



Supplier Quality Assurance Requirements

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1.0 Scope & Purpose:

1.1 Scope:

The Advanced Integration Technology-San Antonio (AIT-SAT) Supplier Quality Assurance Requirements (SQAR) is the Suppliers' guide to understanding AIT-SAT quality requirements and expectations.

The AIT-SAT SQAR:

- a. Forms a part of the AIT-SAT purchase order, unless otherwise specified herein.
- b. Identifies specific quality requirements of the AIT-SAT Manufacturing (ASM).
- c. Provides helpful general information to the supplier.

1.2 Purpose:

This document is applicable to all AIT-SAT purchase orders for production.

2.0 Definitions & Acronyms:

2.1 SCAR - Supplier Corrective Action Report. Request to review and correct an issue impacting quality of products or services.

2.2 Source Control Drawings - The purpose of Source Control Drawings are to document requirements for an existing vendor or commercial item which exclusively provides the performance, installation and interchangeability characteristics required for one or more specific applications. A source control drawing also controls the source or sources for the item by listing the approved sources of supply.

2.3 Special Process - Processes that, due to their nature, may have deficiencies that may not be verifiable upon completion of the special process. Therefore, special processes, such as; but not limited to: Anodic Process, welding, brazing, heat treatment, plating, chemical conversion coatings, chemical cleaning and stripping, prime and paint, NDT processes, structural adhesive bonding and abrasive/mechanical blast cleaning, must be controlled to ensures that each process is performed by trained and qualified personnel and in accordance with approved

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specifications containing definitive standards of quality, and that periodic inspection of gauges, solutions, or any critical equipment is controlled and documented.

- 2.4 Specification Control Drawings – Specification control drawings represent our minimum acceptable requirements. Therefore, these drawings should be among our best. Neatness, clarity and completeness are essential. As defined, specification control drawings are not intended to serve as installation drawings.
- 2.5 SQAR - Supplier Quality Assurance Requirements.
- 2.6 Type Design - Drawings, Specifications and other data necessary to define the configuration and design features of the aeronautical product.

3.0 Responsibility & Authority:

Quality Assurance is responsible to assure this document remains current with regulatory requirements and AIT-SAT operational requirements.

4.0 Process:

General

4.1 Quality System Requirements

The supplier should maintain a Quality System that is compliant to ISO9001, AS 9100, or an equivalent industry-recognized quality system or standard. AIT-SAT recognizes third-party certifications issued by an accredited Certification Registration Body (CRB). Accredited CRB's can be found on the SAE web page: www.sae.org/oasis. The scope of third-party certification must be appropriate for the type of product or service provided to AIT-SAT.

Initial and subsequent periodic review of supplier's quality system may be performed at the option of AIT-SAT. Objective evidence of supplier compliance, either by submittal of requested evidence or evidence of a third party accreditation, may be acceptable for the purpose of re-survey, but will not preclude the use of on-site evaluations or other review methods, when required.

AIT-SAT may, at its own discretion, honor qualified second and third party audits provided that the scope of the audit performed by the alternate party correlates with the type of product or service provided to AIT-SAT. AIT-SAT reserves the right to perform additional assessments if deemed necessary.

Suppliers shall forward a copy of their certifications to AIT-SAT. Any changes to the certification such as update, withdrawal or disapproval must also be forwarded to AIT-SAT in a timely manner.

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A change in supplier name, ownership, facility location or other significant event that could affect quality (i.e., bankruptcy, labor strife, etc.) may subject the supplier's quality system to reevaluation by AIT-SAT. The supplier shall notify their buyer of any of these aforementioned changes in writing. The buyer will instruct the supplier on formal notification actions and specific forms to submit, if necessary.

Suppliers shall maintain a calibration program traceable to the National Institute for Standards and Technology (NIST) for all measuring and test equipment used for inspection, repair, test or overhaul of product or determining product conformity.

4.1.1 AIT-SAT Proprietary Parts

Suppliers or sub-tier suppliers who design product to an AIT-SAT Source/Specification Control Drawing (SCD) are required to communicate to AIT-SAT any change made to the suppliers' designs that could or will affect form, fit, function, manufacturing or result in a revision level change to design data, (drawings, EO's, etc.) regardless if the change continues to meet the AIT-SAT SCD requirements. This communication should be through the AIT-SAT purchasing agent (buyer). This will enable AIT-SAT Engineering to evaluate the potential impact.

