



ALTA Precision Inc.
Quality Procedure

Procedure **QAP 7.4.2**
Issue **1**
Date 20 Sept 2007
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**ALTA Quality Requirements
for Suppliers**

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Scope

This Procedure identifies the quality requirements for Alta Precision Inc. suppliers as applicable to each of the following categories:

- Manufacturers and distributors of raw material, forgings and castings;
- Manufacturers and distributors of products and standard detail parts;
- Manufacturers of semi finished or finished parts made to customer design;
- Sub-tiers for controlled processes and testing services.

Reference documents

SAE AS9100B	Aerospace quality management systems requirements
SAE AS9102A	Aerospace first article inspection requirements
MIL-PRF-81309	Corrosion preventive compounds, ultra thin
MIL-PRF-16173	Corrosion preventive compound,
PRIDE	Messier-Dowty process requirements in developing excellence
ASQR-01	Pratt &Whitney Canada supplier quality system requirements
QSP 7.4.2-3	Heroux-Devtek quality assurance requirements for suppliers

Quality requirement clauses

1. Requirements of the aerospace industry
 - a) Alta Precision is active in the manufacturing and supply of key parts and assemblies for the aerospace industry. AS 9100B Aerospace quality system requirements standard is applicable to all procurements affecting product quality.
2. Supplier contract review and prime customer requirements
 - a) Suppliers shall review Alta purchase orders and accompanying documents upon receipt to insure that Alta and prime customer requirements are identified and flowed down as necessary.
 - b) In case prime customer is not stated on the purchase order, the supplier shall contact Alta to obtain this information and inquire on any particular clauses related to the nature of the contract and specific customer requirements and approvals.
 - c) Requirements stated on Alta purchase order or prime customer drawings and related documents, have precedence on conflicting items of this procedure.
 - d) For purchase orders related to Messier-Dowty, P&WC or Heroux Devtek contracts the respective requirements of PRIDE, ASQR-01 or QSP 7.4.2-3 apply.
3. Supplier Communication
 - a) Any issue affecting ordered product quality or delivery status shall be discussed with Alta Precision supplier contact. Direct communication between supplier and Alta customers is not allowed unless authorized in writing by Alta on a case by case basis.

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4. Right of access

- a) At prime customer request or when otherwise deemed necessary, Alta Precision, customer and / or regulatory authority representatives shall be granted right of access to supplier's facility and quality records, for audit or verification purposes.
- b) Right of access is also required upon request for quality assurance source inspectors.

5. Confidentiality issue

- a) All documents provided for the purpose of submitting a quotation or fulfilling purchase order requirements, are Alta or customer property and should be considered of a strictly confidential nature. These documents must be destroyed or returned to Alta Precision upon request.
- b) Military contracts are also subject to ITAR and controlled goods regulations.

6. Supplier information

- a) The supplier is responsible for informing Alta Precision within 30 days, of major changes in ownership, management, resources and / or quality system.

7. Specifications and Techniques Revisions

- a) Unless specifically stated otherwise, the latest active revision of any specification, standard or supplier approved technique called up on purchase orders or accompanying documents is applicable.
- b) Supplier certificates of conformity (C of C) must state the revision level of specifications and techniques to which material or parts have been processed.

8. Manufacturing process and technique approvals

- a) Supplier shall submit his manufacturing plan or process sheet technique for review and approval prior to first time processing. Approvals are issued by Alta Precision or by prime customer according to requirements.

9. Alta property

- a) Supplier shall verify Alta material or parts for integrity and serial numbers correctness upon receipt. Material can be either sent directly from Alta or drop shipped from another supplier. Any unusual condition or damage affecting Alta property or discrepancy in the serial numbers listed shall be reported to supplier contact without delay.

10. Non conforming product

- a) Non conforming parts or material shall be reported to Alta on supplier non conforming material form. The form will be forwarded to supplier contact for processing and disposition by Alta or prime customer.
- b) Non-conforming products will be held at Supplier's facility pending written disposition with the exception of Alta property which should be returned to Alta.
- c) A copy of supplier non-conforming material report shall be attached to supplier documentation or C of C upon delivery.
- d) Non conforming product or process affecting product, detected by the supplier after delivery, shall be reported to Alta within 24 hours.

