

MEGGITT PROCEDURE

QA-016

Company Confidential

Document	Quality Clauses
Version	1
Function	Supplier Quality
Process owner	Director of Quality

REVISION RECORD SHEET

Version	Date	Description	Approval status
1	08/02/2019	New procedure template. Removed the following quality codes: Q1, Q2, Q6, Q7, Q9, Q14, Q15, Q18, Q20, Q28, Q29, Q32, and Q40. Added SPS 718 as a referenced document. Removed requirement to add notice of FAI on CoC or Shipper slip from Q19. Clarified verbiage on Q19 clauses. Updated document name from QA-16 to QA-016.	

Note: Please refer to SMARTEAM for previous revisions of this document (Ref. QA-016, Rev. AK)

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1.0 PURPOSE

The purpose of this document is to establish additional Quality Assurance requirements from those stated in Meggitt Global Supplier Quality Requirement Document (SQRD) MPRC-10. This document applies to all suppliers performing work pursuant to Meggitt Engine Systems – North Hollywood purchase orders.

2.0 SCOPE

Only the Q codes that appear on purchase orders are applicable. When the following requirements are identified within a Meggitt Engine Systems - North Hollywood purchase order, they become a part of the contract requirements and must be satisfied by the Seller to fulfil the complete contract obligations of the purchase order. Where reference is made to specifications, standards or regulations noted in any of the requirements, the latest revision issued at the time of purchase order award shall be applicable on the Seller unless otherwise specified.

This revision only includes ACTIVE Q Codes. Any Q Codes that appear on purchase orders and are NOT on this list are INACTIVE and no longer applicable.

3.0 REFERENECES

- Meggitt Global Supplier Quality Requirement Document (SQRD) MPRC-10.
- Standards Substitution Specification SPS 718.

4.0 QUALITY CODES

Q3. SOURCE INSPECTION BY MCS - PRIOR TO SHIPMENT

All items covered by this Purchase Order are subject to inspection at the supplier's facility by a Meggitt (North Hollywood), Inc. Quality Representative prior to shipment. The supplier shall furnish, at no cost, acceptable facilities and equipment for the inspection. The supplier shall provide no less than forty-eight (48) hours advance notice to the Quality Representative to permit scheduling of source inspection for in-process inspections, Final inspections and/or Shipping inspections. Evidence of the completed source inspection shall accompany each shipment evidenced by the Inspector stamping and signing the supplier's shipping document. Notwithstanding the provisions of this clause, all items may be subject to inspection and acceptance by Meggitt (North Hollywood), Inc., Inc. and/or Customer / Government Representative to Meggitt (North Hollywood), Inc., by giving 48 hours' notice and shall be granted access to supplier's facility in order to accomplish Source Inspection and to inspect Tooling, Material, Certification Documents, and scheduling information.

Q4. SOURCE INSPECTION BY GOVERNMENT AGENCY

Government inspection is required prior to shipment from the supplier's facility. Upon receipt of this order, promptly notify the Government Representative who normally services your facility so that appropriate planning for the Government inspection can be accomplished. On receipt of this order, promptly furnish a copy to the Government Representative that normally services your facility or, if none, to the nearest Army, Navy, Air Force, or Defense Supply Agency Inspection Office. In the event the representative cannot be located, our purchasing agent should be notified immediately. The supplier shall report to the Government Representative any non-conformance found on Government source-inspected supplies and shall require his supplier to coordinate with his Government Representative on corrective action.

Q5. CERTIFICATION OF CONFORMANCE AND RECORD RETENTION

Manufacturer: Each shipment shall be accompanied by a legible, reproducible copy of a certificate of conformance that must state that all items contained within the shipment are in compliance with all applicable requirements of this Purchase Order and were produced with materials of which the seller can confirm conformance to applicable specifications and provide objective evidence thereof. The certificate of conformance must be dated and contain the signature of an authorized representative of the seller.

Meggitt (North Hollywood), Inc. Furnished Material: Each shipment must be accompanied by a signed, legible and reproducible copy of a conformance certification stating that the items were produced from materials furnished by Meggitt (North Hollywood), Inc. for the production of such items.

