

## **1.0 APPLICABILITY**

This document defines restrictions and quality system requirements applicable when goods and services are procured to YASA design authority Build to Print and Build to Specification part numbers. It concerns all distributors and ironworks selling material. This requirement does not apply to Standard Catalog Hardware; often referred to as Commercial-Off-The-Shelf (“COTS”).

All suppliers of raw material must comply with S275 when applied to the PO.

## **2.0 ORDER OF PRECEDENCE**

The order of precedence for YASA purchases is defined in YASA Standard Terms and Conditions on the Purchase Order. Note that the purchase order cannot change design data. Supplier is obligated to purchase order review and control of changes, the review shall be undertaken by personnel having the relevant knowledge and experience.

## **3.0 QUALITY REQUIREMENTS**

Unless otherwise directed by the Purchase Order, the following quality system requirements apply:

**3.1. Quality System Requirements** – Suppliers must maintain a quality system that, at a minimum, complies with ISO9001 (latest revision at time of Purchase Order). When supplier compliance and/or certification to AS9100, ISO9001, AS9110, EASA Part 21, EASA Part 145, the supplier is responsible to notify the YASA Buyer in writing within 5 working days of any changes in Quality System status, including extensions or reductions in scopes of approval, third party and/or regulatory Quality Approvals that are either gained or withdrawn. The supplier’s loss of certification or failure to notify YASA of their loss of certification could result in being disapproved as a YASA supplier.

Suppliers shall communicate to their employees and their sub-tier suppliers the impact of their work on YASA product conformity, and their contributions to product safety. Products and services suppliers provided to YASA are typically used in critical applications where supplier product conformity can have an impact on the safety and well-being of people.

**3.2. Record Retention** – Suppliers shall retain quality records for minimum of (15 )years from the date of shipment, unless a longer period is otherwise specified. Notify YASA when archiving time is ending, documents cannot be destroyed without permission in writing. If original records are not maintained, the method for transferring original records to electronic images, shall comply with FAR 21, subpart 4.7. Quality records include the following but not exhaustive list: Approved Certificates of Conformity, Test Reports, Raw Material Certifications, Special Process Certifications, First Article Inspection Reports (FAIR), Route Cards/Travelers, answers on claims and Calibration Records. This data shall be made available to YASA upon request in English language, at no extra charge. Records shall be appropriately identified in accordance with customer, regulatory and company defined requirements. Storage facilities shall provide environmental conditions to prevent deterioration or damage and to prevent loss. Records in storage shall be protected from unauthorized access. The nature of the information in the records, as well as its format, dictates the method by which they shall be destroyed. When records contain sensitive information (such as design detail, proprietary info, ITAR restricted info, etc.), they shall be disposed by irreversible destruction methods such as shredding, or “erasure”/reformatting for electronic/magnetic media.

**3.3. Calibration System** – Calibration of measuring and test equipment used for product acceptance shall be traceable to established international or national measurement standards (e.g., BSI, NIST, UKAS, etc.). Procedures for periodic calibration, certification, maintenance of tools and equipment, and an action plan, should measuring and/or test equipment be found to be out of calibration, shall be established and followed. The action plan shall contain, as a minimum, item identification (model, manufacturer, and serial number), found condition (including span/range and accuracy), date condition found, date of previous calibration, notification details, and any other pertinent measurement details.

**3.4. Inspection System** – Suppliers shall develop inspection procedures and maintain records of inspection. Records *shall* include evidence of inspection for all attributes (e.g. first article inspection, acceptance test data) of products / processes supplied to YASA, show the product has been inspected and/or tested during all stages of manufacturing, identify the name of the individual (i.e. with stamps, etc.) who certified the results, and where applicable include the results of the inspections and tests.

The YASA buyer must be notified in writing prior to any changes in product, manufacturing location, or process definition that were not requested by YASA, in writing. Notification shall describe the change or changes that are being proposed. YASA Quality reserves the right to require its approval of the product, manufacturing location or the process change before the Supplier forwards the product. The supplier is also required to submit a new full or delta first article inspection report, if the change(s) affect any of the existing approved first article inspection report characteristics.

