfeit parts prevention program that includes avoiding, detecting, mitigating and dispositioning of suspected parts. In the event the external provider discovers it has supplied counterfeit goods, AeroForge must be notified immediately from discovery and replace at external provider's expense.

(Q-016) Supplier Sub-tier Control – All AeroForge external providers are required to flow down appropriate controls to their direct and sub-tiers to ensure parts produced or processed by AeroForge supply chain conform to all AeroForge requirements.

(Q-017) Supply Awareness - Suppliers must be aware their contribution to the success of AeroForge is directly related to their ability to meet AeroForge product conformity and product safety requirements in an ethical and safe manner.

OUTSIDE EXTERNAL PROVIDER - MACHINING

(Q-018) Certifications – External providers must submit with each shipment a certificate of conformance stating that all manufacturing and inspections complies with the applicable purchase order

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requirements. Material and processing certifications must be supplied to AeroForge if parts are purchased complete by AeroForge.

(Q-019) First Article – AS9102 first article inspection may be required by AeroForge. First article shall consist of 100% verification and documentation showing compliance to the AeroForge drawing, including dimensional and functional data of each item manufactured and supplied to AeroForge. Copies of AS9102 forms are available from AeroForge upon request.

(Q-020) In-Process Inspection – In process inspection may be required by AeroForge. When this is required, the specific inspection point in the process will be specified on the purchase order. The external provider will contact AeroForge and hold the material for in-process inspection by AeroForge Quality.

(Q-021) Protection of Parts against Contamination or Damage – The parts must be boxed, banded, or shipped in a manner that will ensure that no damage will occur.

(Q-022) AeroForge Supplied Drawings – All drawings or other Engineering media provided to an external provider must be returned with the order upon completion or destroyed.

(Q-023) AeroForge Customers Approved Manufacturers Flowdown Requirements – External providers must be approved and use approved sources as defined in customer approved vendor listing documents. When external providers are machining and processing complete, the processors used must be AeroForge customer approved. It is the responsibility of the external provider to verify AeroForge customer approval.

OUTSIDE EXTERNAL PROVIDER - PROCESSING

(Q-024) Nadcap Approval – External providers must be Nadcap approved for all chemical processing, heat treating, welding, non-destructive testing and all other processes required by AeroForge customers.

(Q-025) AeroForge Customer's Approved Processors – All Heat Treat, NDT, Welding and Coatings subcontracted by AeroForge must be performed by a AeroForge customer approved processor. The external provider is responsible for verifying their approval status prior to any processing being performed.

(Q-026) Certifications – Processing certifications must reference all relevant process performed, specifications and revisions of the process completed.

(Q-027) Specifications – External providers must meet the requirements of specifications when they are referenced on drawings or on the purchase order. External providers will process to the latest revision of the specification stated unless otherwise stated on the AeroForge purchase order. When required, the External provider may obtain copies of pertinent specifications through AeroForge Purchasing Department. External providers must be and use approved sources as defined in customer approved external provider listing documents.

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OUTSIDE EXTERNAL PROVIDER – RAW MATERIALS, HARDWARE, COMPONENTS, SEALANTS

(Q-028) Certifications – An External provider Certificate of Conformance is required with each shipment to AeroForge including the applicable heat lots and chemical and physical analysis / test reports. The C of C must state the material type, the material temper, and that the material meets the applicable specifications and revisions of the material specification procured by AeroForge.

(Q-029) AeroForge Customers Approved Manufacturers – All external providers of materials, hardware, components, sealants / adhesives, etc., where applicable, must be on the current approval listings of AeroForge customers. The external provider is responsible for verifying their approval status prior to the manufacture of these goods.

(Q-030) Shelf Life – The date of manufacture must be noted on each individual container and / or certification. Sealants / adhesives and adhesive tapes must have at least 80% of shelf life available upon receipt at AeroForge or it will be returned to the external provider

(Q-031) Calibration – Calibration / Test external suppliers must furnish the calibration / test reports to the purchase order requirements and be traceable to the specific equipment or item for which they are calibrating or testing. Traceability to NIST and / or other national or international standards must be supplied. ISO9000, ISO 17025, NADCAP Testing, ANSI Z540, and / or Navlap accreditation will be the quality system requirements, actual data must be supplied.

OUTSIDE EXTERNAL PROVIDER – SOFTWARE

(Q-032) Software Initiation - The external provider shall verify feasibility of the project, perform criticality assessment and identify all level of effort (resources and schedule).

(Q-033) Software Design and Implementation – Requirements must flow down from software requirements to design. Processes and standards agreed to are followed, product conforms to requirements, and configuration management is maintained.

(Q-034) Maintenance and Retirement – Software updates are performed according to an agreed upon schedule. Close-out plans are followed to retire software, including a successor/replacement system, if applicable. AeroForge will verify the replacement system can assume the role of the retiring system.