Supplier Quality Manual

1.0 PURPOSE 3
2.0 SCOPE 3
3.0 REFERENCES 3
3.1 Internal References 3
3.2 Industry Documents 3
4.0 DEFINITIONS 4
5.0 GENERAL REQUIREMENTS 4
5.1 **Applicability** 4
5.2 **Exclusions** 4
5.3 **Acron Aviation, Inc. Direct Ship Authorization (DSA)** 4
5.4 **Seller's Quality Management System** 4
5.5 **Organization** 5
5.6 **Procedures** 5
5.7 **Changes in Quality System** 5
5.8 **Contract Review** 5
5.9 **Notification of Changes** 6
5.10 **Seller With Design Authority** 6
5.11 **Buyer Has Design Authority** 6
5.12 **Drawing and Change Control** 6
5.13 **Procurement by the Seller** 6
5.14 **Tool and Test Equipment Control (Buyer Furnished)** 6
5.15 **Product Identification and Traceability** 7
5.16 **Processing** 7
5.17 **Inspection and Test** 7
5.18 **Sampling by the Seller** 7
5.19 **Measuring and Test Equipment Calibration System** 8
5.20 **Measurements Standards Controls** 8
5.21 **Inspection and Test Status** 8
5.22 **Material Review** 8
5.23 **Corrective Action** 9
5.24 **Preservation and Packaging** 10
5.25 **Records** 10
5.26 **Age Control** 10
5.27 **Notification of Problems** 10
5.28 **Non-Conforming Material** 10
5.29 **Surveys and Surveillance** 11
5.30 **Buyer Quality Control Representative** 11
5.31 **Seller Assistance** 11
5.32 **Government Source Inspection** 11
5.33 **Federal Aviation Administration Surveillance** 11
5.34 **DOT/FAA Drug and Alcohol Testing** 11
5.35 **Duty Time Limitations** 12
5.36 **First Article Inspection** 12
5.37 **FAI Reports** 12
5.38 **Characteristics not Verifiable Upon Receipt** 12
5.39 **Sampling by the Buyer** 12
5.40 **Final Acceptance** 12
5.41 **Conformance Responsibility** 12
5.42 **Certification Requirements** 12

5.43 **English Language Requirement** 13
5.44 **Seller Outsourcing Approval** 13
5.45 **Evidence of Effective Control** 13
5.46 **Obtain Specifications** 13
5.47 **Government Furnished Material** 13
5.48 **Training** 13
5.49 **Internal Quality Audits** 14
5.50 **Management Reviews** 14
5.51 **Lot Splitting** 14
5.52 **Counterfeit/Suspect Parts** 14
5.53 **Prohibited Practices** 15
5.54 **Foreign Object Debris / Damage** 15
6.0 APPENDICES 16
6.1 Appendix A: ACSS Example of Certificate of Conformance 16
6.2 Appendix B: First Article Inspection Example and Instructions 17

Supplier Quality Manual

1.0 PURPOSE

This document establishes basic Quality Flow Down Requirements for the Seller to ensure that purchased supplies/services meet required standards of quality.

2.0 SCOPE

This document is applicable to all products manufactured by Acron Aviation, Inc. and Aviation Communication and Surveillance Systems (ACSS).

The requirements specified herein must be followed in their entirety, unless specific deviations are authorized in writing by the representative Acron / ACSS Quality Leader.

Note: QA-SOP-004 and QA-SOP-005 are the primary flow down documents and take precedence over the applicable reference documents.

Inputs:	**Outputs:**
Establish formal controls for Suppliers to ensure high standards of quality	Reduce COPQ, re-work and delays in manufacturing by establishing rigid quality controls for suppliers of Acron Aviation, Inc. and Aviation Communication and Surveillance Systems

3.0 REFERENCES

3.1 Internal References

POL-3.1-1	AS9100 QMS Manual (ACSS)
0100Q	Acron Aviation Quality Manual
INF-14.1-2 (Legacy)	Quality Flow Down Requirements for Suppliers
QA-SOP-005	Quality Flow Down Requirements for Suppliers
SOP 0631Q1	Purchasing Specification Attachment “W” Quality Assurance Requirements
8210550-001	Acron Aviaiton Division Supplier Control Plan
PRO-14.1-6 (Legacy)	Supplier Quality Manual
POL-2-1	Production Approval Holder Quality Manual
QMP-14-1	QMS-Control of Externally Provided Processes, Products and Services
0631Q	Supplier Contract Manufacturing Requirements
8210550-001	ACSS Supplier Control Plan

3.2 Industry Documents

AS9100	Quality Management Systems – Requirements for Aviation, Space and Defense Organizations
AS9110	Quality Management Systems – Requirements for Aviation, Space and Defense Organizations
AS9102	Quality Management Systems – Aerospace First Article Inpsection Requirement

4.0 DEFINITIONS

"BUYER"	Refers to Purchase Order issuance from either Acron Aviation, Inc., or Aviation Communication & Surveillance Systems (ACSS). Issuing the Purchase Order (physically or electronically) invokes this document.
"SELLER"	The vendor/supplier and/or distributor performing the work/supplying materials, parts, assemblies, subassemblies, systems, subsystems, or services pursuant to the Purchase Order (PO) or Supplier Control Plan (SCP) as applicable.