**3.5. Travelers** – Suppliers shall maintain a traveler, router, process flow sheet, or equivalent control mechanism that directs procedures appropriate for the control of quality and configuration through all stages of production to shipment (see 4.8). YASA reserves the right to audit for compliance. Any reworked parts shall be re-inspected and/or tested prior to shipment to YASA.

**3.6. Nonconforming Product** – Suppliers shall ensure that non-conforming products are identified, segregated, and properly dispositioned as required per supplier's procedures. Only product that conforms to specified requirements shall be shipped to YASA. Dispositions of Use As Is or Repair for products under YASA control shall require written authorization prior to shipment. Any reworked goods shall be re-inspected and/or tested prior to shipment to YASA.

**3.7. Non conformances Affecting Shipped Products-** Suppliers are required to notify the YASA Buyer within 24 business hours of discovering any nonconformance that exists or is suspected of existing on hardware that has previously been shipped to YASA. This notification shall include the following information:

- Affected Part number(s), process(es) and name(s)
- Description of the nonconforming condition and the affected requirement (Both requirement and actual condition)
- Quantities, dates, purchase orders, and destination of delivered shipments.
- Lots, batch numbers, serial numbers or date codes as applicable of the affected lot.

**3.8. Supplier Deviation Request (SR)** – Suppliers shall inform via e-mail the YASA buyer about any nonconformances, to request review of nonconforming material, change to drawings or specifications, or clarification of requirements. The information should be submitted to Quality Department.

Nonconforming material shall not be shipped to YASA without written approval type nonconformance. In addition, all nonconforming product shipped to YASA 1) Must be clearly identified as non-conforming product and packaged separately from the acceptable product 2) Must be accompanied by a copy of the approval type nonconformance(s), and 3) The applicable information must be clearly listed on the packing slip and Certificate of Conformance and FAIR if applicable.

For corrective action requested, the supplier shall: 1) consider the details of the recorded non-conformance/corrective action and request clarification if necessary from the initiator of the request; 2) complete and respond to both the containment and whole corrective action requirements within the timeframe indicated on the non-conformance notification providing an effective short term and long term corrective action.

**3.9. Supplier Control** – Suppliers, including dealers and distributors, are responsible for ensuring that the applicable requirements of this purchase order are imposed on lower tier procurements for raw material, components or process services being used in the manufacture of products or services being provided.

**3.10. Prohibited Sources** – YASA suppliers and/or sub-tier suppliers are prohibited from using any source listed on the US government Excluded Parties List System (EPLS) (ref. <https://www.sam.gov>) in the production of products to be delivered to YASA.

**3.11. Counterfeit Parts Prevention** – The supplier shall have a program in place to prevent the delivery of counterfeit parts and materials to YASA. All parts, materials (raw material) included in the hardware delivered to YASA shall be procured directly from the Original Component Manufacturer (OCM) / Original Equipment Manufacturer (OEMs), or from the OCM/OEM authorized-distributor. If it is determined in a specific instance that this is not possible, a information about type of nonconformance shall be submitted to the YASA buyer within (5) working days of this determination. The supplier is responsible for the flow down of this requirement to its sub-tier contractors and their compliance to it. Further guidance on counterfeit parts avoidance can be found in SAE document AS6174 (Material) ([www.sae.org](http://www.sae.org)).

**3.12. Right of Entry** – Representatives of YASA, YASA's customer, and other regulatory authorities *shall* have access to supplier's facility and all other facilities involved in the fulfillment of the Purchase Order, where they *shall* have access to all procedures, practices, processes, associated documents, and records related to quality assurance, quality control, and configuration control. The supplier *shall* notify the YASA Buyer in writing to any significant facility or organizational changes such as company name, location, or senior quality management. Any change of location by the supplier *shall* require a full first article inspection on these parts. YASA reserves the right to determine and verify quality of work, records, and material. Such visits *shall* not preclude subsequent rejection of product and do not absolve the supplier of its product integrity responsibilities. YASA reserves the right to audit for compliance to all requirements.