11. Preventive and corrective actions

- a) Supplier shall insure that a preventive and corrective action system is maintained and that Alta requests for corrective action following a non-conformance are handled in an efficient and timely manner to avoid re-occurrence.

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12. Unique heat lot requirement

- a) For parts made from bar stock or plates unique material heat lot shall be used for any production batch in order to maintain raw material traceability.

13. Product handling and preservation

- a) Supplier shall insure adequate handling, cleaning, preservation and packaging of parts at appropriate stages of the process. Corrosion preventive oils to be used for preservation shall meet the requirements of MIL-PRF-16173, grade 3 for medium term protection or MIL-PRF-81309 for short term use, unless otherwise stated or agreed upon.

14. Shipping documents

- a) Every shipment shall be accompanied with a detailed C of C stating as applicable: Alta purchase order number and item or manufacturing operation number, product or part number delivered and applicable revision level, certification date, supplier production batch number and/or parts serial numbers, approved technique number and revision level, process specification and revision level and tests performed in accordance with purchase order and drawing requirements.
- b) The C of C shall also bear the name and stamp of supplier quality representative releasing the product.
- c) All shipments must carry complete certification including original mill test reports and processes performed. When submitting certification, a copy of supplier purchase orders to sub-tiers must be included in the package. Outside process certificates shall have the supplier quality inspection stamp and date as proof of review.
- d) A copy of certificates for parts drop shipped at Alta request to another supplier shall be promptly sent by Fax or Email to supplier contact.

15. First article inspection reports

- a) Machining suppliers shall perform first article inspection requirements in accordance with SAE AS9102A for the first production batch. Blank FAIR forms are available from Alta quality upon request.
- b) FAIR shall also be submitted in all other cases stated by the standard.
- c) Supplier should not machine further batches without approval from Alta or prime customer on the first piece and FAIR.

16. Product inspection and control requirements

- a) All product features manufactured or processed by the supplier shall be fully inspected against applicable requirements in order to insure that only conforming products are delivered.
- b) Proven zero defect sampling plans may be applied for inspection, after 25 consecutive parts and at least 2 consecutive batches have been inspected and found acceptable.
- c) When In-process verification is considered part of the inspection plan it shall be supported by appropriate records and a documented procedure for operators' certification
- d) Sampling on lengths and diameters with tolerances tighter than 0.0015" as well as for any key characteristics, is not allowed unless a process certification program is in place showing a process capability of 1.33 or above.
- e) Supplier quality personnel authorized to certify the product shall insure that 100 % visual inspection has been performed at final stage and that quality records demonstrate full product acceptance status and appropriate controls on any non-conforming parts.

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f) Alta reserves the right to review and approve supplier's inspection plans.

17. Product traceability and serial numbers control

- a) Supplier shall verify and maintain individual part traceability with allocated serial numbers stated on Alta Purchase order, at all stages of the process.
- b) When serialization is a requirement on a product made from bar stock, parts shall be serialized with permanent marking after roughing operations and prior to Heat treat.
- c) Serial numbers shall be clearly stated on supplier purchase orders to sub-tiers and Sub-tier certificates.

18. Quality records and test pieces

- a) Suppliers shall retain quality records on file for a minimum period of 10 years or as required by prime customer. Records are subject to review by Alta or prime customers and should be legible and easily retrievable.
- b) Records include but are not limited to: purchase orders, certificates of conformance, inspection records and CMM reports, material certificates, process/technique sheets, job travelers, process and personnel qualification/certification.
- c) Test pieces, X-Ray films, heat treat charts and related exhibits shall be retained by the supplier unless specifically requested to be sent to Alta.
- d) Computer data storage and retrieval system is acceptable for records retention where an efficient backup system is in place.

19. Non- traditional machining

- a) Machining by non traditional methods (i.e. Electro Discharge Machining; Laser Machining or similar) is prohibited unless authorized in writing by prime customer.

20. Offloading machining operations

- a) Offloading machining operations to sub-tiers is subject to Alta written approval.

21. Age sensitive products

- a) Age sensitive materials and products shall conform to applicable specifications and the following shall be identified on each container: a- manufacturer's name; b- batch ID; c- storage temperature; d- specification number; e- date of manufacture/cure date; f- shelf life requirements.
- b) Product shelf life should not have exceeded one third of total product life at time of delivery.

Document revisions

20 Sept 2007 first issue.

Annex

API-078 Supplier acknowledgement and information sheet.