



TITLE

PMA Supplier Quality Manual

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REV

2

# Aviation Technical Services, Inc. PMA Supplier Quality Manual

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**REVISION SUMMARY**

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**PURPOSE**

The requirements specified herein will be included on the Purchase Order, Contract or other formal agreement (hereafter referred to as the Contract) between a Supplier and ATS. The purpose of this document is to clearly define for each purchase of products or services, all of the necessary and applicable technical and quality requirements with which the Supplier must comply to meet the requirements of ATS, its customers and/or regulatory authorities. By accepting an ATS contract referencing this PMA Supplier Quality Manual, the supplier agrees to comply with the applicable quality clause.

**APPLICATION**

Unless expressly excluded by the Contract, Section 1 containing "Q" clause Q001 herein applies to all Contracts referencing this PMA Supplier Quality Manual. The "Q" clauses listed in Section 2, apply only when the specific clause number is included on the Contract. Compliance by the Supplier to all Contract requirements is subject to on-site verification by ATS representatives, its customers and/or regulatory authorities, or, ATS may request the Supplier to provide objective evidence of compliance with all Contract requirements.

**DEFINITIONS**

The following definitions apply to terms used within this document:

**Certificate of Conformity (C of C):** A document signed by an authorized party affirming that the supplier of a product or service has met the requirements of the purchase order, applicable specification, or standard.

**Contract:** Legally binding agreement between ATS and its suppliers. Includes purchase orders, service orders, repair orders, formal contracts, MOU's and other documents which provide terms relevant to supplier performance requirements, such as the following:

- Scope of work
- Compliance to expectations
- Conformance to specifications
- Warranty considerations
- Date of performance or shipment

When accepted by the supplier, the agreement becomes a contract binding on both parties.

**Nonconforming products:** any products that fail to meet the requirements of ATS engineering drawing, specification, Contract or other approved product description, including products (such as products under the Supplier's proprietary design control) which fail to meet requirements established and controlled by the Supplier or the Supplier's sub-tier sources.

**Shall, Must, Should, May:** In this document, the terms "shall" and "must" mean that the described action is mandatory; "should" means that the described action is necessary and expected with some flexibility allowed in the method of compliance; and "may" means that the described action is permissible or discretionary.

**Source Inspection:** Inspection of customer purchased articles or products performed at the supplier's facility to verify integrity and conformance to specified requirements prior to delivery.

## **Section 1.**

### **Q001 GENERAL SUPPLIER RESPONSIBILITIES**

#### **1.0 Applicability**

The following set of general quality requirements applies to all Suppliers contracted in support of ATS PMA products.

The general requirements outlined herein do not supersede conflicting requirements in the ATS contract, or drawing, including applicable engineering specifications and process specifications.

#### **1.1 Prohibited Practices**

The following acts and practices are prohibited, unless approved by ATS in writing. Any violation by the Supplier may result in disqualification of the Supplier for future business with ATS. In addition, the Supplier shall invoke (flow-down) the requirements to all of the Supplier's sub-tier sources performing work for the Supplier that is scheduled for delivery to ATS on the Contract.

##### **1.1.1 Unauthorized Facility Changes**

During performance on the Contract, the Supplier shall give ATS written notice before relocating any productions, inspection or processing facilities; or, transferring work between different facilities; or, when applicable, prior to initiating any changes in the source of major components procured by the supplier and designated for use in or for installation on products scheduled for delivery to ATS; or, making any other changes which may affect product quality, reliability or integrity. Such changes are subject to approval/disapproval by ATS. A change in ownership or a change in the individual designated as the management representative with respect to the Suppliers Quality/Inspection System shall be construed as a facility change and requires the Supplier to notify ATS.

##### **1.1.2 Unauthorized Product changes or Substitutions**

Supplier confirms and represents that the goods and services meet and/or exceed all applicable ATS, government, and/or Supplier design control documents, inspection, validation, and functional test requirements, unless otherwise noted in ATS dispositioned forms. Supplier confirms that any material supplied by ATS for use in the specified manufacturing operations will be the only material used to perform such operations.

The Supplier may not make any changes or substitutions to any products or services required by the Contract, drawing, specification, standard, or other applicable document without prior written authorization by ATS. ATS authorization may be contingent on conducting an on-site review of the proposed product or service changes at the Supplier's facilities, or the facilities of the Supplier's sub-tier sources.