4.2 Commercial Requirements

Supplier shall comply with the requirements noted in the Contract Terms & Conditions (T&C) section of the purchase order and/or view on our website

4.3 Facility Access

AIT-SAT, its customer and/or their authorized Inspection Agency, and the Federal Aviation Administration shall have the right to send representatives to the supplier's and/or supplier subcontractor's facility to determine contract compliance by either monitoring, witnessing, and/or performing such activities as inspections, witness of testing or other system, process and/or product evaluations, and verifications as necessary to determine product acceptability to contractual requirements. The type, necessity, and degree of demonstration of conformance will be at the sole discretion of AIT-SAT or the FAA, taking into consideration factors such as product complexity, environment where the product is used, ability to determine product quality after receipt, and past supplier performance. Without additional charges, the supplier or their subcontractor shall make their facilities available for these activities and provide all reasonable support for the safety and convenience of these representatives during their stay. If a supplier denies access to AIT-SAT or the FAA, AIT-SAT will not be able to accept any product in work at the supplier, and the supplier will bear any cost associated with the affected product.

4.3.1 AIT-SAT Inspection Types

4.3.1.1 Receiving Inspection - Deliverable product(s) are subject to AIT-SAT inspection upon receipt at AIT-SAT facility.

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- 4.3.1.2 Government Source Inspection - Deliverable products are subject to Government oversight during the performance of the purchase order prior to shipment.
- 4.3.1.3 Government Surveillance - Government reserves the right to perform surveillance of a supplier's quality and/or manufacturing operation during the performance of this Purchase Order.
- 4.3.1.4 AIT-SAT Source Inspection - Deliverable product is subject to source inspection by AIT-SAT and/or its customer. AIT-SAT conveys its requirement for source inspection to the supplier via the purchase order. Supplier shall notify AIT-SAT buyer in writing at least seven (7) days in advance of the proposed schedule for "in process" or "final" source inspection, unless prior written agreement for a shorter period of notice has been made. If source inspection is required by the purchase order, then the supplier shall prepare all production, process, and shipping documentation, etc., including a First Article Report if requested, for presentation to AIT-SAT source inspector prior to the inspector's arrival at supplier's facility.
- 4.3.1.5 No Customer Inspection Required - Suppliers Quality System certifies to requirements of deliverable items/products in this purchase order. No AIT-SAT inspection is required.

4.3.2 AIT-SAT reserves the right to reject product at AIT-SAT, suppliers or sub-tier supplier's facility.

4.4 Supplier Sub-tier Control and Information for External Providers

Supplier is responsible for ensuring all items procured from its subcontractors conform to all requirements of the AIT-SAT purchase order and AIT-SAT customer's requirements. Supplier shall ensure all applicable provisions of this document are flowed down to its subcontractors. The Supplier shall apply appropriate controls to their direct and sub-tier external providers. Supplier shall ensure, through their quality system that sub-tier supplier quality system is at least compliant to the primary supplier quality system minimums found in Section 4.1, "Quality System Requirements" of this document.

The organization shall ensure the adequacy of requirements prior to their communication to the external provider.

The organization shall communicate to external providers its requirements for:

- a. the processes, products, and services to be provided **including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions);**
- b. the approval of:
 1. products and services;
 2. methods, processes, and equipment;
 3. the release of products and services;

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- c. competence, including any required qualification of persons;
- d. the external providers' interactions with the organization;
- e. control and monitoring of the external providers' performance to be applied by the organization;
- f. verification or validation activities that the organization, or its customer, intends to perform at the external providers' premises;
- g. design and development control;**
- h. special requirements, critical items, or key characteristics;**
- i. test, inspection, and verification (including production process verification);**
- j. the use of statistical techniques for product acceptance and related instructions for acceptance by the organization;**
- k. the need to:**
 - **implement a quality management system;**
 - **use customer-designated or approved external providers, including process sources (e.g., special processes);**
 - **notify the organization of nonconforming processes, products, or services and obtain approval for their disposition;**
 - **prevent the use of counterfeit parts (see 8.1.4);**
 - **notify the organization of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain the organization's approval;**
 - **flow down to external providers applicable requirements including customer requirements;**
 - **provide test specimens for design approval, inspection/verification, investigation, or auditing;**
 - **retain documented information, including retention periods and disposition requirements;**
- l. the right of access by the organization, their customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain;**
- m. ensuring that persons are aware of:**
 - **their contribution to product or service conformity;**
 - **their contribution to product safety;**
 - **the importance of ethical behavior.**