Distributor: The seller shall include documentation with each shipment that certifies items delivered under this contract conform to the requirements set forth in the procurement specification and any applicable detail specifications. The seller shall deliver a certificate of conformance from the OEM or and OEM Authorized Distributor that identifies the locations of manufacture and procurement, applicable traceability information (i.e., date code, lot number, batch number, etc.), and part number. The certification must be dated and signed by an authorized representative of the seller.

Record Retention: The supplier shall retain records as required by this specification for minimum 10 years from the time of delivery, with a 90 day notification to the buyer prior to disposal. All records shall be made available upon request to the Buyer or Government Representative within 48 hours. Records shall provide evidence that the required inspections and tests have been performed, including part, component, or system identification, inspection or tests involved, number of items accepted or rejected. The records shall be suitable in format, accuracy, and completeness to permit analysis. Where numerical results are required, the actual values obtained shall be recorded. Where tape, film or other media are required, they shall be identified with the characteristics measured. Where defective or non-conforming material is involved, the records shall include the results on analysis and corrective action taken.

Q8. RAW MATERIAL CHEMICAL AND MECHANICAL CERTIFICATIONS

Each shipment must be accompanied by a legible and reproducible copy of all raw material mill certifications used to produce the items contracted for by this purchase order. In addition, a legible and reproducible copy of all chemical and mechanical analysis certification test reports shall be submitted for raw material. These reports must contain the signature and title of the authorized representative of the agency performing the test and must assure conformance for specification requirements.

Q10. FUNCTIONAL TEST REPORT

Each shipment must be accompanied by a legible and reproducible copy of reports of actual test results identifiable with test parameters and products submitted. These reports must contain the signature and title of the authorized representative of the agency performing the test and must assure conformance to specified requirements. [NOTE: Functional tests are defined as operational inspections, e.g., mechanical, electronic, hydraulic, etc.]

Q11. SPECIAL PROCESS REQUIREMENTS

All special processes required by this purchase order shall be conducted by ISO/IEC 17025 NADCAP approved sources. Each shipment must be accompanied by a legible and reproducible copy of a certificate containing the signature and title of an authorized representative for all processes used such as heat treating, Non-destructive Evaluation [NDE], soldering, welding, environmental testing such as vibration, acoustic, shock, surface preparation and treatment, etc. The certificate shall include the processing used, the specification to which the special process conforms and the name of the agency that performed the process other than Seller. Special process certifications cover a certain "lot" quantity, so every shipment do not require a full cert package to be sent.

For instance multiple lots of material delivered at different times but manufactured at the same time, we only require one cert for that quantity of parts; however supplier shall include a statement on the CoC or paperwork that certs have already been submitted for that specific lot. When required, and as noted on the purchase order, Q-Codes for all special processing other than Q11, shall be performed only by those vendors approved for special processing and whose names appear on the approved vendors listings for the applicable specifications of the organizations listed below. *Processors not listed below shall be approved by NADCAP. Approved processors can be found by accessing web <https://www.eauditnet.com/eauditnet/ean/user/login.htm> or contacting your Meggitt (North Hollywood), Inc. buyer.