##### **1.1.3 Altering Data on Documents**

The use of any method that causes the original data on documents to be obliterated or eligible (i.e., the use of correction fluids, correction tape, write-over, or other methods) to correct, modify or otherwise alter the data and/or entries on any certifications, test reports or other documents required by the

Contract, is strictly prohibited. Corrections may be made on inspection reports such as 1st Article Inspection Reports, providing it is clearly obvious that a correction was made by lining through the error one time and either initialing the error or stamping by an authorized individual. Upon receipt at ATS, products or services represented by documents that show evidence that they have been corrected or altered in an unauthorized manner are subject to return to the Supplier at Supplier's expense.

## 1.2 Contract Changes & Effectivity

### 1.2.1 ATS Initiated Changes

The Supplier shall incorporate, at the specified and agreed upon points, all changes initialed by ATS and communicated to the Supplier through a formal Contract change and/or amendment. Such changes may be in the form of revised drawings, specifications, tests, inspection or fabrication methods, etc., and may apply to products as well as to the Supplier's management and administrative systems. The Supplier's business management system shall include appropriate controls and records, including controls at the Supplier's sub-tier sources, which provide objective evidence that changes were incorporated as required by the Contract. Objective evidence may be in the form of date, lot, serial number, revision letter, or other positive identification. Such records are subject to on-site verification by ATS at the Supplier's facilities or the facilities of the Supplier's sub-tier sources.

### 1.2.2 Supplier Initiated Changes

The Supplier may not make any changes in product, materials, or processes of ATS design without specific approval by ATS in writing prior to making such changes. When approved by ATS, the Supplier shall flow-down this requirement to the Supplier's sub-tier sources.

The Supplier may make changes on products under Supplier's proprietary engineering design control. The Supplier shall notify ATS of such changes to the latest product specification revision upon delivery of the (changed) products.

## 1.3 Certifications

### 1.3.1 Delivery Certification

By delivering products or services to ATS required by the Contract, the Supplier certifies that such products and/or services are in compliance with all applicable requirements of the Contract, and objective evidence of compliance is available and will be furnished to ATS for review upon request.

### 1.3.2 Certification Requirements

The Supplier shall furnish with the delivery of products and/or services on the Contract, all certifications, test reports and other documents (hereafter certifications), issued by the Supplier or by the Supplier's sub-tier sources that are required by the specific "Q" Clauses listed on the Contract. The Supplier is responsible to ensure that all certifications furnished by the Supplier, or by the Supplier's sub-tier sources, are complete, legible and reproducible, accurate and in compliance with all Contract requirements. ATS reserves the right to return all products to the Supplier at Supplier's expense when the certifications that support the products and/or services are not properly executed. When the Contract includes provisions for incremental deliveries by the Supplier, after the initial delivery of products/services and required certifications, the Supplier may, on subsequent deliveries, either provide

additional copies of the certifications, or note on the packing list/shipper and the Certificate of Conformance (C of C), the date when the original certifications applicable to the current delivery were initially furnished.

### 1.3.3 Certification Language & Content

All certifications shall be in the English language and as a minimum include the following information and data:

- a. Name of the issuing organization (Supplier and/or Supplier's sub-tier source)
- b. Part number and revision. Unless specified by Contract, revision status is not required for off-the-shell electronic components, catalog items and/or standard parts
- c. Quantity processed and/or delivered
- d. Lot or batch number (when applicable)
- e. The ATS PO number, and if applicable the Line Item Number
- f. Title and signature that meets the requirements of 1.3.4 and 1.3.5, of the authorized official of the issuing organization
- g. Certifications issued by Supplier's sub-tier sources shall include information and data required by (a), (b), (c), (d), and (f) above
- h. Suppliers that are required to furnish certification(s) to ATS that were issued by their sub-tier source shall reference the certification(s) on their shipping documents, Certificates of Conformance (Q115) and/or Certificate of Traceability (Q145).

### 1.3.4 Acceptable & Authorized Signatures

All certifications and test reports shall include the title and signature of the authorizing company official. The following methods are the only ATS approved and acceptable methods for applying signatures to certifications: (a) actual signatures rendered in ink by the signing official; (b) facsimiles of actual signatures such as rubber stamps; or (c) machine or computer graphics generated facsimile signatures. The title of the authorizing company official may be in a printed or handwritten format. When quality or inspection stamps are used in lieu of actual signatures, such stamps shall clearly identify the issuing organization and the authorized individual to whom the stamp is assigned. The issue, use and control of such stamps shall be governed by documented procedures in the Supplier's Quality Management System.

