

**T H E M O N A D N O C K C O M P A N Y**

QA ATTACHMENT DOCUMENT	Document Number <b>FORMQA096</b>	Revision <b>P</b>	Revision date <b>01/30/2018</b>
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**Supplier PO Quality Requirements**

- Q01 TERMS AND CONDITIONS AND FLOW DOWN:** THIS FORM COVERS SUPPLIER/ SUBCONTRACTOR (COLLECTIVELY, SUPPLIER) WORK PERFORMED PER MONADNOCK PURCHASE ORDER TERMS AND CONDITIONS AND QUALITY REQUIREMENTS LOCATED AT WEBSITE: <http://www.lisi-aerospace.com/aboutus/Pages/Terms-and-Conditions.aspx> SUPPLIER SHALL FLOW DOWN TO THE SUPPLY CHAIN THE APPLICABLE REQUIREMENTS INCLUDING CUSTOMER REQUIREMENTS.
- Q02 QUALITY MANAGEMENT SYSTEM APPROVAL:** SUPPLIER SHALL HAVE AN EFFECTIVE QUALITY SYSTEM THAT COMPLIES WITH THE REQUIREMENTS OF ISO 9001/AS9100 (OR EQUIVALENT\*) AND ISO 10012-1 (OR EQUIVALENT), ANSI/NCSL Z540-1 (OR EQUIVALENT) AND/OR ISO 17025 (OR EQUIVALENT) FOR CALIBRATION FACILITIES. [\*REFERENCE MIL-I-45208A BASIC QUALITY INSPECTION SYSTEM AND MIL-STD-45662 BASIC CALIBRATION SYSTEM]. SUPPLIER SHALL MAKE SPECIFIED QUALITY DOCUMENTS/DATA AND APPROVED DESIGN DATA AVAILABLE IN THE ENGLISH LANGUAGE.
- Q03 SPECIAL PROCESS SUPPLIERS:** SPECIAL PROCESS SUPPLIERS (CHEMICAL PROCESSING, HEAT TREAT, NDT, ETC...) SHALL BE NADCAP CERTIFIED AND CAPABLE OF DEMONSTRATING THE ABILITY TO MEET MONADNOCK REQUIREMENTS FOR SPECIAL PROCESSES. REQUIREMENTS SHALL INCLUDE, BUT ARE NOT LIMITED TO, KEY PARAMETERS, QPL'S (FROZEN PLANNING) AND PROCESS CONTROLS REQUIREMENTS SPECIFIED IN MONADNOCK SPECIAL PROCESS SPECIFICATIONS (MSPS) REFERENCED ON THE PURCHASE ORDER.
- Q04 TRACEABILITY:** MANUFACTURING LOT INTEGRITY CONTROL MUST BE MAINTAINED THROUGH-OUT THE MANUFACTURING AND/OR HEAT TREATMENT, CHEMICAL AND/OR COATING PROCESSING CYCLE. A MANUFACTURING LOT IS A PRODUCTION LOT WHERE A QUANTITY OF PRODUCTS OF IDENTICAL CONFIGURATION AND DIMENSIONS, FABRICATED FROM THE SAME HEAT MELT OF MATERIAL, IS PRODUCED, PROCESSED AND FINISHED AS ONE CONTINUOUS RUN, ORDER OR PART THEREOF AND PRESENTED FOR INSPECTION AT THE SAME TIME. ACCURATE RECORDS OF EACH STEP IN THE PROCESS FOR EACH BATCH (INCREMENTAL PORTION OF A LOT) SHALL BE ESTABLISHED AND MAINTAINED.
- Q05 INSPECTION AND TESTING:** INSPECTIONS AND TESTS AS REQUIRED BY THE DRAWING AND SPECIFICATIONS MUST BE PERFORMED PRIOR TO SHIPMENT TO MONADNOCK AND APPLICABLE RECORDS MUST BE ON FILE AND SUBJECT TO EXAMINATION. THE SUPPLIER AGREES TO FURNISH CERTIFIED COPIES OF TEST AND/OR CONTROL DATA UPON REQUEST AS DOCUMENTED ON THE PURCHASE ORDER.
- Q06 CERTIFICATE OF CONFORMANCE:** SUPPLIER SHALL PROVIDE EVIDENCE CERTIFYING ACCEPTANCE BY ITS QUALITY CONTROL DEPARTMENT ON ALL SHIPMENTS WITH A SIGNED, DATED CERTIFICATE OF CONFORMANCE WHICH STATES THAT THE PRODUCT MEETS ALL APPLICABLE DRAWINGS, LATEST SPECIFICATIONS REVISION AND PURCHASE ORDER REQUIREMENTS. IN ADDITION TO THE MANUFACTURERS CERTIFICATION, THE SUPPLIER SHALL PROVIDE, AS APPLICABLE, FULL RAW MATERIAL CERTIFICATIONS TRACEABLE TO THE MELT SOURCE, SPECIAL PROCESSING CERTIFICATIONS AND TEST REPORTS FOR ALL TESTS REQUIRED BY THE DRAWING AND PROCUREMENT SPECIFICATION. MATERIAL CERTIFICATIONS ARE NOT REQUIRED FOR RAW MATERIAL USED TO PRODUCE TOOLING.
