	<b>SUPPLIER QUALITY ASSURANCE REQUIREMENTS</b>		
	<b>REVISION</b> J	<b>DATE</b> 01/29/2017	<b>DOCUMENT NUMBER</b> <b>SQAR-740</b>
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## ZODIAC INFLIGHT INNOVATIONS

### Supplier Quality Assurance Requirements


#### SQAR 740

This document establishes the quality requirements for suppliers doing business with Zodiac Inflight Innovations (Zii). The applicable requirement clause (s) of this document will be flowed down to suppliers in the purchase order and/or contract issued by Zii. Please contact the Zii buyer if assistance is required with this document. By accepting a Zii purchase order and/or contract the supplier agrees to comply with the applicable SQAR clause.


Reviewed and Approved by:			
Title	Name	Signature	Date
Head of Quality Department	Jim Snover	See Arena	01/29/2017
Head of Procurement Supplier Management	Kim Wagner	See Arena	01/29/2017

#### REVISION HISTORY

REV.	CHANGE REQUEST	DATE
A	Original	2/22/2011
B	CPAR #0042 and supplier dispute 3.6 new add. Section 4.8, Q470 deleted reference(s) to military standards	4/13/2011
C	Added Q-clause Q900	4/15/2011
D	Updated the Q10 – DCN # 19	4/16/2012
E	Incorporated name change from IMS to Zii throughout document. Revised section 3.4.3 Incorporated Deviation Waiver process. Revised Q105, sampling inspection now in accordance with ANSI Z1.4, updated to align with current industry standard. Deleted Q265 Not applicable to IFE Commodities Deleted Q341 & Q342. Not applicable to IFE Commodities Deleted Q365. Not applicable to IFE Commodities Deleted Q380 & Q390. Not applicable to IFE Commodities Deleted Q410 & Q420. Not applicable to IFE Commodities Deleted Q430. Not applicable to IFE Commodities Deleted Q580. Not applicable to IFE Commodities Deleted Q607 & Q650. Not applicable to IFE Commodities Deleted Q800. Not applicable to IFE Commodities	07/01/2013


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F	Quality clauses Q532, Fungus resistant products and Materials & Q609, Weight reporting requirements have been added to Pages #33 & 36 respectively. Quality Clauses Q105 & Q585 Key Characteristics have been added to Pages #19 & 35 respectively. Minor reformatting and corrections of document.	06/18/2014
G	Minor wording changes to clarify intent on the following Quality Clauses: Q240, Q250, Q255, Q270, Q310, Q320, Q530, Q565, Q575, Q630 & Q665	02/25/2015
H	Added Q465 Long Life Storage Materials, page 29 & Q578 Supplier Certification Requirements page 34. Added new Head of Quality	01/29/2016
J	Updated to include the following: <ul style="list-style-type: none"> <li>- Counterfeit</li> <li>- Product Safety</li> <li>- Flowdown requirements</li> <li>- Ethical Behavior</li> </ul>	01/29/2017


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**INTRODUCTION:**

Zii acknowledges the critical function of the supplier in its supply chain and in the company vision to establish a procurement process that will perform at a 100% acceptance rating for product and service to ensure and maintain a world class competitive edge in customer satisfaction. In this endeavor Zii has created the SQAR-740 document as the communication tool to flow-down Zii special quality requirements that apply to each purchase and/or contract with its suppliers.


In addition to the part number, quantity and other information in the purchase order/contract Zii will incorporate applicable quality clauses as additional requirements. The supplier is required to review all Zii purchase orders and establish a quality plan that will ensure compliance with the purchase order requirements that include the quality clause(s). Please contact the Zii buyer if you have any questions on the subject.

**1. PURPOSE**

The requirements specified herein will be included on the Purchase Order, Contract or other formal agreement (hereafter, referred to as the Contract) between a Supplier and Zii. The purpose of this document is to clearly define for each purchase of products or services, all of the necessary and applicable technical and quality requirements with which the Supplier must comply to meet the requirements of Zii, its customers and/or regulatory authorities.

**2. APPLICATION**

**Unless expressly excluded by the Contract, clause Q010, Section 3 herein applies to all Contracts.** The “Q” clauses listed in Section 4, apply only when the specific clause number is included on the Contract. NOTE: When electronic documents are used by Zii to transmit requirements to the Supplier. “Q” clauses may be flowed-down to the Supplier electronically, in attachments that are part of the Contract, such as Manufacturing Work Instruction or other

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designated method. Compliance by the Supplier to all Contract requirements is subject to on-site verification by the Zii representatives, its customers and/or regulatory authorities, or, Zii may request the Supplier to provide objective evidence of compliance with all Contract requirements.

### **3. Q010 – GENERAL SUPPLIER RESPONSIBILITIES**

#### **3.1 Prohibited Practices**

The following acts and practices are prohibited, unless approved by Zii in writing. Any violation by the Supplier may result in disqualification of the Supplier for future business with Zii. In addition, the Supplier shall invoke (flow-down) the requirements of sections 3.1.1 through 3.1.5 to all of the Supplier's sub-tier sources performing work for the Supplier that is scheduled for delivery to Zii on the Contract.

##### **3.1.1 Unauthorized Facility Changes**

During performance on the Contract, the Supplier shall give Zii written notice before relocating any productions, inspection or processing facilities; or, transferring work between different facilities; or, when applicable, prior to initiating any changes in the source of major components procured by the supplier and designated for use in or for installation on products scheduled for delivery to Zii; or, making any other changes which may affect product quality, reliability or integrity. Such changes are subject to approval/disapproval by Zii. A change in ownership or a change in the individual designated as the management representative with respect to the Suppliers Quality/Inspection System shall be construed as a facility change and requires the Supplier to notify Zii.

##### **3.1.2 Unauthorized Product changes or Substitutions**

The Supplier may not make any changes or substitutions to any products or services required by the Contract, drawing, specification, standard, or other applicable document without prior written authorization by Zii. Authorization may be contingent on conducting an on-site review of the proposed product or service changes at the Supplier's facilities, or the facilities of the Supplier's sub-tier sources.


##### **3.1.3 Altering Data on Documents**

The use of any method that causes the original data on documents to be obliterated or eligible (i.e., the use of correction fluids, correction tape, write-over, or other methods) to correct, modify or otherwise alter the data and/or entries on any certifications, test reports or other documents required by the Contract, is strictly prohibited. Corrections may be made on inspection reports such as 1<sup>st</sup> Article Inspection Reports, providing it is clearly obvious that a correction was made by lining through the error one time and either initialing the error or stamping by an authorized individual. Upon receipt at Zii, products or services represented by documents that show evidence that they have been corrected or altered in an unauthorized manner are subject to return to the Supplier at Supplier's expense.

### **3.2 Contract Changes & Effectivity**

#### **3.2.1 Zii Initialed Changes**

The Supplier shall incorporate, at the specified and agreed upon effectively points, all changes initialed by Zii and communicated to the Supplier through a formal Contract change and/or amendment. Such changes may be in the form of revised drawings, specifications, tests, inspection or fabrication methods, etc., and may apply to products as well as to the Supplier's management and administrative systems. The Supplier's business management system shall include appropriate controls and records, including controls at the Supplier's sub-tier sources, which provide objective evidence that changes were incorporated as required by the Contract. Objective evidence may be in the form of date, lot, serial number, revision letter, or other positive identification. Such records are subject to on-site verification by Zii at the Supplier's facilities or the facilities of the Supplier's sub-tier sources.

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### 3.2.2 Supplier Initiated Changes

The Supplier may not make any changes in product design, drawings, performance specifications, materials or processes that will result in a Class I change (**as defined by MIL-STD-973**) without specific approval by Zii in writing prior to making such changes in products or data. When applicable, the Supplier shall flow-down this requirement to the Supplier's sub-tier sources. The Supplier may make changes on products under Supplier's proprietary engineering design control that result in a Class II change (**as defined by MIL-STD-973**). The Supplier shall notify Zii of Class II changes via the First Article Report to the latest product specification revision at the initial delivery of the (changed) products; so that Zii can verify that the change does not violate the above requirements.