### 1.3.5 Electronic Signatures

When the Supplier elects to use electronic signatures on electronic documents, the following rules apply:

- a. application of electronic signature must be under the direct control of the person whose name appears on the document,
- b. electronic signature may only be applied at the location or facility where the individual is located and the individual must have direct access to the products or services, and supporting data to monitor the process, perform inspections and ensure that the products or services conform to all Contract requirements,

- c. the preparation of electronic documents and application of electronic signatures is governed by documented procedures in the Suppliers Quality Management System to ensure that validity and integrity of all electronic documents, and
- d. by application of an electronic signature, the Supplier certifies that the signature was applied by the authorized company official in compliance with (a), (b) & (c) above.

## **1.4 Nonconforming Products & Material Review**

### **1.4.1 Identification, Segregation & Control**

A Supplier shall not knowingly ship product that deviates from the drawing, specification limits, or design intent without prior written authorization from the ATS Buyer.

Any products found to be nonconforming to ATS drawings, specifications, Contract, or other applicable requirements either by the Supplier or the Supplier's sub-tier sources, shall be identified, segregated and reworked or replaced with conforming products prior to delivery to ATS. ATS reserves the right to reject and return any nonconforming products to the Supplier at the Supplier's expense.

### **1.4.2 Supplier Material Review Authority**

Unless the Supplier is granted Material Review authority by the Contract, all nonconforming material shall be submitted to ATS for disposition in accordance with 1.4.3.

### **1.4.3 Request for Deviation /Waiver and/or Drawing Change**

A supplier identifying a need to deviate from the scope of requirements delineated in an ATS contract will be required to document the specific deviation or waiver and submit to the ATS buyer for assessment and ATS engineering action. The ATS MRB will not accept for review and disposition any products that can be reworked to meet drawing or specification requirements, or, are obviously scrap. After review and disposition of a Deviation or Waiver, a disposition will be returned to the Supplier. A 'use-as-is' disposition by MRB does not relieve the Supplier of providing root cause and corrective action, or the legal responsibility and liability for such products.

### **1.4.4 Supplier Notification of Nonconforming Products Delivered to ATS**

When the Supplier has determined that nonconforming product(s) have been delivered to ATS, the Supplier shall notify the ATS Buyer within twenty-four (24) hours of the initial discovery. The Supplier shall use receipt acknowledged e-mail or other positive notification method. The notification shall include the following information:

- a. Supplier name
- b. The ATS PO number
- c. part number and description
- d. affected quantity and serial numbers (if known)
- e. dates delivered (if known)
- f. brief description of the nonconforming condition



The initial notification shall be followed by a formal “Disclosure Letter” delivered to the ATS Buyer within five (5) days of the initial notification. The Disclosure Letter shall include the following information:

- a. Complete description of the nonconforming condition(s).
- b. The affected quantity of products (including serial numbers when applicable) and dates delivered to ATS.
- c. Potential effect of the nonconformance on the performance, reliability, safety and/or usability of the product(s) if known.
- d. Recommendations for ATS action including for products that ATS may have already delivered to its customers.
- e. Immediate action taken by Supplier to contain the nonconformance and nonconforming products.
- f. Root cause analysis of the nonconforming condition.
- g. Root cause corrective action plan and schedule.
- h. The plan and schedule for verifying the effectiveness of the corrective action.

In those cases where (a) through (h) above are under investigation and incomplete, the Supplier may request, from the ATS Buyer, authority to submit an interim disclosure letter. The interim letter shall include as much information as available and identify the due date for completion of the investigation and the date final disclosure letter that includes all (a) through (h) data will be submitted to ATS. ATS reserves the right to participate in the nonconforming product investigation at the facilities of the Supplier or its sub-tier sources.

#### **1.4.5 Re-Submittal of Products Previously Rejected by ATS**

Products returned to the Supplier by ATS and re-worked or replaced by the Supplier and re-submitted to ATS shall be clearly identified as re-submitted products. The Supplier’s packing list/shipper shall include a statement that the products delivered are:

- a. replacement, or
- b. reworked to meet all applicable requirements, and
- c. include reference to the ATS rejection document serial number.

