

Sound Aviation Corporation	Page No. 1 of 3	Procedure No. PRO-742-01
	Effective Date 12/02/2014	Revision level A
Title: PURCHASING QUALITY CLAUSES		

1 PURPOSE

This document provides a set of minimum quality assurance (QA) requirements (clauses) for use in specifying the level of quality control Sound Aviation Corporation will exercise over suppliers on procurements.

2 DEFINITIONS

A] Buyer = Sound Aviation Corporation

B] Supplier/Seller = The party to the purchase agreement supplying material, parts, assemblies, subassemblies, systems, or services in accordance with the provisions of the purchase order.

C] Purchase Order = the document that details the entire purchase agreement. These may include, but is not limited to, procurement documents such as contract work orders, purchase agreements and referenced documents such as specifications, trace documentation, maintenance manuals, tear down lists etc.

3 GENERAL

The Supplier/Seller is responsible for managing their organization, as well as their entire supply chain, to ensure compliance to all Sound Aviation Corporation requirements as contained in, but not limited to, the purchase order, flowed down requirements, specifications, and this document. In case of conflict with this document and any other requirements, the order of precedence shall be:

- A] Sound Aviation Corporation Purchase Order
- B] Flowed down requirements and specifications
- C] This Document

4 APPLICABILITY

The requirements contained in this document shall apply to all Sound Aviation Corporation suppliers. Excluded are suppliers of office and stationary supplies.

4.1 The following are the minimum quality assurance (QA) requirements (clauses) applicable to all Purchase orders.

A] SUPPLIER QUALIFICATION

All suppliers of Sound Aviation Corporation shall be qualified in accordance with Sound Aviation Corporation qualification process. Suppliers required and/or mandated by the customer are still required to be qualified per Sound Aviation Corporation qualification process. New and approved suppliers shall allow Sound Aviation Corporation personnel access to perform an on-site survey for qualification/re-qualification with the understanding that the supplier reserves sensitive and proprietary information. Supplier qualification does not waive supplier of the need to ensure acceptable product and all product received by Sound Aviation Corporation shall be reviewed, which may include but is not limited to any of the following, visual for handling damage, 100% dimensional checks, check of certification and PO requirements. A failure to the prior requirements or lapse in work for an extended period of time may be cause for removal of supplier qualification.

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B] SUPPLIER REQUIREMENTS QUALIFICATION OF PERSONNEL

The Supplier/Seller is responsible for managing their qualification of personnel and maintaining their own records of training and certification for their employees. The supplier/seller's personnel must be appropriately trained, qualified and or certified to the applicable work called for on the purchase order, flowed down requirements and specifications. Personnel certification documents shall be supplied to Sound Aviation Corporation upon request.

C] SUPPLIER ASSISTANCE

In the event that requirements are not completely clear, or where special assistance is needed, Sound Aviation Corporation will provide additional information and may if required personnel to consult with the supplier.

D] SUPPLIER QUALITY MANAGEMENT SYSTEM REQUIREMENTS

The Supplier/Seller shall, in performance of this purchase order, maintain a quality system that ensures a quality product that meets requirements as contained in, but is not limited to, the purchase order, flowed down requirements, drawing, sketches, electronic files, specifications, statements of work is delivered to Sound Aviation Corporation. The Supplier/Seller is responsible for managing the quality of their organization, as well as their entire supply chain, to ensure compliance to all Sound Aviation Corporation requirements.

E] REQUIRED SPECIFICATIONS

The supplier is responsible for obtaining all specifications needed to complete the purchase order, Sound Aviation Corporation will, upon request, furnish any specifications needed and may assist in obtaining any other specifications required. All materials, parts, assemblies, subassemblies, systems, subsystems or services supplied to a specification must meet the latest published revision of the issuing agency unless otherwise specified in the purchase order. Sound Aviation Corporation shall provide the latest revision of the referenced documents such as drawings, engineering sketches and specifications.

F] SUPPLIER REQUIREMENTS FOR INSPECTION

The supplier shall inspect visual for defects, caps, plugs, part name, part number, lot number, serialization, trace documentation 100%. The use of statistical techniques for product acceptance is not allowed.