5.0 GENERAL REQUIREMENTS

5.1 Applicability

These general requirements shall apply to Sellers whenever QA-SOP-004 (this document) is invoked by the PO.

IMPORTANT: Variable Quality Requirements (VQR) listed in QA-SOP-005, Section 5, do not apply unless specifically invoked on the PO by Code Number. Applicable revision status of such specifications shall be the revision in effect on date of PO, unless otherwise specified in the PO or related documents. Revision status of procured/deliverable items shall always be as specified in the PO.

5.2 Exclusions

For POs that are considered blanket orders or ones covering a period of time or quantity and are for the following, then this document shall apply:

- Production Hardware
- Prodution Sundries
- Calibration Service
- Service releated to product parts, e.g., rework or paint

If the PO does not fall into these categories or are not for specific part numbers, this document does not apply.

5.3 Acron Aviation, Inc. Direct Ship Authorization (DSA)

ACSS is the holder of the FAA production approvals for various products that may be manufactured by Acron Aviation, Inc. as a supplier to ACSS. The ACSS SCP, 8210550-001, defines the control for Acron to operate under an ACSS DSA.

Acron production, as described in the SCP, utilizes the ACSS Enterprise Resource Planning (ERP) processes and tools; there are no POs applicable. The SCP communicates the applicable supplier codes and requirements that would otherwise be in a PO.

5.4 Seller's Quality Management System

The Seller's quality management system shall conform to the General Requirements of this document, Section 5.0, in other applicable specifications when invoked by PO or SCP.

5.5 **Organization**
Quality management responsibility shall be clearly designated within the Seller's organization. Personnel having this responsibility shall have sufficient authority to assure that quality is not compromised.

5.6 **Procedures**
The Seller's quality management system shall be implemented by written procedures, which adequately provide for compliance with the requirements of QA-SOP-005, Section 5.

5.7 **Changes in Quality System**
The Seller shall immediately notify the Buyer in writing of any change to:

- The quality management system that may affect the inspection, conformity, or airworthiness,
- Quality leadership, or
- Quality management system status, e.g., Seller converts to an IS09000-based system; or Seller no longer is registered to AS9100.

CAUTION: Once Seller is placed on Buyer's Approved Supplier List (ASL), loss of any registrations (e.g., ISO-9001, AS9100, etc.), or failure to comply with Section 5 of this document may result in POs being revoked.

5.8 **Contract Review**
Sellers shall establish and maintain documented procedures for contract review and for the coordination of these activities. Before submission of a tender or the acceptance of a contract or order (statement of requirement), the tender, contract or order shall be reviewed by the Sellers to ensure that:

- The requirements (drawings, specifications and VQR codes – QA-SOP-005) are adequately defined and documented; where no written statement of requirement is available for an order received by verbal means, the Sellers shall ensure that the order requirements are agreed before their acceptance.
- Any differences between the contract or order requirements and those in the tender are resolved.
- The Sellers have the capability to meet the contract or order requirements.
- Risks associated with new technology and/or short delivery time scales have been evaluated.
- For Acron level Contract procedures, see Templates / Processes / Forms - CONTRACTS - All Documents (sharepoint.us).

5.9 **Notification of Changes**

Regardless of who has design authority, Seller shall promptly notify Buyer in writing of intended changes of manufacturing location affecting Buyer's procurements before making the changes.

This instruction includes the following changes:

- Changes in plant location
- Major changes in plant layout
- Major changes in major information management system
- New Enterprise Resource Planning (ERP) system
- Relevant Business System change
- Major change in Organization Management structure
- Major Suppliers (including subcontractors)
- Changes in key manufacturing processes

Manufacturing process changes require Acron or ACSS approval depending on the product and process impacted, while all other changes only require notification. ACSS process changes need to be directed to ACSS representatives and vice versa for Acron.

5.10 **Seller With Design Authority**

The Seller shall promptly notify the Buyer of any design or process changes that affect fit, form, function, quality, reliability, or safety of product on this order and obtain Buyer's approval to proceed with manufacture and delivery of this order.

