



FORM NAME: Techniform Quality Requirements for Suppliers

FORM NO: 742-2

TECHNIFORM QUALITY REQUIREMENTS For SUPPLIERS (TQRS)

REV: 9/27/2012

**Approved By:
Brian Bartlett**

Quality Manager

TQRS Rev. 9/27/12

Rev Level Effectivity Date 9/27/12 Description: Generated new.

QUALITY POLICY

I am responsible for the quality of my work. Through the continuous improvement of our processes, we will consistently impress our customers.

SUPPLY CHAIN QUALITY'S MISSION STATEMENT

Develop a supply chain by fostering supplier relationships built on trust, partnership and continuous improvement, ensuring that products and services delivered to Techniform and Techniform's Customers conform to requirements.

REV. 1/9/2013
9/12/12

EFFECTIVE DATE:

APPROVED BY: JH



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1.0 SCOPE

This document establishes quality requirements for suppliers. These requirements apply to Manufacturers, Distributors, and Special Processors providing parts or services for when this document is specified by inclusion on purchase order or contract issued by. In the event that the purchase order or contract conflicts with the requirements of this document, the purchase order or contract requirement will supersede.

2.0 INTRODUCTION

TQRS flows down the quality system requirements of Code of Federal Regulation, Federal Aviation Regulation (FAR) 21.143 and defines additional quality requirements. It also advises suppliers that their quality system, facilities, and those of any sub-tier supplier are subject to site evaluations by, customers and regulatory agencies. The Quality Manager of must approve deviations to the requirements included herein. Requests for deviation shall be documented and submitted to Supply Quality. Contact information can be found at www.techniform.com.

2.1 Supplier Approval

Supplier's quality systems shall comply with the latest revision of the appropriate quality systems standard along with the specific quality requirements within this document. Documented evidence of compliance to the appropriate quality management system (QMS) standard along with a successful onsite supplier quality audit may be required prior to production. Documented evidence may be in the form of registration by an accredited registrar who is approved for registrations to the required aerospace standard and listed in the Online Aerospace Supplier Information System (OASIS) database (www.iaqg.sae.org/oasis) or an affidavit confirming compliance based on an internal audit or second party audit. Approval is required for all Manufacturers, Distributors (Pass through Distributor) and Special Processors who supply aircraft parts or services. Suppliers providing commercial product (not specifically designed for the aerospace industry) may also be approved without showing compliance to the requirements outlined in this document. All written and oral communications with the supplier as well as the supplier's specifications, procedures and reports shall be in English. Questions regarding quality approval shall be directed to Quality.

2.2 Supplier Re-Approval

Supplier approval shall be re-evaluated on an annual basis. Re-approval will be based on the supplier's quality performance, changes in the supplier's quality system, or changes based on the needs of the business. The supplier shall notify Techniform if the primary contact(s) for quality change. It is the responsibility of the supplier to provide to Techniform a written statement of any changes in the supplier's, ownership, location or changes that may alter the overall effectiveness of the supplier's quality system, including revisions to quality management system certifications. This notification shall be sent to Techniform Quality. Contact information can be found at www.Techniform.com. Upon receipt of this notification, Techniform will determine what re-approval activities if any are required.

2.3 Supplier Performance Monitoring

Techniform evaluates supplier performance in the areas of quality, schedule and cost as applicable. Performance tracking is accomplished utilizing in-house Supplier Tracking. The supplier is responsible for complying with quality system requirements noted herein and for meeting performance expectations. Failure to comply with requirements or to achieve an acceptable performance level may result in an on-site audit or additional source inspection oversight at the supplier's expense. Reserves the right to debit or invoice supplier accounts to compensate for inspection or related activities that take place as a result of directed inspections.



3.0 QUALITY SYSTEM REQUIREMENTS

3.1 Manufacturers

In addition to other requirements within this document, Techniform requires manufacturers of materials, parts and assemblies to have a quality management system that complies with the (AS/ISO) 9100 Quality Management Systems – Aerospace – Requirements. Copies of the AS standards can be purchased from SAE International at www.sae.org.

3.2 Special Processors

Techniform utilizes only Customer specified Special Processors or NADCAP approved Special Process Suppliers. Information regarding the Nadcap/NUCAP accreditation process can be found at www.prinetwork.org/Nadcap/.

It is the supplier's responsibility to ensure that Techniform Quality is notified regarding any change of Nadcap/NUCAP certification status.

4.0 SUPPLEMENTAL QUALITY REQUIREMENTS

4.1 Stamp Control

An inspection stamp system shall be established and maintained for:

- a) Inspection stamps shall be designed to be identifiable to the supplier and the supplier's inspector who affixes the stamp.
- b) Stamps shall be used to verify in-process manufacturing and inspection operations on suppliers in-house shop order (e.g., heat treat, radiographic, magnetic particle or ultrasonic testing).
- c) When direct use of the in-process manufacturing, inspection or final acceptance stamp is impractical due to size, construction, oil or finish-paint, the stamp shall be applied to an attached tag, label, plate or bag containing the part.
- d) For all Supplier-controlled part numbers, acceptance by the supplier of items to be delivered to Techniform shall be indicated by means of the supplier's Quality representative certifying compliance with approved engineering requirements. Documentation of this certification shall be included with each shipment. Individual parts will be final acceptance stamped in accordance with the supplier's approved quality system.
- e) Non-issued stamps shall be kept secure to prevent unauthorized use.