11a.	Boeing:	http://active.boeing.com/doingbiz/d14426/GetAllProcessors.cfm
11b.	Honeywell:	Use NADCAP https://www.eauditnet.com/eauditnet/ean/user/login.htm
11c.	Gulfstream:	Use NADCAP https://www.eauditnet.com/eauditnet/ean/user/login.htm
11d.	Raytheon:	http://qnotes.raytheon.com/
11e.	Northrop Grumman:	https://oasisext.myngc.com/sympreq/aspl/aspl.asp
11f.	Lockheed Martin:	Use NADCAP: https://www.eauditnet.com/eauditnet/ean/user/login.htm
11g.	Bell Helicopter:	Use NADCAP: https://www.eauditnet.com/eauditnet/ean/user/login.htm
11h.	General Dynamics Corp:	Use NADCAP: https://www.eauditnet.com/eauditnet/ean/user/login.htm
11i.	MD Helicopters:	Use NADCAP: https://www.eauditnet.com/eauditnet/ean/user/login.htm
11j.	Hamilton Sundstrand:	Hamilton Sundstrand 80/85 Report - contact your MCS - Buyer
11k.	Kaman Aerospace:	Use NADCAP: https://www.eauditnet.com/eauditnet/ean/user/login.htm
11l.	BAE Aerospace:	Use NADCAP: https://www.eauditnet.com/eauditnet/ean/user/login.htm
11m.	Meggitt Defense Systems, Inc.	Contact your MCS – Buyer for MDSI approved special processor for Type III, CL 2 black anodize per Mil-A-8625, otherwise use NADCAP for other special processes. https://www.eauditnet.com/eauditnet/ean/user/login.htm
11n.	Sikorsky Aircraft:	Sikorsky Approved Processors List, contact your MCS - Buyer Use NADCAP
11p.	GE:	https://www.eauditnet.com/eauditnet/ean/user/login.htm unless otherwise specified on SSL for applicable part number Specifications S-1000, S-400 and S-450 requirements apply as applicable.

*CONTACT QUALITY ASSURANCE FOR SPECIAL PROCESSORS OTHER THAN A MEGGITT SOURCE CONTROL DRAWING SPECIFICATION, I.E. BUILD-TO-PRINT FROM ORGANIZATION LISTED ABOVE.

Q12. CERTIFICATION OF Q.P.L. SOURCE

The supplier shall include with each shipment, a dated certified statement that the items on the purchase order were produced by manufacturer holding a current approval to a Qualified Products List. Objective evidence to support this certificate shall be on file and made available for review upon request. In the case that the Seller is a Distributor or other than the manufacturer, then the manufacturer's name and location (city and state) shall be identified within Seller's shipping documentation.

Q13. REPORT OF DISCREPANCY – Quality Notification (QN)

Departure from drawings, specifications or other Purchase Order requirements shall be reported to Meggitt (North Hollywood), Inc. via completion of a Concern Resolution Problem Summary Form (**QN Form**). The supplier shall submit the QN Form, available from the buyer for disposition. At no time is known discrepant material to be shipped to Meggitt (North Hollywood), Inc. with or without verbal instructions from any employee. Upon disposition of USE AS IS the QN Form will be returned to you for inclusion with the product for shipment and the QN number will need to be reference on the CoC shipped with the parts. Discrepant product sent without the completed and dispositioned QN Form will be subject to rejection. Scrap from machine shop which is Meggitt furnished material shall be returned to Meggitt and indicated as scrap on a packing slip.

If the seller discovers a discrepancy in material that has been shipped or delivered to Meggitt (North Hollywood), Inc., the seller shall notify Meggitt within 24 hours. A QN form shall be obtained from the buyer to document the issue and shall clearly and concisely state the discrepancy and include the Purchase Order Number, Part Number, Lot or Serial Number, and number of parts affected. The seller shall examine all stock and WIP for similar discrepancies.

Q16. REVIEW OF SUPPLIER'S DOCUMENTATION

The following data and documents in vendor's format shall be available for review by Meggitt (North Hollywood), Inc. at pre-shipping Source Inspection, if required, and shall accompany the hardware when it is shipped. This is not an all-inclusive list, but should be considered the minimum requirements.

- a. Material Certifications and Test Reports [physical and chemical].
- b. Inspection data consisting of the following as a minimum:
 - Actual measured values for 100% of the feature characteristics identified on the drawing.
 - Identification of traceable inspection tools and equipment used to verify acceptance.
 - Traceability to the individual performing the inspection.
- c. Ultrasonic inspection certification to SAE AMS-STD-2154

- d. NDT Test Personnel Certification.
- e. Charts or other time/temperature data records for required processes.
- f. Non-conformance reports.
- g. Certification of Conformance

Q17. D5 PROGRAM

Frozen process requirements of Meggitt (North Hollywood), Inc.'s Quality Engineering Instruction 2-7 apply. All processing shall be performed per Fly Sheet (document) #QA4-104 which can be downloaded from the following web site address:

http://www.wkr.com/quality/qa_downloads.asp One lot delivery only, no partials accepted. Deviations from drawing requirements require prior Customer approval.

