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TITLE:  
SUPPLIER QUALITY FLOW DOWN  
REQUIREMENTS

VERSION: 1.0

# QUALITY ASSURANCE PUBLICATION

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## ACRONYMS

CofC	Certificate of Conformity
FOD	Foreign Object Debris
OEM	Original Equipment Manufacturer
OTD	On Time Delivery
PO	Purchase Order
QMS	Quality Management System
SOW	Statement of Work
SQF	Supplier Quality Flow down

## 1. PURPOSE

The purpose of this policy is to maintain an approved record of Platform Aerospace's supplier quality flow down requirements.

## 2. ORDER OF PRECEDENCE

During the procurement phase, the order of precedence is as follows:

1. Platform Aerospace purchase order (PO)
2. Platform Aerospace provided drawing
3. Platform Aerospace statement of work (SOW)
4. Platform Aerospace supplier quality flow downs (SQF)
5. Platform Aerospace terms and conditions

## 3. GENERAL REQUIREMENTS

Platform Aerospace uses approved purchase orders to communicate requirements for procurement to Platform's suppliers. Products that are to be produced from a Platform-provided drawing shall be referenced on PO using the part number revision level specified on the provided approved drawing.

Unless otherwise specified on the purchase order, or other referenced supporting document, this flow down document outlines the minimum requirements that must be achieved by the seller after acceptance of order.

All Suppliers must provide (at minimum):

1. A packing slip included with each product's delivery.
2. The packing slip shall list the purchase order number.
3. The packing slip shall also list the item name/number and quantities of items provided.
4. This shall be consistent with the item/numbers listed on the purchase order.
5. If there are any discrepancies/exceptions to the order, the seller shall notify Platform Aerospace, in writing, prior to shipment.
6. Any purchase order expected to ship late shall require notifying Platform prior to the due date provided.

For products that require qualified personnel or competencies to satisfy specifications of the purchase order, these specifications and/or requirements shall be listed on the PO or provided approved drawing.

The supplier shall communicate and interact with Platform Aerospace using the communication method specified on the PO.

Products with shelf-life considerations shall include with each shipment the date of manufacture and/or the recommended shelf life stated by the manufacturer.

Supplier shall ensure items called out with a specific requirement for package labeling on the purchase order are labeled correctly at time of packaging.

Supplier shall ensure their personnel are aware of:

1. Their contribution to product or service conformity.
2. Their contribution to product safety.

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3. The importance of ethical behavior.

#### **4. RIGHT OF ENTRY**

Any verification or validation activity required by Platform Aerospace at the supplier's location(s) in the support of this PO shall be specified to the supplier in writing at the time of PO award.

Platform Aerospace, our customer, and any regulatory authority reserve the right of access to applicable areas or facilities as well as any documented information at any level of supply chain with regards to the requirements of this PO. This access shall include verification and/or validation activities that Platform Aerospace intends to perform to confirm outputs of its PO's.

#### **5. TEST, INSPECTION, AND VERIFICATION**

For items that are to be produced from a Platform Aerospace provided drawing, the information specified on the drawing shall have objective evidence of compliance provided at the time of delivery. For items manufactured by the supplier (or their sub-tier suppliers), to drawings/build-to-prints owned by the supplier, the supplier shall provide at the time of delivery a certificate of conformity (listing any limitations) for the product. Additionally, the supplier shall maintain internal objective evidence for the product provided, that could be made available at Platform Aerospace's request at a later date. The retention of this information shall be no less than five (5) years from the date of delivery. The supplier shall perform testing or inspection methods in accordance with applicable practices for each production lot or batch. If not specified on the contract or PO, then the supplier shall obtain prior approval (in writing) for any sampling plan or statistical methods used by Platform Aerospace.

#### **6. DESIGN AND DEVELOPMENT CONTROL**

For items that are to be produced from a Platform Aerospace designed drawing, specific design and development controls shall be listed on the contract or purchase order. Absent from requirements specified on the contract or purchase order, the following design and development controls would apply: a Quality Management System (QMS) that adheres to the requirements for ISO 9001 or AS9100 that includes clauses regarding design input, control, and output approval provisions.

#### **7. SPECIAL PROCESSES, CRITICAL ITEMS, OR KEY CHARACTERISTICS**

For items that are to be produced from a Platform Aerospace designed drawing/specification that included special processes, critical items, or key characteristics, the information specified on the drawing shall have objective evidence of compliance provided at the time of delivery. Supplier shall maintain a listing of all special processes they are qualified/certified to provide, available upon request to Platform Aerospace. Supplier shall provide a certificate listing the compliance of special processes, carried out by the supplier, or any of their sub-tier suppliers, in satisfaction of requirements on Platform purchase orders. Supplier shall provide, as required, test specimens for special processes, destructive testing, design approval, and/or auditing.