#### **1.4.6 Source Inspection**

Source inspections will be accomplished at the discretion of ATS Quality and scheduled with the Supplier. Frequency of Source Inspections will be determined by ATS Quality and based on the characteristics not measurable in the final product, complexity of the article being inspected, and the Supplier’s quality history.

Any discrepancies found during Source Inspection will be identified and noted by the ATS Source Inspector. The identified discrepancies will require rework by the Supplier to bring the article into a conforming condition per ATS drawing and specification requirements and will be subject to re-inspection by ATS Quality.

All noted discrepancies will be entered in the ARMS database by the ATS Source Inspector or designee. A Root Cause and Corrective Action (RCCA) will be accomplished, when applicable, by a risk analysis.

### 1.5 Document Sources

Copies of the ATS proprietary documents, or any ATS customer proprietary documents, required by the Supplier to comply with Contract requirements will be furnished to the Supplier by ATS.

Copies of industry, national, international or US Government documents and standards are generally available on the internet or from commercial sources. The Supplier is responsible for obtaining such documents, including current revision of such documents. Any difficulties experienced by the Supplier in obtaining required documents should be brought to attention of the ATS Buyer.

### 1.6 Control of Records

Supplier shall retain on file evidence of conformance for all goods and services provided to ATS.

For all raw materials being provided by the Supplier and incorporated into the Goods, Supplier shall maintain relevant chemical, physical and mechanical properties, test reports and evidence of conformance on file. Copies of evidence of conformance documents shall be made available to ATS.

Unless otherwise specified by a contract, all supplier documents supporting ATS contracts shall be maintained for a minimum of seven (7) years after the end of the contract. Prior to destroying any records, the supplier shall contact ATS and obtain approval for disposition of records.

### 1.7 Right of Entry

ATS, ATS customers, and regulatory agencies shall have the right of access to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.

ATS retains the right to inspect and test the material and workmanship of all products, review relevant quality related records and audit Supplier at all places and times including, when practicable, during the period of manufacture or provision of services. If any such audit, inspection or test is made on the premises of Supplier, Supplier shall furnish, without additional charge to any such party(ies) all reasonable facilities and assistance for the safe and convenient performance of audit, inspection or test.

### 1.8 Raw Material Lot Control

In those cases where the Supplier elects to use more than one lot of raw material, the Supplier shall ensure, document and furnish positive traceability of each individual product to the raw material certification/test report that represents the raw material from which each of the products was manufactured. Traceability shall be provided by identifying the raw material heat, lot, batch or melt number from the certification/test report on the product and/or on packaging (when used), or the products segregated and identified.

### 1.9 Shelf Life Control

With each delivery of materials or products that have a limited or specified shelf life, the Supplier shall furnish data that shows (a) the cure or manufacture date, (b) expiration date or shelf life, (c) lot or batch number, and when applicable (d) any special handling or storage requirements. Unless otherwise specified

by contract, for all shelf life limited materials or products delivered to ATS, the remaining shelf life shall be a minimum of 75% of the total shelf life for the material.

### 1.10 Control of Monitoring and Measuring Devices

The Supplier shall determine the monitoring and measurement to be undertaken, and the monitoring and measuring devices needed to provide evidence of conformity of product to specified requirements. As a minimum, where necessary to ensure valid results, measuring equipment shall:

- a. be calibrated or verified at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; where no such standards exist, the basis used for calibration or verification shall be recorded; and
- b. be identified to enable the calibration status to be determined.

Unless otherwise specified by contract, the Supplier shall establish procedures to control Measuring and Test Equipment (M&TE) that are in compliance with the requirements of ANSI/NCSL Z540-1 or ISO 10012.

### 1.11 Shipping

Packaging and labeling, and shipping methods must comply with common industry practices and ATS requirements specified on the contract. The Supplier must adequately plan for packaging designed to prevent product contamination, deterioration or loss and to eliminate shipping damage. Suppliers should provide expendable packaging or returnable containers, where appropriate, that provide for sufficient density and protection from any likely damage that may occur. Expendable materials and packaging must meet local and national standards for safe disposal and/or recycling.

## **Section 2.**

The following "Q" Clauses within this Section 2 apply only when specified by the Contract.

