

# BAC

**BIRK AEROSYSTEMS CORP.**  
GARDEN GROVE, CA.

## DOCUMENT CHANGE NOTICE

ADCN  DCN  
NO. 13740

Sheet 1 of 1

Document Title:  
**PURCHASE ORDER QUALITY REQUIREMENT**

Document No.:  
**0211042**

Rev. Letter:  
**H**

Release Date:  
**25-05-08**

REASON				DATE			
SUPPLIER REQUEST		QUALITY/RELIABILITY	<b>X</b>	PROJECT#: N/A	Prepared By:	<b>A. NGUYEN</b>	<b>25-05-08</b>
CUSTOMER REQUEST AS NOTED BELOW		DOCUMENT ERROR		DCR #: N/A	Checked By:	<b>J. BIRK</b>	<b>25-05-08</b>
		NEW RELEASE		LOG #: 13740	IMPACT ANALYSIS REPORT		
PRODUCIBILITY		DESIGN CHANGE		STATUS <b>(R)</b> P	AREAS AFFECTED	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
COST REDUCTION		SAFETY		CLASS 1 <b>(2)</b> 3	MANUFACTURING	<input type="checkbox"/>	<input checked="" type="checkbox"/>
					SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Description of Change:

1) ADDED QR21.

MFG INTERVENTION POINT		DATE: 25-05-08	
SER NO.	Y E S	N O	CODE
NEW PARTS			USR
VENDOR NOT.			USR
INVENTORY			USR
WIP			USR
FIN PROD			USR
OTHER			USR

### NOTES:

### ADCN/DCN COMMITTEE APPROVALS

ORGANIZATION	SIGNATURE	DATE
Q. A.	<i>[Signature]</i>	25-05-08
ENGINEERING	<i>[Signature]</i>	25-05-08
MATERIAL	<i>[Signature]</i>	25-05-08
PRODUCTION	<i>[Signature]</i>	25/05/08
SALES	<i>[Signature]</i>	25/05/08

### EFFECTIVITY REQUIREMENTS FIELD RETROFIT CONTROL

TAG NO. REQD	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
TAG NO. _____	<input type="checkbox"/> MANDATORY <input type="checkbox"/> OPTIONAL <input type="checkbox"/> REPLACE ITEM <input type="checkbox"/> OTHER _____	