### 3.3 Certifications

#### 3.3.1 Delivery Certification

By delivering products or services to Zii required by the Contract, the Supplier certifies that such products or services are in compliance with all applicable requirements of the Contract, and objective evidence of compliance is available and will be furnished to Zii for review upon request.

#### 3.3.2 Certification Requirements

The Supplier shall furnish with the initial delivery of products and/or services on the Contract, all certifications, test reports and other documents (hereafter certifications), issued by the Supplier or by the Supplier's sub-tier sources that are required by the specific "Q" Clauses listed on the Contract. The Supplier is responsible to ensure that all certifications furnished by the Supplier, or by the Supplier's sub-tier sources, are complete, legible and reproducible, accurate and in compliance with all Contract requirements. Zii reserves the right to return all products to the Supplier at Supplier's expense when the certifications that support the products and/or services are not properly executed. When the Contract includes provisions for incremental deliveries by the Supplier, after the initial delivery of products/services and required certifications, the Supplier may, on subsequent deliveries, either provide additional copies of the certifications, or note on the packing list/shipper and the Certificate of Conformance (C of C), the date when the original certifications applicable to the current delivery were initially furnished.


#### 3.3.3 Certification Language & Content

All certifications shall be in the English language and as a minimum include the following information and data:

- a. name of the issuing organization (Supplier and/or Supplier's sub-tier source)
- b. part number and revision. Unless specified by Contract, revision status is not required for off-the-shell electronic components, catalog items and/or standard parts
- c. quantity processed and/or delivered
- d. lot or batch number (when applicable)
- e. The Zii PO number, and if applicable the Line Item & Release Number
- f. title and signature that meets the requirements of 3.3.4 and 3.3.5, of the authorized official of the issuing organization
- g. certifications issued by Supplier's sub-tier sources shall include information and data required by (a), (b), (c), (d), and (f) above
- h. Suppliers that are required to furnish certification(s) to Zii that were issued by their sub-tier source shall reference the certification(s) on their shipping documents, Certificates of Conformance (Q240) and/or Materials & Processes Summary Report (Q245).

#### 3.3.4 Acceptable & Authorized Signatures

All certifications and test reports shall include the title and acceptable signature of the authorizing company official. The following methods are the only Zii approved and acceptable methods for applying signatures to certifications: (a) actual signatures rendered in ink by the signing official; (b) facsimiles of actual signatures such as rubber stamps; or

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(c) machine or computer graphics generated facsimile signatures. The title of the authorizing company official may be in a printed or handwritten format. When quality or inspection stamps are used in lieu of actual signatures, such stamps shall clearly identify the issuing organization and the authorized individual to whom the stamp is assigned. The issue, use and control of such stamps shall be governed by documented procedures in the Supplier's quality Management System.

### 3.3.5 Electronic Signatures

When the Supplier elects to use electronic signatures on electronic documents, the following rules apply:

- a. application of electronic signature must be under the direct control of the person whose name appears on the document,
- b. electronic signature may only be applied at the location or facility where the individual is located and the individual must have direct access to the products or services, and supporting data to monitor the process, perform inspections and ensure that the products or services conform to all Contract requirements,
- c. the preparation of electronic documents and application of electronic signatures is governed by documented procedures in the Suppliers Quality Management System to ensure that validity and integrity of all electronic documents, and
- d. by application of an electronic signature, the Supplier certifies that the signature was applied by the authorized company official in compliance with (a), (b) & (c) above

### 3.4 Nonconforming Products & Material Review

#### 3.4.1 Identification, Segregation & Control

Any products found to be nonconforming to Zii drawings, specifications, Contract, or other applicable requirements either by the Supplier or the Supplier's sub-tier sources, shall be identified, segregated and reworked or replaced with conforming products prior to delivery to Zii. Zii reserves the right to reject and return any nonconforming products to the Supplier at the Supplier's expense.

#### 3.4.2 Supplier Material Review Authority

Unless the Supplier is granted Material Review authority by inclusion of Clause **Q155** or **Q160** on the Contract, all nonconforming material shall be submitted to Zii for disposition in accordance with 3.4.3.


#### 3.4.3 Request for Deviation /Waiver and/or Drawing Change

A supplier identifying a need to deviate from the scope of requirements delineated in a Zii purchase order will be required to document the specific deviation or waiver using Zii Form F740-011. The denoted form has been designed for the purposes of aiding a supplier with a means of disclosure when products and/ or design criteria require Zii engineering action. A supplier will be required to complete form F740-011 and submit to the Zii buyer. The Zii MRB will not accept for review and disposition any products that can be reworked to meet drawing or specification requirements, or, are obviously scrap. After review and disposition of a Deviation or Waiver, a dispositioned copy of the form describing the MRB disposition will be returned to the Supplier. A 'use-as-is' disposition by MRB does not relieve the Supplier of providing root cause and corrective action, or the legal responsibility and liability for such products.

#### 3.4.4 Supplier Notification of Nonconforming Products Delivered to Zii

When the Supplier has determined that nonconforming product(s) have been delivered to Zii, the Supplier shall notify the Zii Buyer within twenty-four (24) hours of the initial discovery. The Supplier shall use receipt acknowledged e-mail or other positive notification method. The notification shall include the following information:



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- a. Supplier name
- b. The Zii PO number
- c. part number and description
- d. affected quantity and serial numbers (if known)
- e. dates delivered (if known)
- f. brief description of the nonconforming condition

The initial notification shall be followed by a formal "Disclosure Letter" delivered to the Zii Buyer within five (5) days of the initial notification. The Disclosure Letter shall include the following information:

1. Complete description of the nonconforming condition(s).
2. The affected quantity of products (including serial numbers when applicable) and dates delivered to Zii.
3. Potential effect of the nonconformance on the performance, reliability, safety and/or usability of the product(s) if known.
4. Recommendations for Zii action including for products that Zii may have already delivered to its customers.
5. Immediate action taken by Supplier to contain the nonconformance and nonconforming products.
6. Root cause analysis of the nonconforming condition.
7. Root cause corrective action plan and schedule.
8. The plan and schedule for verifying the effectiveness of the corrective action.

In those cases where (1) through (8) above are under investigation and incomplete, the Supplier may request, from the Zii Buyer, authority to submit an interim disclosure letter. The interim letter shall include as much information as available and identify the due date for completion of the investigation and the date final disclosure letter that includes all (1) through (8) data will be submitted to Zii. Zii reserves the right to participate in the nonconforming product investigation at the facilities of the Supplier or its sub-tier sources.

#### **3.4.5 Re-Submittal of Products Previously Rejected by Zii**

Products returned to the Supplier by Zii and re-worked or replaced by the Supplier and re-submitted to Zii shall be clearly identified as re-submitted products. The Supplier's packing list/shipper shall include a statement that the products delivered are:

- a. replacement, or
- b. reworked to meet all applicable requirements, and
- c. include reference to the Zii rejection document serial number.


#### **3.5 Document Sources**

Copies of the Zii proprietary documents, or any Zii customer proprietary documents, required by the Supplier to comply with Contract requirements will be furnished to the Supplier by Zii with the Contract.

Copies of Industry, National, International or US Government documents and Standards are generally available on the internet or from commercial sources. The Supplier is responsible for obtaining such documents, including current revision of such documents. Any problems experienced by the Supplier in obtaining required documents should be brought to attention of the Zii Buyer.

#### **3.6 Control of Records**

The supplier shall identify all documents pertaining to the Zii purchase order and establish a records control plan in compliance with ISO-9001/AS9100 section 4.2.4. All supplier documents supporting Zii contracts and/or purchase orders shall be maintained for a minimum of ten (10) years after the end of the purchase order or contract or as otherwise indicated on the purchase orders as per customer requirements. Contract requirements for records control

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shall determine records maintenance date if purchase order and contract dates conflict. Prior to destroying any records the supplier is shall contact Zii and obtain approval for disposition of records.

### 3.7 Right of Entry

The supplier shall provide the right of entry to the Zii, its customers and regulatory entities.