### **Q030 QUALITY MANAGEMENT SYSTEM –DISTRIBUTORS**

The Supplier shall establish and maintain a Quality Management System that is accredited by a third-party registrar as described by FAA Advisory Circular 00-56 (current revision). Supplier's Quality Management System is subject to audit, verification and approval and/or disapproval by ATS designated representative(s). Supplier shall notify ATS of any expiration, revocation, or other change in accreditation status.

### **Q035 INSPECTION SYSTEM – FAA-PMA HOLDER**

When the Contract is for products for which the Supplier has received Federal Aviation Administration (FAA) Parts Manufacturer Approval (PMA), the Supplier shall establish and maintain an Inspection System in compliance with the current requirements of 14 CFR 21, Subpart "K" – Approval of Materials, Parts, Processes and Appliances. The Supplier's Inspection System is subject to audit, verification and approval and/or disapproval by ATS designated representative(s). A copy of the current FAA PMA approval letter or "Certificate" shall be furnished to ATS with the initial delivery of products on the Contract.

### **Q040 INSPECTION SYSTEM – FAA PRODUCTION CERTIFICATE HOLDER**

Supplier shall maintain an Inspection System that meets or exceeds the requirements of 14 CFR § 21.137 (a) through (n) or maintain equivalent approval from the cognizant regulatory authority.

**Q055 SQA PROGRAM REQUIREMENTS PER ISO 9001– 3 AND RTCA/DO – 178**

The Supplier shall establish and maintain a Design Assurance Management and Development Program for aviation electronic hardware in compliance with the requirements of Radio Technical Commission for Aeronautics document RTCA/DO-254 – “Design Assurance Guidance for Airborne Electronic Hardware.” The Suppliers electronic hardware Design Assurance Management and Development Program is subject to audit, verification and approval/disapproval by ATS designated representative(s).

**Q057 DELIVERABLE SOFTWARE SUPPLEMENT SAE AS9100 / AS9006**

This Contract is for deliverable software or products containing deliverable software. Supplier’s Software Quality Assurance (SQA) program shall meet the requirements of the current revision of SAE AS9100 – “Quality Management Systems – Requirements for Aviation, Space and Defense Organizations,” and SAE AS9006 – “Deliverable Aerospace Software Supplement for AS9100.” Supplier’s SQA program is subject to audit, verification and approval and/or disapproval by ATS designated representative(s).

**Q060 INSPECTION & TEST SYSTEM PER SAE AS9003 OR EQUIVALENT**

The Supplier shall establish and maintain an Inspection & Test System in compliance with the current requirements of SAE AS9003 – “Inspection and Test System.” Supplier’s Inspection & Test System is subject to audit, verification and approval and/or disapproval by ATS designated representative(s).

**Q080 INSPECTION SYSTEM- TITLE 14 CFR 145**

The Supplier shall establish and maintain an Inspection System that is in compliance with the requirements of the current revision of 14 CFR 145 (title 14, United States Code of Federal Regulations, Part 145) – “Repair Stations; Inspection System Requirements.” The Supplier’s Inspection System must be approved by the Federal Aviation Administration (FAA) with a rating applicable to the item called out on the ATS Contract. A copy of the current FAA issued approval letter or “Certificate” shall be furnished to ATS concurrent with the initial delivery of products on the Contract.

**Q085 INSPECTION SYSTEM FOR MAINTENANCE ORGANIZATION PER EASA PART 145**

The Supplier shall establish and maintain an Inspection System in the Suppliers Maintenance Organization that is in compliance with the current revision of European Aviation Safety Agency, (EASA) Regulation, Part 145 – “Approved Maintenance Organization; Inspection System Requirements.” The Supplier’s Inspection System must be approved by EASA, and/or the National Civil Aviation Authority (NCAA) of the country in which the Supplier’s facilities are located with a rating applicable to the item on the Contract. A copy of the current approval letter or “Certificate” shall be furnished to ATS concurrent with the initial delivery of products on the Contract.

**Q090 QUALITY MANAGEMENT SYSTEM PER SAE AS9100 OR ISO 9001:2008**

Supplier shall maintain a Quality Management System that meets or exceeds the requirements of AS9100 Rev. C, ISO 9001:2008, or the equivalent aerospace industry recognized standard and as applicable to customer and/or regulatory authority standards. The Supplier’s Quality Management System is subject to audit, verification and approval and/or disapproval by ATS designated representative(s).

