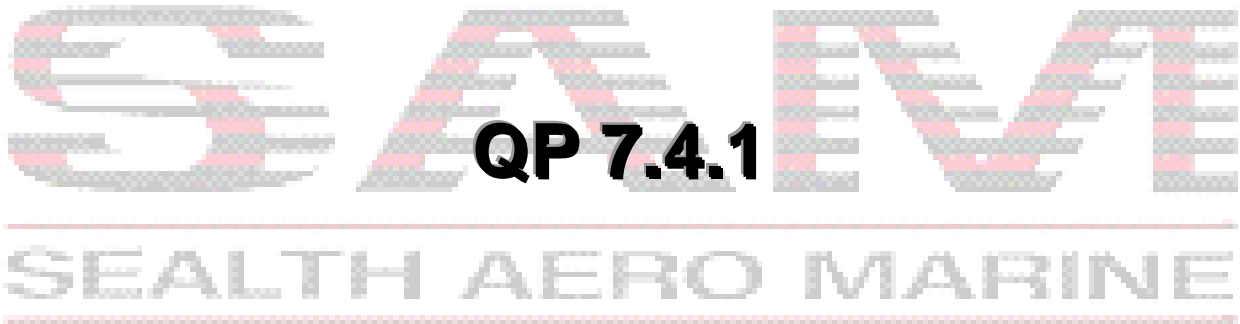


# SUPPLIER QUALITY REQUIREMENTS



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**Revision Record**

Revision Description	Approved	Rev.	Date
New Release.	<i>Robert J. Finch</i>	New	07/26/11
Updated SAM Purchasing contact information in section 7.	<i>Robert J. Finch</i>	A	06/21/13
Due to the Aerospace Industry transition, removed reference to AS9003 and replaced with ISO 9001; made several grammatical corrections.	<i>Robert J. Finch</i>	B	01/26/15
Reviewed requirements for applicability; Numbered each of the 6.1 General Requirements paragraphs for clarity.	<i>Robert J. Finch</i>	C	05/19/15
Revised for Rev D, added Acceptance Media and counterfeit Part requirements	Chris Finch	D	05/30/2018
Revised to add statements for product safety, ethical behavior.	Chris Finch	E	06/27/2018

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## 1. General Information

All materials, parts, assemblies and services used directly in, or to support the manufacture or processing of products for Sealth Aero Marine, are procured from approved sources. Subcontractors are approved and classified according to product, acceptance history, support and performance.

Sealth Aero Marine produces mechanical decorative (cosmetic) parts and strives to consistently produce the highest quality products and service possible with efficient on time deliveries for our customers.

In order to maintain a mutually beneficial relationship, we ask our suppliers and subcontractors to partner with us working toward a Zero-Defect goal.

It is the intention of Sealth Aero Marine to partner with subcontractors, whose business structure and Quality Management Systems allow them to produce product of such a high level of quality, that further inspection by Sealth Aero Marine is not necessary.

In addition to the Purchase Order requirements and SPS-510 Workmanship Standard this document defines the Sealth Aero Marine Quality requirements that the subcontractor must comply with.

**NOTE:** Sealth Aero Marine contracts with companies considered to be “experts” in their respective field. Unless otherwise specified by Sealth Aero Marine or its customers, all processes shall be performed in accordance with the latest revisions of the Purchase Order, Drawing or Technical Data specified requirements. Sealth Aero Marine requires our suppliers and subcontractors to be thoroughly familiar with an understand of all requirements listed on PO’s, drawings, specifications and any regulatory requirements (as applicable).

Sealth Aero Marine Purchasing and Quality Assurance Manager’s are responsible for the oversight of this procedure.

