



# ADC Aerospace

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## SQRs

# SUPPLIER QUALITY REQUIREMENTS

**Revision M 4/2023**

**When specified on an ADC Aerospace Purchase Order, the requirements, as stated herein, become a part of the purchase order issued by ADC AEROSPACE.**

**Failure to comply with these SQR'S could result in the rejection of and/or delay in payment for material supplied under the purchase order issued.**



# SUPPLIER QUALITY REQUIREMENTS

## **SQR-1 QUALITY SYSTEM REQUIREMENT**

The supplier's quality system, as a minimum, must comply with ISO 9001 or equivalent standard.

## **SQR-2 RIGHT OF ACCESS**

By acceptance of this purchase order, the subcontractor grants ADC Aerospace, its customer, and regulatory authorities to the applicable areas of all facilities and to applicable documented information (e.g. documentation, records), at any level of the supply chain to insure conformance to contractual requirements. The supplier shall flow down this requirement to their sub-tiers.

## **SQR-3 PROCESS APPROVAL REQUIRED**

The process specification(s) indicated on our purchase order requires prior approval of your facility by our customer. Notify our Purchasing Department immediately if you are not an approved supplier or if there has been a change in your approval status.

## **SQR-4 MANUFACTURING APPROVAL REQUIRED**

The item(s) indicated on our purchase order requires prior manufacturing approval of your facility by our customer. Notify our Purchasing Department immediately if you are not an approved supplier or if there has been a change in your approval status.

## **SQR-5 INSPECTION REPORT REQUIRED**

The supplier shall furnish a copy of the completed final acceptance dimensional inspection report, along with actual measurement data and Quality Control acceptance stamps/buyoff evidence, for each shipment of each item listed on this purchase order. This requirement applies to ADC Aerospace suppliers and sub-tier suppliers to the extent necessary to determine acceptability of items under this Purchase Order.

If statistical sampling is used as the basis of exception, then the procedures shall be in accordance with industry accepted sampling plans.



## **SQR-6 CERTIFICATE OF CONFORMANCE REQUIRED**

The supplier shall furnish a Certificate of Conformance (C of C) with each shipment of each item listed on this purchase order. As a minimum, the C of C shall include the following information:

- A) For suppliers of components produced from metallic raw materials as well as raw metals in any form:**
1. The ADC Aerospace purchase order number.
  2. Part number and revision level.
  3. A reference to all applicable specifications as listed on P.O. or drawings.
  4. Quantity and U/M of items shipped.
  5. Name and address of manufacturer/processor.
  6. Date of Certification.
  7. The statement: "WE HEREBY CERTIFY THAT ALL MATERIALS FURNISHED CONFORM TO ALL DRAWINGS, SPECIFICATIONS, PROCESSES, AND/OR OTHER REQUIREMENTS AS STATED ON THE ABOVE REFERENCED PURCHASE ORDER." (Reasonable variations of this statement are acceptable as long as the content concurs.)
  8. The ORIGINAL signature of an authorized company representative.
- B) For suppliers performing or subcontracting manufacturing/inspection processes such as: plating, anodize, chemfilm, x-ray, penetrant, heat treat, welding, etc.:**
1. The ADC Aerospace purchase order number.
  2. Part number and revision level.
  3. Quantity and U/M of parts shipped.
  4. Each process/test performed.
  5. Each process specification and revision level.
  6. For N.D.T.- each test specification and revision level.
  7. For N.D.T.- each test acceptance standard, revision level, and acceptance level.
  8. Process approval number if issued by a certifying agency.
  9. Name and address of process/test source (if subcontracted).
  10. Date of certification.
  11. The statement:"WE HEREBY CERTIFY THAT ALL MATERIALS FURNISHED CONFORM TO ALL SPECIFICATIONS, DRAWINGS, OR OTHER REQUIREMENTS AS STATED ON THE ABOVE REFERENCED PURCHASE ORDER." (Reasonable variations of this statement are acceptable as long as the content concurs.)
  12. The ORIGINAL signature of an authorized company representative.
- C) For suppliers that have processed or manufactured product from ADC Aerospace supplied materials:**
1. The ADC Aerospace purchase order number.
  2. Part number and revision level.
  3. Quantity and U/M of parts shipped.
  4. Name and address of manufacturer.
  5. Date of Certification.
  6. The statement: "WE HEREBY CERTIFY THAT ALL PRODUCTS FURNISHED UNDER THIS PURCHASE ORDER WERE MANUFACTURED FROM ADC AEROSPACE SUPPLIED MATERIAL." (Reasonable variations



of this statement are acceptable as long as the material no. and batch/lot no. appear.)