Q19. FIRST ARTICLE INSPECTION REQUIREMENTS

The purchase order shall be reviewed if a first article inspection is required. If specified on the purchase order, Q19 "First Article Inspection" shall apply to this order. The "Foundry Control" always applies.

First Article Inspection: The supplier shall perform a First Article Inspection and provide documentation in accordance with specification SAE AS9102 when one of the following applies:

Full FAI

- New part introduction
- New supplier or new location of manufacture
- Lapse in production for more than 2 years
- When required by the customer

Partial (Delta) FAI

- Design change
- A change in the method of manufacture (e.g. Tooling, Processes, Machine, Location, Numerical Control Program, Sequence of Manufacture).

The First Article Inspection Report [FAIR] must include all blueprint notes and dimensions. The supplier must use the FAIR forms contained within the SAE AS9102 specification and an itemized drawing must be included. The complete FAIR must accompany the part[s] shipment.

The following are additional requirements that suppliers must be compliant to:

- FAI must be completed using the latest AS9102 forms or equivalent. Equivalent form must cover all required fields within the latest revision of SAE AS9102.
- FAI must be submitted via email to supplierFAI@meggitt.com before the hardware is shipped.
- Digital copies of the supplier's certifications in the FAI package must be submitted to the e-mail stated above. Hard copies must also be submitted with the shipment of parts.
- Parts must remain in the supplier's possession until an approval from Meggitt on the FAI submission has been received. The supplier may contact their buyer if no approval has been received within 48 hours.

Foundry Control: A full Foundry Control sample shall be submitted prior to release of production castings. Foundry Control shall consist of, but not be limited to Material Analysis, both Chemical and Physical, NDT Testing, and Dimensional Inspection. The Foundry Control sample must accompany the part[s] shipment and must be identified as such and include all required supporting documentation. Fabricators shall perform, document and make available on request, layout inspection data on all characteristics, hidden and exposed. The inspections shall demonstrate adequacy of gauging, completeness of manufacture and compliance to drawing. Tool acceptance is subject to first article approval by Meggitt (North Hollywood), Inc. and Tooling may be recalled at no cost or liability.

Q21. SHELF LIFE and TEMPERATURE SENSITIVE MATERIALS

Synthetic rubber materials shall be packaged in either Kraft paper, or UV-resistant .075mm min thickness polyethylene, or salt-free metal-foil bags. Opaque packaging is preferred. Packaging materials shall be free of copper naphthenates or creosote preservatives. Package shall contain no more than 50 units.

Each package shall be identified with cure date (Quarter-Year), part number, manufacturer and/or distributor names. Unless otherwise specified, maximum age of elastomer at the time of acceptance at Meggitt (North Hollywood) shall be 90% of shelf life from the cure date. All temperature sensitive material shall be identified on the outside of the packaging. All consumables (i.e. paint, adhesives, epoxies, potting, etc.) shall be 90% of shelf life from the cure date unless prior approval is received.

Q22. IDENTIFICATION, SERIALIZATION AND TRACEABILITY

All hardware shall be identified in accordance with drawing requirements, which include serial number, lot number or by a permanent part number, configuration, foundry identification and melt number, or by a traceable chemical, physical analysis and heat treat.

Contact Meggitt (North Hollywood), Inc. - Quality Department for assignment of proper sequence of serial numbers.

Q23. SPECIALTY METALS SOURCE OF SUPPLY

The supplier must provide "Specialty Metal Certificate of Compliance" reflecting all the requirements identified in the appendix 2 of the terms and conditions.