G] SUPPLIER REQUIREMENTS FOR TEST SPECIMENS/TEST CERTIFICATIONS

The supplier shall forward copies of certification for all required testing and when required return all test specimens, X-rays to Sound Aviation Corporation quality assurance. All certifications shall be reviewed by Sound Aviation Corporation quality assurance to the purchase order, flowed down requirements, drawings, sketches, electronic files, and specifications.

- **Materials:** Supplier/Seller shall provide a copy of required certification / test reports, and MSDS for the material being supplied. For shelf life and age controlled materials the supplier/seller shall ensure that at least 75% of material life is remaining at time of delivery, this requirement may be waived by Sound Aviation Corporation management.
- **Calibration:** Supplier/Seller providing calibration services shall provide a copy of required certification showing traceability to the National Institute of Standard and Technology (NIST).

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H] **SUPPLIER REQUIREMENTS FOR NONCONFORMING PRODUCT**

Any nonconforming materials, parts, assemblies, subassemblies, systems, subsystems or services shall be documented and reported to Sound Aviation Corporation within 24 hours. No deviation will be considered approved or be allowed to ship to Sound Aviation Corporation without written confirmation from Sound Aviation Corporation quality assurance. All nonconforming materials, parts, assemblies, systems, subsystems or services shipped to Sound Aviation Corporation shall be clearly identified as such. Sound Aviation Corporation quality assurance must be informed immediately (not to exceed 24 hours or the next business day) of suspect nonconforming product shipped regardless of destination.

PROHIBITED PRACTICES

- **Material Substitution:** material substitution by supplier/seller is forbidden for all materials, parts, assemblies, subassemblies, systems, subsystems or services supplied to Sound Aviation Corporation.
- **Scrap:** The supplier shall return to Sound Aviation Corporation any furnished materials, parts, assemblies, subassemblies, systems, subsystems or services that supplier has dis-positioned as scrap. Sound Aviation Corporation shall determine whether the proper disposition will be scrap.
- **Repair:** The supplier shall not repair a product without prior written approval of Sound Aviation Corporation quality assurance.
- **Rework:** The supplier shall not perform work outside of the specific specification limits.
- **Use of Special Processes:** The use of the following special processes is forbidden unless authorized by the Sound Aviation Corporation purchase order or flowed down prime source requirements, drawings, sketches, electronic files, specifications. Heat Treat, welding, brazing, soldering, and all non-conventional machining.
- **Re-Submittal of Rejected Items:** The supplier shall clearly identify items that were previously rejected by Sound Aviation Corporation quality assurance and are being resubmitted to Sound Aviation Corporation.
- **Use of Sub-Tier Suppliers:** The supplier shall not farm out work to a sub tier supplier unless authorized by Sound Aviation Corporation.
- **Notification of Location Change:** The supplier shall notify Sound Aviation Corporation prior to any change in location of its facility to all Sound Aviation Corporation quality assurance time, if required, to perform an on-site audit for supplier qualification/requalification.

I] **SUPPLIER REQUIREMENTS FOR RECORD RETENTION**

The supplier is responsible for retention of quality records to the latest requirements, minimum of 7 years (seven) of Sound Aviation Corporation or per contract requirements. All quality records are to be written in English, legible, reproducible and identifiable to the purchase order. All quality records (non electronic) shall be documented in ink or other permanent marking. Correction to quality records must be recorded, dated and signed in ink or other permanent marking method with the original data being legible and retrievable after the change.

J] **SUPPLIER REQUIREMENTS FOR RIGHT OF ACCESS**

The supplier shall provide right of entry/access, to Sound Aviation Corporation and/or its customer, Government, Regulatory Agency quality assurance personnel, appropriate for the specific purchase order and customer to any of the supplier's facilities where any work is or was performed. Access shall allow for inspection and surveillance to verify conformance to requirements, determine and verify quality of work, records, materials, validation of procedures to the specific requirements of the purchase order. Inspection and surveillance verification shall not absolve the supplier of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by Sound Aviation Corporation and/or its customers.