7. MATERIAL NO: \_\_\_\_\_.
8. BATCH/LOT NO: \_\_\_\_\_.
9. The ORIGINAL signature of an authorized company representative.

#### **SQR-7 ADC PART NUMBER & REV ON C of C**

The supplier shall include on the (C of C) certificate of conformance the ADC part number and Revision.

#### **SQR-8 MANDATORY ADC AEROSPACE APPROVAL OF SUPPLIER CHANGES**

Supplier agrees not to make changes in products or design details which would affect the part or any component hereof without prior written ADC Aerospace approval. Furthermore, the supplier agrees to notify ADC Aerospace of changes in processes, or services including changes of external providers (suppliers) or location of manufacturer, and obtain ADC Aerospace approval prior to implementing the change.

#### **SQR-9 SPECIAL PROCESS APPROVAL**

Special process suppliers are responsible for compliance to the applicable specifications, including customer special process approval, whether the operation is performed within their facility or flowed down per the supplier's PO to the supplier's subcontractor.

#### **SQR-10 SUPPLIER FLOW DOWN OF REQUIREMENTS TO SUB-TIER**

The supplier shall flow down customer requirements and the requirements specified in this PO, including key characteristics, and this document to external providers (including sub-tier suppliers) utilized to fulfill this order.

#### **SQR-11 REPORT OF NONCONFORMING PRODUCT/PROCESS/SERVICE**

The supplier shall document and notify ADC Aerospace of nonconforming processes, products, or services and obtain approval for their disposition prior to product shipment from supplier's facility. A copy of the disposition document shall accompany each affected shipment.

No deviation will be considered approved without written confirmation of that fact from ADC Aerospace.



#### **SQR-12 SUBCONTRACTING WORK**

The supplier is prohibited from subcontracting any portion of the work to be performed in the performance of this contract, without written buyer authorization.

#### **SQR-13 RECORDS**

The supplier shall retain in a safe place the manufacturing plan, all certifications, test reports and any records required to assure that products, processes and/or services conform to the contractual and technical requirements of the PO for a minimum of eleven (11) years (unless otherwise stated in the PO). The records should be available when requested by ADC Aerospace and/or its customers.

ADC Aerospace disposition policy is as follows:

- Hardcopy records are shredded.
- Electronic records are deleted.

#### **SQR-14 GOVERNMENT SOURCE INSPECTION REQUIRED**

When applicable, government source inspection is required prior to shipment from supplier's plant. Upon receipt of this purchase order, promptly furnish a copy to the Government Quality Representative that normally services your facility; or if there is none, to the nearest U.S. Army, Air Force, or Defense Supply Agency Inspection Office. In the event that one of the above mentioned agencies cannot be located in your area, contact the ADC Aerospace Purchasing Department for instructions.

#### **SQR-15 CUSTOMER SOURCE INSPECTION REQUIRED**

Upon completion of the order and prior to shipment, notify ADC Aerospace's Purchasing Department so that arrangements can be made for a Customer Quality Source Inspector to visit your facility and perform a source inspection.

#### **SQR-16 ADC AEROSPACE SOURCE INSPECTION REQUIRED**

Upon completion of the order and prior to shipment, notify ADC Aerospace's Purchasing Department so that arrangements can be made for a Quality Representative from ADC Aerospace to visit your facility and perform a source inspection.



### **SQR-17 FIRST ARTICLE APPROVAL REQUIRED**

A written acceptance by ADC Aerospace Corporation of the first article produced or processed against this purchase order is required. The supplier must furnish to ADC Aerospace a first article ITEM for approval, along with a completed first article inspection dimensional acceptance report and all necessary verifiable certifications and test reports required by this purchase order – prior to the commencement of any further production.

### **SQR-18 CHEMICAL AND PHYSICAL TEST REPORTS REQUIRED**

The supplier shall furnish a copy of a certified test report with each shipment for each item listed on this purchase order. As a minimum, the test report shall include the following information:

**For suppliers of components produced from metallic raw materials or raw metal material in any form, one of the following test reports shall accompany the shipment:**

1. A certified copy of the actual producing mill's test report, or
2. A certified copy of an accredited laboratory's test report, or
3. A certified copy of the distributor's test report. These test reports must contain the following:
  - The name of the producing mill.
  - The material specification and revision level.
  - The raw material heat/lot number.
  - The actual quantitative results of all lot acceptance testing as required by the raw material specification (i.e. – chemical, physical, and metallurgical).
  - The ORIGINAL signature of an authorized mill, laboratory, or distributor representative.