5.11 **Buyer Has Design Authority**

When the Seller desires to change the Buyer's design or change the process that produced the component used by the Buyer to qualify the component at the existing drawing revision level, written authorization must be obtained from the Buyer. NO CHANGES ARE PERMITTED WITHOUT THIS AUTHORIZATION.

5.12 **Drawing and Change Control**

The Seller's system shall assure that the latest applicable drawings, specifications, technical requirements, PO or SCP information and changes thereto will be available at the time and place of Seller's acceptance of material and/or services. All changes shall be processed in a manner, which will assure incorporation on the affected material and/or services at specified effectivity points. On Buyer-designed parts, Buyer may require that the Seller's Change Control System be compatible with that of Buyer.

5.13 **Procurement by the Seller**

The Seller shall maintain a system to assure that Seller-procured materials and/or services conform to POs and their respective drawings, specifications and VQR codes. The Seller's system shall contain controls assuring these requirements and all of the general requirements called out below are flowed to and are met by their sub-tier suppliers. The implementation of such controls shall be subject to surveillance by Buyer.

5.14 **Tool and Test Equipment Control (Buyer Furnished)**

All tooling and test equipment fabricated by the Seller at Buyer expense, or supplied by Buyer for Seller use, shall be considered property of Buyer and/or the procuring government agency. Such

tooling and test equipment shall be inspected, calibrated, and controlled as outlined in the following paragraphs. Tool and test equipment controls shall be accomplished by the Seller with review and approval at Buyer's option.

- All tools and test equipment, unless size or use prohibits, shall be identified with a tag permanently attached, which contains the following information: Property of Acron / ACSS; Inspection Date or Government Re-inspection Due Date; Seller's Name; Calibration Date; Part Number of Tool or Test Equipment; Re-calibration Due Date.
- If not otherwise specified, all equipment that is used to determine acceptance of material will be subject to, as a minimum, an initial inspection and calibration, and a re-inspection and re-calibration every six (6) months thereafter.
- The Seller shall be responsible for maintaining adequate records of all tooling and test equipment indicating periodic inspections and calibrations. Such records shall be readily available to the Buyer's Quality Assurance Representative and/or the Government Procuring Agency Representative.
- The Seller shall have a system, which includes written procedures for control of all tooling and test equipment. Procedures shall be in accordance with the controls specified herein.
- Any tooling or test equipment furnished to the Seller by Buyer shall not be reworked or modified without prior written approval of Buyer.
- Tooling or test equipment shall be properly maintained and preserved.

5.15 **Product Identification and Traceability**

The Seller shall maintain documented procedures for identification of product from receipt and during all processes of production and delivery. When traceability is a specified requirement, the Seller shall establish and maintain documented procedures for unique identification of individual product or batches; this identification shall be recorded.

5.16 **Processing**

The Seller shall establish a system to assure that all processes, even including those, which cannot be readily verified by inspection, will conform to specification requirements. Those processes to which Government specifications apply are subject to the applicable requirements regarding certifications or approval by Government agencies. When critical or special processes are performed outside the Seller's facility, it shall be the Seller's responsibility to assure proper performance of all such processes through surveys, certification, testing, etc. These processes include, but are not limited to, welding, X-Ray, magnetic particle and fluorescent penetrant inspection, heat-treating, plating, and anodizing.

5.17 **Inspection and Test**

The Seller shall provide and maintain suitable gages, instruments, and test equipment to measure and test all material for conformance to Buyer's requirements. The Seller shall perform an inspection and/or test on end items covered by the PO prior to submission to Buyer or prior to delivery. Inspection/test of material, which cannot be readily examined in the end items, must be performed at the appropriate in-process stages of manufacturing. Records of inspection/tests must be maintained by the Seller.

5.18 **Sampling by the Seller**

Acron / ACSS must approve any statistical sampling procedures used in inspection/test. When sampling is used for inspection/test of Buyer's product (from incoming through final inspection/test),

the methodology shall be statistically valid, appropriate for use, and preclude the acceptance of known defectives in the lot.

5.19 **Measuring and Test Equipment Calibration System**

The Seller shall maintain a system, including written procedures, to assure inspection and evaluation of measuring and test equipment used on Buyer's product or articles, whether Seller-owned or supplied by Buyer or another agency. This system shall assure that inherent accuracy of the equipment is comparable with requirements of the units being tested, and that required measurements are adequately performed. The system shall include appropriate calibration schedules and records captured in writing or on other acceptable storage media, and shall include equipment or device type, unique identification, location, frequency of checks, check method and acceptance criteria. Tools, inspection devices and test equipment shall be tagged and contain the following information: name of owner, name of company performing the calibration, inspection due date, calibration date, tool identification number and re-calibration due date.

