

ICT QUALITY ASSURANCE REQUIREMENTS

GENERAL INFORMATION

This document establishes quality requirements for procurement and defines supplier responsibilities for ensuring that purchased items and processes conform to company drawing, specification, and procurement requirements. Applicable requirements are indicated by code number in the purchase order document.

- Notes:**
1. All Quality Codes apply to purchase order that are issued to Class I, II-IIA, III suppliers. For Class IV-A, IV-B, and V suppliers, specific Quality Code will be applied only when written on purchase order.
 2. The supplier must implement appropriate action to correct recurring or repetitive nonconformities.

SYSTEM REQUIREMENTS

1. Quality System: The supplier shall maintain a quality system that complies with **ISO 9001/AS9100 Series** - Model for quality assurance in design (if applicable), development, production, installation and servicing. International Composites Technologies, Inc. requires the use of "Acceptance on Zero" sampling tables. "Acceptance on Zero" means that if any nonconformances are found in the sample, the lot is not accepted. Note: If you PLAN TO CHANGE facility locations or outsource the work, you **MUST** inform the responsible ICT Purchasing Representative in writing for approval.

1a. Special Processes: International Composites Technologies (ICT) requires any special process required by the purchase order to be performed by an ICT approved special processor, Supplier's sub-tier special processor with NADCAP Accreditation or Customer Approved Source(s). The use of a Customer Approved Source will be specified on the ICT purchase order. The NADCAP Accredited supplier **must be approved for that specific process being performed** (Note: To ensure the special processor is approved for a given process, click on <http://www.eauditnet.com> to access the NADCAP website on the Internet). Special processes included under this requirement are heat treating, metal joining (welding and brazing), plating, anodizing, and NDT/NDE. Reference ICT Supplier Handbook QPF-072, and paragraph 4.16

2. Calibration System Requirements: The supplier shall maintain a calibration system in accordance with **ISO-10012**. Quality assurance requirements for measuring equipment, Part 1: Metrological confirmation system for measuring equipment or, American National Standard for Calibration. If measuring and test equipment is calibrated by an outside service, the aforementioned requirements must be contained in your purchase order for these services.

3. Right of Entry: ICT suppliers' may be subject to periodic audits and when requested shall provide **Right of Entry**, granting full access to their facility, personnel, and quality management system to ICT customer(s) representatives, government agencies contracted with ICT, and/or FAA representatives.

INSPECTION REQUIREMENTS

4. Source Inspection (Mechanical or Visual): All parts, material requiring source inspection **MUST** be ready, including the required cert documentation package, prior to commencing source inspection activities at the contracted suppliers' facilities. The supplier shall provide no less than 48 hours advance notice to the responsible ICT Purchasing Representative to permit scheduling of source inspection.

5. Source Inspection (Test): All items specified by the purchase order are subject to witnessing (by ICT Quality Assurance Personnel) of testing being performed by supplier personnel prior to shipment. The supplier shall provide no less than 48 hours advance notice to the applicable ICT Purchasing Representative to permit scheduling of test witnessing.

6. Source Inspection (Government): The items/service produced on this purchase order is subject to government inspection at point of manufacture. On receipt of this purchase order, promptly furnish a copy to the government Defense Contracts Management Agency (DCMA) Representative who normally services your plant or to the nearest Army, Navy, or Air Force Inspection Office. If the representative or office cannot be located, the ICT Purchasing Representative shall be notified immediately. When material is ready for inspection (or, if practical, before that time), the supplier shall notify the government representative who normally services its plant. Evidence of government inspection must be shown on all shipping documents.

TECHNICAL REQUIREMENTS

7. Identification of Shelf Life Material: Supplier shall identify each item, package, or container of shelf life material with its cure or manufacture date, expiration date, and special storage and handling conditions in addition to the standard identification requirements. Materials may not be shipped to ICT with less than 75% of their useful life remaining. Shelf Life must be in accordance with ICT document 1028a.SPC.

8. First-Article Inspection Report (FAIR): Upon initial production or any subsequent change to the engineering drawing revision level, supplier's process change, tooling change, and/or transferred tooling or a two year lapse in production occurs; the seller shall perform a **NEW** First Article Inspection Report. The first article shall be done on one piece, representative of the production lot, and be documented on a report in the supplier's own format. The report shall include **ALL actual dimensions (break out each specific characteristic, e.g., thread, plus countersink, plus thread depth is three individual characteristics) and verification of all dimensions, drawing notes, bill of material requirements, processes and characteristics contained on the engineering**

drawing. International Composites Technologies designed parts; the supplier **MUST** include a marked-up drawing (bubble) that corresponds to FAIR item numbers.