### 3.8 Counterfeit Prevention

Zodiac Aerospace has adopted this Anti-Counterfeit Policy to eliminate the impact of counterfeit products on Zodiac Aerospace and its customers. This is a zero tolerance Policy against knowingly and intentionally trafficking in counterfeit goods. To support this policy of ensuring that there is a low risk of counterfeit products entering our supply chain, Zodiac Aerospace maintains processes to ensure purchases are only made directly from the Manufacturer or Manufacturer approved sources. This is accomplished through compliance with SAE AS6496 Fraudulent/Counterfeit Electronic Parts: Avoidance, Detection, Mitigation, and Disposition – Authorized/Franchised Distribution. Should a suspect counterfeit or counterfeit product be found, Zodiac Aerospace shall quarantine such material and report the finding to the supplier and appropriate authorities. This policy shall be communicated, understood, implemented, and maintained at all levels of the Organization.

Zodiac Aerospace are responsible for implementing and managing a program to assure proper counterfeit prevention and assuring that the same requirement is flowdown to its sub-tier suppliers and through the supply chain involved in processing purchase orders as issued by Zodiac Aerospace.

### 3.9 Product Safety

The supplier are responsible to assure the compliance and controls over any product as provided by Zodiac Aerospace, or manufactured for Zodiac Aerospace is processed, inspected, controlled and shipped in such a manner to assure the integrity of the product and safety of the product is properly controlled as per the defined Zodiac Aerospace requirements.


### 3.10 Flowdown to Sub-Tier Suppliers

It is the responsibility of each supplier to assure that the Zodiac Aerospace requirements as issued on each purchase orders are properly flowdown to each sub-tier supplier and through the entire supplier chain for any services or product that affect the product produced for Zodiac.

### 3.11 Ethical Behavior

The Code of Ethics of the Zodiac Aerospace Group is a code of conduct towards our environment. It relies on honesty, integrity, justice and protection. A conflict of interest arises when personal interests affect or are likely to affect the objectivity of the choices, decisions or acts of an employee or corporate officer of the Zodiac Aerospace Group relative to the interests of the Group. For example, a conflict of interest may arise when an employee or corporate officer or a member of his family hold a personal interest, directly or indirectly, in a vendor, a customer or a competitor of the Zodiac Aerospace Group.

The acceptance of remunerated duties outside of the Zodiac Aerospace Group must not jeopardize the obligation of loyalty by which each employee or corporate officer is bound towards his employer under his contract of employment. The collective bargaining agreements that are applicable or the contracts of employment may comprise specific restrictions regarding the acceptance of other duties (for instance, exclusivity clauses).

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The acceptance of personal duties outside of the Zodiac Aerospace Group should never induce third parties into thinking that the granting of directorships, consultancies or any other position will enable them to obtain a privileged position in their business relationship with the Zodiac Aerospace Group.  
Any conflict of interest, real or alleged, must be communicated by the employee or the corporate officer to his manager who will decide whether this information needs to be transmitted to the Group Ethics Officer.

The Business Ethics of the Zodiac Aerospace Group do not accept that employees or corporate officers promise or offer, directly or indirectly, gifts, donations or any other favors to customers or any other partner in order to influence or give the impression to influence a commercial decision. However, these provisions do not apply to accommodations and/or meals for customers as part of a commercial relationship, and in particular an after-sales relationship, provided that this complies with the Group's practices and subject to prior approval of the manager of the employee.

Conversely, the Business Ethics of the Zodiac Aerospace Group do not accept that employees or corporate officers ask for or receive, directly or indirectly, from customers, intermediates or vendors any gift, donations or favors which might compromise their impartiality or their ability to take independent decisions

Also, the Business Ethics of the Zodiac Aerospace Group do not accept that employees or corporate officers promise, offer or receive, directly or indirectly, gifts, donations or any other favors to/from a public officer with the intention that this person undertakes or refrains from undertaking any act falling within its duties.

Also, the Business Ethics of the Zodiac Aerospace Group do not accept that employees or corporate officers promise, offer or receive, directly or indirectly, gifts, donations or any other favors to/from a public officer with the intention that this person undertakes or refrains from undertaking any act falling within its duties  
In addition to the business ethics principles and rules mentioned in the other chapters of this Code (conflict of interest, gifts...), each employee or corporate officer in contact with suppliers must ensure that every supplier is treated equally and in an honest way.

In addition, the Supply Chain strategy of the Zodiac Aerospace Group is to commit to work only with suppliers who accept the values of the Group.

Any employee who maintains a business relationship with a supplier may not use this relationship for private purposes under terms and conditions different from those generally offered to the public or, in general, on preferential terms as compared with normal market conditions.


#### **4. QUALITY ASSURANCE PURCHASE ORDER CLAUSES**

("Q" Clauses from Section 4, apply only when included on the Contract)

##### **4.1 Supplier Inspection & Quality System Requirements**

**Q030 Quality Management System –Distributors per SAE AS9120** – The Supplier shall establish and maintain a Quality Management System in compliance with the current requirements of SAE AS9120 – "Quality Management Systems – Aerospace – Requirements for Distributors." Supplier's Quality Management System is subject to audit, verification and approval and/or disapproval by The Zii designated representative(s).


**Q035 Inspection System – FAA-PMA Holder** – When the Contract is for products for which the Supplier has received Federal Aviation Administration (FAA) Parts Manufacturer Approval (PMA), the Supplier shall establish and maintain an Inspection System in compliance with the current requirements of 14 CFR 21 (Title 14, Code of Federal Regulations, Part 21), Subpart "K" – Approval of Materials, Parts, Processes and Appliances. The Supplier's Inspection System is subject to audit, verification and approval and/or

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disapproval by Zii designated representative(s). A copy of the current FAA PMA approval letter or "Certificate" shall be furnished to Zii with the initial delivery of products on the Contract.

- Q055 SQA Program Requirements per ISO 9001– 3 and RTCA/DO – 178** – The Supplier shall establish and maintain a Design Assurance Management and Development a Program for aviation electronic hardware in compliance with the requirements of Radio Technical Commission for Aeronautics document RTCA/DO-254 – "Design Assurance Guidance for Airborne Electronic Hardware." The Suppliers electronic hardware Design Assurance Management and Development Program is subject to audit, verification and approval/disapproval by Zii designated representative(s).
- Q057 Deliverable Software Supplement SAE AS9100 / AS9006** – This Contract is for deliverable software or products containing deliverable software. Supplier's Software Quality Assurance (SQA) program shall meet the requirements of the current revision of SAE AS9100 – "Quality Management Systems – Requirements for Aviation, Space and Defense Organizations," and SAE AS9006 – "Deliverable Aerospace Software Supplement for AS9100." Supplier's SQA program is subject to audit, verification and approval and/or disapproval by Zii designated representative(s).
- Q060 Inspection & Test System per SAE AS9003 or Equivalent** – The Supplier shall establish and maintain an Inspection & Test System in compliance with the current requirements of SAE AS9003 – "Inspection and Test System." Supplier's Inspection & Test System is subject to audit, verification and approval and/or disapproval by Zii designated representative(s).
- Q080 Inspection System- Title 14 CFR 145** – The Supplier shall establish and maintain an Inspection system that is in compliance with the requirements of the current revision of 14 CFR 145 (title 14, United States Code of Federal Regulations, Part 145) – "Repair Stations; Inspection System Requirements." The Supplier's Inspection System must be approved by the Federal Aviation Administration (FAA) with a rating applicable to the item called out on the Zii Contract. A copy of the current FAA issued approval letter or "Certificate" shall be furnished to Zii concurrent with the initial delivery of products on the Contract.
- Q085 Inspection System for Maintenance Organization per EASA Part 145** – The Supplier shall establish and maintain an Inspection System in the Suppliers Maintenance Organization that is in compliance with the current revision of European Aviation Safety Agency, (EASA) Regulation, Part 145 – "Approved Maintenance Organization; Inspection System Requirements." The Supplier's Inspection System must be approved by EASA, and/or the National Civil Aviation Authority (NCAA) of the country in which the Supplier's facilities are located with a rating applicable to the item on the Contract. A copy of the current approval letter or "Certificate" shall be furnished to Zii concurrent with the initial delivery of products on the Contract.
- Q091 Quality Management System per SAE AS9100** – The Supplier shall establish and maintain a Quality Management System that is in compliance with the current revision of the requirements of SAE AS9100 – "Quality Management Systems – Requirements for Aviation, Space and Defense Organizations." The Supplier's Quality Management System is subject to audit, verification and approval and/or disapproval by Zii designated representative(s).
- Q105 Statistical Products Acceptance Requirements per ANSI Z 1.4** – When the Supplier elects to use statistical methods for product acceptance, unless otherwise specified by the Contract, the Supplier's statistical acceptance method(s) shall be in accordance with the following:

Single Sampling	
Key Characteristics	UOS - All Other Characteristics
100%	AQL 1.0

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When this clause is included on the Contract, Supplier shall submit Supplier's proposed statistical product acceptance process to Zii for review and concurrence.