4.5 Counterfeit Parts Prevention

As with any industry, the potential for counterfeit parts exists within the Aerospace Industry. Therefore, suppliers must make every effort to assure safe, reliable product and mitigate the risk of counterfeit parts entering the system.

A counterfeit part is any item misrepresented as having been designed and/or produced under an approved system or other acceptable method. The term also includes parts that have reached a design life limit or has been damaged beyond possible repairs, but is altered and misrepresented as acceptable.

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All fastener suppliers must establish a Counterfeit Parts Prevention and Control Plan to assure that parts meet or exceed AIT-SAT, regulatory and AIT-SAT customer requirements. This shall ensure counterfeit parts are not delivered to AIT-SAT or its customers. Aerospace Standard AS-5553 is an excellent guideline for developing a Counterfeit Parts Prevention Program.

Supplier shall immediately notify AIT-SAT with the pertinent facts regarding any confirmed or suspected counterfeit parts.

In any case, the Counterfeit Parts Prevention Program must include but not limited to:

- a. A robust receiving inspection process
- b. Documentation traceability requirements (certifications, packing slips, etc.)
- c. Counterfeit Part recognition keys:
 - 1) Absence of manufacturer's logos or labels
 - 2) Alterations or changes to documents
 - 3) Inconsistent finishes, painting, etc.
 - 4) Poor quality part ink or laser marking
 - 5) Bar codes that do not match the printed part number

If counterfeit parts are furnished under a purchase agreement, such items shall be impounded. The Supplier or when applicable their Sub-Tier Supplier shall promptly replace such items with items acceptable to AIT-SAT and the Supplier or when applicable their Sub-Tier Supplier may be liable for all costs relating to impoundment, removal and replacement. AIT-SAT may turn such items over to US Government authorities (Office of Inspector General, Defense Criminal Investigation Service, Federal Bureau of investigations, etc.) for investigation and reserves the right to withhold payment for the suspect parts pending the results of the investigation.

4.6 Control of Tooling at Supplier's Facility

4.6.1 Parts Only

Suppliers making tools for the purpose of fulfilling a parts order from AIT-SAT, wherein the tools remain the property of the supplier, shall maintain their tools in a manner pursuant to conformance requirements; showing that the revision level of the relevant part is adhered to, and that any other modes of configuration control are also being managed.

4.6.2 Tools and Parts

Suppliers making tools for AIT-SAT, and production parts directly from those tools, are required to adhere to First Article Inspection and reporting requirements found in the "First Article Inspection Records" section of this document. Tooling in this instance is the property of AIT-SAT, and suppliers will maintain the property according to this document and any other requirements specified in the purchase order. Upon receipt and verification of the FAI package, AIT-SAT will forward to the supplier a tooling approval plate, which shall be attached to the tool, for the purpose of tool identification and

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configuration control. Unless verified by AIT-SAT source inspector, the supplier shall provide photographic evidence to AIT-SAT of the attached plate. In cases where photos may not be convenient, other arrangements for proof of tool identification shall be arranged in writing with AIT-SAT purchasing.

4.6.3 Customer Supplied Tooling

Suppliers of tooling or product that retain Customer Supplied Tooling on-site (AIT-SAT or its customers) will have documented procedures to control customer supplied tooling. These procedures will assure that:

- a. Tooling is properly controlled to prevent inadvertent damage.
- b. Tooling is inspected prior to each use for condition of all details and parts.
- c. Tooling is inspected at least annually.

AIT-SAT will be notified that the annual inspection has been accomplished and any issues found with the tool. Any condition that prevents the tool from producing a conforming product will be reported to AIT-SAT immediately upon discovery.

4.7 Government Owned Property

Suppliers who maintain or manage Government Owned Property on-site will have documented Government Property Control Procedures.

