1. SCOPE/PURPOSE

1.1. The Objective of this procedure is to set forth the general quality requirements that must be followed by suppliers of direct material to C.F. Roark Welding and Engineering Co., Inc.

- Customer system specifications flowed down through purchase orders and having requirements which exceed those specified herein, shall take precedence.

- This procedure is implemented to manage impacts and risk of work transferred from Roark

1.1.1. The Intent of this procedure is to ensure that:

- purchased materials or services meets or exceeds the quality requirements of C.F. Roark Welding and Engineering Co., Inc. and its customers; and

- the quality systems requirements imposed by C.F. Roark Welding and Engineering Co., Inc. on its suppliers are communicated in a logical and easily understood format.

1.2. Application - This procedure applies in total or in part to all (external providers) suppliers of Productive Materials to C.F. Roark Welding and Engineering Co., Inc.

2. ASSOCIATED DOCUMENTS

2.1. **QM-04-100** – Roark Quality Manual (8.1, 8.4.1, 8.4.3, 8.5.1)

2.2. **AS9100** – Aerospace Standard

2.3. **ISO9001** – International Organization for Standardization

3. DEFINITIONS/ABBREVIATIONS

3.1. **Approved Supplier** – Active supplier with a rating greater than 70.

3.2. **ASL** – Approve Supplier List

3.3. **Category 1 Supplier –** Active suppliers in this category will appear on the APL as either Approved or Probationary. These suppliers provide productive materials and services contained in shippable products, and will be evaluated and the developed rating will be conveyed to the supplier at least annually.

3.4. **Category 2 Supplier –** Active Suppliers in this category will appear on the APL as either Approved or Probationary. These suppliers provide productive material support services such as calibration and NDT supplies, or materials requiring certification for use on product such as welding gases and acetone. They will be evaluated and the developed rating will be conveyed to the supplier at least every 2 years.

3.5. **Certificate of Conformance** - (C of C) - A general statement that a product or process conforms to the requirements of a particular purchase order, process, specification or other requirements

3.6. **Certification** (Cert) - A certification will contain actual test results proving that a product or service conforms to the requirements of a particular process, specification or other requirements.

3.7. **Counterfeit Parts** - An unauthorized copy, imitation, substitute, or modified part (e.g., material, part, component), which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer. **Note:** Examples of a counterfeit part can include, but not limited to, the false identification of marking or labeling, grade, serial number, date code, documentation, or performance characteristics.

3.8. **Critical Items** - Those items (e.g., functions, parts, software, characteristics, processes) having significant effect on the product realization and use of the product; including safety, performance, form, fit, function, producibility, service life, etc.; that require specific actions to ensure they are adequately managed. Examples of critical items include safety critical items, fracture critical items, mission critical items, key characteristics, etc.

3.9. **Customer Approved Supplier** – Supplier required for purchase from either customer's drawing or PO.

3.10. **Deviation** - A specific written authorization, granted prior to the manufacture of an item, to depart from a particular performance or design requirement of a specification, drawing or other document for a specific number of units or a specific period of time..

3.11. **Documentation** - Defined as all written correspondence and records related and pertaining to the manufacture of a product

3.12. **Inactive Supplier** – Supplier not paid within the last 3 years

3.13. **ISO 9001 Certified** - ISO 9001 is an international standard related to Quality Management, applicable to any organization from all types of business sectors and activities. It provides guidance and tools for organizations that want to ensure that their products and services consistently meet customer's requirements, and the overall performance is consistently improved.

3.14. **ITAR** - International Traffic-In- Arms Regulations

3.15. **MRB** - Material Review Board

3.16. **Nonconforming** - Any component containing one or more defective characteristics is considered nonconforming.

3.17. **Nonproductive Material** - miscellaneous items supporting the operations not included in the definition of productive material above.

3.18. **PO** - Purchase Order

3.19. **Probationary Supplier** – Active supplier with a rating of less than 70, a new supplier before the first acceptable receipt, or an inactive supplier being reactivated before updated supplier system documents have been received.

3.20. **Process Approach** - Consistent and predictable results are achieved more effectively and efficiently when activities are understood and managed as interrelated processes that function as a coherent system. The quality management system consists of interrelated processes. Understanding how results are produced by this system enables an organization to optimize the system and its performance.