**Q145 Requirements for Calibration Laboratories - ISO 17025** – The Supplier shall establish, document and maintain a system that is in compliance with the current revision of ISO 17025. The Supplier's calibration system is subject to audit, verification and approval and/or disapproval by Zii designated representative(s).

**Q155 Limited Material Review Authority** – The Supplier is authorized to conduct Material Review and disposition nonconforming products identified by the Supplier using the following disposition alternatives:

- a. Rework to applicable requirements,
- b. Scrap, or
- c. RTV – return to (the Supplier's) sub-tier source for rework or replacement

Nonconforming products are defined as any products that fail to meet the requirements of the Zii engineering drawing, specification, Contract or other approved product description, including products (such as products under the Supplier's proprietary design control) which fail to meet requirements established and controlled by the Supplier or the Supplier's sub-tier sources. The Supplier may propose and formally request a "use-as-is" or repair (salvage) disposition from Zii by submitting the appropriate request to the Zii Buyer in accordance with the requirements defined in section 3.4.3 herein. The Supplier's Material Review and nonconforming product disposition records, as well as the Material Review records at the Supplier's sub-tier sources are subject to on-side verification and approval by Zii to ensure that the Supplier is in compliance with the requirements of this clause.


**Q160 Full Material Review Authority** – The Supplier is authorized to conduct Material Review and disposition all 'Minor' nonconformance's found on products that are under the Supplier's proprietary engineering design authority and control. 'Minor' nonconformance's are defined as nonconformance's which do not adversely affect product health or safety, performance, interchangeability, reliability, maintainability, effective use or operation, or weight or appearance when a factor. 'Major' nonconformance's are defined as nonconformance's other than 'Minor' that cannot be completely eliminated by rework or reduced to a 'Minor' by repair. All Zii specified requirements are defined as 'Major' and disposition of products with 'Major' nonconformance's is the sole prerogative of the Zii Material Review board (MRB). The Supplier's authority to disposition products with 'Minor' nonconformance's is contingent on the Supplier having an established and documented Material Review System, which provides for a technically competent Material Review Board (MRB) chaired by a responsible member of the Supplier's Quality organization. The Supplier's MRB System shall include:

- a. feedback of product nonconformance information to the Supplier's product design function;
- b. analysis to determine 'root cause' of individual product nonconformance's;
- c. implementation of positive corrective action;
- d. verification of corrective action to ensure effectiveness in eliminating recurrence of nonconforming products;
- e. Evaluation and reporting of nonconformance trends to management.

#### 4.2 Source Inspection Requirements

**Q180 In-Process Source Inspection** – Products to be delivered on this Contract, require in-process source inspection, tests, or both by Zii and the Zii customer's Quality Assurance representative. The points in the manufacturing sequence at which in-process inspection is required will be specified in the Contract. The Supplier shall notify Zii at least forty-eight (48) hours in advance of the time the product will be ready for in-process source inspection. Upon request, the Supplier shall make available to the Zii representative any measuring and test equipment, facilities, records and personnel to facilitate the in-process source inspection.

**Q185 Third Party Source Inspection at Supplier's Expense** – The requirement for the supplier to contract with Zii approved third party supplier to perform source inspection (in-process or final) at the Supplier's facilities

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may be invoked by Zii any time during Contract performance. The following conditions may necessitate this action:

- a. Supplier's quality performance falls below established and agreed upon minimum threshold for the last three (3) month period;
- b. Suppliers delegated inspection authority has been revoked by Zii due to a nonconformance(s) detected by Zii (or its customer) after receipt of products/services from the Supplier;
- c. Supplier's failure to implement effective corrective action on previous nonconformance(s) resulting in recurrence of the nonconforming condition; or
- d. At the request of the Supplier

The Supplier will be notified in writing when this requirement is invoked by Zii.

**Q190 Final Source Inspection** – Products to be delivered on this Contract require final source inspection, tests or both by the Zii Quality Assurance representative, prior to delivery to Zii. The Supplier shall notify Zii at least forty-eight (48) hours in advance of the time the products will be ready for final inspection. Upon request, the Supplier shall make available to the Zii representative any measuring and test equipment, facilities, records and personnel to facilitate the final source inspection.

**Q195 Delegated Source Inspection** – Products or services to be delivered on this Contract require inspection, tests or both, by a representative(s) in your quality organization delegated and authorized by Zii to perform inspection and/or tests on behalf of Zii. Such inspection and/or tests shall be accomplished prior to delivery of products to Zii, and may be accomplished at your facilities and/or the facilities of your sub-tier sources. The delegated representative(s) is responsible for assuring that products delivered to Zii conform to all Contract requirements. Upon receipt of this Contract, notify Zii delegated representative(s) so that appropriate planning and scheduling can be accomplished to conduct the required inspection and/or testing to meet the Contract required delivery schedules. The Supplier shall make available to the delegated Zii representative any measuring and test equipment, facilities, records and personnel to facilitate the delegated source inspection.


**Q196 Supplier Self Release Authority** – Under the Zii Supplier Self Release Authority, the Supplier has been delegated authority to perform final inspection on behalf of Zii and release product(s) for delivery to Zii. Zii Quality Assurance reserves the right to conduct product integrity audits, quality system assessments, verify Supplier's conformance to Zii self-release program requirements and to revoke delegation authorization. Inability to maintain an acceptable level of quality performance by the Supplier may result in cancellation of self-release authority by exclusion of specific part number(s) or the authority in its entirety. With each delivery of products on this Contract, the Supplier shall include on the packing list/shipper or a separate attached document a written statement titled "Self-Release Certificate" which complies with the requirements of section 3.3 herein and contains their company name, address, Title of Authorized Individual along with their Signature/Stamp and date.

#### 4.3 Supplier Statements of Quality (Certifications & Test Reports)

**Q230 Airworthiness Approval Tag (FAA Form 8130-3)** – Authorization by Federal Aviation Administration (FAA), or by an authorized representative of the FAA, is required prior to delivery of products to Zii. A completed FAA Form 8130-3, signed by the FAA, or a duly authorized representative of the FAA, and attached to the products, is required with each delivery and upon receipt at Zii. A separate 8130-3 tag is required for each part number and/or serial number delivered. If the Supplier is unable to furnish an 8130-3 tag, the Supplier shall notify the Zii Buyer immediately.

**Q233 Maintenance Record and Release Certificate** – All work performed on parts or components by a Federal Aviation Administration (FAA) approved repair station, shall be documented on a Maintenance Record and Release Certificate for that component or part in compliance with United States Code of Federal Regulations 14 CFR Part 43.9, and include the following information:

- a. description of work performed,
- b. the date of completion of the work performed,

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- c. the name of the person performing the work if other than the person specified in (d), and
- d. if the work performed on the appliance or component part has been performed satisfactorily, the signature, the certificate number, and the kind of certificate held by the person approving the work. The signature constitutes the approval for return to service only for the work performed.

**Q240 Certificate of Conformance (C of C)** – With each delivery of products on this Contract, the Supplier shall include on the packing list/shipper or on a separate attached document, a written statement titled “Certificate of Conformance”.

The Certificate of Conformance provided by the Supplier shall contain their company name, address, Title of Authorized Individual along with their Signature/Stamp, Date and a statement certifying that the supplier has provided a product/service that complies with the requirements specified by the Zii SCD.