- Q07 FIRST ARTICLE INSPECTION REPORT (FAIR):** SUPPLIER SHALL RETAIN A CURRENT "FAIR" ON FILE AND BE SUPPLIED UPON REQUEST. NOTE: WHEN APPLICABLE BY PO, AS9102 FORMAT MUST BE UTILIZED.
- Q08 SAMPLING PLAN:** UNLESS OTHERWISE STATED, SAMPLING PLANS SPECIFIED IN INDUSTRY SPECIFICATIONS WILL TAKE PRECEDENCE AND SHALL BE UTILIZED. FOR ALL ELSE, THE SAMPLING PLAN UTILIZED TO PERFORM THE INSPECTIONS AND TESTS AT RECEIVING, IN-PROCESS AND FINAL INSPECTION/TEST SHALL MEET OR EXCEED THE REQUIREMENTS OF MONADNOCK QUALITY PROCEDURE NUMBER [MPM 10.2](#) AND MUST BE BASED ON ZERO DEFECT ACCEPTANCE CRITERIA (C=0). THIS CLAUSE IS NOT APPLICABLE TO RAW MATERIAL SUPPLIERS.
- Q09 SUPPLIER PROCESS CONTROL (SPCD) AND QUALIFICATION (SQPL) DOCUMENTS:** SUPPLIER SHALL MAINTAIN A SUPPLIER PROCESS CONTROL DOCUMENT (SPCD) AND/OR SUPPLIER QUALIFICATION (SQPL) AS A "FROZEN PROCESS" PER LISI AEROSPACE DOCUMENT US-QP-0602, US-QW-0602 AND US-QW-0602 -1. THE SUPPLIER AGREES NOT TO MAKE ANY CHANGE IN PROCESS, MATERIALS OR MANUFACTURING DETAIL WHICH WOULD AFFECT THE PART OR ANY COMPONENT PART THEREOF WITH REGARD TO THE PART NUMBER IDENTIFICATION, PHYSICAL/FUNCTIONAL INTERCHANGEABILITY, PROCESS CONTROL/QUALIFICATION DOCUMENTS AND TRANSFER OF WORK ACTIVITY WITHOUT WRITTEN MONADNOCK APPROVAL. THIS CLAUSE IS NOT APPLICABLE TO SUPPLIERS WHO PROVIDE INDUSTRY STANDARD HARDWARE.
- Q10 SHIPPING TOLERANCE:** ACCURATE PART COUNTS ARE AN INTRINSIC PART OF LOT INTEGRITY CONTROL. PARTS SHALL BE COUNTED UPON RECEIPT AND RECORDED ON RECEIVING DOCUMENTATION. DISCREPANCIES NOTED UPON RECEIPT MUST BE RESOLVED PRIOR TO STARTING THE JOB. PART COUNT IS REQUIRED PRIOR TO SHIPMENT AND RECORDED ON THE SHIPPING AND CERTIFICATION DOCUMENTS. MONADNOCK'S TOLERANCES FOR PART COUNTS ARE + 2% AND -5% OF THE LOT QUANTITY. TOLERANCE LISTED IS NOT APPLICABLE TO RAW MATERIAL SUPPLIERS. PART COUNTS EXCEEDING THE SPECIFIED TOLERANCE RANGE REQUIRE A DOCUMENTED INVESTIGATION AND/OR NOTIFICATION OF PART COUNT DISCREPANCIES PRIOR TO SHIPMENT.
- Q11 CONCESSION / DEVIATION REQUESTS:** PRODUCT SUBMITTED FOR EVALUATION AND APPROVAL BY MONADNOCK'S PRELIMINARY MATERIAL REVIEW TEAM (PMRT) MUST BE DOCUMENTED AND SUBMITTED BY THE SUPPLIER QUALITY REPRESENTATIVE THROUGH MONADNOCK'S PURCHASING DEPARTMENT AND/OR QUALITY REPRESENTATIVE. ACCEPTANCE WILL BE COMMUNICATED THROUGH A DOCUMENTED APPROVAL FROM AN AUTHORIZED REPRESENTATIVE OF ONE OF THE FOLLOWING: MONADNOCK'S ENGINEERING OR QUALITY ASSURANCE PRIOR TO CONTINUED PROCESSING OR DELIVERY.
- Q12 REWORK:** FOR SPECIAL PROCESSES, APPROVED REWORK PROCEDURES SHALL BE IDENTIFIED AND THE SUPPLIER MUST BE PREVIOUSLY CERTIFIED TO PERFORM THE REWORK PROCESS. THE SUPPLIER MUST NOTIFY MONADNOCK IN WRITING AND RECEIVE DOCUMENTED APPROVAL FROM AN AUTHORIZED REPRESENTATIVE OF ONE OF THE FOLLOWING: MONADNOCK'S ENGINEERING OR QUALITY ASSURANCE PRIOR TO COMMENCING WITH THE REWORK.
- Q13 NON-CONFORMING PRODUCT:**
  - A.** PRODUCT FOUND TO BE NONCONFORMING BY MONADNOCK'S RECEIVING INSPECTION DEPARTMENT OR SUBSEQUENT EVALUATIONS SHALL BE PROCESSED IN ACCORDANCE WITH MONADNOCK'S NONCONFORMING PRODUCT CONTROL PROCEDURE QP-13. THE REJECTION REPORT SHALL BE SENT TO THE SUPPLIER BY MONADNOCK'S QUALITY ASSURANCE REPRESENTATIVE.