**Q095 NADCAP ACCREDITATION**

Supplier shall maintain accreditation and approval by the National Aerospace and Defense Contractors Accreditation Program (Nadcap). This requirement also applies whether the process is performed by the Supplier or by the Supplier’s sub-tier sources. Use of sources not accredited by Nadcap shall result in return of products to the Supplier at the Supplier’s expense.

**Q096 QUALITY MANAGEMENT SYSTEM**

Supplier shall ensure that all supplier and sub tier suppliers meet requirements of Q090 and/or Q095. When needing to use sub-tier suppliers not currently maintaining a Quality Management System as defined above Supplier shall contact ATS Buyer prior to using sub tier supplier.

**Q100 STATISTICAL PRODUCTS ACCEPTANCE REQUIREMENTS**

When the Supplier elects to use statistical methods for product acceptance, unless otherwise specified by the Contract, the Supplier's statistical acceptance method(s) shall be submitted to ATS for acceptance.

**Q101 STATISTICAL PRODUCTS ACCEPTANCE REQUIREMENTS**

Suppliers may use statistical methods of product acceptance, unless otherwise specified by ATS.

**Q105 FIRST ARTICLE INSPECTION**

A first article inspection (FAI) is required to be performed by the supplier prior to delivery of the product to ATS due to any of the following conditions:

- New product representative of the first production run of ATS designed parts.
- A change in the design affecting form, fit, or function occurs.
- A significant change in the manufacturing process(es), source(s), inspection method(s), location of manufacturer, tooling/materials, or any other activity that may affect form, fit and/or function.
- A change in numerical control program, or translation to another media that can potentially affect form, fit, or function.
- A natural or man-made event, which may adversely affect the manufacturing process.
- A lapse in production occurs for two or more years.
- Other event or condition identified by ATS.

Unless otherwise required by contract, all First Article Inspection Report (FAIR) must be in the format as defined in Aerospace Standard SAE AS9102 current revision. If specified by the contract, the FAIR may be in a format provided by ATS. Unless otherwise specified by contract or a FAIR form provided by ATS, the Supplier FAIR shall document 100% inspection verification of each drawing dimension and note.

The completed documentation will be provided by the Supplier to ATS at the time of delivery of the product. ATS or the FAA may request permission to witness the completion of the FAI, at the Supplier's and/or sub-tier's facility, to verify conformance to all requirements of the contract and technical specifications.

**Q110 FAA CONFORMITY INSPECTION**

FAA Conformity Inspections are required on newly designed parts in accordance with an FAA approved Certification Plan. Suppliers are responsible for correctly documenting the quantity of articles, part number, engineering drawing number, sheet number, drawing revision and release date for each article being submitted for Conformity Inspection.

Suppliers shall report (in advance of the Conformity Inspection) all deviations from engineering drawing requirements. ATS shall provide engineering dispositions and coordinate with the FAA as necessary to obtain approvals (FAA Form 8110-3) for deviation from engineering drawings.

ATS is responsible for coordinating a Conformity Inspection by a FAA Designated Manufacturing Inspection Representative (DMIR) or a Designated Airworthiness Inspector (DAR). The Supplier shall provide the DAR or DMIR documentation to support the Supplier's conformity inspection.

**Q115 CERTIFICATE OF CONFORMITY**

With each delivery of products on this Contract, the Supplier shall include on the packing list/shipper or on a separate attached document, a written statement titled "Certificate of Conformance" which complies with the requirements of section 1.3 herein and is worded substantially as follows:

*"This is to certify that all products or services delivered on this Contract (number) and packing list/shipper (number) are in compliance with all requirements of the Contract. Objective evidence to support this certification will be made available to the Buyer for review upon request."*

*Company Name:*

*Address:*

*Title of Authorized Individual:*

*Signature/Stamp:*

*Date:*

**Q120 MATERIAL CERTIFICATION**

Supplier must supply, with each shipment, relevant material test reports showing quantitative physical, chemical and mechanical properties as follows:

- Supplier name and address
- Date
- Packing Sheet/List or Certification No.
- P.O. or Contract No.
- Part/Extrusion No. (if applicable)
- Quantity
- Industry, Customer and Test Specifications and Revision Levels as applicable
- Material Alloy and Temper
- Mill Lot No. and if Vendor is a Distributor only, Lot No. traceable to the mill
- Mechanical and Chemical Properties of the material and if applicable any additional special test results such as, but not limited to, Eddy Current or Ultrasonic testing
- Authorized Supplier Representative, name or stamp and signature

**Q125 AIRWORTHINESS CERTIFICATION**

Authorization by Federal Aviation Administration (FAA), or by an authorized representative of the FAA, is required prior to delivery of products to ATS. A completed FAA Form 8130-3, signed by the FAA, or a duly authorized representative of the FAA, and attached to the products, is required with each delivery and upon receipt at ATS. A separate 8130-3 tag is required for each part number and/or serial number delivered. If the Supplier is unable to furnish an 8130-3 tag, the Supplier shall notify ATS Buyer immediately.