**Q250 Certificate of Traceability (C of T)** – With each delivery of products on this Contract, the Supplier shall include on the packing list/shipper or on a separate attached document a written statement titled “Certificate of Traceability” which complies with the requirements of section 3.3 herein, and contains their company name, address, Title of Authorized Individual along with their Signature/Stamp, Date and a statement certifying that the supplier has provided a product/service that complies with all requirements of the Contract and (a) were purchased directly from the manufacturer or an authorized distributor; (b) the attached certifications/test reports are true and correct copies of the originals issued by the manufacturer and cover all products delivered on this Contract; and, (c) the products have not been altered, reworked, re-processed, or modified in any manner except as specifically by the Contract.

**Q255 Supplier Proprietary Design Products** – The Supplier shall certify that the product are of Supplier’s proprietary design and are available as standard off-the-shelf or catalog products and comply with all of the Supplier’s engineering drawing or specification requirements. With each delivery of products on this Contract, the Supplier shall include on the packing list/shipper or on a separate attached document, a written statement which complies with the requirements of section 3.3 herein, and contains their company name, address, Title of Authorized Individual along with their Signature/Stamp, Date and a statement certifying that the products delivered on this Contract (number) and packing list/shipper (number) comply with all requirements specified in the product catalog or specification data sheet. Objective evidence to support this certification will be made available to Zii for review upon request.

**Q260 Statement of Conformity (FAA Form 8130-9)** – The Supplier shall provide documentation to support the Supplier’s conformity inspection, including a completed FAA Form 8130-9 with each 1<sup>st</sup> Article product furnished on the Contract. With each delivery of products on this Contract, the Supplier shall include on the packing list/shipper or on a separate attached document a written “Statement of Conformity” which complies with the requirements of section 3.3 herein, is signed by an authorized FAA inspector, Designated Manufacturing Inspection Representative (DMIR) or other authorized FAA representative and contains their company name, address, Title of Authorized Individual along with their Signature/Stamp and date and a statement certifying that the products delivered on this Contract (number) and packing list/shipper (number) have been inspected in accordance with applicable Federal Aviation Administration (FAA) Regulations, and are: (a) authorized for installation and use on FAA certified aircraft systems produced by Zii; (b) are new and in unused condition; and (c) are in compliance with all requirements of the Contract.

**Q265 Production Certificate** – Deleted

**Q270 Source Control Drawing (SCD) Certification** – The Supplier shall certify that the products have been designed and manufactured and are in compliance with all of the requirements of the current revision of the Zii SCD, or, that the product is an existing Commercial-Off-The-Shelf (COTS) item, whose configuration is controlled by the Supplier and the item is in compliance with all of the construction, performance, installation and interchangeability characteristics specified by the Zii SCD. With each delivery of products on this

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Contract, the Supplier shall include on the packing list/shipper or on a separate attached document a written statement which complies with the requirements of section 3.3 herein and contains their company name, address, Zii SCD # and Revision, Supplier Part # and Revision, Title of Authorized Individual along with their Signature/Stamp, Date and a statement certifying that the products delivered on this Contract (number) and packing list/shipper (number) comply with all requirements specified by the Zii SCD. Objective evidence to support this certification will be made available to Zii for review upon request.

#### 4.4 Control of Raw Material

**Q300 Raw Material Verification Program** – The Supplier shall develop, document and implement a raw material (sheet, plate, bar, rod, etc.) verification program that will ensure that material received from the Supplier's sub-tier sources meets all applicable technical and quality requirements. The Supplier's verification program shall include provisions for monitoring and periodic testing of raw material upon receipt to ensure that such material meets all applicable requirements, and implement appropriate storage and controls to preclude commingling of different heat/lots or batches of material. Raw material testing shall be in accordance with specification requirements and may be performed by the Supplier or a recognized testing laboratory. Supplier's verification program shall document the frequency of such tests and the test results. Records showing the results of the Supplier's material verification program and its effectiveness shall be available to Zii for review upon request.

**Q310 Zii Furnished Material** – Zii may furnish raw material and/or components to the Supplier for use in or on products to be delivered on this Contract. In such cases the Supplier shall establish and maintain strict accountability for all Zii furnished material to ensure that it is properly used and accounted for. When raw material is furnished, the Supplier shall establish required controls to ensure traceability of the raw material to the finished product and furnish material traceability records with the delivery of products to Zii. For components, unless individual component traceability is required by Contract, the Supplier shall ensure that such components are used only on products to be delivered to Zii on the Contract. Unless otherwise specified by the Contract, the Supplier shall return any unused furnished material to Zii with the last delivery of products on the Contract. With each delivery of products on this Contract, the Supplier shall include on the packing list/shipper or on a separate attached document a written statement which complies with requirements of section 3.3 and contains their company name, address, Title of Authorized Individual along with their Signature/Stamp, Date and a statement certifying that all products delivered on this Contract (number) and packing list/shipper (number), were manufactured using: (a) material furnished by Zii; (b) the material identified on the material and/or Zii shipper; and, (c) no material substitution was made. Objective evidence to support this certification will be made available to Zii for review upon request.


**Q320 MATERIAL TEST REPORT** – Unless otherwise specified by the Contract, each Certification/Material Test Report shall include name of the company that furnished the material and the following information and data:

- material description, including, as applicable, name or designation, size or weight, alloy, type, class, grade or condition,
- lot batch or heat number, and
- the applicable specification and revision to which the material complies.

With each delivery of raw material/products on this Contract, the Supplier shall include on the packing list/shipper or on a separate attached document, a written statement which complies with the requirements of section 3.3 herein and contains their company name, address, Zii SCD # and Revision, Supplier Part # and Revision, Title of Authorized Individual along with their Signature/Stamp, Date and a statement certifying that all (material) (products) delivered on this Contract (number) and packing list/shipper (number), (complies with) (were fabricated from material represented by) the attached Certifications/Material Test Reports. Objective evidence to support this certification will be made available to Zii for review upon request.

In addition to the requirements above, when the material furnished or used to fabricate products, is one of the types listed below, the Certification/Material Test Report shall include the following information and data:



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- A. **FERROUS MATERIALS:** The Certification/Material Test Report shall include data that shows the actual test results obtained from the lot or heat of material versus the values required by the applicable material specifications for:
  - a. chemical composition, and
  - b. physical properties
- B. **NON-FERROUS MATERIALS:** Unless otherwise required by the material specification or Contract, the Certification/Material Test Report shall show:
  - a. the typical or range of values of the chemical composition of the material,
  - b. the range of physical properties of the material, and
  - c. include a statement that the material conforms to the applicable material specification.
- C. **NON-METALLIC MATERIALS:** The Certification/Test Report, issued by the manufacturer of the material, shall show:
  - a. The specification and revision to which the material conforms,
  - b. The lot/batch number (if applicable),
  - c. The date manufactured,
  - d. Any other technical data (material test results, composition, chemical or physical properties, etc.) required by the applicable material specification or Contract.

**Q330 Traceability of Products to Raw Material** – For each lot of products delivered to Zii, the Supplier shall provide positive traceability of each individual product to the material certification/test report that represents the raw material from which each of the products was manufactured. Traceability may be provided by identifying the raw material heat, lot, batch or melt number from the certification/test report on tags attached to each product and/or on packaging (when used). Heat/lot identification required by applicable specifications, such as for castings and forgings is acceptable for traceability purposes provided it is clearly marked and not obliterated by subsequent operations.


**4.5 Control of Special Processes**

**Q340 Qualified Process Sources & Certifications**

**CAUTION:** All special processes must be performed by sources approved by Zii. Use of processes and/or process sources that have not been approved by Zii may result in return of all products to the Supplier at the Supplier's expense. Unless otherwise directed by the Contract or the Zii Buyer, the Supplier shall select process sources from the list of Zii approved process sources that can be provided by the Zii Buyer.