Additionally, suppliers will provide to AIT-SAT the latest copy of their Government Property Management System Analysis (PMSA).

4.8 Quality Record Retention

The supplier shall maintain Quality records in accordance with the applicable Quality System standard (i.e., ISO9001, AS 9100, CFRs, etc.). The records shall be retained for a period of not less than ten (10) years from completion of purchase order. In the event a supplier ceases doing business, regardless of the reason, all records affecting AIT-SAT delivered product shall be transferred to AIT-SAT forthwith. The supplier must impose this requirement on their sub tier suppliers.

4.8.1 Records shall include, but not be limited to:

- a. Evidence of inspection to assure conformance to current drawings and specifications
- b. First Article Inspection report
- c. Test Reports (e.g., metallic physical & chemical, acceptance test, functional test, etc.)
- d. Periodic inspection and control of inspection media
- e. Records to indicate control of Special Tooling and Special Test Equipment
- f. Data records of all Qualification and Acceptance/Function tests performed
- g. Certification of personnel as required by specification and/or contract
- h. Standard or Special Process certifications, including those from subcontractors
- i. Material Review Board reports

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4.9 Documentation Requirements

4.9.1 Packing Slips

Supplier shall provide a packing sheet or attachments for each separate shipment with the following minimum requirements:

- a. Supplier's company name and address
- b. Purchase order number, line item(s) and part numbers
- c. AIT-SAT disposition nonconformance document number(s), as applicable
- d. Required parts traceability forms
- e. Evidence of AIT-SAT source acceptance if purchase order required AIT-SAT source surveillance

4.9.2 First Article Inspection Records

A First Article Inspection (FAI) Report from the supplier is required when the article produced is a new part or representative of the first production run. This includes all details and sub-assemblies that constitute the end item ordered. The FAI shall not be considered complete until all non-conformities are resolved. The First Article Inspection Report shall be completed using the format specified in AS 9102 without exception.

FAIs are also required when any of the following conditions apply:

- a. First time part is produced from a new tool.
- b. A change in the design affecting fit, form, or function of the part.
- c. A change in manufacturing source(s), processes, inspection method(s), location, tooling or materials with the potential of affecting fit, form or function.
- d. A change in numerical control program or translation to another media.
- e. A natural or man-made occurrence, which may adversely affect the manufacturing process.
- f. A lapse in production for two years unless relief is provided in accordance with this procedure or as specified by the Customer.
- g. The FAI requirements may be satisfied by either a full or a partial FAI in accordance with AS 9102. A partial FAI addresses only differences between the current configuration and prior approved configuration and is generally conducted if data changes subsequent to the accomplishment of a full FAI or a tool is reworked, etc.

FAI records must include all dimensions or forms specified on the purchase order, on printed drawings, and in digitally represented models, referenced by the purchase order, drawing, or digitally presented data. Each report must also include the following, as applicable:

- a. Part Number and Description
- b. Purchase Order Number
- c. 100% of Engineering specified dimensions, and the actual measurements obtained

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- d. Special process certifications, including those from subcontractors
- e. Test data; including requirements, performance ranges, and results
- f. Raw material certifications
- g. Specification and/or drawing numbers and the revision level during manufacturing and inspection
- h. Location of manufacturer and date of inspection
- i. Signature of authorized agent of the manufacturer
- j. Identification of the report as First Article
- k. Certification of Conformance
- l. Bubble Drawings – required when the drawings do not provide clear characteristic locations (for example: Sheet 1 Zone A 3) and when Engineering data is Model only since the Models do not provide Zone locations.

NOTE: The FAI checklist at Appendix A should be used when completing FAI's to assure proper completion of the FAI.

Suppliers shall arrange and organize FAI records in a way that is easily comprehensible upon receipt. Certifications, test reports and other essential documents for detail parts listed in assembly FAI shall immediately follow each sub-assembly FAI report. For large assembly FAI reports (consistency of multiple sub-assembly and detail parts), a binder is the preferred method of presentation.

4.10 Nondestructive Test (NDT) Submittal Requirements

Supplier shall review the purchase order and associated drawings/drawing notes, specifications, customer requirements and related documents to determine if NDT is required. NDT general procedures and part-specific techniques are required to be reviewed by a Level III prior to production testing. After initial approval, any changes to subject documents must be re-submitted to a Level III for approval.

