

 Collins Aerospace <small>A United Technologies Company</small>	PROCEDURE		BE-PUR-P7.4.3
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SUPPLIER QUALITY REQUIREMENTS			

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1. PURPOSE

To define the quality requirements imposed upon suppliers to Collins Aerospace.

2. SCOPE

This document serves as the general quality requirements for Collins Aerospace suppliers and their sub-tiers. It is intended to define the requirements necessary to ensure that all products and services delivered to Collins comply with specified requirements for quality, reliability, and integrity.

Suppliers must demonstrate and maintain compliance with these requirements to be eligible to receive Collins orders. Failure to comply with the requirements herein may result in the disqualification of the supplier.

The requirements contained herein are to be satisfied in addition to any other contractual requirements levied by Collins. The Supplier is responsible for the immediate communication to Collins of any conflicts between existing contracts and the requirements herein.

Compliance to this document is imposed on the Collins Purchase Order (PO) and thus constitutes part of the contractual relationship.

New revisions to this document will apply to orders placed after the published release date for the revision. Each revision of this document will not be applicable to orders placed before the published release date unless through formal PO amendment.

3. RESPONSIBILITY

It is the responsibility of the supplier to ensure that all applicable contract requirements are flowed down through the supply chain.

The Supplier is responsible for complying with all documents referenced herein. It is strongly recommended that the supplier obtain and maintain current revision levels of all referenced documents which may be deemed applicable.

3.1. Appendices

Due to the variety of products provided to Collins customers, it is necessary to comply with distinct SBU/site requirements. Each appendix to this document defines specific requirements by SBU/site. The appendices define those requirements which go above and beyond the requirements contained herein.

SBU/sites that do not carry additional requirements may display “N/A” as the revision level on their site’s appendix within POs. The Supplier is responsible for compliance to this document and the site-specific appendices detailed on the PO.

Appendix	SBU/Site	Notes
A	Aftermarket Services: Winston-Salem / Leighton Buzzard / Tanauan	
B	Seating Products Group (SPG)	
C	Kilkeel (obsolete, see Appendix B)	Requirements incorporated in Appendix B.
D	Leighton Buzzard	
E	Miami (Medley)	
F	Lenexa / Tanauan (Refrigeration Products)	
G	Lenexa / Tanauan (OXY/BMP)	
H	Nieuwegein / Tanauan	
I	Everett (FSI)	Site changed from Marysville to Everett.
J	Holbrook	
K	Westminster	
L	N/A	
M	N/A	
N	Lübeck	
O	Everett LSS	
P	ALCI – Everett / Tanauan and Water Solutions	
Q	Teklam	
R	Engineered Components Group	
S	Philippines (A350 Galley)	

Table 1 – Site Specific Appendices

4. DEFINITIONS/ABBREVIATIONS

4.1. Terminology clarification:

- The words 'shall' or 'must' indicate a requirement.
- The words 'should' or 'may' indicate a recommendation.

4.2. Abbreviations:

- ASL – Approved Supplier List
- BoM – Bill of Material
- BSP – Buyer-Supplier Portal
- BU – Business Unit
- CAA – Civil Aviation Authority
- CoA / CofA – Certificate of Assurance
- CoC / CofC – Certificate of Conformance
- COTS – Commercial Off the Shelf
- EASA – European Aviation Safety Agency
- FAA – Federal Aviation Administration
- FAI – First Article Inspection
- FAIR – First Article Inspection Report
- FOD – Foreign Object Debris/Damage
- MRB – Material Review Board
- MPS – Manufacturing Process Specification
- NADCAP – National Aerospace & Defense Contractors Accreditation
- NOE – Notice of Escape
- NOPQE – Notice of Potential Quality Escape
- OEM – Original Equipment Manufacturer
- PDR – Product Deviation Request
- PDV – Pre-Delivery Variance
- PO – Purchase Order

- PPM – Parts Per Million
- QMS – Quality Management System
- SCAR – Supplier Corrective Action Request
- SBU – Strategic Business Unit
- sFAI – Statistical First Article Inspection
- SPG – Seating Products Group
- ZDP™ – Zero Defects Plan™

4.3. Definitions:

- Supplier – Tier 1 source of products or services to Collins Aerospace.
- Sub-tier Supplier – Tier 2 and lower suppliers who provide product or services which will be incorporated into tier 1 product.
- MANSPEC/MPS Database – Manufacturing Process Specification Database.
- Material Review Board – A group of individuals who have the primary responsibility to disposition nonconforming material.
- Broker/Independent Distributor – A supplier performing independent distribution.
- Collins Quality – Quality Department of the Collins Aerospace site/division with which the supplier is doing business.
- Collins Procurement/Supply-chain/Purchasing – Procurement Department of the Collins Aerospace site/division with which the supplier is doing business.
- Delegated Supplier – A supplier which has demonstrated maintained acceptable performance.
- Supplier Planned Work Transfer – Transfer of work when a Collins Aerospace supplier is changing the source from one plant site to another, or a change in their sub-tier supply chain.