**Q130 FAA PRODUCTION CERTIFICATE HOLDER CERTIFICATION**

The Supplier shall include, with each shipment, certification of the product under the authority of the Supplier's FAA Production Certificate, i.e. PC, TC.

**Q131 DIRECT SHIP AUTHORITY**

In addition to providing a certification that complies with the requirements of section 1.3 herein, the Supplier shall provide ATS a copy of the authorization from the FAA production certificate holder which permits direct shipment and date of authorization. A reference to the direct ship authorization should be

included on the shipping ticket, invoice, or other transfer document. It should contain a declaration that the individual part was produced under a PC.

The supplier shall adhere to all approved ATS flow down requirements, including:

- a. The responsibility for each supplier to request or petition DSA approval from ATS prior to any shipment being made.
- b. Direct ship the article.
- c. Provide a signed direct ship declaration with the shipment.
- d. Provide a signed/stamped (C of C) statement of conformance with the shipment certifying that the article conforms to approved data and type design.
- e. Provide traceability to the end item user purchase order, or purchase request.
- f. Provide a statement (direct ship declaration) that delegation of inspection authority has been granted by ATS and that the inspection was performed on behalf of ATS as a PMA holder.
- g. Maintain evidence that the supplier has DSA from ATS through the supplier's retention of a copy of DSA letter.
- h. Maintain evidence of direct shipments made on behalf of ATS.
- i. Meet any special customer requirements accepted by ATS including import/export requirements for foreign customers.

#### **Q132 FAA PARTS MANUFACTURING AUTHORITY (PMA)**

The Supplier shall ensure each PMA part are marked with the letters according to ATS drawing requirements. These may include but not limited to:

- FAA-PMA
- The name,
- Trademark or symbol,
- Part number, and
- Name and model designation of each certificated product on which the part is eligible for installation.

Parts that are too small or otherwise impractical to be marked may, as an alternative, be marked showing the above information on an attached tag or labeled container. See ATS drawing for specific part requirements.

#### **Q133 FAA TSO AUTHORITY**

The Supplier shall ensure each TSO part is marked in accordance with 14 CFR § 21.607 and as specified in the TSO.

#### **Q135 FOREIGN CIVIL AUTHORITY PRODUCTION APPROVAL HOLDER CERTIFICATION**

The Supplier shall include with each shipment certification of the product under the authority of the Supplier's foreign civil authority Production Approval found acceptable by a bilateral agreement with the FAA.

#### **Q140 SUPPLIER PROPRIETARY DESIGN PRODUCTS**

The Supplier shall certify that the product(s) are of Supplier's proprietary design and are available as standard off-the-shelf or catalog products and comply with all the Supplier's engineering drawing or specification requirements. With each delivery of products on this Contract, the Supplier shall include on the packing list/shipper or on a separate attached document a written statement which complies with the requirements of section 1.3 herein, and is worded substantially as follows:



*“This is to certify that all products delivered on this Contract (number) and packing list/shipper (number) comply with all requirements specified in the product catalog or specification data sheet. Objective evidence to support this certification will be made available to ATS for review upon request.”*

Company Name:

Address:

Title of Authorized Individual:

Signature/Stamp:

Date:

ATS may request the Supplier to furnish to ATS one (1) copy of the current manufacturers catalog, drawing, blueprint, or specification which fully and clearly describes the products delivered and can be used by ATS to verify product conformance to requirements.