**NOTE:** Unless specified otherwise on the P.O., typical test values are acceptable for all aluminum and copper alloys IAW AMS 4291 current revision.

**NOTE:** In addition to the above, some type of traceability is required to be maintained between our purchase order, the supplier C of C, and the material test report.

### **SQR-19 ADC AEROSPACE FURNISHED MATERIALS**

Items manufactured under this purchase order agreement shall be fabricated from ADC Aerospace furnished material intended for the completion of this order only. The supplier shall not substitute, rework, or dispose of ADC Aerospace furnished material in any way, except as allowed for or instructed to do so in writing. Unused material must remain properly identified and returned with the last shipment of fabricated parts, unless instructed otherwise. (Also see C of C requirement SQR-6C).



## **SQR-20 DOMESTIC/"QUALIFYING COUNTRY" MATERIAL REQUIREMENT & CONFLICT MINERALS**

All material used for fulfilling this purchase order should be from domestic stock and wholly manufactured and processed within the borders of the UNITED STATES OF AMERICA. The BUY AMERICAN ACT, FAR 52.225-3, dated January 1989 (In accordance with FAR 25.109[d], applies.

However, as per FAR 252.225-7002, the material used for fulfilling this purchase order can also be from one of the "Qualifying Country" stock. In this case the origin of the material used must be stated on the CoC.

The "Dodd Frank Act" 2010, prohibits the purchasing of materials determined by the US Secretary of State to be financing the conflict in the DRC and adjoining countries. In compliance, ADC fully supports this act and will not purchase material and parts which violates its intent. In addition ADC purchasing flows this requirement to appropriate suppliers.

## **SQR-21 CALIBRATION**

The supplier shall provide and maintain a calibration system that meets at least one of the following requirements, as currently amended, in the performance of this contract.

- MIL-STD-45662A "Calibration System Requirements"
- ISO 10012-1 "Quality Assurance Requirements for Measuring Equipment"
- ANSI/NCSL Z540-1 "American National standard for Calibration"

## **SQR-22 ITAR RESTRICTED USE**

The supplier shall adhere to the ITAR compliance requirements for performing work or service involving ITAR compliance. In accordance with ITAR 22 C.F.R. 120-130 International Traffic in Arms Regulation, all documents identified as ITAR controlled shall be identified, maintained in Document Control and segregated from non-ITAR documents. Documents identified as ITAR controlled shall be viewed only by a U.S. PERSON. A U.S. PERSON means an entity that is: a U.S. Citizen or a Legal Resident, or U.S. organization incorporated to do business in the United States.

## **SQR-23 FOD (Foreign Object Debris)**

Supplier shall ensure that proper measures are taken to prevent contamination, corrosion, damage, deterioration and invasion of foreign objects into the deliverable products.

## **SQR-24 TOOLMAKER**

Will build tool using ADC supplied tooling layout, approved supplied model and customer drawing.



#### **SQR-25 TOOLMAKER**

Will supply weekly progress reports similar to ADC supplied sample.

- a. Any delays over one week will require a written explanation.
- b. Any delays over two weeks will require a written explanation and a recovery plan.
- c. If “a” & “b” are not complied with your final payment will be delayed.

#### **SQR-26 TOOLMAKER**

Will build tool in accordance with ADC tooling standards as described in the “Tool Design Check List” ADC will supply check list at time the P.O. is issued.

- a. ADC requires the Toolmaker to complete their portion of “Tool Design Check List” at the time of delivery of the tool. This must be given to ADC Engineering Dept before the delivery payment can be made.

#### **SQR-27 TOOLMAKER**

Will supply a copy of all drawings, electronic files for cores, cavities and inserts that were created for purposes of building this tooling prior to payment being made.

#### **SQR-28 COMPLIANCE WITH ETHICS LAW**

Supplier, and any Products supplied by the Supplier, shall comply with all applicable laws, including rules, regulations, orders, conventions, ordinances and standards that relate to the manufacture, labeling, transport, import, export, licensing, approval or certification of Products, including laws relating to environmental matters, hiring, wages, hours and conditions of employment, subcontractor selection, discrimination, occupational health or safety and motor vehicle safety, NAFTA and any other similar trade agreements. The Order incorporates by reference all clauses required by these laws. All materials used by Supplier in the Products or Services in their manufacture will satisfy current governmental and safety constraints on restricted, toxic and hazardous materials, as well as environmental, electrical and electromagnetic considerations that apply to the country of manufacture, sale or destination. At ADC’s request, Supplier shall certify in writing its compliance and/or willingness to cooperate with any or all of the foregoing. Supplier represents that any Products or Services purchased by ADC under a Purchase Order will not be produced with forced labor either by Supplier or Supplier’s Sub-tire Supplier. Supplier shall indemnify ADC against any liability ADC may incur if this representation is incorrect and ADC has the right to terminate a Purchase Order if there is a breach thereof.