Note 1: Record on FAI Report the reason for initiating the FAI Report, e.g., two year lapse in production (FAI Report Exclusion: The supplier **MUST** coordinate with their responsible ICT purchasing representative and provide evidence of the original date of manufacture and receive written approval prior to shipping parts to ICT), drawing change or tooling change. This report shall be approved by the supplier's quality organization and shall be submitted with the shipment unless otherwise directed by the responsible ICT Purchasing Representative. An approved current FAI Report and any FAI supplemental (Delta) must be on file for ICT review.

Note 2: If any deviations exist on FAIR results, you **must** request a Supplier Discrepancy Action Request (SDAR) and receive approval to ship known discrepant parts, reference ICT Supplier Handbook QPF-072, and paragraph 4.9.

Note 3: Prefer suppliers' forward an **electronic copy** of the completed **FAIR results** to the responsible ICT purchasing representative.

8a. & 8b: Reserved

8c. First Article Inspection (FAI): Must utilize the AS9102 forms 1 thru 3 format. QC# 8 &, Note 1, 2 & 3 applies to QC# 8C.

9. Chemical and Physical Test Reports (Raw Material Certifications): Each shipment shall be accompanied by one legible and reproducible copy of test reports (chemical, physical, etc.) only when such tests are explicitly required to be reported by the procuring specification or the ICT Purchase Order. The reports shall contain the signature and title of the authorized representative of the agency performing the test and must conform to specification requirements. The reports shall reference the purchase order number of the procuring agency (to provide traceability in the case of sub-tier contracts.)

Note: Physical Test Reports- are not required for the following reasons: Synthetic/Composite Materials, Die Castings, and Castings that have been annealed or directed by the purchase order.

10. Certificate of Compliance: Each shipment shall be accompanied by one legible and reproducible copy of a Certificate(s) of Compliance certifying to the conformance of the product or service to the applicable requirements. This certificate shall identify the part number, part revision letter, process name, quantity, and part serial number(s) (if applicable), ICT purchase order number, the specification and drawing to which they conform, and the name of the agency that performed/manufactured them (if other than the seller), and a **Statement of Compliance**, stating the parts or process meets the intent of ICT purchase order, drawing and specification requirements. In addition, the **signature** (this includes sub-tier suppliers documentation) of the authorized representative approving the information contained in their documentation. On ICT designed products, include copies of **Certificate of Compliance** from sub-tier suppliers for all sub-contracted special processes and provide copies of the Actual Material Manufacturers' **Certificate of Compliance**, reference QC# 14 & QPF-072 ICT Supplier Handbook, and paragraph 4.11.

Note: The material, special processors and NDT certifications must be referenced on the contracted suppliers' Certificate of Compliance (all paperwork must coincide with each other) or reference the applicable ICT purchase order number on the attached documentation.

11. Test Reports: If functional or nondestructive tests are required by product specification or other procurement document, each shipment shall be accompanied by one legible and reproducible copy of reports of actual test results identifiable with the test parameters and products submitted. These reports shall contain the **signature and title** of the authorized representative of the agency performing the test and must conform to specification requirements.

12. Seller-Controlled Products: One legible and reproducible copy of applicable specifications, drawings, and catalogs shall accompany the initial shipment on this purchase order.

13. Tool Proofing: Acceptance of production tools is contingent upon inspection and acceptance by ICT of the applicable characteristics on the number of the dimensional samples specified on the purchase order. The tooling and dimensional samples must conform to the tolerance limits of engineering drawing and specifications stated on this purchase order. Items may be shipped to the ICT for inspection, when so directed by purchasing.

14. Full Traceability of Raw Materials: Items under this purchase order shall individually be traceable to **specific** test results and lots of the raw materials used. Raw materials records shall be identified by lot number as well as material type, specification, and heat number (as applicable) and must be traceable to records of acceptance. Specific details (sub-parts) utilized in assemblies shall be **traceable to the lot** of raw material used and provide copies of the Actual Material Manufacturers' **Certificate of Compliance**, reference QC# 10 & QPF-072 ICT Supplier Handbook, and paragraph 4.11.

Note: Only use the specific material called out on the drawing, "ANY" substitutions will require submitting an SDAR (QPF-024) for ICT Engineering Approval, reference QPF-072 ICT Supplier Handbook, and paragraph 4.11.

15. Mixed Traceability of Raw Materials: Items under this purchase order shall individually be traceable to a **group** of test results and lots of the raw materials used. Raw materials records shall be identified by lot number as well as material type, specification, and heat number (as applicable) and must be traceable to records of acceptance. Specific details (sub-parts) utilized in assemblies shall be **traceable to a group** of lots of raw material used.