3.21. **Productive Material** - raw materials, fasteners, parts or special processes contained in delivered product, in support of inspection activities such as NDT supplies and calibration, or requiring certification for use on product such as welding gases and acetone.

3.22. **Purchaser** – (per this procedure) CF Roark Welding & Engineering Co., Inc.

3.23. **Special Processes** – Processes such as Welding, Heat Treat, Brazing, NDT, Plating, and Coating

3.24. **Supplier** - The Company providing the material, manufactured product and/or services described on the purchase order received from C. F. Roark Welding and Engineering Co., Inc.

3.25. **3rd Party Certification** – certification provided by an independent registrar, such as those for ISO 9001, AS9100, NADCAP or ISO/IEC17025

3.26. **Waiver** - A waiver addresses nonconforming material, which has already been produced.

4. PROCEDURES

4.1. **Surveillance** - The Suppliers Quality System will be subject to initial and possibly periodic audits/surveys and acceptance by Roark Welding, it's customers, and/or government regulatory agencies (e.g. DOD, FAA functions), to the extent required to assure the suppliers conformance to this procedure. This survey will also be required when a supplier moves from an Inactive status back to Approved. All Suppliers will be Probationary until the first lot is accepted.

- The intent of these audits/surveys is to evaluate the supplier's quality system to the degree necessary to ensure conformance to requirements, and to detect any changes, which could affect the quality of the product.

4.1.1. Right of Entry – The right of entry is to be granted to the purchaser, the purchaser's customer and/or regulatory agencies, as applicable, to all facilities involved in the order and applicable quality records.

4.1.1.1. This may include the right to conduct source inspection and the right to witness manufacturing operations inspections and tests as necessary to verify conformance of the product or services.

4.1.1.2. The supplier will provide reasonable facilities, equipment, records, and assistance as required to satisfy this requirement.

4.1.2. Quality Rating - The Purchaser assigns a quality rating to each category 1 and Category 2 supplier. The rating is based on the supplier's quality system, delivery, delivered quality and overall service.

4.1.2.1. Supplier ratings are based on the form in Appendix I.

4.1.2.2. Probationary status means each purchase order will require highest level of approval prior to being issued, and if due to performance issues, may lead to disapproval.

4.1.2.3. Ratings will be printed on each PO to a category 1 or 2 supplier.

4.1.2.4. Delivery performance is based on the promise date agreed to by CF Roark.

4.1.2.5. Supplier Ratings will be used in the selection of suppliers for purchase orders.

Note: Roark's Quality Rating for you as a Supplier (external provider) will be reflected on all purchase orders.

4.2. General Supplier Responsibilities - This requirement applies to material and/or services manufactured and/or supplied by the supplier.

4.2.1. Inspection System - The supplier will maintain (prior to the initiation of production and during the life of the P.O.):

4.2.1.1. A documented inspection system, which ensures that all material and services submitted to the purchaser for acceptance, meet the requirements of the P.O.

4.2.1.2. A process for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to the customer must be documented.

4.2.2. Employees – The supplier must ensure that employees are aware of:

4.2.2.1. Their contribution to product or service conformity

4.2.2.2. Their contribution to product safety

4.2.2.3. The importance of ethical behavior

4.2.3. FOD – Category 1 suppliers of product with hidden cavities will have Foreign Object (material/debris) Detection and prevention process in place and implemented.

4.2.4. Inspection & Test - The supplier will perform, or have performed, the inspections and/or tests required to ensure product conformance to drawing, specifications, and P.O. requirements.

4.2.5. Notification - The supplier will notify Roark's Quality Control Manager in writing, of any change to any of the following:

4.2.5.1. The supplier's inspection system

4.2.5.2. Product;

4.2.5.3. Processes, including equipment location change for special processes, such as welding, brazing or heat treat;

4.2.5.4. Organization management;

4.2.5.5. Sub-tier suppliers; and

4.2.5.6. Plant location.

4.2.6. All additional flow down requirements that are not covered in the procedure will be addressed on the purchase order.

Note: The changes will be subject to disapproval if changes thereto could result in nonconforming product.