Q24. GOVERNMENT / CUSTOMER FURNISHED MATERIALS

The materials provided on this purchase order are furnished by the Government/ Customer. The supplier shall maintain a system that includes: Inspection for transit damage, completeness and type. Periodic inspection for handling damage and deterioration during storage. Functional testing when required. Proper identification and verification of quantity and protection from improper use or disposition. Non-conforming or damaged property shall be reported promptly.

Q25. MATERIAL SAFETY DATA SHEETS [MSDS]

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The materials covered by this purchase order are subject special handling requirements. Hazardous materials handling procedures are applicable to this order. Please supply one copy of the Material Safety Data Sheets [MSDS] for any hazardous material used in completion of this order. This requirement must be passed on to any subcontractors.

Q26. PACKING FOR SHIPMENT

All items require protection from physical, environmental, and mechanical damage. Parts shall be free of foreign object debris and packaging protection shall be accomplished by wrapping, cushioning, part compartmentalization, cartonizing, or other means to keep the parts from making contact between parts and to mitigate shock and vibration during handling and shipment. Part surfaces must be protected at all times. No staples are allowed in the packaging of materials. The standard practice for commercial packaging, ASTM D3951, is recommended. Items which have critical surfaces shall be packaged by supplier for protection against damage. Suppliers shall also be compliant to International Standards for Phytosanitary Measures No 15 (ISPM 15) to comply with US Department of Agriculture law if wood is used in packaging.

Q27. WELDING PROCEDURES

Weld Procedures and welder qualification data shall be submitted and approved by Meggitt Control Systems PRIOR to performance on this purchase order.

Q30. SOLDERING REQUIREMENTS

All soldering operations shall be performed in accordance with the following standards, ANSI/J-STD-001, NHB 5300.4 as applicable. Acceptability and workmanship shall comply with IPC-A-610 and IPC/WHMA-A-620.

Q31. SPECIAL CERTIFICATION REQUIREMENTS FOR ATEX/CSA/UL/IECEX) ATEX 2014/34/EU

Declaration of Conformity with ATEX and CE latest standards

CSA/UL (North America) CSA/UL Certificate
and / Authorization to Mark IECE ISO 80079-34
QAR issued by third party

Note: All products marking shall be traceable to the certificates provided by the supplier

Q33. FAR and DFARS SUPPLEMENTAL FLOWDOWN PROVISIONS

Goods furnished under this Purchase Order are for use under a United States (US) Government prime contract or subcontract. Seller shall comply will all applicable US Government provisions and clauses identified by Buyer as flow-down provisions for any order, including Federal Acquisition Regulation (FAR), Department of Defense FAR Supplement (DFARS), or other agency supplement contract provisions (together "FAR Clauses"). Suppliers' supporting Meggitt North Hollywood must review the attached link to MCS NoHo Terms and Conditions, IAW Form SCP-006 www.meggitt.com/siteterms/MCS, and Select Meggitt North Hollywood Supplement terms of purchase.

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Q34. COUNTERFEIT PARTS CONTROL

All suppliers that use lower tier suppliers, including distributors, are required to attest to the authenticity of products from your respective sources of supply. Suppliers receiving materials and parts from lower tier suppliers, including distributors, must take immediate steps to verify that the stated manufacturer of any component is the actual manufacturer. Compliance shall be stated in the supplier's Certificate of Conformance or by a separate certificate. Suppliers shall comply in accordance with AS5553, AS6174 Counterfeit Electronic Parts, Avoidance, Detection, Mitigation, and Disposition to ensure that Counterfeit Work is not delivered. Work consists of those commodities delivered under this Contract that are the lowest level of separately identifiable items (e.g., articles, components, standard hardware, goods, raw materials and assemblies). "Counterfeit Work" means Work that is, or contains, items misrepresented as having been designed and/or produced under an approved system or other acceptable method. The term also includes approved Work that has reached a design life limit or has been damaged beyond possible repair, but is altered and misrepresented as acceptable. Seller shall notify the Buyer in accordance with Clause Q13 with the pertinent facts if Seller becomes aware or suspects that it has furnished Counterfeit Work. This clause shall be flowed to any sub-tier supplier used. The Meggitt (North Hollywood), Inc.'s "Terms and Conditions for Supplier Purchase Orders" counterfeit goods section applies.