The following requirements apply:

- A. **SPECIAL PROCESS** – Is the application of chemical, metallurgical, nondestructive or any other special manufacturing, joining or inspection processes, controlled by Federal Military, US Government, Industry (i.e., Zii, Boeing, General Electric, etc.), National, International, or other specifications. All special processes shall be performed only by those sources currently approved for the specific process by Zii. In addition, when required by a Zii customer, the Supplier may be required to use customer approved special process sources. When applicable, Zii will provide the Supplier with a list of the approved process sources at the earliest phase of the contact.
- B. **PROPRIETARY PROCESS** – Prior to initial application of a process that is controlled by a proprietary specification developed by the Supplier or the Supplier's sub-tier source, the Supplier shall furnish a copy of the specification, or sufficient technical data to Zii (subject to normal proprietary rights consideration and nondisclosure agreement) so that Zii can determine whether adequate process controls exist to ensure that the proprietary process will yield products that meet all Zii technical and quality requirements. In addition, the Supplier shall notify Zii when any changes to the proprietary

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process are planned so that Zii can evaluate the potential impact on product technical or quality requirements.

- C. **PROCESS CERTIFICATIONS** – For all special processes required by the Contract or reference documents, the Supplier shall furnish to Zii, with the delivery of products, the certification/test report issued by company that actually performed the process. All certifications/test reports shall meet the requirements of section 3.3 herein, and as a minimum include a complete description of the special process performed, including:
- a. process name, applicable specification and revision, type, class, grade, etc.,
  - b. when applicable, a statement that the process was performed by certified operator(s), and
  - c. in the case of priority (ref. Q341), that the process was performed in accordance with Zii approved process control document.
- D. **REWORK** – In those cases where products have been subjected to Zii approved rework, processes (see section 3.1.2); the certifications shall define “rework to specification”

**Q341 Priority Process** – Deleted

**Q342 NADCAP Accreditation** – Deleted

**Q350 Heat Treat Certifications** – With each delivery of products on this Contract, the Supplier shall furnish a time/temperature certification that includes the following data: (a) part number and revision; (b) quantity heat treated; and (c) for each heat treatment cycle – the actual temperature range & duration (hrs.) of each heat treat cycle.

**Q365 First Article Destructive Metallurgical Test Report (DMTR)** – Deleted

**Q370 Test Samples** – When specifically required by contract, the supplier shall furnish for verification testing by Zii; one (1) additional product or suitable test sample produced from the same material lot and processed simultaneously with the lot of products delivered. When more than one lot of material was used, a sample is required for each lot of material. The sample shall be marked or tagged to identify the process that it represents and noted on the packing list/shipper.

**Q375 Process Control Data** – When specifically required by contract, the Supplier shall furnish for verification testing by Zii; one (1) additional product or suitable test sample produced from the same material heat lot and processed simultaneously with the lot of products delivered. When more than one heat lot of material was used, a sample is required from each lot. The sample(s) shall be marked or tagged to identify the heat lot and the process which the sample(s) represent and noted on the packing list/shipper.

**Q380 Nondestructive Test (NDT) Reports** – Deleted

**Q390 Zii Approval of NDT Techniques** – Deleted


**4.6 Control of Castings**

**Q410 Foundry Control** – Deleted

**Q420 Production Castings** – Deleted

**4.7 Control of Limited Shelf Life Materials**

**Q430 Pre-Production Controls** – Deleted

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**Q452 Cure Date Marking** – All products delivered on this Contract that include elastomeric seals and seal assemblies subject to age limitations shall be identified with a cure date (Quarter & Year, i.e., 3Q13) of the oldest elastomer contained in the product.

**Q460 Limited Shelf Life Materials** – With each delivery of materials on this Contract, that have a limited or specified shelf life, the Supplier shall furnish the following data: (a) cure or manufacture date; (b) expiration date or shelf life; (c) lot or batch number; and (d) when applicable, any special storage requirements/handling procedures to be followed. The above information shall be marked on each container or certification and shall be in addition to normal identification requirements such as material name, part or code number, drawing, specification number and revision, type, size and quantity and other markings as applicable. For each delivery of limited shelf life materials on the Contract the time lapse between the cure or manufacturing date of such materials, and the date of scheduled receipt by Zii shall not exceed one fourth (1/4) of the total shelf life of the material without prior written approval from the Zii Buyer.

**Q465 Long Life Storage Materials** - Integrated circuits and other semiconductors must be in a manufacturer's vacuum-sealed dry package with a date of sealing visible on the outside of the package. This packaging should conform to IPC/JEDEC *J-STD-033B.1 Handling, Packing, Shipping and Use of Moisture/Reflow Sensitive Surface Mount Devices*. Other procured components for Long Life storage that are subject to corrosion should also be vacuum-sealed with a desiccant pack and humidity indicator inside of a moisture barrier bag and the outside of the package marked with the date of sealing.

#### 4.8 Control of Electronic Devices & Components

**Q470 Electrostatic Discharge (ESD) Control Program** – Prior to processing production hardware, the Supplier shall establish, implement and submit to Zii for review and approval, including on-site examination when appropriate, an Electrostatic Discharge (ESD) Control Program Plan. The Supplier shall package all products susceptible to damage from ESD in static shielding conductive containers meeting its ESD Control Plan. Protection shall be provided to prevent physical damage and to maintain leads and terminals in the manufactured condition under normal handling and transportation environments. The outside of packages containing ESD sensitive products shall have a clearly displayed ESD warning label conforming to ANSI/EOS/ESD S-8.1. The same labels shall be used to seal shielded bags.


**Q480 Protection of Electrostatic (ESD) Sensitive Devices** – All voltage sensitive devices delivered on this Contract, including subassemblies and assemblies containing such devices shall be protected from static electricity and transient voltages in accordance with the requirements specified on the drawing or specification under which the devices are procured.

**Q485 Aerospace Electronic Products – General Requirements** – The materials, methods, and acceptance criteria for producing soldered electrical and electronic assemblies shall meet the requirements of IPC-A-610 “Acceptability of Electronic Assemblies,” and IPC/EIA J-STD-001 – “Requirements for Soldered Electrical and Electronic Assemblies” for **Class 3** High Performance (Aerospace) Electronic Products.

**Q486 Industrial Electronic Products – General Requirements** – The material, methods and acceptance criteria for producing soldered electrical and electronic assemblies shall meet the requirements of IPC-A-610 – “Acceptability of Electronic Assemblies” and IPC/EIA J-STD-001 – “Requirements for Soldered Electrical and Electronic Assemblies” for **Class 2** Dedicated Service (Industrial) Electronic Products.

**Q490 Certifications & Test Reports – Electronic Devices** – With each delivery of electronic devices and/or components on this Contract, the Supplier shall submit to Zii certifications traceable to the manufacturing and/or screening process. Certifications and test reports shall meet the requirements of section 3.3 herein and include the following data:

- a. applicable drawing and/or specification and revision;
- b. part number and revision;

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- c. manufacturers lot and date code; and
- d. the quantity delivered.


**Q500 Identification of Electronic Devices** – Each electronic device or component delivered on this Contract shall be identified in accordance with the applicable specification by lot or batch, traceable to the actual manufacturing process and manufacturer. The lot or batch number may be a date or the Supplier shop order code, and shall provide the capability to effectively and positively screen the lot or batch to remove defectives, in the event that it is determined that a defective product condition exists in the lot.

**Q510 Control of Printed Wiring** – With each delivery of printed wiring on this Contract, the Supplier shall furnish the following:

- a. one sample printed wiring board or coupon, as required by the Zii Contract, from each ‘plating lot,’ which represents the lot, delivered to Zii; the sample board may be taken from the Supplier’s electrical rejects;
- b. rigid printed wiring that conforms to the quality assurance provisions of MIL-P-55110, or IPC-6012, including group ‘A’ and group ‘B’ inspections;
- c. flexible and rigid-flex printed wiring that conforms to the quality assurance provisions of MIL-P-50884 or IPC-6013, including group ‘A’ and group ‘B’ inspections. Unless otherwise specified in the Contract, electrical test for group ‘A’ inspection per MIL-P-50884 or IPC-6013 shall be limited to Types 2, 3, 4 & 5;
- d. an electrical continuity test certification for all multi-layer boards.