Note: the identification and recording of products released for subsequent production use pending completion of all required measuring and monitoring activities, to allow recall and replacement if it is later found that the product does not meet requirements

4.3. Inspection and Testing Documentation - Inspection and testing will be prescribed by clear, complete, and current instructions. The instructions will assure inspection and test of material, work in process, and completed articles as required by specification and the P.O. in addition, criteria for acceptance and rejection will be included.

4.4. Records (Documented Information) -

4.4.1. Retention - Will be retained per the retention schedule located in Appendix II of this Supplier Quality Manual.

4.4.2. Maintenance - The supplier will maintain adequate records of all inspections and tests.

4.4.3. Content -The records will indicate:

4.4.3.1. The nature and number of observations made

4.4.3.2. The number and type of defects found

4.4.3.3. The quantities accepted and/or rejected, and

4.4.3.4. The nature of corrective action taken as appropriate.

4.5. Corrective Action

4.5.1. Actions - The supplier will take prompt action to correct assignable conditions, which have resulted or could result in the submission of nonconforming material or services to the purchaser.

4.5.2. Response - The supplier will respond, in the time frame allotted, to any Supplier Corrective Action Request from the purchaser.

4.5.2.1. If the allotted time is not adequate, the supplier may request an extension, in writing, prior to the expiration of the assigned due date.

4.6. Drawings and Changes - The supplier's systems will provide controls, which will assure that the latest applicable drawings, specifications, and instructions required by the P.O.; as well as, authorized changes thereto, are used for manufacture, inspection, and testing.

4.7. ITAR - (International Traffic-In-Arms Regulations), when noted on the Purchase Order, and/or Proprietary Information - The supplier will ensure that all technical data (example: prints, specifications, etc.) sent to the supplier and identified as proprietary information will be handled within the U.S. Export Control Laws and ITAR (International Traffic-In-Arms Regulations). At the same time ensuring that this requirement is flowed down to sub-tier suppliers.

4.7.1. Only approved vendors can be utilized for ITAR controlled work. Techniques for approving a vendor include:

4.7.1.1. Obtaining a copy of the vendor/subcontractors DDTC registration

4.7.1.2. Obtaining a completed ITAR Vendor notification form

4.7.2. Vendors and subcontractors who are registered with DDTC and who provide their DDTC registration number to C.F. Roark Welding & Engineering Co., Inc. are deemed to be authorized. If ITAR controlled information is sent to non DDTC registered vendors, the purchase orders will be clearly marked to indicate the vendor's responsibility to comply with ITAR requirements. At a minimum the purchase order will state:

4.7.2.1. "This document contains technical data subject to the International Traffic in Arms Regulations (ITAR) 22 CFR

120-130. Unauthorized export prohibited by U.S. law and regulation. Transfer of this data by any means to a Non-U.S. Person, whether in the United States or abroad, without the proper U.S. Government authorization (e.g., License, exemption, NLR, etc.), is strictly prohibited."

4.7.3. An on-site audit of the company's plant security systems, technology control program, document control program (audit must be recorded) may be required.

4.7.4. Raw material and commodity vendors are not required to go through ITAR evaluation.

4.8. Measuring and Test Equipment

4.8.1. Gages - The supplier will provide and maintain gages and other measuring and test devices necessary to assure all delivered product is conforming.

4.8.1.1. In order to assure continued accuracy, all inspection, measurement, and test devices will be calibrated at established intervals against certified masters, which are traceable to national standards. The calibration system will be in accordance with AS9100, ISO 9001 or equivalent.

4.8.1.2. These requirements apply to any production tooling, such as jigs, fixtures, templates, and patterns, which are used as a media for product acceptance.

4.8.1.3. Individuals performing calibration must meet annual eye examinations satisfying near vision requirements of:

- Snellen 14/18, (20/25),
- Jaeger 2 at not less than 12 inches

4.9. Special Process Controls - will be an integral part of the inspection system when such processes are part of the purchase order. As such, special process procedures will not be modified without prior approval of the purchaser.

4.10. Indication of Inspection Status - The supplier will maintain a positive system for identifying the inspection status of all products.

