

# Brown-Pacific, Inc.

## Vendor Quality Requirements

### 1.0 SCOPE

This document covers Brown-Pacific (BP) Quality Assurance (QA) for BP approved vendors/suppliers or qualified sources.

### 2.0 PURPOSE

The purpose of this document is to outline BP vendor's minimum QA requirements.

### 3.0 Quality Requirements

- a. **Access** – BP and its customer's representatives, including government agencies and/or regulatory authorities, shall be given access to any facility and records where work on its contracts or purchase orders is performed for the purpose of surveillance, audits, inspection and/or to conduct any investigation upon request. This also includes applicable sub-tier suppliers.
- b. **Quality System** – BP vendors shall establish and maintain a documented recognized quality system or one that meets or is comparable to ISO 9001 and/or AS 9100 quality system requirements.
  - i. Special process vendors, for processes such as NDT testing, heat treat, chemical processing, coating, etc. shall be NADCAP accredited when required by BP customer and/or specified requirement.
- c. **Organization** – Supplier's established quality program shall include identified functions with trained and competent personnel. QA department or personnel performing verification or audit function shall be independent from other functions.
- d. **Contract/Purchase Order Review** – All BP purchase orders shall be reviewed by the supplier prior to release to assure that all associated risks and quality requirements are taken into consideration and are reflected in production and inspection procedures as applicable.
- e. **Inspection** – The suppliers shall establish a quality monitoring system that will be structured to provide 100% conformance to BP specifications in products and services. As a minimum, the inspection of BP products/services shall be documented and traceable to the BP purchase order and noted requirements.
- f. **Quality Records** – The required quality records needed to provide evidence that the product realization process and the resulting product meet specified requirements shall be established. The records shall show an unbroken chain of documentation and

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traceability from the raw material from which the product was made, to BP. These records shall be identified, traceable to the product, retained for a minimum 15 years and stored in such a way to prevent damage and to enable the records to be readily located and retrieved.

- i. **First Article Inspection** – It is BP policy that first article inspection shall be performed on all production runs after machine set-up and/or following any major machine adjustment or change that invalidates the previous First Article inspection result.
  
- g. **Process Control** – The vendor shall demonstrate adequate control of its processes to the current requirements of their quality system. The controls shall include:
  - i. When specified and/or identified, key characteristics shall be monitored and controlled during processing.
  - ii. When it becomes necessary to change a production process that would affect BP procured product or its customer's requirements, such changes shall be documented and BP shall be notified promptly of the change.
  - iii. Documented procedures shall be used to maintain and control processes, tooling, equipment, work environment, raw material sources and the facility used to make BP procured products. Process, tooling, equipment and product validation processes may include the verification of the First Article produced or inspection prior to the production run.
  - iv. Records shall be maintained for qualified processes, equipment, tooling, testing, and personnel as required.
  
- h. **Traceability** – BP procured products and accompanying documentation shall be identified with a traceability system that reflects an unbroken chain of documentation from the mill that produced the product's raw material. The identification and traceability shall be maintained by suitable means such as the supplier's or manufacturer's identification symbol or logo, lot/batch control number, purchase order number issued to vendors, and customer purchase order.
  - i. 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 which is a defined quantity of products of identical configuration and dimensions, fabricated from the same heat or melt of material, produced, processed and finished as one continuous run or order or part thereof, and presented for inspection at the same time.
  - ii. Lot control and marking system including product status with respect to lot splits, configuration management, product inspection and testing, and monitoring shall be established, documented and maintained to ensure that lots are properly

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identified, marked with all required documentation and segregated when necessary to prevent comingling.

- i. **Certificate of Conformance** – All BP purchased products shall require at minimum, a certification of conformance (COC). In addition, a product’s test report and traceable raw material mill certification shall be provided for the product/service as applicable and/or specified and shall be made available upon request.
  - i. \*Material supplied must comply with DFAR 252.225-7009, and so state on the certification.
- j. **Control of Nonconforming Products** – All nonconforming material shall be properly identified, documented and segregated. The vendor shall notify BP promptly of delays, problems and/or defects that affect any procured products/services.
- k. **Corrective and Preventive Action** – The supplier’s quality organization shall implement an effective corrective and preventive action system. Corrective and preventive actions issued by BP shall be investigated and answered as appropriate and returned within the period stated on the corrective action or an extension may be requested through our QA department.
- l. **Calibration System** – An effective calibration system shall be established with recognized industry standards and used to calibrate, maintain and control measuring and test equipment. All calibrations shall be current and traceable to a nationally or internationally recognized measurement standard.
- m. **Material/Product Protection** – The vendor is responsible for utilizing a protection method that will protect BP products from damage during shipment.
- n. **Foreign Object Damage** – Seller shall maintain a FOD program in accordance with National Aerospace Standard NAS-412, Foreign Object Damage/Foreign Object Debris (FOD) prevention. It shall include the review of design and manufacturing processes to identify and eliminate foreign object entrapment areas and paths through which foreign objects can migrate. Seller shall ensure work is accomplished in a manner preventing foreign objects of material in deliverable items. Seller shall maintain work areas and control tools, parts and materials in a manner sufficient to preclude the risk of FOD incidents. Seller shall document and investigate each FOD incident and ensure elimination of the root cause of each such incident.
- o. **\*Prevention and Control of Counterfeit Parts** – Supplier shall maintain an effective Prevention and Control of Counterfeit parts program.
  - i. Supplier shall ensure that only new and authentic materials are used in products delivered to Brown-Pacific. Supplier may only purchase materials directly from

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original manufacturers, or manufacturer franchised distributor. Use of material not provided by these sources is not authorized.

- ii. Suppliers shall establish and maintain a documented recognized quality system or one that meets or is comparable to ISO 9001 and/or AS 9100 quality system requirements.
  - iii. Supplier shall maintain traceability that ensures tracking of the supply chain back to the original manufacturer of material being delivered on each order. Traceability includes name and location of any manufacturers or intermediaries. Traceability also includes identifying information such as heat numbers, lot numbers, or other serialized identification.
  - iv. Personnel performing inspection and testing are trained to detect counterfeiting and the appropriate product authentication.
  - v. If supplier identifies a potential exists for counterfeit parts in the supply chain, written notice is required within 24 hours of discovery.
  - vi. Supplier may be held liable for costs if counterfeit material is provided.
- p. **Continuous Improvement** – Vendors are encouraged to embrace variability reduction programs and/or the use of statistical techniques to continuously improve quality, cost and delivery.
- q. **Approved Vendor List** – BP approved vendors shall be listed on the BP Approved Vendor List.
- r. **Other Requirements** – Other BP requirements and/or customer requirements beyond the ones outlined herein are in effect when specified on the purchase order.
- s. **Changes to Purchase Order Documentation** – Changes or amendments made to purchase orders and/or drawing specifications shall be communicated promptly to the applicable vendor for immediate action.
- t. **Other external provider requirements** – Provider agrees to ensure that their organization and employees understand the importance of the role they play in their contribution to product safety, and product conformity and the importance of ethical behavior throughout the organization and dealings with their customers, suppliers, and regulatory bodies.
- u. **Flow Down Requirements** - The supplier shall flow down to *its* suppliers, and require its suppliers to flow down to the sub tiers any and all requirements as provided by Brown-Pacific, Inc. and its customers.

\*Indicates Change

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