

# AEROFORM



## Procurement Quality Requirements

This document establishes specific quality requirements that apply when specified by QR code on Aeroform, Inc. purchase orders. Additional requirements and instructions may be included on the purchase order. These are in addition to any other contractual requirements.

<p><b>QR1 Right of Access</b> Aeroform, its customers, and any regulatory authorities shall have access to facilities at any level of the supply chain and the specific quality records involved in the processing of this order. Access will only be permitted with advanced written notification and a date that is mutually agreeable to the parties.</p>	<p><b>QR9 Special Process Requirements</b> Each shipment of material, parts, or assemblies, shall be accompanied by a legible and reproducible copy of special process certifications (e.g. Testing, heat treat, nondestructive testing, etc.) Special processes shall be performed by a customer approved source as defined by the process specification owner.</p>
<p><b>QR2 Supplier Approval</b> Aeroform reserves the right to audit the seller's product, procedures, or processes prior to, or during fulfillment of the contract.</p>	<p><b>QR10 Qualification of Personnel</b> Personnel training/ qualification records must be maintained by the seller, and be available for review by Aeroform.</p>
<p><b>QR3 Quality System</b> Seller must have a Quality Management System accepted by buyer and subsequently be a buyer approved vendor or one that is on the approved supplier list.</p>	<p><b>QR11 Changes in Process or Product</b> Seller shall notify Aeroform for review and approval of any changes in product and/or process definition. Seller agrees not to make any change in materials, processes, or design, which would affect the part or any component part thereof, without prior written approval from Aeroform.</p>
<p><b>QR4 Record Retention</b> Quality records shall be maintained at your facility for a minimum of ten years from date of shipment. Longer durations may apply when specified. Records shall be made available upon request.</p>	<p><b>QR12 Certificate of Conformance</b> Seller shall provide a legible and reproducible copy of a Certificate of Conformance (COC) or pack slip, with Aeroform purchase order clearly noted and signature of a responsible representative stating the material, process, or article being shipped meets requirement of applicable drawings or specifications cited in the purchase order. The COC shall include part, drawing, or process revision, and shall be traceable to the original manufacturer and all other required certifications by means of a lot number, date code, material PO number or equivalent.</p>
<p><b>QR5 Flow Down of Requirements</b> All requirements of this purchase order, including any key characteristics, shall be flowed down to seller's sub-tier supplier.</p>	<p><b>QR13 First Article Inspection</b> When applicable, seller shall perform First Article Inspections (FAI), as stipulated by PO, in accordance with AS9102. A copy shall be provided on the first shipment. FAI shall also be conducted and provided when lapses in production exceed 24 months, when changes in process or configuration occur, or as otherwise directed.</p>
<p><b>QR6 Report of Discrepancy</b> Any departure from drawings, specifications, or other purchase order requirements, discovered prior to or after shipment, shall be documented by the seller and submitted to Aeroform for review.</p>	<p><b>QR14 Certificate of Analysis or Test Report</b> When applicable, seller shall provide a legible and reproducible Certificate of Analysis (COA) or physical properties test report. Chemical and/or physical test data shall include actual numerical values for each property tested in accordance with the applicable specification or purchase order requirements. The COA or test report shall be traceable to the original manufacturer and all other required certifications by means of a lot number, date code, material PO number, or equivalent.</p>

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<p><b>QR7 Time and Temperature Sensitive Materials</b> Seller shall identify all time and temperature sensitive materials (TATS) with necessary information stating proper storage condition required to achieve the stated life. Information shall indicate the date useful life was initiated and the date or cycle at which the useful life will be expended.</p>	<p><b>QR15 Inspection Date</b> The seller shall furnish a legible and reproducible copy of inspection data sheets that record objective evidence of acceptance for each assembly, sub-assembly, or component covered by this purchase order. This requirement applies to Aeroform’s suppliers to the extent necessary to determine acceptability of items under this purchase order.</p>
<p><b>QR8 Foreign Object Damage Control Program (FOD)</b> The supplier shall establish, document, and maintain a program to control and eliminate FOD and/or contamination during the Supplier’s manufacturing, assembly, test, inspection, packaging, and shipping operations. When applicable, the Supplier’s FOD control program shall include controls to preclude FOD or contamination at the Suppliers’ sub-tier sources. The following basic elements shall be included in the Supplier’s FOD control program: FOD prevention training and manufacturing planning consideration for FOD prevention which shall include work sequencing, cleanliness of work area, control of tools, personal items, fasteners, scrap, etc., protection from FOD during handling, packaging, and shipping, and periodic (at least annually) evaluation of the FOD control program for effectiveness.</p>	<p><b>QR16 Counterfeit Parts</b> Supplier shall put into place a documented program to avoid, detect, mitigate, and disposition counterfeit parts and materials. Suppliers should utilize and reference AS6174 for guidance. Suppliers shall also flow down counterfeit parts program requirements to their sub-tiers, especially but not limited to electronic parts suppliers, raw material suppliers, and distributors.</p>