PURCHASING QUALITY CLAUSES

AS9120:2016, Clause 8.4

AvAir, Inc. – Chandler, AZ

Revision C

Approvals

Refer to the Documented Information Register.

Revision History

Listed below are records of modifications (e.g., contextual additions or omissions).

Revision	Date	Section	Description of Changes
A	2016-05-09	N/A	Initial Release
B	2016-05-31	N/A	Various
C	2017-06-20	N/A	Formatting and removed reference to former QMR

Contents

1. Purpose

To describes a set of minimum quality assurance requirements for use in specifying the level of quality control that AvAir, Inc. will exercise over external providers on the procurement of materials.

2. Scope and Application

This applies to all qualified and potential suppliers who will provide products and services to AvAir, Inc. at the Chandler, AZ location. This excludes external providers for office and stationary supplies, catering, grounds keeping/landscaping, janitorial services, and anything not directly related to the procurement and sale of stockist rotable parts.

3. Associated Documents

Listed below are additional documents associated with this procedure.

Title/Description
Material Documentation and Certification Requirements
Supplier Quality Audit

4. Terms and Acronyms Defined

Defined in the table below are the terms and acronyms in use throughout this document. The definition, if applicable, is from *ISO 9000:2015* and the appropriate clause referenced.

Term/Acronym	*Reference*	*Definition*
Conformity	3.6.11	Fulfillment of a requirement
Corrective Action	3.12.2	Action to eliminate the cause of a nonconformity and to prevent *recurrence*
Nonconformity	3.6.9	A nonfulfillment of a need or expectation that is stated, generally implied, or obligatory
PO	–	Purchase Order. The document that details the entire purchase agreement. These may include, but is not limited to, procurement documents such as contract work orders, purchase agreements and referenced documents such as specifications, trace documentation, maintenance manuals, tear down lists etc.
Preventive Action	3.12.1	Action to eliminate the cause of a potential nonconformity or other potential undesirable situation (risk)
QA	–	Quality Assurance
QMS	–	Quality Management System
SCAR	–	Supplier Corrective Action Report
Supplier/Seller	–	The party to the purchase agreement supplying material, parts, assemblies, subassemblies, systems, or services in accordance with the provisions of the purchase order.

5. Responsibilities Defined

Supplier/Seller – Responsible for managing their organization, as well as their entire supply chain, to ensure compliance to all AvAir, Inc. requirements as contained in, but not limited to, the purchase order, flowed down requirements, specifications, and this procedure. In case of conflict with this document and any other requirements, the order of precedence shall be:

a) AvAir, Incorporated Purchase Order
b) Flowed down requirements and specifications
c) This Procedure

Quality – Responsible for reviewing and qualifying new suppliers and requalifying existing suppliers.

Sales – Responsible for providing new suppliers the *Supplier Quality Audit* form, this procedure, and to adhere to only purchasing products from the approved suppliers located in Quantum.

All Employees – Responsible for identifying and reporting nonconformities or potential nonconformities (risks) in accordance to this procedure.

6. Procedure

6.1. Supplier Qualification

6.1.1. Suppliers are qualified using the *Supplier Quality Audit* form, which is provided by Sales.

6.1.2. The Quality Manager will review the audit form for completeness along with any requested documentation.

6.1.3. If the new supplier is deemed qualified, their qualification status will be noted in Quantum. Quantum will then automatically notify the organization when the newly qualified supplier will come due for renewal. The current setting is every two years.

6.1.4. Quantum will not allow the use of any supplier that has expired.

6.1.5. New and approved suppliers shall allow AvAir personnel access to perform an on-site survey for qualification/re-qualification with the understanding that the supplier reserves the right to deny access to sensitive and proprietary information.

6.1.6. The qualification of a supplier does not waive the need to ensure acceptable product.

6.1.7. All product received by AvAir shall be reviewed, which may include, but is not limited to, any of the following:

- visual inspection for handling damage
- 100% dimensional checks
- check of certification and PO requirements.

6.1.8. A failure to the prior requirements or lapse in work for an extended period may be cause for removal of supplier qualification.

6.1.9. This section is repeated when the supplier comes due for requalification.

6.2. Supplier Requirements for the Qualification of Personnel

6.2.1. The Supplier/Seller is responsible for managing their qualification of personnel and maintaining their own records of training and certification for their employees.

6.2.2. The Supplier/Seller's personnel must be appropriately trained, qualified, and/or certified to the applicable work called for on the purchase order, flowed down requirements, and specifications.

6.2.3. Upon request, personnel certification documents shall be supplied to AvAir.

6.3. Supplier Assistance

6.3.1. If requirements are not completely clear, or where special assistance is needed, AvAir will provide additional information and may, if required, provide personnel to consult with the supplier.

6.4. Supplier QMS Requirements

6.4.1. The Supplier/Seller shall, in performance of a purchase order, maintain a QMS that ensures a quality product that meets requirements as contained in, but is not limited to, the purchase order, flowed down requirements, drawing, sketches, electronic files, specifications, and statements of work is delivered to AvAir.