**Q515 Component Obsolescence Management** – The Supplier shall develop, document and implement an electronic component management process that addresses all aspects of the product life cycle from design through service, including component selection, application, and standardization and obsolescence management. Supplier’s program shall address the following issues:

- a. In the event that a component becomes obsolete or otherwise unprocurable, the Supplier’s obsolescence management process shall include provisions for alternate parts, end-of-life buys, and/or upgraded parts.
- b. When alternate parts are considered, parts shall be selected from alternate sources, which are form-fit-function replacements & meet the same quality, reliability & selection criteria as the original parts.
- c. Note that form-fit-function alternate parts that require modification to the printed wiring board layout also require Zii approval.
- d. When end-of-life buys are being considered, the Supplier shall formally notify Zii of its intent and the life time buy requirement shall be negotiated and approved by Zii.
- e. When alternate parts cannot meet form-fit-function requirements or when upgraded parts are being considered, the Supplier shall formally notify Zii of its intent and shall provide a detailed engineering analysis of the re-screening or testing requirements which will provide form-fit-function equivalency to the original parts.
- f. The Supplier’s analysis report to Zii for upgraded parts shall substantially respond to the following questions:
  - 1. Reason for change.
  - 2. Will the component be substituted into a Critical Function?
  - 3. List equipment in which new component will be used, and the quantities of each.
  - 4. Existing component part number.
  - 5. Existing component rated temperature range.
  - 6. Operating temperature environment.
  - 7. Existing component quality assurance process, e.g., MIL-SPEC, screening, etc.
  - 8. New component Part No.
  - 9. New component rated temperature range.
  - 10. New component quality assurance process, e.g., MIL-SPEC, screening, etc.
  - 11. What is impact of the substitution on equipment reliability and safety (report analysis results)?

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12. Briefly describe the analysis and results that show the new component will be reliable in this application, e.g., in-service data, etc.
- g. In the case of out-of-production equipment where obsolescence issues render the equipment to be unsupportable, Zii shall be notified of the circumstances that caused the unavailability of the product. Zii and the Supplier will work together to provide, timely accurate, standardized communications to notify customers of an impending product obsolescence and/or discontinuance.

#### 4.9 Control of Contamination & Foreign Object Damage (FOD)

- Q520 FOD Control Program** – The Supplier shall establish, document and maintain a program to control and eliminate Foreign Object Damage (FOD) and/or contamination during the Supplier’s manufacturing, assembly, test and inspection operations. When applicable, the Supplier’s FOD control program shall include controls to preclude FOD or contamination at the Supplier’s sub-tier sources. MIL-STD-980 may be used as a guide to establish and implement the Supplier’s FOD program. The Supplier’s FOD program is subject to on-site review and approval by Zii.
- Q530 FOD Certification** – With each delivery of products on this Contract, the Supplier shall include on the packing list/shipper or on a separate attached document a written statement titled “FOD Certification” which complies with the requirements of section 3.3 and contains their company name, address, Title of Authorized Individual along with their Signature/Stamp, Date and a statement certifying that all products delivered on this Contract (number) and packing list/shipper (number) have been produced, controlled and examined in accordance with the applicable requirements of the FOD Control Program. Objective evidence to support this certification will be made available to Zii for review upon request.
- Q532 Fungus resistant products and Materials** – Seller certifies that all materials and products furnished under this Contract are fungus resistant and cannot support the growth of fungus. The sellers’ Certificate of Conformity will be objective evidence that the requirements of this quality clause have been met in its entirety.

#### 4.10 Inspection & Test Reports & Documentation


- Q540 First Article Inspection at Source** – Inspection and/or testing and acceptance of First Article product by Zii is required prior to delivery of any products on this Contract. The 1<sup>st</sup> Article product shall be complete, documented and ready for delivery to Zii. The Supplier shall notify Zii at least forty-eight (48) hours in advance so that the inspection and/or testing of the First Article product as well as review of supporting documentation can be scheduled and completed prior to the required product delivery date. Upon request, the Supplier shall make available to Zii representatives any measuring and test equipment, facilities and/or personnel to facilitate the First Article inspection.
- Q550 First Article Inspection Zii** – The Supplier shall submit a 1<sup>st</sup> Article product and supporting documentation for inspection and/or testing and acceptance by Zii prior to delivery of products on this Contract. The 1<sup>st</sup> Article shall be completely processed in accordance with Contract requirements. When authorized by the contract, the 1<sup>st</sup> Article product may be included as part of the initial quantity delivered on the Contract and included as part of the total Contract order quantity. In such cases, failure of the 1<sup>st</sup> Article product to meet Contract specified requirements may result in rejection and return of the delivered production quantity to the Supplier at the Supplier’s expense.
- Q560 First Article Inspection Requirements (FAIR)** – The Supplier shall perform a First Article Inspection (FAI) in accordance with the requirements of the current revision of SAE AS9102. The FAIR data package shall include a ballooned drawing and completed AS9102 forms as follows: (a) Form 1 – a list of the applicable detail drawings; (b) Form 2 – a list of the standard parts, material or processes; and (c) Form 3 – the actual results for each drawing dimension and notes. Excess products, remaining from a previous production lot,

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may not be used to fulfill the FAIR requirements. The Supplier shall furnish a copy of the completed FAIR results with the initial delivery of products on the Contract.

- Q565 Controlled Planning** – The products on this Contract are considered critical for aerospace applications and require strict control of manufacturing and processing operations. The Supplier shall furnish a complete First Article Inspection Report (FAIR) in accordance with the requirements, accompanied by copies of Supplier’s manufacturing and processing routing sheets to be used during production. After the Zii review and approval of the First Article and planning documentation, the Supplier’s manufacturing and process planning shall be considered as ‘frozen.’ Any changes proposed by the Supplier to the approved ‘frozen’ planning shall be submitted to Zii for review and approval prior to implementation. The Supplier shall furnish a revised FAIR, reflecting the changes in product as a result of changes in planning approved by Zii, with the next delivery of products on the Contract. With each delivery of products on this Contract, the Supplier shall include on the packing list/shipper or on a separate attached document a written statement which complies with requirements of section 3.3 herein and contains their company name, address, Title of Authorized Individual along with their Signature/Stamp, Date and a statement certifying that all products delivered on this Contract (number) and packing list/shipper (number) have been produced in accordance with “controlled planning” approved by Zii. Objective evidence to support this certification will be made available to Zii for review upon request.
- Q570 100% Inspection Report** – The Supplier shall perform 100% inspection of all characteristics on all products delivered on this Contract. The Supplier’s 100% inspection data shall show the part number and drawing revision and the actual values obtained during inspection versus the requirements of the drawing (including block data and notes) or specification. When applicable, copies of material and/or process certifications shall be attached to the inspection report.
- Q575 Dimensional Inspection Certification (DIC)** – When the contract is for assemblies or sub-assemblies, where the detail component characteristics cannot be verified by Zii upon receipt, a DIC is required. With each delivery of products on this Contract, the Supplier shall include on the packing list/shipper or on a separate attached document a written statement titled “Dimensional Inspection Certification” (DIC) which contains their company name, address, Title of Authorized Individual along with their Signature/Stamp, Date and a statement certifying that the products (part number and revision) delivered on this Contract (number) and packing list/shipper (number) have been assembled using components (part number and revision) have been inspected and conform to all applicable requirements. Copies of inspection records to support this certification will be made available to Zii for review upon request.
- Q578 Supplier Certification Requirements:** All shipments of products (including assemblies and sub-assemblies) received must include copies of all certifications (Material, Test, Processes and Special Processes etc.) along with lot quantities. To assure adequate traceability, if a lot of material is part of a larger run of materials, and there are multiple receipts of the same lot, each receiving lot must be annotated to define this, with appropriate linkage to the original certifications accompanying each order provided to Zii.
- Q580 Supplier Inspection Report (SIR)** – Deleted
- Q585 Supplier Inspection Report of Key Characteristics** – Classification of characteristics on the drawing is a means by which Zii conveys the potential seriousness of nonconformance of certain product characteristics. Classification of characteristics is not intended to indicate that other drawing requirements are not important or need not be met. The purpose is to establish a common basis for placing emphasis on the more important characteristics during all phases of tooling, production, inspection, and testing. Any KEY CHARACTERISTIC found to be nonconforming during inspection is cause for rejection.

On all products delivered on this Contract, the Supplier shall furnish an Inspection Report showing the actual results of inspection of all classified characteristics in accordance with the inspection requirements for each KEY Characteristic defined below. The Supplier’s inspection report shall show the part number, drawing revision and the actual values obtained during inspection versus the requirements of the drawing (including

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block data and notes) or specification. When applicable, copies of material and/or process certifications shall be attached to the inspection report.