#### **SQR-29 REVISION CONTROL**

Drawings, technical data, specifications and standards (including government and industry related specifications and standards), and reference document revisions in effect at time of order placement apply, unless otherwise specified on the purchase order.





### **SQR-30 SAFETY DATA SHEET**

Safety Data Sheet (SDS) are required with shipment of chemicals.

### **SQR-31 CUSTOMER COMMUNICATION**

If some ADC Aerospace requirements cannot be met or can only partially be met, the supplier shall negotiate a mutually acceptable requirement with ADC Aerospace.

The supplier shall acknowledge the order to the customer and shall maintain ongoing communication with ADC Aerospace and provide an update with regards to the order status and issues (e.g., delays, nonconformities).

### **SQR-32 SUPPLIER PERFORMANCE**

ADC Aerospace monitors the quality and delivery performance of suppliers. If the supplier does not meet defined purchasing requirements (quality and/or delivery), ADC Aerospace assesses the supplier's situation. Depending on the risk of using the supplier and its impact, Supply Chain and/or Quality may consider the following, as applicable:

- Coordinating with the supplier to correct the issue;
- Providing recovery plan(s);
- Issuing a formal corrective action request based on the severity of the issue;
- Scheduling onsite visit, evaluation, and/or audit.

### **SQR-33 COMPETENCE REQUIREMENTS**

Supplier personnel performing work for ADC Aerospace shall be trained or otherwise qualified and competent to perform work assigned to them and shall retain applicable records.

### **SQR-34 CONTROL OF SUSPECT OR COUNTERFEIT PRODUCT**

Supplier shall establish a program to eliminate the risk of introducing non-electronic parts and materials. This includes:

- Identification, mitigation, detection, and avoidance techniques, and reporting of suspect or confirmed counterfeit parts, assemblies, and/or materials;
- Training for the detection and prevention of counterfeit parts.

### **SQR-35 EMPLOYEE AWARENESS AND TRAINING**

Suppliers shall ensure that their employees are aware of:

- their contribution to product or service conformity;
- their contribution to product safety;
- the importance of ethical behavior.



**SQR-36 OBSOLESCENCE**

Supplier shall be aware of obsolescence issues. The supplier shall provide immediate notification to ADC Aerospace buyer and impacted personnel, describing the obsolete item, reason for obsolescence, estimated date the product will no longer be available, and any proposed alternatives. Timely notification is imperative to allow sufficient time to identify alternates for the affected parts, and perform any necessary certifications, which may involve regulatory agencies.

**SQR-37 DIGITAL PRODUCT DEFINITION (DPD) / MODEL BASED DEFINITION (MBD)**

The supplier shall conform to Boeing’s document D6-51991 "Quality Assurance Standard for Digital Product Definition at Boeing Suppliers" and obtain ADC Aerospace approval as DPD Capable if supplier receives, downloads, and/or uses ADC Aerospace or Boeing’s DPD geometry and/or MBD geometry in any format.

- If supplier receives ADC Aerospace or Boeing’s DPD geometry in MBD format, supplier is required to obtain ADC aerospace’s approval as MBD-capable.
- If supplier provides ADC Aerospace or Boeing’s DPD geometry to its subcontractors in any format, supplier shall impose Boeing’s document D6-51991 as a requirement and is responsible for its subcontractor’s conformance.
- If supplier provides ADC Aerospace or Boeing’s DPD geometry in any format to its subcontractors, supplier shall comply with all applicable export laws.

A copy of Boeing’s document D6-51991 and associated documents can be obtained at the following URL or are available through Boeing’s Authorized Procurement Representative. <http://www.boeing.com/companyoffices/doingbiz/dpd.html>.

**Document Revision History**

Revision	Date	Description of Revision	Issued/Revised By	Approval Authority
L	08/01/2021	Latest Issue	Michael Raitzin	Michael Raitzin
M	04/27/2023	Added SQR-37	Michael Raitzin	Michael Raitzin