#### **Q145 CERTIFICATE OF TRACEABILITY (COT)**

With each delivery of products on this Contract, the Supplier shall include on the packing list/shipper or on a separate attached document a written statement titled “Certificate of Traceability” which complies with the requirements of section 1.3 herein, and is worded substantially as follows:

*“This is to certify that all products or services delivered on this Contract (number) and packing list/shipper (number) comply with all requirements of the Contract and (a) were purchased directly from the manufacturer or an authorized distributor; (b) the attached certifications/test reports are true and correct copies of the originals issued by the manufacturer and cover all products delivered on this Contract; and, (c) the products have not been altered, reworked, re-processed, or modified in any manner except as specified by the Contract. Objective evidence to support this certification will be made available to ATS for review upon request.”*

Company Name:

Address:

Title of Authorized Individual:

Signature/Stamp: Date:

#### **Q150 LIMITED MATERIAL REVIEW AUTHORITY**

The Supplier is authorized to conduct Material Review and disposition nonconforming products identified by the Supplier using the following disposition alternatives:

- Rework to applicable requirements,
- Scrap, or
- RTV – return to (the Supplier’s) sub-tier source for rework or replacement

The Supplier may propose and formally request a “use-as-is” or repair (salvage) disposition from ATS by submitting the appropriate request to ATS Buyer in accordance with the requirements defined in section 1.4.3 herein. The Supplier’s Material Review and nonconforming product disposition records, as well as the Material Review records at the Supplier’s sub-tier sources are subject to on-site verification by ATS to ensure that the Supplier is in compliance with the requirements of this clause.

#### **Q155 FULL MATERIAL REVIEW AUTHORITY**

The Supplier is authorized to conduct Material Review and disposition all ‘Minor’ nonconformance’s found on products that are under the Supplier’s proprietary engineering design authority and control. ‘Minor’ nonconformance’s are defined as nonconformance’s which do not adversely affect product health or safety,



performance, interchangeability, reliability, maintainability, effective use or operation, or weight or appearance when a factor. 'Major' nonconformances are defined as nonconformances other than 'Minor' that cannot be completely eliminated by rework or reduced to a 'Minor' by repair. All ATS specified requirements are defined as 'Major' and disposition of products with 'Major' nonconformances is the sole prerogative of the ATS Material Review Board (MRB). The Supplier's authority to disposition products with 'Minor' nonconformance's is contingent on the Supplier having an established and documented Material Review System, which provides for a technically competent Material Review Board (MRB) chaired by a responsible member of the Supplier's Quality organization. The Supplier's MRB System shall include:

- a. feedback of product nonconformance information to the Supplier's product design function;
- b. analysis to determine 'root cause' of individual product nonconformance's;
- c. implementation of positive corrective action;
- d. verification of corrective action to ensure effectiveness in eliminating recurrence of nonconforming products;
- e. evaluation and reporting of nonconformance trends to management.

#### **Q160 ATS FURNISHED MATERIAL**

ATS may furnish raw material and/or components to the Supplier for use in or on products to be delivered on this Contract. In such cases the Supplier shall establish and maintain strict accountability for all ATS furnished material to ensure that it is properly used and accounted for. When raw material is furnished, the Supplier shall establish required controls to ensure traceability of the raw material to the finished product and furnish material traceability records with the delivery of products to ATS. For components, unless individual component traceability is required by Contract, the Supplier shall ensure that such components are used only on products to be delivered to ATS on the Contract. Unless otherwise specified by the Contract, the Supplier shall return any unused ATS furnished material to ATS with the last delivery of products on the Contract.

#### **Q600 PRODUCT SERIALIZATION BY ATS**

Serial numbers for all products on this Contract have been assigned by ATS and are defined in the Contract or reference documents. The Supplier shall apply the specified serial numbers on all products and record the serial numbers on all applicable documentation. The assigned serial numbers may not be altered or replaced without written authorization from ATS.

#### **Q605 PRODUCT SERIALIZATION BY THE SUPPLIER**

Products ordered on this Contract shall be serialized by the Supplier using serialization scheme selected by the Supplier. The Supplier's serialization scheme shall include provisions to ensure that serial numbers are not duplicated on products with the same part number.

#### **Q610 COMPLEX PRODUCT REQUIRING ATS PRE-PRODUCTION REVIEW**

Products on this Contract have been designated as complex and require close control of manufacturing and processing operations and/or sequence. The Supplier shall notify ATS at least seven (7) days before start of production so that ATS may schedule and conduct an additional review of the Supplier's equipment, methods, processes and controls to be used during production. Subsequent to the review, any changes proposed by Supplier shall be submitted to ATS for review and approval prior to implementation into production.