4.10.1. **Identification** may be accomplished by use of stamps, tags, routers, move tickets, tote box cards, or other control devices.

4.11. Purchaser Furnished Material

4.11.1. **Material** - When material is furnished by the purchaser, the supplier's procedures will include, as a minimum, the following:

4.11.1.1. Examination upon receipt, consistent with practicability, to detect damage in transit.

4.11.1.2. Inspection for completeness and proper type.

4.11.1.3. Periodic inspection and precautions to assure adequate storage conditions and to guard against damage from handling and/or deterioration during storage.

4.11.1.4. Identification and protection from improper use and disposition.

4.11.1.5. Verification of quantity.

4.11.1.6. Traceability to lot or serial number as appropriate.

4.11.2. **Damage** - The supplier will report to the purchaser any "Purchaser Furnished Material" found damaged or otherwise unsuitable for use.

4.11.2.1. In the event of damage or malfunctioning during or after receipt, the suppler will determine and record probable cause and necessity for withholding the material from use.

4.12. Nonconforming Material

4.12.1. **Control** - The supplier will maintain an effective and positive system for controlling nonconforming material.

4.12.2. **Non-Shipment** - Nonconforming material will not be shipped to the purchaser without written authority.

4.12.2.1. The supplier will submit a:

- Complete description of the nonconformance,

- Immediate Corrective Action taken including containment and determination of other product affected,
- Cause of the nonconformance,
- Impact f all identified causes and root cause,
- Corrective action, which will permanently resolve the cause, and,
- Date corrective action will become effective.

4.12.2.2. Unless otherwise instructed by the purchaser, the supplier will hold such material until the purchaser reviews and dispositions the request.

4.12.3. **Rework** Non-conformances, which can be reworked by repeating part or all of the initial process (other than special processes), will be considered as rework and can be accomplished without purchaser approval.

4.12.4. **Special Process** - Nonconformance's which are produced by a special process or do not meet the requirements:

4.12.4.1. Will be considered repair items and will require purchaser approval **prior** to performing the repair.

4.12.4.2. These items will be reported (in writing) to the Purchaser's Quality Assurance Manager with the addition of a formal repair procedure.

4.12.5. **Calibration NC** - If during gage calibration, rejection analysis, etc., it is determined that nonconforming material may have inadvertently been shipped, the purchaser will be notified immediately.

4.13. Sampling Inspection - Dimensional and/or visual sampling may be used where the process capability is acceptable and stable, and it is permitted by applicable customer documents. Contact purchaser for review and approval.

4.13.1. **Sampling** - Plans may be employed in accordance with MIL-Std-1916 specification, providing acceptance plans assure fulfillment of purchaser's requirements.

4.13.1.1. If and when sampling is allowed by customer as a means of product acceptance, the sampling plan is justified on the basis of recognized statistical principles and appropriate for use (i.e., matching the sampling plan to the criticality of the product and to the process capability).

4.13.1.2. The appointment of competent persons including any required qualification

4.13.1.3. the implementation of actions to prevent human error

4.13.1.4. the identification and recording of products released for subsequent production use pending completion of all required measuring and monitoring activities, to allow recall and replacement if it is later found that the product does not meet requirements

4.13.2. **Military** - When other than military sampling plans are used, such as ANSI/ASQC Z1.4; they require prior purchaser's approval.

4.13.3. **NDT** - Sampling will not be allowed without prior purchaser's approval.

4.14. Certifications or Certificate of Conformance – When specified by the purchaser, the supplier will furnish Certifications or Certificates of Conformance, as specified on in the Purchase Order. In addition to certifying compliance with all purchase order requirements, the following requirements apply:

4.14.1. **Material or Process** – Certifications that address Material or Process Specifications must contain test reports or certificate numbers that record measurable or inspectable features on the hardware.

4.14.1.1. Certificates of test must show specific values for both the requirement and the actual test result.

4.14.2. **Material and Special Process Test**– Certifications that address Material or Process Specifications must reflect all requirements of the drawing and/or specification and conform to drawing and/or specification limits.

4.14.2.1. Documented evidence of conformance is to include a listing of each material element or test result in the applicable test report.