**3.13. Traceability & Product Identification** – Supplier shall ensure that individual articles and materials and lots thereof are identified and segregated from all other articles, materials, and lots at all times. Records for articles shall indicate the

part number, revision level, lot number and if applicable the serial number and associated detailed information. Records for materials shall indicate type, applicable serial numbers, lot numbers, heat numbers, batch, date code, cure date, etc.

- 3.14. Certificate of Compliance** – The Certificate of Compliance shall be shipped with the product to YASA. The Certificate of Compliance is a quality record that shall include YASA part number and drawing revision, Military, or Industry specification number and revision, Purchase Order number and line item, quantity, serial numbers ( if applicable), work order number if applicable, date shipped, manufacturer’s name and authorized representative stamp or signature. In addition, the supplier shall be able to furnish information on their source(s) of supply that could include items such as serial numbers, lot numbers, heat numbers, batch, date code and cure dates and Qualified Products List approval status as applicable. The CofC should include explicit confirmation of compliance to all PO requirements including drawings, specifications . For goods returned by YASA to the supplier, the CofC for the reshipment must contain the debit memo number and statement that the good was replaced.  
All raw material certifications, test reports, inspection reports, or other traceability documents in compliance to S275 requirements shall accompany the shipment of products to YASA.
- 3.15. Responsibility for Conformance** – Acceptance of product shall not be used as evidence of effective control of quality by the supplier, and shall not absolve the supplier of responsibility for acceptable products or preclude subsequent rejection by YASA customers.
- 3.16. Industry Specifications and Standards** – For all Military, Federal, and Industry specifications and standards, the supplier shall comply with the revision in effect at the time the YASA purchase order is issued. YASA reserves the right to request a different revision that would be specified on the purchase order.
- 3.17. Training** –Suppliers shall ensure that all personnel performing activities on YASA product affecting quality have been suitably trained per supplier procedures or to Industry standards if applicable. Personnel performing assigned tasks must be qualified on the basis of appropriate education, training, and/or experience. The supplier shall ensure that training records are maintained and available upon request.
- 3.18. Handling, Packing, & Preservation** – It is the responsibility of the supplier to ensure that the packaging is adequate to protect the components during transportation, handling, and storage. Packaging containers shall be appropriate for the size, weight, and fragility of the components being packed.
- 3.19. Contributions to Product and Service Conformity, Safety and Ethical Behavior** - Products and services provided to YASA are typically used in mission critical applications where supplier product conformity can have an impact on the safety and well-being of people. It is incumbent upon YASA suppliers to communicate this to their employees, and to their sub suppliers to ensure the appropriate level of action and control.

**Revision History**

<b>Issue</b>	<b>Description</b>
28 April 2017	First revision.
25 October 2017	Point 2 sentence: <b>“Supplier is obligated to purchase order review and control of changes” has been added</b> Point 3.2 Period of 10 years has been increased to <b>15 years</b> for retain quality records. In this point sentence: “This data shall be made available to YASA upon request, at no extra charge” has been modified on: “This data shall be made available to YASA upon request <b>in English language</b> , at no extra charge”
25 June 2018	Title – changed from “YASA ADDITIONAL QUALITY REQUIREMENTS ACC. TO SQR-1 FOR SUPPLIER NOT APPROVED BY MOOG” to: <b>“YASA SUPPLIER QUALITY REQUIREMENTS (YSQR)”</b> Point 3.2 sentence: <b>“Notify YASA when archiving time is ending, documents cannot be destroyed without permission in writing.”</b> has been added. Point 3.6 sentence: <b>“Any reworked goods shall be re-inspected and/or tested prior to shipment to YASA.”</b> has been added. <b>Point 3.19. “Contributions to Product and Service Conformity, Safety and Ethical Behavior”</b> has been added
7 November 2018	Point <b>1.0, 2.0</b> and <b>3.14</b> has been updated