Q35. PRESSURE EQUIPMENT DIRECTIVE 2014/68/EU

Special Process requirements of Meggitt (North Hollywood), Inc.'s Quality Assurance Procedure 24 apply. All processing shall be performed per Fly Sheet (document) #QA4-105 which can be downloaded from the following web site address:

http://www.wkr.com/quality/qa_downloads.asp

- 1.0 Material certificate
 - 1.1 EN 10204, Type 3.1 Material certificate required from the material manufacturer
 - 1.2 Material manufacturer to be ISO9000 certified by an organization accredited and registered in the European Union (EU)
- 2.0 Material Testing

When an outside laboratory is used for material testing, the testing laboratory must be approved by A2LA or PED. EN10204, 3.2 type certificate required by outside laboratory
3.0 NDT (Non-Destructive Examination)

NDT (Non-Destructive Examination) shall be done by PED approved or by American Association for Laboratory accreditation (A2LA) laboratory

- 4.0 Special Process

Special process other than welding and NDT, shall be done by Meggitt approved

suppliers or by NADCAP approved supplier Note:

Material Specification and Revision shall conform to the specification and revision called out on the PEDPMAxxx.

Q36. Key Characteristics and Statistical Process Control

The supplier shall comply with AS9103 for all features identified on Meggitt Engineering drawings or Purchase Orders as a Key, Critical, or CTQ Characteristics.

All data in Microsoft Word or Excel format must be submitted via email to supplierdata@meggitt.com before the hardware is shipped and a hard copy must also be included with the hardware.

Q37. PPAP

The supplier shall implement processes and procedures to perform APQP per MCS-QA-007. All PPAP objective evidence is required and must be approved prior to first part delivery. This will affect delivery of parts and should be taken into consideration when stating the first part delivery date commitment for required APQP elements that apply contact your responsible Meggitt Quality Engineer.

Q38. GE PRODUCTS

- a. This material will be used or supplied to GE as the end user. Therefore, supplier will adhere / compliant to the requirements of: Q5, Q8, Q11, Q13, Q22, Q23, Q26, and S-1000, S-1001 and S-1002 applicable requirements.
- b. All suppliers for GE material end user shall be aware of GE, S –requirements and maintain records for training and applications of the applicable requirements. As well as retain the records for the Audit purposes.
- c. Supplier required to provide records of 100% inspection of all GE end user materials (unless specified by purchasing order)
- d. Supplier shall use the latest versions of GE S-Specification that provided by the GE program QE or SQE in Meggitt.

Q39. SUPPLIER ETHICAL BEHAVIOR

The supplier shall ensure right of access to the facility, aerospace customer, or regulatory agency to visit facility or review Quality Records. The supplier shall ensure that their employees are aware of:

- a. Their contribution to product conformity;
- b. Their contribution to product safety; manufactured product must be free of burrs and sharp edges per Meggitt North Hollywood applicable drawing requirements;
- c. The importance of ethical behavior which is covered in MFT-31 SQRD revision 2. MFT-31 SQRD must be filled out and submitted by key suppliers on a yearly basis and by non-key suppliers every 3 years.

Q41. Obsolete Specifications

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Supplier shall comply with all specification called out on Meggitt Engineering Drawing. In any case where Meggitt engineering drawing or PO agreement calls out a superseded or obsolete specification, latest revision of SPS718 must be consulted for the approved alternate/superseded specification use. If the specification in question is not listed in SPS718, a PMRR must be submitted to Meggitt to approve the use of an alternate or obsolete specification.

Note: SPS718 Standard Substitution Specification document can be found here:

<http://www.whittakercontrols.com/suppliers/suppliers.asp>

Q42. Detailed Inspection Plan

Supplier shall complete a Meggitt Detailed Inspection Plan (DIP), or equivalent, for each manufacturing lot. This DIP must be provided with each shipment of parts under that manufacturing lot number.