## 4. References

ISO 9001	Quality Management Systems - Requirements
AS9102	Aerospace First Article Inspection Requirement
SAM QM	SAM Quality Manual
QP 8.4.1	SAM Purchasing Procedure
QP 8.5.1.3	SAM Production Verification Procedure
AS9100 Rev D	Aerospace Standard
SPS-510	Sealth Workmanship standard

## 5. Definitions

the definitions found in ISO 9000, the documents referenced in clause 4, and the following apply:

- **Order of Precedence:** Where processing conflicts arise, the order of precedence shall be 1) Purchase Order, 2) Drawing/Parts List and 3) The listed Specification.
- **Purchase Order (PO):** A legal binding contract used to request a supplier or subcontractor to supply a product or service in return for payment. The terms "Purchase Order", "PO" or "Contract" are used interchangeably.
- **Supplier:** An organization that provides products or materials. A Supplier may be considered a Distributor, Parts House, Retailer or Manufacturer (OEM) of an item.
- **Subcontractor:** An organization providing manufacturing, fabrication, processing or testing services that could affect customer product conformity. A company providing calibration, consulting or auditing services would also be considered a Subcontractor.

## 6. Requirements

### 6.1 General Requirements

The General Requirements listed are in addition to those, set forth in any other contracted document. Compliance with these requirements does not reduce the subcontractor's responsibility for furnishing materials and/or services, which fully comply with all applicable drawings and specification requirements, nor does it guarantee acceptance of materials and services by Sealth Aero Marine. In the event that materials or services are found to be nonconforming and cannot be demonstrated by the Subcontractor to be in conformance with the PO, Drawing, or specifications, Sealth Aero Marine has the right to reject them. The following requirements apply to all Subcontractors and all orders, as appropriate:

- 6.1.1 Sealth Aero Marine Surveillance/Right of Entry:** Work under Sealth Aero Marine contract is subject to Sealth Aero Marine surveillance at the subcontractor's facility. The Subcontractor shall be notified if Sealth Aero Marine inspection is to be conducted on a specific shipment. No shipments are to be held for Sealth Aero Marine inspection unless notification is received prior to, or at time of shipment.
- 6.1.2 Government/Customer Right of Entry:** For any Sealth Aero Marine contract, the Subcontractor's quality program, inspection system, manufacturing facilities, processes and product are subject to review, verification and analysis by authorized U.S. or foreign Government Inspectors or Sealth Aero Marine customers. Upon request, the contract and all related documents will be made available for review.
- 6.1.3 Inspection Systems:** As a Minimum, the Subcontractor shall establish and maintain an Inspection system that meets the minimum equivalent requirements of ISO 9001, unless otherwise approved by Sealth Aero Marine's Quality Assurance Manager.

**6.1.4 Process Performance:** Compliance with all process requirements, including approval criteria of the product, pre-approval of procedures or processes, testing of equipment and tooling, Inspection and verification of finished product, and any training or qualification of personnel is the responsibility of the subcontractor, and shall be performed in accordance with the requirements listed in the latest revision of the applicable Purchase Order specified Process Specification.

In cases where product conformity is degrading or the Supplier or Subcontractor provides ineffective, untimely or fails to complete requested corrective actions, Sealth Aero Marine Management maintains grounds for financial penalties or loss of work for that supplier or subcontractor.

**6.1.5 Control of Changes:** Changes to design, materials, processes, manufacturing location or details specified on a Sealth Aero Marine Purchase Order, shall not be implemented without written approval from Sealth Aero Marine. Where required changes in the product or process are identified by the subcontractor, they shall notify Sealth Aero Marine prior to processing Sealth Aero Marine materials.

**6.1.6 Flow Down of Requirements:** The Subcontractor shall flow down to any sub-tier subcontractor, all applicable requirements listed in this document and Sealth Aero Marine purchasing document, including any Key Characteristics and Sealth Aero Marine Customer Requirements. For "Special Processing", only Companies approved by Sealth Aero Marine shall be used. Supplier shall comply with Boeing Form X31764, AS/EN/JISQ 9100 requirements and 14CFR 21.2 regarding the application of Acceptance Authority Media (AAM) requirements.