#### **8. NON-CONFORMING OUTPUTS**

If the supplier is notified that product used to satisfy the requirements of this PO are non-conforming, then the supplier shall request disposition for this product in writing from Platform Aerospace prior to release for delivery. Supplier shall notify Platform Aerospace in writing changes made to supplier-controlled designs for products specified on the purchase order during the time between order placement and delivery.

## 9. COUNTERFEIT PARTS PREVENTION

Platform Aerospace requires that its suppliers mitigate risks associated with counterfeit parts by procuring materials only from original equipment manufacturers (OEM) or their authorized distributors. Where materials cannot be procured from an OEM or their authorized distributors, Platform Aerospace requires that manufacturers establish and maintain a counterfeit parts prevention procedure. Only new and authentic parts, components, and materials are to be provided to Platform Aerospace in satisfaction of PO requirements.

## 10. APPROVAL OF DESIGN-BUILT PRODUCTS

For items that are to be produced from the Platform Aerospace designed drawing, the supplier shall maintain a list of personnel required for the approval of methods, processes, equipment, and the release of products and services used to satisfy PO requirements. The supplier shall implement and maintain a quality management system (QMS) to plan, control, and monitor all phases of manufacturing for Platform Aerospace products or services.

Where equipment is used to verify or validate characteristics of product conformity to requirements, the equipment shall be calibrated which complies with tool manufacturer or NIST standards.

Shall provide a Certificate of Conformance (C of C) with each shipment which includes a statement attesting the product conformance with requirements on the purchase order. Additionally, include signature or stamp, date, and title of seller's authorized personnel. The C of C or accompanying shipping declaration/packing slip shall include:

1. Platform Aerospace purchase order and line-item number
2. Supplier name and address
3. Original manufacturer's name and part number
4. Batch identification such as date code, lot code, heat lot, or serial number when required by drawing or technical data

The following items shall be maintained and made available by the supplier upon request:

1. Manufacturer's certificate of conformance
2. Raw material certifications and test reports

When required by drawings on the purchase order, Supplier must identify each product with the PO number, date of manufacture, part number, and revision.

Supplier shall notify Platform Aerospace of any changes in product and/or process, manufacturing facility locations, including sub-tier special process suppliers, during the period of performance of provided purchase orders.

### 10.1. SUB-TIER PROVIDERS

Information relating to the use of sub-tier suppliers in the completion of PO requirements shall be retained and available at the request of Platform Aerospace. Any clause contained within this document or listed on the Platform Aerospace PO or provided drawing shall be flowed down to any sub-tier provider. Supplier shall use and maintain a listing of approved suppliers for any work required by Platform Aerospace PO's requiring the use of sub-tier suppliers.

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## 11. PRODUCT AND MATERIAL TRACEABILITY

Any raw material provided to Platform Aerospace for the satisfaction of PO requirements shall be accompanied by physical and chemical test reports at the time of delivery.

For suppliers of fasteners, the supplier shall ensure for all products provided in the satisfaction of the PO that the materials used to produce the product are traceable back to the original manufacturer. This can be in the form of material certificates, test reports with heat/lot numbers, or certificates of conformity (CofC).

For component or assembly suppliers that are authorized distributors of an OEM, product and material traceability shall be in the form of a certificate of conformity that states that the supplier was an authorized OEM distributor at time of delivery. The CofC shall include the name of the OEM, the OEM's location address where the component was produced, and their contact information.

For component or assembly suppliers that are non-OEM distributors, they shall ensure products are provided at delivery still contained in original packaging with factory applied labels, stating where the component was manufactured.

## 12. FOREIGN OBJECT DEBRIS (FOD)

The supplier shall take appropriate measures to ensure that foreign object debris (FOD) is not present in the product nor packaging used in the satisfaction of PO requirements.

## 13. CONFIGURATION MANAGEMENT

The supplier shall make a concerted effort to label materials or products required for delivery. Configuration management shall be maintained by the supplier at each level of manufacturing and distribution.

## 14. PLATFORM AEROSPACE OWNED PROPERTY

Suppliers shall maintain a process for the receipt, catalog, and handling of property owned by Platform Aerospace. If any property owned by Platform is damaged while in the possession of the supplier, or their sub-tier suppliers, they shall immediately notify Platform of the damage.

## 15. VENDOR PERFORMANCE EVALUATION CRITERIA

Platform Aerospace maintains an approved vendor list, including criteria for placing problematic vendors on a "disapproved" listing. Platform periodically reviews supplier performance data on past orders to evaluate supplier standing. Questions on this criterion can be directed to the Platform Buyer Agent.

Vendors will be evaluated by Platform's Procurement team on a continual basis based on the following criteria:

1. On time delivery (OTD)
2. Product conformity to requirements listed on the PO.

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