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- B. SUPPLIER SHALL TAKE THE NECESSARY ACTIONS TO ASSURE THAT PRODUCT THAT DOES NOT CONFORM TO SPECIFIED REQUIREMENTS IS PREVENTED FROM UNINTENDED USE OR INSTALLATION. UPON RECEIPT OF A NOTIFICATION OF NONCONFORMANCE, THE SUPPLIER SHALL PERFORM (1) CONTAINMENT ACTIVITIES, (2) IDENTIFY APPARENT CAUSE AND (3) COMPLETE IMMEDIATE CORRECTIVE ACTION. THE CONTAINMENT ACTIVITIES, APPARENT CAUSE AND IMMEDIATE CORRECTIVE ACTION SHALL BE DOCUMENTED AND MADE AVAILABLE FOR REVIEW UPON REQUEST. FAILURE TO RESPOND TO MONADNOCK'S REQUEST FOR CORRECTIVE ACTION MAY ESCALATE FROM A FINAL NOTICE TO SUSPENSION, AND UP TO AND INCLUDING REMOVAL FROM MONADNOCK'S APPROVED SUPPLIER LIST. PLEASE REFER TO THE WARRANTY AND INDEMNIFICATION CLAUSE OF MONADNOCK'S TERMS AND CONDITIONS OF PURCHASES.
- C. MONADNOCK SHALL ISSUE A SCAR FOR REPETITIVE NONCONFORMANCES. REPETITIVE NONCONFORMANCES ARE DEFINED AS NONCONFORMANCES OF THE SAME TYPE OR DESCRIPTION THAT OCCUR WITHIN A NINETY (90) DAY PERIOD. RECURRING NONCONFORMANCES BEYOND NINETY (90) DAYS MAY ALSO BE APPLICABLE DEPENDING UPON THE CRITICALITY OF THE NONCONFORMANCE AND ITS EFFECT ON END ITEM REQUIREMENTS.