**Key Characteristics will be indicated within the notes of the Zii drawings and will be subject to 100% Inspection**


- Q590 Final Article Inspection Report (FAIR)** – Prior to delivery of products to Zii, the Supplier shall perform final inspection on all products and document the results on a FAIR. The format of the FAIR is optional unless AS 9102 is specified; however, it shall show the actual inspection results obtained, versus the drawing or specification requirements. The Supplier shall maintain the completed FAIR as part of Suppliers quality records. Upon request, the FIR will be made available to Zii, or Zii customers or regulatory agencies for review.
- Q600 Product Serialization Requirements** – Serial numbers for all products on this Contract have been assigned by Zii and are defined in the Contract or reference documents. The Supplier shall apply the specified serial numbers on all products and record the serial numbers on all applicable documentation. The assigned serial numbers may not be altered or replaced without written authorization from Zii.
- Q605 Product Serialization by the Supplier** – Products ordered on this Contract shall be serialized by the Supplier using serialization scheme selected by the Supplier. The Supplier's serialization scheme shall include provisions to ensure that serial numbers are not duplicated on products with the same part number.
- Q607 ATA SPEC 2000 Serial Number Formatting** – Deleted
- Q609 Weight reporting requirements** - When reporting weight of components, an appropriate scale must be used according to the following:

**Accuracy of the Weighing Equipment to be used:**

The weighing equipment shall be at least classified as Medium (class III), as defined in the European directive "DIRECTIVE 2009/23/EC", with a minimum of 2000 reading intervals. The following table gives the minimum and maximum weight that can be weighed with weighing equipment having 2000 reading intervals. For reading intervals above 2000 the minimum weight acceptable will remain unchanged, the maximum weight will be calculated by reading interval \* number of reading intervals (e.g. Reading Interval 10 kg \* 3000 number of reading intervals = 30 000 kg Max).

**2000 reading intervals:**

Reading Interval (g)	Min (kg)	Weighted Weight	Max (kg)
1	0.2	<= X <=	2
2	0.2	<= X <=	4
5	0.2	<= X <=	10
10	0.2	<= X <=	20
15	0.4	<= X <=	30
20	0.5	<= X <=	40

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30	1	<= X <=	60
50	2	<= X <=	100

All weight shall be reported in grams.

*Example 1:* With weighing equipment having a reading interval of 2 kg, it is not allowed to weigh items lighter than 500 kg.

*Example 2:* An item of 22 kg shall be weighed with weighing equipment having a reading interval less than or equal to 200 g (1 g, 2 g, 5 g, 10 g, 20 g, 30 g, 50 g, 60 g, 100 g, 150 g or 200 g). If, for a single weighing, it is necessary to use more than one weighing equipment, all have to be compliant with these rules, according to the weight that has to be weighed by each individual weighing equipment.

**Q610 Acceptance Test Procedure (ATP) Approval** – Prior to initial delivery of products on this Contract the Supplier shall submit to Zii, for review and approval, a copy of the ATP or other quality conformance procedure that describes the final tests to be performed by the Supplier on products scheduled for delivery to Zii. The ATP shall include a list of equipment used and any test diagrams or sketches necessary for technical interpretation of the ATP. Any revisions to Zii approved ATP shall be submitted to Zii for review and approval prior to incorporation into production.

**Q620 Functional Test Data Record** – With each delivery of products on this Contract, the Supplier shall furnish to Zii a functional test data sheet, which shows the actual results (values) obtained during the functional tests performed on each unit of product versus the requirements specified in Zii approved Acceptance Test Procedure (ATP) or specification. The test data sheets shall identify the part number and drawing revision, individual products by serial number, meet the requirements of section 3.3 herein and be signed or stamped (inspection or functional test/acceptance stamp) by the Suppliers authorized representative.

**Q630 Functional Test Certificate (FTC)** – With each delivery of products on this Contract, the Supplier shall include on the packing list/shipper or on a separate attached document a written statement titled “Functional Test Certificate” (FTC), which complies with the requirements of section 3.3 herein and contains their company name, address, Title of Authorized Individual along with their Signature/Stamp, Date and a statement certifying that all products delivered on this Contract (number) and packing list/shipper (number) have been tested as required by the applicable drawing, specification, or approved acceptance/functional test procedure, and are in compliance with all requirements of the Contract. Objective evidence to support this certification will be made available to Zii for review upon request.


**Q650 Qualified Parts Certificate (QPC)** – Deleted

**4.11 Miscellaneous Requirements**

**Q660 Manufacturers Catalogs, Drawings, etc.** – With the initial delivery of products on this Contract, the Supplier shall furnish to Zii one (1) copy of the current manufacturers catalog, drawing, blueprint, or specification which fully and clearly describes the products delivered, and can be used by Zii to verify product conformance to requirements.

**Q665 Repaired & Overhauled Products** – With each delivery of products on this Contract, the Supplier shall include on the packing list/shipper or on a separate attached document a written statement which complies



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with the requirements of section 3.3 herein, describes the work accomplished, and contains their company name, address, Title of Authorized Individual along with their Signature/Stamp, Date and a statement certifying that all products delivered on this Contract (number) and packing list/shipper (number) have been (repaired) / (overhauled) / (replaced) in compliance with the requirements of drawing or specification and (revision) and have been functionally tested (if applicable) in compliance with (test procedure number) and (revision). Objective evidence to support this certification will be made available to Zii for review upon request.

- Q667 Alcohol and Drug Prevention Program** – All Employees performing maintenance or inspection of products scheduled for delivery to Zii shall be included and part of a Federal Aviation Administration (FAA) approved Anti-drug and Alcohol Misuse Prevention Program. This requirement applies both to pre-employment and random testing of current employees in accordance with the requirements of Title 14 CFR Part 121, Appendix "I" and Appendix "J." Evidence of compliance with this requirement shall be made available to Zii for review upon request.
  
- Q710 Component Traceability Requirements** – The Supplier shall establish and maintain traceability of all detail components used in the manufacture or assembly of products delivered on this Contract. Data (such as parts inventory or bill of material lists, that include lot numbers, job numbers or work orders, etc.) which provides traceability of each detail component, including sub-assemblies, to the raw material from which it was made, including all processing, testing and inspection operations performed during manufacturing operations shall be furnished with the delivery of products to Zii on this Contract.
  
- Q750 FMEA Requirements** – The Supplier shall implement Failure Mode & Effects Analysis (FMEA) or a similar tool to use for identifying variation in product / process characteristics, their effects and causes, and to develop solutions that will minimize/eliminate the effects of variation in products delivered on this Contract. The Supplier's product FMEA program shall be submitted to Zii for review and approval prior to start of work on the Contract.
  
- Q755 Process FMEA Requirements** - Deleted
  
- Q765 Alternate Materials and/or Process Specifications** – An alternate specification list applies to this order. The list defines the alternate material and/or process specifications that may be used when the material or process specification shown on the engineering drawing or other documents has been cancelled by DOD or industry initiatives and the material or process to the original specification is no longer available. The authorized alternate specification will be listed on the Contract or on reference documents such as the Manufacturing Quality Instruction (MQI) applicable to the order. A copy of the alternate specification list may be obtained by contacting the Zii Buyer.
  
- Q770 Ship to Stock (STS)** – Products on this Contract have been approved and designated for STS processing. The Supplier shall identify all containers, packages and shipping documents will be the words "STS" in bold format.
  
- Q780 Pre-Production Review** – Products on this Contract have been designated as complex and require close control of manufacturing and processing operations and/or sequence. The Supplier shall notify the Zii Buyer at least seven (7) days before start of production so that Zii may schedule and conduct an on-site review and approve Supplier's equipment, methods, processes and controls to be used during production. Subsequent to approval, any changes proposed by Supplier shall be submitted to Zii for review and approval prior to implementation into production.
  
- Q800 UID Marking** – Deleted
  
- Q900 PEP Product** – Base part numbers xx-9000-xx and greater in each category are not to be used for avionics applications. Certificate of Conformance, test data and 1<sup>st</sup> article inspection not required.