Suppliers using sub-tier suppliers for NDT shall ensure that the selected NDT sub-tier has Level III approval for the NDT procedure/technique used. Where required, the supplier shall have Nadcap accreditation.

4.11 Part Marking Requirements

Supplier shall mark all deliverable products as required by the purchase order, engineering drawing, specifications and manufacturing planning.

As a minimum, parts manufactured for AIT-SAT, shall be identified with the following information, but are not limited to:

- a. Part Number
- b. Drawing Revision
- c. Date of Manufacture
- d. Purchase Order Number

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- e. Indication of acceptance by the supplier’s quality system (inspection stamp)

NOTE: Refer to the “Raw Material” section of this document for marking requirements specific to raw materials.

4.12 Special Processes

Processors, and suppliers, including sub-tier suppliers, providing process services (such as; welding, brazing, heat treatment, plating, chemical conversion coatings, chemical cleaning and stripping, prime and paint, NDT processes, structural adhesive bonding and abrasive/mechanical blast cleaning), will be subject to special approval conditions when required by the process specification, regardless of specification ownership (AIT-SAT or its customers).

4.12.1 NADCAP

- a. Nadcap accreditation in the appropriate process category, as evidenced by copy of certificate and approved site/location listing in eaudit.net.
- b. Current approval by, and process work being delivered to, at least one aerospace or defense “prime” OEM.
- c. Third-party certification to Mil-Spec or DOD standard in the appropriate process category, as evidenced by copy of certification or official letter of approval.

4.13 Miscellaneous Requirements

4.13.1 Age-Sensitive Materials

AIT-SAT requires that age-dated materials be delivered with shelf life range compliant to the following criteria.

- a. Items with 24 months or greater can be accepted with shelf life no less than 9 months.
- b. Items with 12 to 24 months shelf life can be accepted with shelf life no less than 6 months.
- c. Items with less than 12 months shelf life shall have no more the 20% of shelf life range expired.

NOTE: Exceptions to this clause must be arranged with AIT-SAT buyer prior to shipment. Chemicals received on a consignment basis as a result of a “Chemical Replenishment program are exempt from this requirement. “

Provide original manufacturing/cure date, lot number(s), batch number, expiration date or length of shelf life (if indefinite, so state). In addition, forward any special storage/handling instructions. Supplier and sub-tier are responsible to determine if acceptance test report submittal is required in accordance with applicable material specification.

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The supplier and sub-tier shall physically identify the shelf life expiration date on the deliverable product or the unit packaging according to the applicable standard. Elastomeric material with “No Shelf Life” requirement or “Unlimited Shelf Life” shall be marked as such.

4.13.2 Preference for Domestic Specialty Metals

Reference the Defense Federal Acquisition Regulations (DFAR) Sect. 252.225-7014, and the Federal Acquisition Regulations (FAR) Part 25. Unless otherwise specified on AIT-SAT purchase order, shipments of metallic raw material meeting the Specialty Metals definition in DFAR 252.225-7014 are subject to the Qualifying Country Source restrictions, found in DFAR Supplemental Clause 225.872.

4.13.3 Control and Use of Digital Datasets

When digital datasets are required to manufacture product, the supplier shall comply with AIT-SAT MSP-CP 8.1.2 (7.1.3), Digital Data and Product Definition Plan. This includes all requirements of AIT-SAT and its customers. Please contact the AIT-SAT Buyer for a copy of this requirement.

4.13.4 Foreign Object Debris/Damage (FOD)

Supplier shall maintain good housekeeping and where applicable a Foreign Object Debris/Damage (FOD) prevention program, to preclude introduction of foreign objects into any deliverable item. Supplier shall employ appropriate housekeeping practices to assure timely removal of residue/debris generated during manufacturing operations or tasks. Supplier shall determine if sensitive areas that have a high probability for introduction of foreign objects should have special emphasis controls in place for the manufacturing environment.