**6.1.7 Records:** The Subcontractor shall maintain all records associated with the production of Sealth Aero Marine product for a period of not less than "Ten" (10) years. In the event of Sale, Trade or dissolution of the business, and the Subcontractor is no longer able to retain records required, they shall be returned to Sealth Aero Marine.

**6.1.8 Configuration Management:** All drawings, digital models and specifications provided to the Subcontractor by Sealth Aero Marine are considered controlled and proprietary and shall not be released to a third party without the written consent of Sealth Aero Marine. The Subcontractor assumes responsibility for these documents and shall comply with Sealth Aero Marine's document control requirements for maintenance, recall or destruction of documents.

**6.1.9 First Article Inspection (FAI):** When specified, the Subcontractor shall perform an AS9102 First Article Inspection on the initial part or lot, at the detail, sub-assembly or assembly level(s). The results of the FAI shall include 100% conformance to the drawing characteristics, special processes, functional tests and laboratory requirements. A copy of the subcontractor's FAI report shall be sent with each initial shipment of a part number configuration. Subsequent FAIs shall be performed under the following conditions:

1. Engineering changes (configuration changes affecting fit, form or function) require supplemental FAI for characteristics affected by the change,
2. If major changes are made in the Subcontractor facility or method of manufacturing,
3. If the part has not been produced in the last 2 years.

- 6.1.10 Report of Discrepancy:** Any variation from drawing, specification or other PO requirement must be documented by the Subcontractor and submitted to Sealth Aero Marine Quality Assurance for consideration and disposition prior to shipping product to Sealth Aero Marine. This includes Nonconforming Product or Processes. A copy of the disposition document must accompany each affected shipment.
- 6.1.11 Subcontractor Corrective Action:** When requested by Sealth Aero Marine, the Subcontractor shall provide a statement of corrective action on a failure of supplier's product or quality system. This statement shall be delivered in a format approved by Sealth Aero Marine Quality Assurance. Documentation for rejected articles resubmitted for approval shall reference the Sealth Aero Marine rejection document.
- 6.1.12 Material Review:** The Subcontractor shall establish and maintain procedures to ensure that any product that does not conform to the specified requirements is prevented from unintended use or installation. This control shall provide for identification, documentation, evaluation, segregation and as required, disposition of nonconforming product.
- 6.1.13 Certificate of Conformity:** Unless otherwise specified, each order shipped to Sealth Aero Marine will be accompanied by a copy of the applicable raw material certifications, and one (1) original copy of a Certificate of Conformity, stating that all items supplied meet all the purchase order, specification and drawing requirements. The C of C is to include the purchase order number, part number, serial or lot number, quantity, drawing and process specification reference and revision level, and heat/lot number as applicable. The C of C must show the signature, date, and title of an authorized company official.
- Test Reports/Data:** When requested, a certified material test report for raw materials, or produced items is required and shall include the following:
1. Name/number of the specification with which the material is in compliance;
  2. Lot, batch, or other traceable designation;
  3. Actual test results or percentage of each element that makes up the chemical or physical properties of the material or item (quantitative test results versus requirements and permissible tolerance for values measured);
  4. A statement of conformance to the applicable drawing, specification or PO.
- 6.1.14 Traceability:** Subcontractor must maintain lot and batch control over all materials, purchased items and Sealth Aero Marine parts. Subcontractor must provide positive traceability of manufactured parts or assemblies to the raw material through the use of lot/batch or serial numbers.
- 6.1.15 Product Identification:** Parts, assemblies and components shall be identified as specified on the drawing or PO with the part number and the "as built to" revision level of the drawing. When identification is not specified on the drawing, the product shall be identified with the part number and the "as built to" drawing revision level. When items are too small to easily identify, they may be bagged and tagged.

Raw materials procured to federal, military, aerospace or other specification shall be identified per the requirements of that specification.