16. Statistical Process Control (SPC) Applies: Parts containing key characteristics produced on this order shall be controlled by an ICT approved statistical process control plan. Approval from the responsible ICT Purchasing Representative must be attained prior to the start of production.

17. Foreign Object Debris/Damage (FOD): Assemblies susceptible to introduction of any foreign materials shall be manufactured and controlled through an effective FOD program, reference NAS412. This program shall be documented and include provisions for prevention/ detection during design (if applicable), manufacture, final acceptance, and shipping of affected products. Extreme caution should be exercised to assure that areas being closed are free of any debris or foreign objects.

19. Electrostatic Discharge Control Program: Must adhere to the requirements stated in MIL-STD-1686 for Protection of Electrical & Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices).

20. Suspect/Counterfeit Items: For requirements refer to QPF-072, and paragraph 4.25.

FOREIGN RAW MATERIAL RESTRICTIONS

18a. Domestic Material Only: The supplier agrees not to incorporate any articles to be delivered under this purchase order with any Raw Metals melted outside the U.S., its possessions, or Puerto Rico.

18b. Preference for Domestic Material: The supplier agrees only to supply materials in accordance with Defense Federal Acquisition Regulation Supplement (**DFARS**) **252.225-7009/252.225-7014**. Click on the DFAR No. to access the specification on the Internet. Contracted Suppliers' C of C, must reference the specific section of the (**DFARS**) **252.225-7009/252.225-7014**, in which the material meets the applicable compliance requirements.

Supplier Classification

The following supplier classification guidelines should be considered, as applicable, when assessing the levels and degrees of performance and capabilities of a specific supplier who is to become an "Approved Supplier" for ICT.

Class I: Supplier who performs to the requirements of ISO-9001, or AS-9100 (or their predecessor), and is an approved supplier of at least one major aerospace, defense, automotive, or medical device manufacturing company.

Class II: Supplier who performs to the requirements of ISO-9001 or AS-9100 (or their predecessor.)

Class II-A: Supplier who holds a FAA Production Certificate, a FAA PMA, or a FAA Approved Production Inspection System.

Class III: Supplier who, though not ISO-9001 or AS-9100 (or their predecessor) registered, however

- a) has a receiving Inspection system which maintains records, traceability, and certifications of materials used in manufacturing;
- b) maintains records, control, and traceability of production specific material that it receives;
- c) has all its inspection equipment calibration traceable to the N.I.S.T.;
- d) has First Article, In-process, and Final Inspection procedure with objective evidence of inspection; and
- e) can provide Certification of Conformance, inspection and test reports of its product or service.

Class IV: Supplier who is in the business of distribution of Military Standard

items such as AN, MS, NAS, MIL-etc, or industrial standard (ASTM, AMS, etc.) raw stock, or sheet metal, and

- a) has a supplier (OEM) qualification procedure,
- b) can provide current customer reference,
- c) has in place a receiving procedure which ensures adequate record keeping and maintains material/product traceability,
- d) has an adequate control procedure and storage accommodation if the product is to be temporarily stored,
- e) can provide Certification of Conformance to attest that the product it ships is indeed the untempered product as requested by the buyer and provided by the specific OEM,
- f) can provide a Certification of Conformance made by the OEM, and
- g) can provide original manufacturer's name and address and material and part's test reports upon request by ICT.

Class IV-A: Supplier (one whose business is in selling catalog or general retail items or distributing products, other than those described in Class IV-A, made by other companies) who

- a) has a supplier (OEM) qualification procedure,
- b) has in place a receiving procedure which ensures adequate record keeping and maintains material/product traceability,
- c) has an adequate control procedure and storage accommodation if the product is to be temporarily stored,
- d) can provide a Certificate of Conformance made by the OEM if so required, and

- e) can provide Certificate of Conformance to attest that the product it ships is indeed the unaltered product purchased by ICT.

Note: For critical (influencing safety) or major (influencing fit and function) materials/products that are to be provided by class IV-A suppliers, evaluation on the OEM should also be made. In general, if a material or product to be purchased is within this category the design document specifies the OEM name or the specifications to be met.

Class IV-B: Suppliers in this category are only to supply material/product of minor significance in ICT's end product (not affecting safety, fit, form or function), such as labels, ID plates, miscellaneous unrated hardware, etc. In general, this type of items is called out in the design document as "Commercial".

Class V: Supplier specialized in calibration of inspection instruments that has calibration standard accuracy traceable to N.I.S.T. The supplier shall have procedures, and records for calibration performed.