5.20 **Measurements Standards Controls**

The Seller's working standards used for calibration of tooling, measuring, and test equipment shall be checked at established intervals against suitable higher-level standards that, in turn, will be checked at established intervals by reference to National Institute of Standards Technology (NIST) or equivalent certified primary standards. The Seller shall maintain records or other conclusive evidence that proper control is being provided. Buyer may conduct, in the Seller's facility, an evaluation of the Seller's standards, measuring/testing devices, and calibration/maintenance personnel and methods to establish correlation between Buyer's and the Seller's measurements.

5.21 **Inspection and Test Status**

The Seller shall maintain a system for identifying inspection and test status of material. Identification may be accomplished by means of stamps, tags, routing cards, labels, bar codes, electronic databases, or other control devices. Final acceptance stamps must provide Seller with identification unless identification is provided on the product by other acceptable means. The Seller shall be responsible for maintaining procedures for governing the control of inspection authority and shall, upon request, forward a record of such authority to the Buyer.

5.22 **Material Review**

The Seller shall not exercise Material Review authority on end items without written approval by Buyer's Quality Assurance Organization. This applies only to material that is Buyer-designed and/or design controlled to Buyer's specifications.

Requests from Seller to Buyer for Material Review authority shall include:

- Material Review procedures including copies of applicable forms, tags, and other control media, and a description of their usage.
- A resume of each of the Seller's Material Review members and alternates, including background, experience, education, etc.
- Evidence of approval of the Seller's Material Review members and procedures by the Seller's cognizant Government Quality Control Representative, if applicable.

When the Seller is approved to effect Material Review action:

- Seller shall furnish three copies of all Material Review reports to Buyer's Quality Assurance Organization via Buyer's Purchasing. One copy of each Material Review action shall be included

with the shipment of affected material. These reports shall list in detail the salvage methods utilized, if applicable.

- Buyer retains final review authority over Seller's Material Review decisions.
- The Seller ***shall not*** make substitution of Material Review members or delegate Material Review authority to subcontractors performing work on Buyer parts without advance written authorization from Buyer.
- Seller's Material Review action is not allowed when interchangeability, external configuration, function, service life, safety, reliability, or point of attachment to Buyer assemblies is affected.

5.23 **Corrective Action**

The Seller's quality management system shall have written procedures for ready detection of discrepancies and for prompt and effective corrective action. Corrective action must prevent reoccurrence, including firm effectivity points by serial number, part number, date, or other agreed methods. Corrective action records and information, such as pertinent data on defects and failures, shall be available.

- The Seller is responsible for initiation of prompt replies to Buyer Nonconforming Material Reports (NCMR) and/or Corrective Action Reports (CAR), and implementation of required corrective action.
- When corrective action is required by the Buyer for Government source-inspected items, the Seller shall coordinate such action with the Government source inspector at his plant.
- If the Seller determines the Buyer's PO or SCP requirements were not met after the product or article has already shipped to the Buyer, the Seller shall notify the Buyer immediately in writing. PO requirements include part number revision level, form, fit, function, quality, reliability and safety of the product or article. The Seller shall initiate an internal CAR that includes a definition of the root cause, corrective actions, and preventative actions for this problem. The CAR will be sent to the Buyer for written approval.

CAR response times are set based on the recommendations in the following chart. These times can be adjusted based on the complexity of the corrective action.

Classification	Containment (Days)	RCCA (Days)	CA Plan (Days)	CA complete
Major	7	14	14	Determined by action plan.
Minor	14	21	21	Determined by action plan.
Opportunity for Improvement	14	21	21	Determined by action plan

5.24 **Preservation and Packaging**

In addition to specific packaging and preservation instructions invoked in the PO or SCP, the following applies:

- Static sensitive device(s) shall be handled per ANSI/ESD S20.20-2021. These items must be packaged in conductive material or must be packaged in material which is inherently anti static or which has been coated or treated with an anti static material to prevent buildup of static charge. If anti static material is used, the vendor shall furnish certification with the delivery that the packing material is or has been treated to prevent buildup of static charge. Shipping containers shall have a warning label affixed to the outside stating that the package contains static sensitive devices.
- All material intended for Buyer shall be protected against the usual hazards of Electrostatic Discharge (ESD), corrosion, contamination, deterioration, or other spoilage at the Seller's facility and in transit.
- All material intended for Buyer shall be packed with suitable protection so as to prevent damage through handling, during storage at the Seller, in transit, and during storage at Buyer's facility before use.

5.25 **Records**

The Seller shall maintain adequate records of inspections, tests, and other quality control activities, including the part number drawing revision level called out on the associated PO or SCP. Records shall provide objective evidence of the quality control operations performed, the results obtained, and corrective actions taken. Such records shall be available to Buyer.