## PURCHASE ORDER QUALITY REQUIREMENTS

- QR1     **Signed Certificate of Conformance Required:** Supplier is required to provide a signed Certificate of Conformance for each lot/batch assigned to the purchase order.
- Certificates of Conformance must state that the product and/or services meet all applicable drawings, specifications and contractual requirements. Other mandatory elements to be mentioned are:
1. Suppliers Name
  2. Suppliers Address
  3. Purchase Order Number
  4. Part number and revision (as referenced on the PO)
  5. Quantity being delivered
- QR2     **Manufacturer's Certificate of Conformance:** Supplier must provide the original manufacturer's Certificate of Conformance, and a Suppliers Certificate of Conformance that states the supplied parts indicated on the shipping documents were purchased from the source specified by the contract.
- QR3     **Raw Material Test Report Required:** Actual physical and chemical characteristics are required. Supplier is required to provide a signed Test report for each lot/batch issued to the purchase order.
- QR4     **First Article:** Supplier is required to provide a First Article Inspection Report (FAIR). The Report shall accompany the first shipment. The FAIR shall be repeated upon a change in revision or transfer of suppliers manufacturing operations to a new location.
- QR5     **Record Retention:** Suppliers shall archive quality records in accordance with established procedures that consider protection from damage (water, humidity, fire, insects, rodents, electrostatic interference, etc.). Records subject to the terms of the contract shall be retained for at least ten years from the date of product shipment. At the expiration of the retention period, the records shall be offered to the BAC partners with prior notice of at least six months for further retention or disposal. Quality records shall be made available to BAC and other regulatory authorities upon request.
- QR6     **Shelf Life Expiration Date:** Supplier is required to provide shelf life expiration information and required storage conditions. Certification must state manufacturer's name, product identification, batch number, and other pertinent shelf life data. Material must have a minimum of 80% shelf life remaining.
- QR7     **Flammability Certification:** Supplier is required to provide flame test certification with each lot or batch of material supplied against each purchase order.
- QR8     **Material Inspection Record:** Material acceptance testing documentation is required.
- QR9     **Manufacturer's I.D. Required:** Supplier identification is required on the supplied part for traceability purposes.
- QR10     **Date Code:** Date code marking is required on the supplied part.
- QR11     **Source Inspection Record:** The acceptance of the material or service will be made at supplier's facility by BAC quality or BAC customer quality.
- QR12     **Special Process:** Work to be performed requires an approved processor.
- QR13     **Quality System Requirements:** Supplier shall establish and maintain a quality system that includes a minimum of but is not limited to the following: Management Responsibility, periodic review of written procedures and testing/acceptance criteria, and a system for the detection of non-conforming product and corrective action. Supplier management also responsible for ensuring appropriate parties are aware of:
- their contribution to product or service conformity;
  - their contribution to product safety;
  - the importance of ethical behavior.
- QR13A     **Quality System Requirements:** Manufacturing suppliers' quality systems shall be in compliance to or meet the standards of ISO9001, TS16949, AS9100/EN9100 or an approved alternate. Distributor's quality systems shall be compliant to AS9120/EN9120, AS7103/AS7104, ASA100, QS9000 or an approved alternate. Outsource vendors that are used to certify materials, test and calibration laboratory results, shall be certified to ISO/IEC 17025. Internal manufacturer labs shall be certified to ISO/IEC 17025, NADCAP certified or compliant with ISO/IEC 17025 and also maintaining certification to AS9100 Management Systems. All providers shall be willing to provide a copy of their certification(s) when requested.

## PURCHASE ORDER QUALITY REQUIREMENTS

- QR14 **Right of Access:** BAC, and its customers and regulatory authorities shall have the right to access the applicable areas of all facilities and to all applicable records of the Supplier and its subtier supplier's. Access will also cover the quality system, process, and product audits to verify the compliance with Contract/Purchase Order requirements. The supplier shall provide all reasonable assistance for the performance of those evaluations by coordinated actions with BAC.
- QR15 **Nonconforming Product:** Supplier is required to notify BAC of nonconforming product within a timely manner. Supplier must also obtain BAC approval for nonconforming product disposition.
- QR16 **Notification of Changes:** Supplier is required to notify BAC of changes such as product and/or process, changes by suppliers, or changes of manufacturing facility location and, where required, obtain BAC approval.
- QR17 **Flow Down Requirements:** Supplier is required to flow down all BAC requirements to sub-tier suppliers when manufacturing or processing BAC product for supplier.
- QR18 **Conflict Minerals:** Suppliers who provide materials or components that contain tin, tantalum, tungsten, and/or gold that are used in Birk products shall provide certification that materials are conflict free, a completed CFSI CMRT must be submitted at the request of Birk Aerosystems, and proactively provide updates to Birk when changes to information in the CFSI CMRT occur.
- QR19 **Additional Requirements:** Suppliers shall establish a Zero – Defect Culture, Continuous Improvement Plan and promote risk based thinking. The use of tools such as Mistake Proofing / Poka Yoke, Ishikawa (Cause-and-Effect) Diagram and 5 Whys or equivalent to stabilize and standardize manufacturing and quality processes is desired.
- QR20 **Supplier Performance:** BAC will monitor supplier performance including but not limited to on-time delivery and product/services quality. Performance will be monitored and reviewed annually at BAC Management Review Meetings. If supplier performance is unsatisfactory upon review, a Supplier Corrective Action Request (SCAR) will be issued.
- BAC has established On-time Delivery and Performance goals of 90% or better.
- QR21 **FOD and Counterfeit:** To ensure compliance, suppliers are required to establish Foreign Object Damage (FOD) procedures according to AS9146, as well as implement Counterfeit Prevention measures as outlined in AS9100. When applicable, the Counterfeit Electronic Parts Detection and Avoidance System requirements per AS5553 shall also be implemented.