

# Supplier Quality Requirements



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## 1. Purpose

This document is to be used and is a part of any contractual agreement between Sealth Aero Marine and Suppliers and Sub-tiers to establish the requirements that shall be followed. Sealth Aero Marine may apply additional requirements as applicable.

## 2. Scope

These requirements are applicable to Sealth Aero Marine Suppliers who furnish product, material, processes, and services as cited by the Sealth Aero Marine Purchase Order, or additional written contract.

## 3. Responsibilities

The Supplier is responsible for ensuring they can meet all the requirements of this document.

## 4. References

**ISO 9001** International Standard Quality Management Systems

**AS9100** Aerospace Standard Quality Management Systems

**AS9102** Aerospace First Article Inspection Requirement

**SAM QM** Sealth Aero Marine Quality Manual

**QP 8.4.1** Sealth Aero Marine Purchasing Control Procedure

**QP 8.4.3** Sealth Aero Marine Purchasing and External Providers

**QP 8.5.1.3** Sealth Aero Marine Product Verification Procedure

**SPS-510** Sealth Aero Marine Workmanship Standard

## **5. Definitions & Acronyms**

The definitions found in AS9100, ISO9001 and the referenced documents apply.

## **6. General Information**

Sealth Aero Marine procures product and services used directly and indirectly with the manufacturing process from approved sources. Suppliers are approved at Sealth Aero Marine's discretion and reapproved based on several factors which include but are not limited to, conformity of the products and services they provide, and on time delivery (performance).

Sealth Aero Marine produces cosmetic, functional, and fixed interior components, and strives to consistently produce the highest quality of products and services possible with exceptional on time deliveries to our customers.

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

Sealth Aero Marine's business structure and Quality Management Systems allow us to produce high quality products and services.

In addition to the Purchase Order requirements and SPS-510 Workmanship Standard, this document defines Sealth Aero Marine's Quality requirements the Supplier shall comply with.

All processes shall be performed in accordance with the latest revisions of the PO, drawing, or technical data specified requirements, unless obtained written consent from Sealth Aero Marine states otherwise. Sealth Aero Marine requires Suppliers to be thoroughly familiar with and understand of all requirements listed on PO's, drawings, specifications and any regulatory requirements (as applicable).

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

## **7. Requirements**

The Requirements listed are in addition to those, set forth in any other contracted document. Compliance with these requirements does not reduce the Supplier'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 Supplier to be in conformance with the PO, Drawing, or specifications, Sealth Aero Marine has the right to reject them. Sealth Aero Marine reserves the right to request a credit, rework, or replacement of any nonconforming product. The following requirements apply to all Suppliers and all orders, as appropriate.

### **7.1 Order of Precedence**

If there is a conflict or inconsistency between any of the provisions of the following documents, the following order of precedence shall take place:

1. Sealth Aero Marine Purchase Order.
2. Sealth Aero Marine Drawing.
3. Any other Sealth Aero Marine-generated forms or documents.
4. Any Supplier-generated form or document that both Sealth Aero Marine and the Supplier have agreed to in writing.

### **7.2 Surveillance / Right of Entry**

Sealth Aero Marine reserves the right to perform inspections, routine audits, tests, and review procedures, processes, and documents related to the quality management system. This right shall be extended to Sealth Aero Marine's customers and any governing body necessary such as but not limited to the FAA.

### **7.3 Quality Management Systems**

As a Minimum, the Supplier shall establish and maintain a quality management system that meets the requirements of ISO 9001, unless otherwise approved by Sealth Aero Marine's Quality Assurance Manager.

#### **7.3.1 Retention of Records**

The Supplier shall retain all records such as, but not limited to material certifications, certificates of conformance, test reports, and inspection results associated with the production of Sealth Aero Marine product for a period of no less than “ten” (10) years plus “one” (1) calendar year. In the event of sale, trade, or dissolution of the business, where the Supplier is no longer able to retain records as required, they shall be returned to Sealth Aero Marine.

#### **7.3.2 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 Supplier, they shall notify Sealth Aero Marine prior to processing Sealth Aero Marine materials.

The Supplier 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.

#### **7.3.2 Corrective Action**

When a corrective action is requested by Sealth Aero Marine, the Supplier shall contain and correct the issue and provide a statement of corrective action. This statement shall be delivered in a format approved by Sealth Aero Marine's Quality department. Documentation for rejected articles resubmitted for approval shall reference the Sealth Aero Marine rejection document.

### **7.3.3 Identification**

Parts (Assemblies, Sub-assemblies, and Detail components) shall be identified as specified on the drawing or PO in accordance with SPS-510.

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 the MSDS shall be included with the shipment.

### **7.3.4 Traceability**

Supplier shall maintain lot and batch control over all materials, purchased items and Sealth Aero Marine parts. Supplier must provide positive traceability of manufactured parts or assemblies to the raw material through the use of lot/batch or serial numbers.