- Where such records are traceable by serial or lot designation to material supplied to Buyer, they shall be retained for a period of at least fifteen (15) years from the date of shipment to Acron / ACSS.
- After fifteen (15) years or if the business relationship between Buyer and Seller has ended, then the Seller must contact the Buyer for the disposition of records. When source inspection is used, inspection plans specific to the situation shall state the retention requirements for records generated.

5.26 **Age Control**

The Seller shall maintain a documented system for age control items where acceptability is limited by maximum age. The system shall include a method of identifying and controlling such items.

5.27 **Notification of Problems**

The Seller shall notify the Buyer immediately when products or articles that have been released from their quality system and that do not conform to the applicable design data, quality system requirements or PO part number drawing revision level. The Seller shall have procedures for identifying, analyzing and initiating appropriated corrective action, including a notification process and process for product recall. See also Corrective Action.

5.28 **Non-Conforming Material**

Seller shall not knowingly ship non-conforming material without written authorization from ACRON / ACSS.

5.29 **Surveys and Surveillance**

The Buyer, the Buyer's customer and Buyer's regulatory authorities may conduct a survey and/or perform surveillance of the Seller's facility or the Seller's sub-tier suppliers' facilities to determine Seller's compliance with the Buyer's applicable requirements, or assist in the resolution of quality problems. As necessary, any tier of a Buyer's Customer may accompany the Buyer's Quality Assurance Representative.

5.30 **Buyer Quality Control Representative**

Buyer may, at its discretion, provide resident or itinerant quality assurance personnel whose function shall be to survey Seller operations, assist the Seller in the resolution of quality problems, and witness at any stage (subject to proprietary considerations) the manufacture, processing, test, and inspection of items being manufactured for Buyer. Copies of applicable specifications and documents shall be made available to the Buyer's Quality Assurance Representative.

5.31 **Seller Assistance**

In the event that requirements are not completely clear, or where special assistance is needed, Buyer will provide qualified personnel to consult with the Seller. Requests for assistance shall be made via the Buyer's Supply Chain Management Department. If inquiries pertain to quality aspects of supplies or services being procured, Buyer's Quality Assurance Organization may be contacted.

5.32 **Government Source Inspection**

If the PO specifies a requirement for Government inspection at the Seller's plant, it shall be the responsibility of the Seller to notify the Government inspector and provide him with pertinent specifications and any necessary facilities and assistance.

5.33 **Federal Aviation Administration Surveillance**

Materials and/or components supplied under the terms of this PO may be utilized in equipment that has been or will be subject to Federal Aviation Administration (FAA) type certification or Technical Standard Order Authorization/Parts Manufacturer Approval. Your facility and quality system are subject to surveillance by authorized representatives of the FAA. The Seller shall provide all reasonable facilities and assistance to the authorized FAA representatives, upon request.

5.34 **DOT/FAA Drug and Alcohol Testing**

Any work performed for ACRON / ACSS Repair and Overhaul is considered safety sensitive work. The Seller is required to either maintain their own Antidrug & Alcohol Misuse Prevention Program or be a part of the ACRON / ACSS Repair and Overhaul program. As part of this program, certain employees of the Seller, and employees of subcontractors at any tier below you, will be tested under an FAA-regulated program. If the Seller chooses to maintain their own program, it must be in accordance with the regulations set forth in: Department of Transportation (DOT) Title 49 Part 40 and Federal Aviation Administration (FAA) Title 14 Part 120. Seller's facility is subject to surveillance by authorized representatives of the DOT or FAA. The Seller shall provide all reasonable facilities and assistance to the authorized DOT/FAA representatives, upon request. You agree to hold harmless ACRON / ACSS and ACRON / ACSS Repair and Overhaul for noncompliance of DOT/FAA regulations by yourself or by a subcontractor at a lower tier. For further information, reference the DOT Office of Drug & Alcohol Policy & Compliance website at: http:www.dot.gov/ost/dapc.

NOTE: This general requirement does not apply to calibration suppliers.

5.35 **Duty Time Limitations**

Sellers performing maintenance functions for ACRON / ACSS Repair and Overhaul shall relieve each person performing maintenance from duty for a period of at least 24 consecutive hours during any seven (7) consecutive days, or the equivalent thereof within any one calendar month.

NOTE: This general requirement does not apply to calibration suppliers.

5.36 **First Article Inspection**

Prior to shipment of the first production unit for each part number, a First Article Inspection (FAI) shall be performed by the Seller at the Seller's location. The FAI data package shall include objective evidence of conformance of all characteristics. Results shall be documented in report form per a First Article Inspection Report (FAIR) in accordance with AS9102, Aerospace First Article Inspection Requirement format, and maintained at the Seller's location. The FAI shall require an update (e.g., delta FAI) for changes in design, configuration and manufacturing location. The FAI package shall be available on request.

