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<b>Suppliers Quality Requirements</b>		<b>Feb. 6, 2009</b>	<b>5</b>	<b>1 of 4</b>
Authorized by: Director of Quality & Engineering		Approved by: Director of Supply Chain & Logistics		

This document describes the quality requirements for suppliers to Sargent Aerospace Canada (SAC) of the following categories:

- A Suppliers of raw material;
- B Suppliers of products made to aerospace or military specifications;
- C Manufacturers of semi finished or finished parts to customer design;
- D Sub Tiers for special, controlled processes.

### **General Requirement Clauses**

#### **1- Requirements of the Aerospace Industry**

SAC is active in the supply of parts and assemblies for the Aerospace industry. Quality Standard AS 9100 is applicable to all purchases affecting product quality.

#### **2- Supplier Contract Review**

Suppliers shall review SAC purchase orders and accompanying documents upon receiving to insure that all requirements are identified and flowed down as necessary. Suppliers shall also verify that they hold required approvals.

#### **3- Procedures and Specifications Revisions**

The latest revision of any specification called up on purchase orders or accompanying documents is applicable. Certificates of Conformity (C of C) must state the revision level to which material, parts or processes have been processed and inspected.

#### **4- Right of access**

At prime customer request or when otherwise deemed necessary, SAC, customer and / or regulatory authority representatives shall be granted right of access to supplier's facility and quality records, for audit or verification purposes.

#### **5- Control of SAC property**

Suppliers shall establish and maintain a documented process for safe and proper traceability and handling of SAC property. Any damage affecting SAC property shall be reported in writing within one working day. A charge back will be negotiated by SAC buyer in case of Supplier responsibility for damage.

#### **6- Non conforming product**

Any non conforming parts or material shall be reported to SAC in writing within two working days. The information will be forwarded to the buyer for disposition. Non-conforming parts will be kept at Supplier's facility and cannot be delivered pending SAC authorization. Non conforming product / process affecting product, detected by the supplier after delivery shall be reported to SAC in writing within 48 hours but not later than the next working day.

#### **7- Preventive and corrective actions**

Suppliers shall insure that a preventive and corrective action system is maintained and that SAC requests for corrective action following a non-conformance are handled in an efficient and timely manner.

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#### **8- Confidentiality issue**

All documents provided for the purpose of submitting a quotation or fulfilling purchase order requirements, are Customer property and should be considered of a strictly confidential nature. These documents must be returned to Sargent Aerospace Canada upon request.

#### **9- Supplier information**

The supplier is responsible for informing SAC within 30 days, of major changes in management, resources and / or quality system.

#### **10- Packaging**

The Supplier is responsible to insure adequate packaging, protection and cleanliness of delivered parts. The type of protection depends on the requirements of each material or process and the manufacturing stage. Closing plastic bags by metallic staples is not allowed. If SAC send parts in a specific container, the supplier shall use the same container to deliver the parts.

#### **11- Shipping documents**

- Every shipment shall be accompanied with a detailed C of C stating the Part Number (PN) and its revision level, the production batch Number, the Material supplier and Heat Number (where applicable) and the various processes and tests performed.
- The C of C shall bear the name and signature of the authorized quality representative.
- Suppliers of raw material, category "A" shall provide SAC with an approved copy of original Mill certificate report.

#### **12- First article inspection reports**

Category "C" suppliers shall provide with their shipment a first article inspection report compliant to AS9102 in any of the following cases:

- a- product supplied for the first time;
- b- at time of drawing revision;
- c- when a significant change in manufacturing process has been implemented;
- d- two years lapse in manufacture of the Part Number.

#### **13- Quality records**

- Suppliers shall retain all quality records on file for a period of 10 years unless otherwise stated. Records are subject to review by SAC and should be legible and easily retrievable.
- Records include but are not limited to: purchase orders, C of C's, inspection records, material certificates, process/technique sheets, job travelers, process and personnel qualification/certification records.
- Computer data storage and retrieval system is acceptable where an efficient backup system is in place.

#### **14- Age sensitive material and products**

Age sensitive materials shall conform to applicable specifications and the following shall be identified on each container:

- a- manufacturer's name;
- b- batch ID;
- c- storage temperature;
- d- specification number;

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e- date of manufacture/cure date

f- shelf life requirements.

Product shelf life should not have exceeded one third of total product life at time of delivery.

*15 to 39- Numbers kept for additional clauses (see below)*

**40- Visual inspection**

Before shipping parts, supplier shall perform a visual inspection on 100% of parts. PWC parts must be inspected against CPW 543 specification and process specification if applicable. Other parts must be inspected against applicable specification.

**Additional specific quality clauses**

Following clauses are also applicable when specified on purchase order:

- 15- Parts to be processed per approved technique.
- 16- Critical part rating. No change allowed to process without written authorization from SAC.
- 17- Only prime customer approved sources shall be used for purchasing material, details or special processes.
- 18- The C of C shall be accompanied with a full copy of certificates for raw material and/or processes. These certificates shall be stamped by an authorized inspector to provide evidence that the product or service has been inspected and conforms to the applicable specification.
- 19- The Supplier shall maintain a log book of parts' serial numbers showing traceability to raw material, production batch, special processes and delivery.
- 20- United Technologies Corporation (UTC), ASQR-01 "Quality requirements for suppliers" is applicable.
- 21- Control required to P&WC latest Revision Status Index.
- 22- Parts must be released by Delegated Quality Control Representative (DQCR) under P&WC, SQOP 09-01 procedure.
- 23- Material and processes to be controlled in accordance with P&WC MCL Manual section FC-17 for Metallurgical Control at Source (MCS).
- 24- Castings or Impression Die Forgings shall be produced with the current PWC approved pattern, equipment, process and X-Ray Technique.
- 25- Parts subject to Engineering Source Approval (ESA) per P&WC, CPW-135.
- 26- Parts must be audited under P&WC, Radiography Audit Control at Source (RACS) and Non Destructive Test Control at Source (NDTCS).
- 27- Bombardier Aerospace documents QD 4.6-40 "Requirements for suppliers" and EMCM-001 "Engineering Material Control Manual" are applicable.
- 28- Deleted (obsolete clause).

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29- Machining by non traditional methods (i.e. Electro Discharge Machining; Laser Machining or similar) is prohibited unless permitted on the drawing or approved in writing by SAC Quality representative.

30- Offloading machining operations to sub-tiers is subject to SAC written approval.

### **Major changes**

Note about clause numbers: additional clauses are referred on purchase orders by their number, so it is important to keep the same numbers even if some clauses are deleted or added. The number of a deleted clause must not be use for a new one.

Issue 3: clause 6: added paragraph 2. Clause 8 modified. Clause 14: added paragraph 2.

Issue 4: clause 22: correction. Replace SQOP-01 by SQOP 09-01.

Issue 5: clause 1: issue of AS9100 suppressed (last issue applicable). Clause2: all suppliers shall verify their approvals. Clauses 5 & 6: FI-033 form (not used) suppressed. Clause 10: last sentence added. Clause 40 added. Clause 18 extended to process suppliers. Clause 28 suppressed.

### **References**

Supplier acknowledgement and information sheet FA-015.02.