## **7.4 Performance**

The Suppliers performance will be regularly monitored and the results communicated to the supplier. If at any time the supplier cannot perform at the levels Sealth Aero Marine has defined per Quality Manual 2.0, the Supplier will receive a performance warning letter. If the Supplier is unable to improve their performance, Sealth Aero Marine reserves the right to issue corrective action, place the Supplier on probation, or unapprove the Supplier. Once the Supplier has been unapproved, they may be reapproved after the defined period, or at the discretion of Sealth Aero Marine. Sealth Aero Marine reserves the right to issue financial penalties or loss of work to a Supplier due to poor quality.



## **7.5 Process Requirements**

Special processes must be performed by sources approved by Sealth Aero Marine Quality Assurance and/or its customers for Customer Specifications. 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 Supplier, and shall be performed in accordance with the requirements listed in the latest revision of the applicable Purchase Order and/or Drawing.

## **7.6 Prevention of Counterfeit Parts**

The Supplier is not authorized to deliver any item procured from sources other than OEMs or authorized distributors without prior written authorization from Sealth Aero Marine. The Supplier 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.

## **7.7 Transfer of Work**

Any transfer of work such as but not limited to processes and/or manufacturing that the Supplier outsources shall only be outsourced to sources approved by Sealth Aero Marine. Any work that is performed by an unapproved source will be rejected and returned at Sealth Aero Marine's discretion.

## **7.8 Flow Down of Requirements**

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

## **7.9 Configuration Management**

All drawings, digital models and specifications provided to the Supplier 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 Supplier assumes responsibility for any documents they receive from Sealth Aero Marine and shall control the distribution, access, retrieval, and use of the documents. It is the Supplier's responsibility to ensure prevention of the unintended use of obsoleted documentation. The Supplier shall not make any change in the materials, processes, or design details of a product without written consent from Sealth Aero Marine.

## **7.10 First Article Inspection (FAI)**

When the FAI requirement is specified on the PO, the Supplier shall perform a First Article Inspection compliant with current AS9102 requirements on the initial part or lot, at the detail, sub-assembly and/or assembly level(s) when applicable. The results of the FAI shall include 100% conformance to all drawing(s), PO, functional, and cosmetic requirements.

## **7.11 Critical Items and Key Characteristics**

Whenever key characteristics have been identified, they shall be monitored and verified at each appropriate verification step.

### **7.12 Non-conformances**

When non-conforming product is found, the Supplier shall notify Sealth Aero Marine's Purchasing or Quality department within 24 hours of discovery. The product shall not be delivered unless authorization has been given by Sealth Aero Marine's Quality Assurance or Engineering department. When authorization has been granted the product shall be delivered labeled or tagged in a way that indicates the non-conformance along with a copy of the non-conformance, or deviation report signed by the SAM representative.

The Supplier 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.

### **7.13 Packaging and Delivery**

Product shipped to Sealth Aero Marine shall be packaged using methods that prevent damage during shipment. The Supplier is liable for any loss or damages that occur during shipment of product from Supplier's facility to Sealth Aero Marine.

### **7.14 Certificate of Conformance**

All orders shipped to Sealth Aero Marine shall be accompanied with the original Certificate of Conformance (C of C), stating that all items supplied meet all the purchase order, specifications 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.

### **7.15 Material Certifications**

When a certified material test report for raw materials, or produced items is required it shall include the following:

Name/number of the specification with which the material is in compliance;

Lot, batch, or other traceable designation;

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);

### **7.16 Control of Excess Inventory**

The Supplier 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.

### **7.17 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.

## **8. Resource Management / Employee Awareness**

### **8.6 Product Safety**

All Suppliers shall have a training program to highlight the importance of product safety through-out the life cycle of the product.

### **8.7 Product Conformity**

All Supplier 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

### **8.8 Ethical Behavior**

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 and supporting requirements flowed down through the purchase order.

### **8.9 Human Factors**

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.



## 9. Sealth Aero Marine Contact Information

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## RECORD OF REVISIONS

Rev.	Issue Date	By	Description
IR	28 Jul 2011	R. Hughes	
A	21 Jun 2013	R. Hughes	Updated SAM Purchasing contact information in section 7
B	26 Jan 2015	R. Hughes	Due to the Aerospace Industry transition, removed reference to AS9003 and replaced with ISO 9001; made several grammatical corrections.
C	19 May 2015	R. Hughes	Reviewed requirements for applicability; Numbered each of the 6.1 General Requirements paragraphs for clarity.
D	30 May 2018	C. Finch	Revised for Rev D, added Acceptance Media and counterfeit Part requirements
E	27 Jun 2018	C. Finch	Revised to add statements for product safety, ethical behavior
F	27 Sep 2019	C. Finch	Revised purchasing contact info to general purchasing email.
G	20 July 2021	K. Scanlon	Reformatted the document with revised template, Revised contact information, Reidentified document as QD-SQR, added QP 8.4.3 to references. Removed acknowledgement signature. Removed quality fastener act section. Added work transfer.
H	08 May 2023	K. Scanlon	Revised 7.3.1 the retention period of documented information from 10 years min to 10 years plus 1 calendar year min. Revised 7.12 to add deviation form.