6.4.2. The Supplier/Seller is responsible for ensuring that their organization's QMS is maintained, as well as their entire supply chain, and conforms to all AvAir requirements.

6.5. Required Specifications

6.5.1. The supplier is responsible for obtaining all specifications needed to complete the purchase order.

6.5.2. Upon request, AvAir will furnish any specifications needed and may assist in obtaining any other specifications required.

6.5.3. All materials, parts, assemblies, subassemblies, systems, subsystems, or services supplied to a specification must meet the latest published revision of the issuing agency unless otherwise specified in the purchase order.

6.5.4. AvAir shall provide the latest revision of documented information such as drawings, engineering sketches, and specifications.

6.6. Supplier Requirements for Inspection

6.6.1. The supplier shall perform 100% visual inspection for defects: caps, plugs, part name, part number, lot number, serialization, and trace documentation.

6.6.2. The use of statistical techniques for product acceptance is not allowed.

6.7. Supplier Requirements for Test Specimens / Test Certifications

6.7.1. The supplier shall forward copies of certification for all required testing and when required return all test specimens and X-rays to AvAir QA.

6.7.2. All certifications shall be reviewed by AvAir QA against the purchase order, flowed down requirements, drawings, sketches, electronic files, and specifications.

- Materials: Supplier/Seller shall provide a copy of required certification / test reports, and MSDS for the material being supplied. For shelf life and age controlled materials, the Supplier/Seller shall ensure that at least 75% of material life is remaining at time of delivery, this requirement may be waived by AvAir management.
- Calibration: Supplier/Seller providing calibration services shall provide a copy of required certification showing traceability to the National Institute of Standard and Technology (NIST).

6.8. Supplier Requirements for Nonconforming Product

6.8.1. Any nonconforming materials, parts, assemblies, subassemblies, systems, subsystems or services shall be documented and reported to AvAir within 24 hours.

6.8.2. No deviation will be considered approved or be allowed to ship to AvAir without written confirmation from AvAir QA.

6.8.3. All nonconforming materials, parts, assemblies, systems, subsystems, or services shipped to AvAir shall be clearly identified as such.

6.8.4. AvAir QA must be informed immediately, not to exceed 24 hours or the next business day, of suspect nonconforming product shipped regardless of destination.

6.8.5. Prohibited Practices

6.8.5.1. Material Substitution: Material substitution by Supplier/Seller is forbidden for all materials, parts, assemblies, subassemblies, systems, subsystems, or services supplied to AvAir.

6.8.5.2. Scrap: The Supplier/Seller shall return any furnished materials, parts, assemblies, subassemblies, systems, subsystems or services that Supplier/Seller has dispositioned as scrap to AvAir. AvAir shall determine whether the proper disposition will be scrap.

6.8.5.3. Repair: The Supplier/Seller shall not repair a product without prior written approval of AvAir QA.

6.8.5.4. Rework: The Supplier/Seller shall not perform work outside of the specific specification limits.

6.8.5.5. Use of Special Processes: The use of the following special processes is forbidden unless authorized by the AvAir purchase order, flowed down prime source requirements, drawings, sketches, electronic files, or specifications: heat treat, welding, brazing, soldering, and all non-conventional machining.

6.8.5.6. Re-Submittal of Rejected Items: The Supplier/Seller shall clearly identify items that were previously rejected by AvAir QA and are being resubmitted to AvAir.

6.8.5.7. Use of Sub-Tier Suppliers: The Supplier/Seller shall not farm out work to a sub-tier supplier unless authorized by AvAir.

6.8.5.8. Notification of Location Change: The Supplier/Seller shall notify AvAir prior to any change in location of its facility to allow AvAir QA time, if required, to perform an on-site audit for supplier qualification.

6.9. Supplier Requirements for Record Retention

6.9.1. The supplier is responsible for the retention of quality records to the latest requirements for a minimum of 7 years of AvAir or per contract requirements.

6.9.2. All quality records are to be written in English, legible, reproducible, and identifiable to the purchase order.

6.9.3. All nondigital quality records (printed medium) shall be documented in ink or other permanent marking. Correction to quality records must be recorded, dated, and signed in ink or other permanent marking method with the original data being legible and retrievable after the change.

6.10. Periodic Review

6.10.1. The Supplier/Seller shall provide right of entry/access to AvAir QA personnel, its customer, and/or Government Regulatory Agency appropriate for the specific purchase order and/or customer to any of the Supplier/Seller's facilities where any work is or was performed.

6.10.2. Access shall allow for inspection and surveillance to verify conformity to requirements, determine and verify quality of work, records, materials, validation of procedures to the specific requirements of the purchase order.

6.10.3. Inspection and surveillance verification shall not absolve the supplier of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by AvAir and/or its customers.