**Q14 RECORD RETENTION:** QUALITY/PROCESS RECORDS SHALL BE RETAINED FOR A MINIMUM OF TEN (10) YEARS AFTER CLOSURE OF PURCHASE ORDERS AND DELIVERY OF PARTS. IN ADDITION, MONADNOCK MUST BE CONTACTED FOR APPROVAL BEFORE DESTROYING ANY MONADNOCK RECORDS PRIOR TO THE TEN (10) YEAR RECORD RETENTION PERIOD MENTIONED ABOVE. AS APPLICABLE, RECORDS CREATED BY AND/OR RETAINED BY SUPPLIERS SHALL INCLUDE MONADNOCK'S PO AND DRAWING(S), MONADNOCK SUPPLIED CERTIFICATIONS, SUPPLIER MANUFACTURING, PROCESSING CONTROL DOCUMENTATION (SHOP CARD, SHOP TRAVELLER, SPECIAL PROCESSING, LOT/BATCH CONTROL DOCUMENTATION (PROCESSING LOGS, OVEN/FURNAVE CHARTS, ETC.), AND SUPPLIER CERTIFICATIONS.

**Q15 RIGHT OF ACCESS:** MONADNOCK, MONADNOCK'S CUSTOMERS AND REGULATORY AUTHORITIES RESERVE THE RIGHT TO ACCESS THE APPLICABLE AREAS OF FACILITIES AND TO APPLICABLE DOCUMENTED INFORMATION, AT ANY LEVEL OF THE SUPPLY CHAIN.

**Q16 FOREIGN OBJECT DEBRIS:** SUPPLIER IS RESPONSIBLE FOR PREVENTING FOREIGN OBJECT DAMAGE AND THE INTRODUCTION OF FOREIGN OBJECT DEBRIS (FOD) TO THE PARTS MANUFACTURED AND/OR PROCESSED AT THE SUPPLIERS FACILITY. FOD IS A SUBSTANCE, DEBRIS OR ARTICLE ALIEN TO A SYSTEM WHICH MAY POTENTIALLY CAUSE DAMAGE TO THE PARTS. IT INCLUDES, BUT NOT LIMITED TO, ANY LOOSE ARTICLES, SCRAP PARTS AND PRODUCT TEST PARTS, MIXED PARTS, COUPONS, METAL TAGS, SCRAP OR METAL SHAVINGS.

**Q17 COUNTERFEIT MATERIAL PREVENTION:** SUPPLIER MUST HAVE A PROCEDURE TO ASSURE THAT PROCURED MATERIALS ARE AUTHENTIC AND CONFORMING THROUGHOUT THE SUPPLY CHAIN RECEIVED FROM LEGALLY AUTHORIZED SUPPLIERS THROUGH THE USE OF CONTROLS SUCH AS INSPECTION, MATERIAL TESTING, AND VALIDATION OF THEIR SUPPLIER'S SUBMITTED DOCUMENTATION. THE PROCEDURE MUST ADDRESS AND MEET THE REQUIREMENTS OF AS6174 COUNTERFEIT MATERIAL ASSURING ACQUISITION OF AUTHENTIC AND CONFORMING MATERIAL. IN THE EVENT OF COUNTERFEIT MATERIAL BEING DETECTED, THE SUPPLIER SHALL IMMEDIATELY REPORT FINDINGS TO MONADNOCK.

**Q18 WORK TRANSFER:** SUPPLIER SHALL NOT RELOCATE TO A US COUNTRY OR NON-US COUNTRY (E.G. US TO US, US TO NON-US, NON-US TO US, NON-US TO NON-US) ANY CONTRACTED PART, ASSEMBLY OR COMPONENTS WITHOUT WRITTEN NOTIFICATION TO AND ACKNOWLEDGEMENT FROM MONADNOCK'S PURCHASING DEPARTMENT.