4.2 Tooling

4.2.1 Tooling Inspection

Suppliers furnishing an initial order of parts for Aerospace parts from newly manufactured, modified or reworked tooling shall perform a first article inspection that complies with AS9102. A copy of the FAIR (First Article Inspection Report) shall be submitted to Techniform along with the first lot shipment.

4.2.2 Supplier Required Periodic Tooling Inspection

The supplier shall ensure that tooling which controls or checks the final configuration of parts and assemblies are inspected to ensure compliance to tool design, master control tools and to engineering requirements a minimum of once per year. The results of these inspections shall be recorded and records retained per TQRS quality record retention requirements. In addition, supplier shall address any damage, missing tooling components, or wear to tooling to ensure compliance to Techniform engineering requirements prior to producing parts. For spares tooling that is used infrequently, a 100% part inspection may be used in lieu of tooling inspection to determine compliance to engineering requirements or a tooling inspection may be performed prior to each use.



4.2.3 Techniform Requested Periodic Tooling Inspection Reporting

When requested, Techniform may notify the supplier's quality representative by letter when inspections are required to be reported to Techniform. The notification will be transmitted by E-mail, facsimile or mail and consist of a list of the tools. The supplier's authorized quality representative will date, stamp and sign the letter certifying the periodic inspections are complete and show compliance to tool design, master control tools and engineering requirements. The supplier shall return the letter to Techniform via e-mail, facsimile or by mail. The supplier's quality representative will facilitate having the tooling and tooling log inspection stamped to note the completion of the periodic inspection as applicable. Supplier's records of these Techniform Requested Periodic Inspections shall be retained per TQRS quality record retention requirements.

4.3 Part Identification

Part marking shall be accomplished by permanent ink stamping of the parts when the identification method is not specifically regulated by the drawings, specifications or other documents. Parts that are too small to be surface marked legibly shall be tagged either individually or by the bundle.

4.4 Raw Materials

All Aerospace Raw Materials purchased are required have material certifications, test reports and mechanical properties provided with materials.

4.5 Sampling Plans

Sampling plans utilized for Techniform product shall preclude the acceptance of lots with known nonconformities (these plans are also referred to as $c = 0$ sampling plans).

4.6 Test Reports and Certifications for Materials, Parts and Services

Where test reports and certifications are utilized as the basis for accepting materials, parts and services for Techniform product, the supplier shall ensure that the data in those documents are acceptable per applicable Techniform and or engineering requirements.

4.7 Quality Access

The supplier guarantees the right of access to their facilities and quality related data to Techniform, Techniform customers and regulatory authorities. This right of access is extended to all sub-tier and raw material suppliers.

4.8 Quality Records

The supplier shall establish a system to retain records for a minimum of Ten (10) years after product shipment.

4.9 First Article Inspection

Detail part suppliers shall perform a first article inspection, on a part from each first lot shipment of parts, to verify all engineering characteristics. Variable gauging shall be used when possible. If a first article was delivered as part of an experimental order a copy of the first article inspection report shall accompany parts delivered on the first production PO. Aerospace Suppliers shall comply with AS9102 for all first article inspections. The FAIR (First Article Inspection Report) shall be retained as a quality record at the supplier's facility and a copy shall be submitted to Techniform along with the first lot shipment. If applicable, a Techniform source inspector may verify FAIRs at the supplier's facility. The verification of the part conformity will be recorded.



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4.10 Nonconforming Material

4.10.1 Material Rejection Reports

When material is found to depart from purchase order or engineering requirements and cannot be reworked without affecting fit, form or function. The supplier shall initiate a Material Rejection Report. A copy of the completed MRR report shall be included with the shipment of the product. The applicable MRR number(s) shall be referenced on the shipping documentation.

4.10.2 Latent Defect Reporting

In the event a condition is discovered that affects previously delivered product, Techniform shall be notified of the condition in a timely manner. Notification shall be in the form of a letter addressed to the attention of the Techniform Quality Management. The letter must include all pertinent information concerning the condition (i.e. part numbers, part name, quantities, serial number range, ship dates for parts in question, time frame, a detailed description of the defect) and the corrective action taken to prevent recurrence.

4.11 PO Quality Notes

Suppliers shall obtain and comply with the latest released PO Quality Note revisions as supplied with each purchase order.

4.12 Documentation

4.12.1 Delivery Documentation

The supplier shall provide delivery documentation for each item delivered in accordance with the purchase order/contract. The contents shall include:

- A statement denoting acceptance of the product.
- Identity of actual manufacturer (manufacture of origin) on the packing sheet if the end item manufacturer is a company other than themselves.
- When performed, name and location of all special process suppliers (refer to 3.2) - including all sub-tier special processors.
- Part serial numbers, when applicable.
- Certifications required by Techniform Material & Process Specifications.
- First article inspection reports when performed.
- Any other documentation required by purchase order or contract.
- Material certifications are only required to be submitted with a part shipment if specified by purchasing (purchase order) or engineering (M&P specification) requirements; however, suppliers are required to maintain material certification records per Section 4.8 traceable to the product shipped to Techniform.

The format of this documentation should be in accordance with the purchase order/contract and signed by the supplier's authorized representative.

Written By: Jon Harrison	Original Issue Date: 09/27/2012
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