4.14.2.2. The applicable test report must also clearly state that all drawing and/or specification requirements have or have not been met and contain following statements, as applicable:

- When all tests and inspections have been performed and results meet the drawing and/or specification requirements, the test report must include a statement similar to:
  - "Conforms To All Drawing and/or Specification Requirements" and be signed by a cognizant test laboratory person.
- If all tests and inspections have been performed and results do not meet the drawing and/or specification requirements, the test report must include a statement similar to:
  - "Does Not Conform to All Drawing and/or Specification Requirements" and be signed by a cognizant test laboratory person.
- If all tests and inspections have not been performed per the drawing and/or specification requirements, the test report must include a statement similar to:
  - "Does Not Conform to All Drawing and/or Specification Requirements, Test (xxx) or Inspection (xxx) Not Performed" and be signed by a cognizant test laboratory person.

4.15. <u>Sub-tier Control</u> - Subcontracted or purchased material and services will be subjected to receiving inspection and any other controls, as required, to ensure compliance to the purchase order and this procedure

4.15.1. Any sub-tier suppliers of special processes must be approved by the Purchaser.

Appendix I
Supplier Rating Form

SUPPLIER:		DATE:	
Scope of Products to be Ordered:		Category 1 or 2	

Delivered Quality - 35%		
DEVIATIONS - ATTTACH DMR HISTORY	**SCORE**	**Comments - Unless Noted, No Concerns**
EXCELLENCE (NO DEVIATIONS ON 100% RECEIPTS)	15	**(New Cat 1 or 2 - Default is 15)**
SATISFACTORY (NO DEVIATIONS ON 95-100% OF RECEIPTS)	10	
POOR (NO DEVIATIONS ON 85-94% OF RECEIPTS)	5	
UNSATISFACTORY (NO DEVIATIONS ON < 85% OF RECEIPTS)	0	
DOCUMENTATION - INCLUDE COMMENTS IF ISSUES		
EXCELLENCE (NO ISSUES AND RECEIVED WITH SHIPMENT)	10	**(New Cat 1 or 2 - Default is 10)**
SATISFACTORY (<5% of SHIPMENTS WITH ISSUES - NONE OPEN)	5	
UNSATISFACTORY (>5% OR OPEN > 3 DAYS)	0	
CUSTOMER COMPLAINTS - INCLUDE COMMENTS IF ISSUES		
EXCELLENCE (NO ISSUES FROM CUSTOMERS)	10	**(New Cat 1 or 2 - Default is 10)**
SATISFACTORY (ANY ISSUES RESOLVED IMMEDIATELY)	5	
UNSATISFACTORY (CUST DISQUALIFICATION OR REJECTED CORR ACTIONS)	0	

Quality Systems - 15%		
QUALITY SYSTEM - ATTACH CERT OR SURVEY	**SCORE**	**Comments - Unless Noted, No Concerns**
EXCELLENCE (Attach 3rd Party Cert - ISO,AS9100, NADCAP, ISO17025)	15	
SATISFACTORY (COMPLETED ROARK SURVEY with SCORE>80%)	10	
POOR (COMPLETED ROARK SURVEY with SCORE<80%)	5	
UNSATISFACTORY (NO DOCUMENTED SYSTEM OR REJECTED CA)	0	

COMPLETED BY:	Title:	Quality Mgr	DATE:	

Delivery - 30%		
SUPPLIER COMMIT DATES - ATTACH PERFORMANCE DATA	**SCORE**	**Comments - Unless Noted, No Concerns**
EXCELLENCE (Avg Del -5 to +1 day from Schedule)	30	**(New Cat 1 or 2 - Default is 30)**
SATISFACTORY (Avg Del +2 to +4 day from Schedule)	20	
POOR (Avg Del +5 to +10 day from Schedule)	10	
UNSATISFACTORY (Avg Del > +10 day from Schedule)	0	

COST - 10%		
COST COMPETITIVE	**SCORE**	**Comments - Unless Noted, No Concerns**
EXCELLENCE (PRICES COMPETITIVE WITH COST REDUCTION INITIATIVES)	10	**(New Cat 1 or 2 - Default is 10)**
SATISFACTORY (PRICES COMPETITIVE)	7	
UNSATISFACTORY (PRICES UNCOMPETITIVE)	0	