4.14 Nonconforming Material Control

Nonconforming material shall be identified, documented, evaluated, segregated (where practical), and disposition to prevent its unintended release or use. Material not in compliance to drawing(s) or specification(s) requirements shall not be shipped without prior AIT-SAT approval. Supplier may request it by notifying AIT-SAT Quality Assurance by email of actual discrepancy, reason for discrepancy and action taken to prevent recurrence. If authorization is given to ship, nonconformance items shall be identified and segregated from conforming supplies. Acceptance will depend upon verification of discrepancy and final approval at AIT-SAT.

4.14.1 Disposition Authority

The supplier's disposition authority of nonconformance is limited to:

- a. Rework to Specification: Restore material to specification compliance in accordance with required process and addressed by governing process specification(s). Parts subject to subsequent processing not authorized by specification shall be submitted

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to the AIT-SAT Material Review Board (MRB) for disposition. Specific rework instructions shall be provided with rework dispositions.

- b. Return to Supplier: Return of subcontractor product found to be discrepant for subsequent rework or replacement.
- c. Scrap: Permanent removal from production and destruction of product found to be unfit for use. Scrapped product shall be quarantined until destroyed (mutilated).
- d. All other dispositions: material shall be submitted to AIT-SAT MRB.

4.14.2 MRB Dispositions

Suppliers do not have MRB / concession / design deviation authority for items designed by AIT-SAT, or items designed by the supplier in compliance with an AIT-SAT Source/Specification Control Drawing (SCD) or any of AIT-SAT's customers (e.g., DoD, primes, other OEM's, etc.) unless delegated in writing by AIT-SAT. The supplier MRB shall not perform any disposition on any nonconformance requirements that affect form, fit, function, weight, interchangeability, maintainability, reliability, safety, or any key characteristic of the product. Nonconformance affecting these parameters shall be submitted to the AIT-SAT MRB.

4.14.3 Notification/ Disclosures

The suppliers system shall provide for timely reporting of nonconformities that may affect already delivered product, including any continuing airworthiness actions. Notification to the buyer shall include a clear description of the discrepancy, which includes as necessary; parts affected, customer and/or supplier part numbers, quantities, and date(s) delivered.

4.14.4 Exception to Rejections

In the event a supplier does not accept the responsibility for a discrepant condition, the supplier shall initiate a letter of exception to the AIT-SAT buyer. The letter shall make full reference to applicable documents, and be specific and clear in defining the area of exception.

4.14.5 Notification of adverse action

The supplier shall notify AIT-SAT in writing of any adverse action taken by the supplier's customers, Government, FAA or Foreign Equivalent, or changes to the process or procedures that affect conformity of any product.

4.14.6 Nonconforming Material

Supplier manufactured product rejected at AIT-SAT shall require a response from the supplier documenting actions taken to correct the product (if applicable) and actions taken to prevent recurrence of the nonconformance. AIT-SAT may issue a formal Supplier Corrective Action Request (SCAR) containing a timeframe for supplier response and completion; refer to the "Corrective and Preventive Action" section of this document.

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4.15 Corrective and Preventive Action

The supplier shall respond to all buyer requests for corrective action on or before the requested response due date. Supplier shall maintain a documented system for determining root causes of documented defects and obtaining corrective action both internally and from its suppliers. The supplier is accountable for effectiveness of corrective and preventive actions taken.

Buyer requests for corrective and preventive action will be issued to the supplier's representative in the form of, but not limited to, Supplier Corrective Action Request (SCAR), and failure analysis reporting, as required by engineering specification or contract data item requirements.

AIT-SAT retains the right to conduct corrective action verification at the primary supplier and/or sub-tier supplier facility to assess effectiveness of implemented corrective action.

5 Certificate of Conformance

Suppliers and sub-tiers shall provide a Certificate of Conformance with every shipment.

The Certificate must include the following, as applicable:

- a. Supplier name and location
- b. Part number and description
- c. Lot or serial number (as applicable)
- d. Purchase order number and PO line item
- e. Quantity
- f. Statement of conformance to applicable drawings, specifications or other technical data
- g. Signature or stamp of authorized agent date of the manufacturer or distributor and date.

NOTE: For all fastener items, suppliers and sub-tier shall provide the original or a copy of the manufacturers Certificate of Conformance. If fastener is metallic, the manufacturers Material Test Report shall also be provided.