5.37 **FAI Reports**

For parts where the Buyer has design authority, a copy of the FAI report shall ship with the product delivery shipping container, but shall be kept separated from the product, e.g., no paper or non-ESD protected plastic shall touch bare Circuit Card Assemblies.

5.38 **Characteristics not Verifiable Upon Receipt**

The Seller shall provide adequate controls and records, within the quality system, to ensure that characteristics not verifiable upon receipt are adequately controlled.

5.39 **Sampling by the Buyer**

Buyer reserves the right to use sampling plans for the acceptance or rejection of material and/or services. If a lot is rejected by the sampling procedure, the entire lot may be returned to the Seller or Buyer may screen the rejected lot at the Seller's expense.

5.40 **Final Acceptance**

Inspection/test acceptance at the Seller's facilities by Buyer or the Government does not guarantee final acceptance. Final acceptance shall be at Buyer's facility unless otherwise specified on the PO. When required by contract, the Seller will comply with the requirement for customer verification of the subcontracted product.

5.41 **Conformance Responsibility**

Surveillance, inspection and/or test conducted by Buyer or representatives of any customer or government agency at the Seller's or Buyer's facility shall not relieve Sellers of their responsibility in meeting the quality requirements of the PO or SCP and QA-SOP-004, Section 5 (this document).

5.42 **Certification Requirements**

The acceptance of the Purchase Order and issuance of the Certificate of Conformance (C of C) by the supplier hereby constitutes an agreement by the supplier to fully comply with all the quality requirements incorporated herein the ACRON / ACSS Supplier Quality Manual, QA-SOP-004. The Seller is responsible for compliance with all certification requirements referenced through the PO or SCP and for the maintenance of quality control records evidencing compliance with such requirements, regardless of whether the Seller or his lower-tier suppliers performed work. The C of C

paperwork shall ship with the product delivery shipping container, but shall be kept separated from the product. The Seller shall maintain the information to create a C of C on demand for “Material”, “Special Processes”, and “Parts” the same amount of time as in Section 3.17. The Seller shall make available to the Buyer’s Quality Assurance Representative evidence of this certification upon request or audit. Documents and data shall be available for Buyer and/or Government review. The C of C shall have the following minimum content:

- Manufacturer’s Name (For Commercial Off-The-Shelf (COTS) parts, such as hardware, sundries and Electrical, Electronic, and Electromechanical (EEE) part numbers, the supplier selects the manufacturer for the part number from the ACRON / ACSS Approved Manufacturer’s List (AML))
- ACRON / ACSS Part Number and Revision (Revision not required for COTS parts, such as hardware, sundries and EEE part numbers)
- Serial Number, Date Code or Lot Code
- Quantity
- ACRON / ACSS PO Number (If COTS parts, such as hardware, sundries and EEE parts, Revision Letter not required on PO)
- A statement certifying that the materials and processes used to produce the part meets the specification requirements of the drawing. This statement will include the signature or electronically generated signature of the person authorized by the Seller’s organization, who is accountable to ensure the certification requirements have been met.

5.43 **English Language Requirement**

The Seller shall submit all required quality data (e.g., Seller quality procedures, certificates, reports, or other similar data required by the Buyer), correspondence, and corrective actions responses in the U.S. English language.

5.44 **Seller Outsourcing Approval**

For parts or assemblies where Buyer has design authority, the Seller shall notify Buyer and request written approval when outsourcing a process, part, assembly or end item prior to invoking the change. Any outsourcing must be in accordance with Buyer’s AML.

5.45 **Evidence of Effective Control**

Verification of product by the Buyer or Buyer’s Customer shall not be used by the Seller as evidence of effective control of quality and shall not absolve the Seller of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by the Buyer or Buyer’s Customer.

5.46 **Obtain Specifications**

When required, the Seller may obtain copies of pertinent specifications through the Buyer’s Supply Management Department or the cognizant government agency, if a government specification.

5.47 **Government Furnished Material**

Appendix B of Defense Acquisition Regulations (DAR) or Federal Acquisition Regulations (FAR 45), titled, Government Property in Possession of Contractors, is hereby incorporated and made applicable.

5.48 **Training**

The Seller shall have established procedures for identifying training needs and provide the training of all personal performing activities affecting quality, ensuring competency. Appropriate records of training shall be maintained.

5.49 **Internal Quality Audits**
The Seller shall have established procedures and perform internal quality audits that assess compliance to their quality system.