PARTNERSHIP - 10%		
RESPONSE TO TENDERS & ENQUIRES PROMPTLY	**SCORE**	**Comments - Unless Noted, No Concerns**
EXCELLENCE (ALL RECEIVED PROMPTLY)	4	**(New Cat 1 or 2 - Default is 4)**
SATISFACTORY (MOST RECEIOVED ON TIME)	2	
UNSATISFACTORY (VIEWED AS BEING LATE)	0	
GIVES UP-FRONT INFO ON POTENTIAL PROBLEMS		
EXCELLENCE (ACTIVELY WORKS TO PRECLUDE PROBLEMS)	2	**(New Cat 1 or 2 - Default is 2)**
SATISFACTORY (PROVIDES INFORMATION AS APPROPRIATE)	1	
UNSATISFACTORY (SUPPLIER CONCERNS NOT CONVEYED)	0	
TECHNICAL PERFORMANCE		
EXCELLENCE (USES LATEST TECHNOLOGIES)	2	**(New Cat 1 or 2 - Default is 2)**
SATISFACTORY (MEETS MINIMUM TECHNICAL REQUIREMENTS)	1	
UNSATISFACTORY (NEEDS ASSISTANCE TO MEET NEEDS)	0	
RESPONSIVENESS		
EXCELLENCE (ALWAYS REPLIES PROMPTLY)	2	**(New Cat 1 or 2 - Default is 2)**
SATISFACTORY (REPLIES TO ALL REQUESTS	1	
UNSATISFACTORY (REQUIRES CONTINUED FOLLOW UP)	0	

MAX POSSIBLE TOTAL 100%		FINAL OVERALL SCORE

91-100:Excellent (Favored); 81-90:Satisfactory (OK to order); 71-80: Poor (OK to order, Notify supplier as Probationary);

<70: Unsatisfactory (Supplier is Probationary and may be disapproved by President. Purchase Orders require approval of President)

Comments: (Cust Reqd, Business Transfer, or Unique or Proprietary Process may require use with score<70)

COMPLETED BY:	Title:	Operations Mgr	DATE:	

APPENDIX II
RECORD RETENTION SCHEDULE

C.F. ROARK WELDING ENGINEERING CO., INC.
RECORD RETENTION SUMMARY

Appendix 1 (Records QP-04-230)				
Record Type		Retention Years		
Manufacturing and Inspection	Class	Critical Parts	Class	Non-Critical Parts
Certifications of Material and Test	A	DO NOT DESTROY		
Incoming Release Notes (C of C)	A	DO NOT DESTROY	D	6
Receipt & Laboratory Inspection / Test Records	B	30	C	10
Wrought Product & Castings	A	DO NOT DESTROY	C	10
CFM Records Inspection & Communication	B	30		
Inspection History & Test Results	B	30	C	10
Airworthiness Certificates (FAA)	A	DO NOT DESTROY	A	DO NOT DESTROY
First Article Inspection Reports	B	30	C	10
Heat Treat & Processing Records	B	30	C	10
Manufacturing Completed Process Routers.	B	30		
Validation & Tractability	B	30	C	10
Manufacturing & Inspection Test Instructions	B	30	C	10
Critical Part Plans	B	30	C	10
Sensitive Part Plans	B	30	C	10
MRB Disposition Document, Repair / Overhaul, or Rework Records (Customer & Internal)	B	30	B	30
NDT Techniques & Testing Records	B	30	C	10
X-Ray Techniques	B	30	C	10
Ultrasonice C-Scan	A	DO NOT DESTROY	A	DO NOT DESTROY
Radiographs	C	10	C	10
Supplier Drawings & Specification Change History	B	30	C	10
Serial Number Assignment Records				
Trace ability Information (S/N's)	B	30	C	10
Manufacturing & Inspection Administrative Records				
Internal Quality Audits (QMS, Process, Product, & Work Center)	D	6	D	6
Management Review	D	6		
Sub-contractor Assessment & Control	D	6		
Supplier Contracts	B	30	C	10
Supplier Approval	D	6	D	6
Sub-tier Reviews	D	6	D	6
Training	D	6		
Contract Review & Planning Documents	D	6		
Quotation / Procurement Documents	B	30	C	10
Customer Complaints & Remedial Action Results	D	6		
Manufacturing Change Request (ECR)	A	DO NOT DESTROY	A	DO NOT DESTROY
Corrective Action Records	D	6	D	6
Preventative Action Records	D	6		
Personnel Certification Records (as Required)	D	6	D	6
Eyesight Tests	A	DO NOT DESTROY	A	DO NOT DESTROY
Welder Tests	D	6		
Visual Weld Inspection Testing	D	6		
Process Certification Records (as Required)	D	6		
Outgoing Release Notes (C of C)	A	DO NOT DESTROY	D	6
Certified Tool , Gage, Instrument Drawings, Certifications, & Control Records	D	6		
Calibration Records	D	6	D	6
NDT Administration	D	6		
MRB Adminstration Records (Logs, etc.)	C	10	D	6
Employee Inspection & Process Stamp Assignment / Signature Records	C	10	C	10
Quality Acceptance Standards & Records	A	DO NOT DESTROY	D	6