**Q19 ESCAPEMENT:** ANY ESCAPEMENT OR NON-CONFORMANCE DETECTED BY THE SUPPLIER DURING PROCESSING, INSPECTION, OR FOR ANY PREVIOUSLY DELIVERED MONADNOCK PRODUCT SHALL IMMEDIATELY BE REPORTED IN WRITING TO MONADNOCK PURCHASING AND QUALITY ASSURANCE.

**Q20 WORKMANSHIP:** ANY DEFECTS THAT WILL AFFECT FIT, FORM, FUNCTION OR ARE IN EXCESS OF THOSE ALLOWED BY THE PRODUCT STANDARD, REFERENCED SPECIFICATIONS OR MONADNOCK SPECIAL PROCESS SPECIFICATIONS (MSPS) SHALL BE CAUSE FOR REJECTION OF THE SPECIFIC DELIVERY.

**Q21 SHELF LIFE AND TEMPERATURE SENSITIVE MATERIALS:** SUPPLIER WILL IDENTIFY ALL MATERIALS AND ARTICLES, WHICH HAVE DEFINATE CHARACTERISTICS OF QUALITY DEGRADATION WITH AGE AND ENVIRONMENT. SUPPLIER WILL AFFIX THIS INFORMATION DIRECTLY ON THE MATERIAL CONTAINER OR ARTICLE. THE IDENTIFICATION WILL INDICATE THE USEFUL LIFE WAS INITIATED AND THE DATE OR CYCLE AT WHICH THE LIFE WILL BE EXPENDED. WHEN ENVIRONMENT IS A FACTOR IN DETERMINING USEFUL LIFE, THE IDENTIFICATION WILL INCLUDE THE STORAGE CONDITION (I.E. TEMPERATURE, HUMIDITY, ETC.) REQUIRED TO ACHIEVE THE STATED LIFE. UNLESS OTHERWISE DIRECTED BY THE PURCHASE ORDER, A MINIMUM OF 85% OF THE APPLICABLE MATERIAL/ARTICLE SHELF LIFE WILL REMAIN UPON RECEIPT BY MONADNOCK.

**Q22 ACCEPTANCE AUTHORITY MEDIA (AAM):** SUPPLIER SHALL COMPLY WITH THE AS/EN/JISQ 9100 REQUIREMENTS AND 14CFR PART 21.2 REGARDING THE APPLICATION OF THE ACCEPTANCE AUTHORITY MEDIA REQUIREMENTS (AAM). THE SUPPLIER SHALL, WITHIN ITS ORGANIZATION AND SUPPLY CHAIN, ENSURE THAT THE USE OF AAM IS CLEARLY DEFINED WITHIN ITS QUALITY MANAGEMENT SYSTEM (QMS). SELLER SHALL, UPON REQUEST, BE ABLE TO DEMONSTRATE EVIDENCE OF COMMUNICATION TO ITS EMPLOYEES AND TO ITS SUPPLY CHAIN; USE OF AAM MUST BE CONSIDERED AS A PERSONAL WARRANTY OF COMPLIANCE AND CONFORMITY. THE SUPPLIER SHALL MAINTAIN COMPLIANCE TO THE AAM REQUIREMENTS BY ASSESSING ITS PROCESS AND SUPPLY CHAIN AS PART OF ITS INTERNAL AUDIT ACTIVITIES. THE AREAS OF FOCUS OF THIS ASSESSMENT SHALL INCLUDE BUT NOT LIMITED TO:

- A. AUTHORITY MEDIA APPLICATION ERRORS (i.e. OMISSION, TYPOS, LEGIBILITY, ETC.)
- B. AUTHORITY MEDIA APPLICATION UNTIMELY USE (i.e. DOCUMENTATION IS NOT COMPLETED AS PLANNED, "STAMP/SIGN AS YOU GO", ETC.)
- C. AUTHORITY MEDIA APPLICATION MISREPRESENTATION (i.e. UNCERTIFIED PERSONNEL, FALSIFICATION OF DOCUMENTATION, WORK NOT PERFORMED AS PLANNED, ETC.)
- D. AUTHORITY MEDIA APPLICATION TRAINING DEFICIENCIES (i.e. ETHICS, CULTURE AWARENESS, PROPER USE OF AUTHORITY MEDIA, ETC.)