**Hazardous materials** shall be properly identified and included on the MSDS submitted under this contract

- 6.1.16 Critical Items and Key Characteristics:** Whenever key characteristics have been identified, they shall be monitored and verified at each appropriate verification step.
- 6.1.17 Material Certification ASL/QPL Sources:** When specified on the Purchase Order or drawing, material shall be procured from the specified or Sealth Aero Marine approved sources.
- 6.1.18 Approved Process Requirements:** Special processes must be performed by sources approved by Sealth Aero Marine Quality Assurance and / or its customers for Customer Specifications.
- 6.1.19 Fastener Quality Act:** For aerospace work, all non "aerospace standard fasteners" manufactured or used in an assembly or detail must comply with the Fastener Quality Act. Specific compliance to this act must be clearly shown on the COC.
- 6.1.20 Packaging:** Unless otherwise specified, items shipped to Sealth Aero Marine must be packaged using methods that will preclude any damage during shipment.
- 6.1.21 Change in Quality procedures or Management Representative:** The Subcontractor shall promptly notify Sealth Aero Marine Quality Assurance of any changes in the Quality System or the management representative with the assigned responsibility and authority for the quality system that could adversely affect Sealth Aero Marine product quality.
- 6.1.22 Control of Excess Inventory:** The Subcontractor shall strictly control all inventory of Sealth Aero Marine proprietary design parts that are in excess of the contract or order, to prevent the product from being sold or provided to any third party without prior written authorization from Sealth Aero Marine.
- 6.1.23 Counterfeit parts control plan:** The seller is not authorized to deliver any item procured from sources other than OEMs or their authorized distributors without prior written authorization from Sealth Aero Marine. The seller shall flow down to and ensure compliance with the requirements of this document by, lower tier suppliers providing items for delivery to Sealth Aero Marine under this order.
- 6.1.24 Warranty:** the supplier warrants that all articles, material and work furnished will be free from defects in material and workmanship and will conform to applicable specifications, drawings, samples and/or descriptions furnished by Sealth Aero Marine the warranty period shall run for 1yr from ship date.
- 6.2 Resource Management (Additional requirement) Employee Awareness:**

**6.2.1 Product Safety Awareness (Additional requirement):** All Suppliers shall have a training program to highlight the importance of product safety through-out the life cycle of the product.



**6.2.2 Product Conformity: Competency, Training and Awareness**

**(Additional requirement):** All employees shall be trained on execution of their activities and how they contribute to the achievement of the quality objectives and understand their impact on product conformity. Operators carrying out processes shall have the appropriate training and certifications to perform their job function. Records of education, training skills and experience shall be maintained at supplier's facility and available for review at any time

**6.2.3 Ethical Behavior (Additional requirement):** Suppliers shall ensure that it conducts its business in accordance with all applicable laws rules and regulations and the highest ethical standards, in addition to T&C's flowed down through the purchase order.

**6.2.4 Human Factors (Additional requirement):** Supplier Management shall consider Human Factors through the realization of the product life cycle, this shall include taking proper account of the interaction between employees and the processes required through the realization of the product.

**7. Key Sealth Aero Marine Contacts**

Rich Olson, General Manager - phone extension #215

Email: [ROlson@Sealth.com](mailto:ROlson@Sealth.com)

Ben Howard, Purchasing – phone extension #201

Email: [benh@sealth.com](mailto:benh@sealth.com)

Chris Finch, Quality Assurance Manager – phone extension #217

Email: [Chris.finch@sealth.com](mailto:Chris.finch@sealth.com)

(425) 481-0727 Phone

(425) 338-0822 Fax

**8. Records**

Sealth Aero Marine Quality Assurance shall maintain results of reviews, action(s) necessary and any follow-up required on Subcontractors. Records of all materials or items received (C of C, Test Reports, etc.) shall be maintained by Sealth Aero Marine with the applicable Work Order Records.

**9. Subcontractor Acceptance Form**

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Printed Name of Company Representative: \_\_\_\_\_

I, the undersigned, acknowledge and accept the conditions specified in  
Sealth Aero Marine Quality Procedure QP 7.4.1 Rev: D

\_\_\_\_\_  
Signed:

Retain a copy and forward this document to Sealth Aero Marine Purchasing or Quality Assurance.