Class A = (Critical Parts - Do Not Destroy) *Class C = (Critical Parts - 10 years) (Non-critical Parts - 10 years)*
Class B = (Critical parts - 30 years) (Non-critical parts - 10 years) *Class D =(Critical Parts - 6 Years) (Non-critical Parts - 6 Years)*

Appendix 1
QP-04-230

Form 04-230-01
Rev 10/13/2015

REVISIONS

Revision N/C History on file **01/21/03**
Revision A History on file **12/01/03**
Revision B History on file **03/26/04**
Revision C **01/17/05**
1) Added 5.2.1.1 to include a customer requirement for all sub-tiers to have a material / debris detection and prevention process in place and implemented.

Revision D **09/20/07**
1) Added 3.5 in definitions and adjusted numbers
2) Added 5.7 technical data flow down and adjusted numbers

Revision D **10/23/09**
1) Type-o correction 5.2.4
2) Added wording to 5.1.7 - no content change

Revision E **11/2/11**
1) Added 3.10 to define supplier
2) Revised 5.2.4 to reflect the notification requirements
3) Revised 5.4 and added Appendix 1 to reflect the record retention requirements
4) Restructured numbering throughout document - no content change

Revision F **01/23/13**
1) Para 1.1 – added statement that customer system specifications take precedence over those in the Supplier Quality Manual.
2) Added definitions 3.1 thru 3.8
3) Para 3.11 – added purchase order to COC definition
4) Para 3.13 – updated definition for deviation.
5) Added in survey requirement for supplier moving from Inactive to Approved status, para 5.1
6) Expanded Quality rating information in para 5.1.2
7) Added expanded ITAR requirements in Para 5.7.1 thru 5.7.4
8) Changed Calibration requirement from ISO 10025 to AS9100/ISO9001 or equivalent, para 5.8.1.1.
9) Para 5.8.1.3 – added vision test requirement for individuals performing calibration.
10) Updated sampling plan specification in 5.13
11) Added special approval of sub tier suppliers of special processes, para 5.15.1
12) Expanded notification requirements in 5.2.4.2
13) Moved Retention List to Appendix II and added Supplier Rating Form as Appendix I.
14) Added comment about the supplier enforcing ITAR when noted on the purchase order, para 5.7.
15) Restrict FOD program requirement to category 1 suppliers of product with hidden cavities, para 5.2.2
16) Modified 5.12.2.1 to align requirements with corrective action procedures.
17) Para 5.13 – added requirement that sampling is allowed when permitted by applicable customer documents
18) Para 5.14 – added statement to certify compliance with all purchase order requirements.
19) Para 5.14.2.2 – inserted “include a statement similar to” for certification statements.

Revision G **2/1/2018**
1) Revised document to reflect AS9100 paragraph reference
2) Revised document numbers throughout
3) Revised header & footer to reflect only current revision & date
4) Moved revision history dates to last page of document
5) Added 3.2, 3.13, 3.18, 3.20 to definitions
6) Added 4.2.1.2 to clarify requirements
7) Added 4.2.2 to clarify requirements