6 Tooling – Suppliers of Special Tooling or Special Test Equipment

In addition to the requirements, outlined in the “Packing Slips” and “Certificate of Conformance” sections of this document, record the tool number, tool symbol, and tool serial number (including the ‘multiple’ number, as applicable).

7 Reworked/Repaired/Replaced/Modified Items

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Supplier's Certification of Conformance and/or packing sheet document shall reflect the following requirements for rework, replacement, repair or modification, items returned to supplier, or work performed by supplier at the AIT-SAT facility.

- a. The item(s) have been reworked, repaired, replaced, or modified (as applicable), in accordance with respective nonconformance documents or Purchase Order.
- b. The item(s) meet the requirements of the engineering document(s).
- c. The original configuration and qualification status of the item(s) remains in effect (as applicable).
- d. All applicable nonconformance document numbers or other references to ensure traceability.

NOTE: Discrepant material shall not be shipped to AIT-SAT without prior approval from AIT-SAT Material Review Board (MRB).

8 Raw Material

Metallic raw materials shall be identified (marked) in accordance with Federal Standard 184, or ASTM B666, as applicable. Sheet materials shall have the identification markings placed on the "non-preferred" side of sheet.

NOTE: All metallic raw materials shall be delivered with the applicable physical and chemical heat lot test reports.

NOTE: All interior materials shall be delivered with the applicable burn test reports.

Supplier and sub-tier supplier shall maintain a copy of all supplier-procured raw material certifications, which must be readily retrievable and shall include material specification, description, alloy and condition. The supplier shall maintain the mill certification for procured metallic material that shall include physical properties (including hardness and conductivity), chemical analysis, and heat-lot number(s). Distributors of metallic raw material shall include a copy of the original mill certification with the shipment of deliverable material.

9 Process Specification Certifications

Supplier will provide copies of all special process certifications, including sub-tier supplier process certifications with the delivered product.

10 Calibration Certifications

Calibration certificates shall include a reference to all applicable standards for calibration, as specified in the purchase order.

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Supplier Quality Assurance Requirements

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NOTE: Material currently undergoing corrective action investigation processing up to and including verification of corrective action shall not be shipped without the authorization of AIT-SAT Quality Assurance.

11.0 Relevant Records:

Record Number	Record Name
None	

12.0 Related Procedures & Instructions:

Procedure Number	Procedure Title
MSP-CP 8.1.2 (7.1.3)	Digital Data and Product Definition Plan

13.0 Document Revision History:

Paragraph(s)	Description of Change(s)	Revision Level	Date
All	Initial Release of AIT-SAT Supplier Quality Assurance Requirements	IR	03/02/2015
4.4/4.16	Added AS9100:2016 requirements	A	08/-9/2016
4.13.3, 12	Updated AIT procedure numbers to ISO/AS 9001:2015 and AD 9100:2016		
4.4	Added AS9100 Rev D requirements for External Providers	B	12/5/2016

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Supplier Quality Assurance Requirements

Appendix A - FAI Report (AS9102) Package Checklist

Required Data				
Compliance	Yes	No	Not Required	Comments
AS9102 Sheet 1 – 3 used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AS 9102 Sheet 1 – Blocks 1 – 14 filled out per AS9102 Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AS9102 Sheet 1 – 3 has been signed by QA Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AS9102 Sheet 2 – All material and special processes are identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AS9102 Sheet 3 – All Drawing dimension requirements and measurement results have been recorded and Block 10 has been completed which includes Mylar's if they are with "T" Designation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Material Certification and Material Test Reports (for metallic parts) attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Processing Certifications attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parts properly identified per Drawing and applicable specification sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer owned tooling and Mylar(s) returned with parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bubble Drawings – required when the drawings do not provide clear characteristic locations and when Engineering data is Model only since the Models do not provide Zone locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FAI documentation organization - Certifications, test reports and other essential documents for detail parts listed in assembly FAI shall immediately follow each sub-assembly FAI report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sikorsky ASQR Special requirements				
Check	Yes	No	Not Required	Comments
FOD Compliance statement noted on (Sheet 3 AS9102)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weight of part requirements and results recorded (Sheet 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NOTE: Scale Serial Number to be recorded in Block 10.
Material thickness and tolerance for raw material and results recorded on Sheet 3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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