5.50 **Management Reviews**
The Seller's management shall periodically conduct reviews of the quality system, corrective actions, internal audit results and customer feedback.

5.51 **Lot Splitting**
The Seller shall have a procedure for batch, lot or product splitting during all stages of product flow.

5.52 **Counterfeit/Suspect Parts**
In an effort to reduce the risk of counterfeit parts entering the Buyer's supply chain and finished products:

- The Seller shall comply with Standard AS5553, Fraudulent/Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition, for all parts and materials used in products delivered to Buyer:
    - The Seller shall procure parts from Original Component Manufacturers (OCM) and/or Franchised Distributors.
    - The Seller shall have written procedures stating that they will only use OCM and/or Franchised Distributors.
    - When the Seller is unable to source through the OCM or Franchised Distributor, the Seller may use an Independent Distributor on ACRON / ACSS's ASL, providing the Seller gets advanced written approval from Procurement, notifies Independent Distributor that the PO is for an Avionics contract, and references the applicable PO clause found in INF-14.1-2 Appendices A, B, C and D (See References) or the SCP. In addition, all test reports received from independent distributors shall be sent to ACRON / ACSS for review and approval. Parts shall be held in Seller's MRB system until the test reports are approved.
- When the part or assembly is a non-electrical part, the Seller's C of C package must include:
    - Any FAIR documentation completed by the Seller. It must be compatible with AS9102.
    - A copy of all Material Certifications.
    - A copy of all inspection and/or test documentation required by the Buyer.
    - A testimony statement of compliance to any quality or packaging requirements called out on the Buyer's PO or SCP

5.53 **Prohibited Practices**

The following acts or practices are prohibited:

Unauthorized Repair:
Repairs (by welding, brazing, soldering, or the use of adhesives) of parts damaged or found faulty in the fabrication process; repairing holes in castings, forgings or other materials by plugging or bushing without authorization from Buyer's Quality Assurance Organization.

Unauthorized Processing:
Addition, revision, or deletion of processes in manufacturing when those processes are subject to specification control by Buyer.

Disregard of Approvals:
Change in any process of quality control procedure that is subject to specific approval by Buyer without proper notification and re-approval.

Improper Material Submittal:
Submission of material having known defects/problems to Buyer without notification and Buyer's written response granting deviation.

Improper Material Re-submittal:
Resubmission of material to Buyer without material being clearly identified as resubmitted material and Buyer's written response granting deviation.

Unauthorized Material and Information Transfer:
No Seller shall buy, sell, trade, or transfer ACRON / ACSS related material, parts, part drawings and/or specifications, devices, assemblies or end equipment for purposes other than the performance of ACRON / ACSS business, without prior written approval. Furthermore, no ACRON / ACSS part numbers, or information related to those part numbers, shall be disclosed to entities other than ACRON / ACSS, without prior written approval.

Reclaimed Material:
No Seller shall use reclaimed material without prior written approval from the buyer.

5.54 **Foreign Object Debris / Damage**

Supplier shall manufacture, distribute, or maintain products in such a way to eliminate or reduce foreign object debris/damage (FOD) in items delivered to L3H. That tooling, test equipment, and fixtures as required in the supplier's processes are maintained in a manner to prevent FOD. L3H will consider received items to be verified by the supplier to be free of foreign materials.

6.0 APPENDICES

6.1 Appendix A: ACSS Example of Certificate of Conformance

[redacted] ENGINEERING, INC.
[redacted]
PHONE: [redacted]
FAX:
MFR[redacted]

www.[redacted].com
ISO 9001/AS 9100

CERTIFICATE OF CONFORMANCE

Date: 1/29/2018

Customer: ACSS

This is to certify that the raw material and processes used to produce:

Part Number: 7517605-30

Supplier Code: APLENG

Revision: G PL REV G

Quantity: 20

Lot: 64140

Jobs: A27485-0CC (6 PCS-102017), A30748 (5 PCS-012018), A30748-2.2 (9 PCS-012018)

This is to certify that parts, products, and/or services identified as part of this delivery have been performed, manufactured, processed, assembled, inspected and tested in accordance with all requirements as defined within applicable drawings, specifications and purchase agreements.

Manufactured in the United States of America and according to all specifications of drawing: 7517605-30

Necessary documentation is on file for customer quality engineering review.

These parts conform to all requirements of the following Purchase Order:

P.O. # PO-016805

Line # 10

Quality Manager
[redacted] Engineering, Inc.

6.2 Appendix B: First Article Inspection Example and Instructions

FORM 1 - PART NUMBER ACCOUNTABILITY

Sheet of

1. Part Number: Required	**2. Part Name:** Required	***3. Serial Number:*** Conditional Required	***4. FAIR Number:*** Coditional Required
5. Part Revision Level: Required	***6. Drawing Number:*** Conditional Required	***7. Drawing Revision Level:*** Conditional Required	***8. Additional Changes:***
9. Manufacturing Process Reference: Required	**10. Organization Name:** Required	11. Supplier Code: Optional	12. P.O. Number: Required
13. Detail Part: ☐ **Assembly FAI:** ☐ REQUIRED	**14. Full FAI:** ☐ **Partial FAI:** ☐ (REQUIRED) **Baseline Part Number (including revision level):** Required		
	Reason for Partial FAI:		

a) If above part number is a detail part only, go to field 19.
b) If above part number is an assembly, go to the "INDEX" section below.

INDEX of part numbers or sub-assembly numbers required to make the assembly noted above.

15. Part Number: CONDITIONAL REQUIRED	***16. Part Name:*** CONDITIONAL REQUIRED	***17. Part Serial Number:*** CONDITIONAL REQUIRED	***18. FAIR Number:***
COTS parts	Resistors, Caps, etc...		Not required
Custom parts	Cables, CCA subassemblies, etc.		FAI# & attached

19. Signature: Required ☐ FAI Complete ☐ FAI Not Complete	**20. Date:** Required
21. Reviewed By: Optional	22. Date: Optional
23. Customer Approval: Optional	24. Date: Optional

Revision Date: 16 April 2015

FORM 2 - PRODUCT ACCOUNTABILITY - MATERIALS, SPECIAL PROCESSES, AND FUNCTIONAL TESTING

Sheet of

1. Part Number: Required	2. Part Name: Required		3. Serial Number: Conditional required		4. FAIR Number: Conditional required
5. Material or Process Name: CONDITIONAL REQUIRED	6. Specification Number: CONDITIONAL REQUIRED	7. Code: CONDITIONAL REQUIRED	8. Supplier: CONDITIONAL REQUIRED	9. Customer Approval Verification: CONDITIONAL REQUIRED	10. Certificate of Conformance Number: CONDITIONAL REQUIRED
Raw material	Material	ACSS Specification	Customer code		Material Cert. #
RTV					
Loctite					

11. Functional Test Procedure Number:	12. Acceptance Report Number: CONDITIONAL REQUIRED
Conditional required	

13. Comments Optional	
14. Signature Required (Print name and sign)	15. Date Required

Revision Date: 16 April 2015

FORM 3 - CHARACTERISTIC ACCOUNTABILITY, VERIFICATION, AND COMPATIBILITY EVALUATION

Sheet of

1. Part Number Required				2. Part Name Required			3. Serial Number CONDITIONAL REQUIRED	4. FAIR Number CONDITIONAL REQUIRED
Characteristic Accountability				Inspection / Test Results				
5. Char. No. REQUIRED	6. Reference Location CONDITIONAL REQUIRED	7. Characteristic Designator CONDITIONAL REQUIRED	8. Requirement REQUIRED	9. Results REQUIRED	10. Designed / Qualified Tooling CONDITIONAL REQUIRED	11. Nonconformance Number CONDITIONAL REQUIRED	14. Additional Data / Comments OPTIONAL	
UNIQUE # FOR EACH CHARACTERISTIC (DESIGN CHARACTERISTIC)	Drawing Zone page# & section		Dimension,Tolerance	Actual measurent obtained				
			Spec. Req					
			Drawing notes					
12. Signature (PRINT NAME AND SIGN) REQUIRED							13. Date REQUIRED	

Revision Date: 16 April 2015

REVISION HISTORY

Revision 1.0	**Summary of change:** Original issue. This document supersedes, and subsequently obsoletes, PRO-14.1-6. **Date:** 20-FEB-23 **Authored by:** Chris Toth, Quality Engineering Lead
Revision 2.0	**Summary of change:** Remove section 5.4 QA-01.1 Supplier Quality Manual (L3Harris Corporate SQM) **Date:** 27-MAR-2025 **Authored by:** Chris Toth, Quality Engineering Lead
Revision 2.1	**Summary of change:** All refrences to L3Harris CAS were removed and the title of the document was updated from “CAS-QA-SOP-004” to “QA-SOP-004”. **Date:** 01-MAY-2025 **Authored by:** Amber Fahy, Quality Engineer

APPROVALS

Wolfgang Niesing, Director of Quality: **Approved 3/25/2025 1:58 PM ET** (Signature on file in SignIt)

Jimbo Brown, Quality Lead: **Approved 3/19/2025 10:24 AM ET** (Signature on file in SignIt)

Paolo Messina, Quality Lead: **Approved 3/18/2025 1:55 PM ET** (Signature on file in SignIt)

END OF DOCUMENT