5. REFERENCES

- AS9100 – Aerospace Standard Quality Management Systems
- AS9102 – Aerospace First Article Inspection Requirement
- AS9120 – Quality Management Systems - Aerospace Requirements for Stockist Distributors
- ASQR-01 Form 2 – Change Notification
- ASQR-01 Form 4 – Work Transition
- ASQR-01 Form 6 – NOPQE
- COL-FRM-0053
- EASA Form 1 – EASA Authorized Release Certificate
- FAA Form 8130-3 – FAA Airworthiness Approval Tag
- ISO9001 – Quality Management Systems – Requirements

6. GENERAL QUALITY SYSTEM REQUIREMENTS

New suppliers to Collins Aerospace after the effective date of this document shall be certified by an industry accredited body to AS9100/9120. If not certified, waiver/exception approval is required using form COL-FRM-0053.

Suppliers that were previously approved to Heritage B/E Aerospace requirements will be accepted as suppliers to Collins Aerospace and shall have an established Quality Management System that aligns with AS9100 and/or ISO9001.

Suppliers shall immediately inform Collins if they lose or fail to renew their QMS certification(s).

Suppliers that are not certified by a recognized certification body to AS9100/9120 or ISO9001 may be subject to increased surveillance by Collins Aerospace.

Suppliers of critical parts may be required to comply with various FAA/EASA requirements as well as AS/ISO and NADCAP standards. Appendices (Table 1) will specify requirement applicability.

The Supplier's quality management system shall be subject to evaluation by Collins and shall include, but not be limited to, the following provisions:

- Collins Quality shall be notified in writing when any changes are made to the quality system that may affect product quality.
- The quality system shall be maintained to ensure that all products and services offered for acceptance are subjected to all the examinations and

tests required to prove conformance to contract or purchase order requirements.

6.1. Right of Entry

Collins, Collins Customers, and regulatory agencies reserve the right to have unlimited access to the Supplier's and relevant sub-tier supplier's facility and records as necessary. Where a supplier is registered to AS91xx then Collins Aerospace shall be given access to the suppliers OASIS database information.

The Supplier is subject to initial and periodic reviews including but not limited to onsite audits, offsite reviews of quality documents, quality system surveys and source inspections to verify and validate the effectiveness of the quality management system. The Supplier shall provide all necessary information, facilities, equipment, documentation, and personnel required to perform said activities at no additional cost to Collins. These reviews will be used to determine the approval status of all Collins suppliers. Failure to accommodate the above-mentioned reviews may result in the disqualification of the Supplier for future Collins PO's.

6.2. General Communication Requirements

Supplier shall only accept agreements and instructions through formal processes (e.g., purchase order, purchase order supplements/amendments, ASQR-01 Forms and SBU forms or processes).

Agreements and instructions through non-controlled methods such as verbal conversations, e-mails, red-lined drawings, golden samples, shall not be construed as Collins approval or authorization.

7. DOCUMENTATION REQUIREMENTS

Upon request, the Supplier shall grant Collins Quality access to quality system documentation including the quality manual, procedures, and records. If requested, the Supplier shall translate the required documentation into English.

7.1. Control of Documents & Data

The Supplier is responsible for the control of Collins proprietary documents and for ensuring that they are controlled to preclude their use for other than Collins contract work.

The Supplier is responsible for acquiring copies of industry or government documents and/or standards available from commercial sources. Any problem experienced by the Supplier in obtaining required documents should be brought to the immediate attention of Collins Procurement prior to acceptance of work.

7.1.1. MANSPEC/MPS Database

Manufacturing Process Specifications (MPS) are made available to suppliers via a controlled website portal. Supplier access to the MANSPEC/MPS database is restricted to holders of an ID & Password which is only granted to approved suppliers.

Supplier access to the MPS database is restricted. If you are an approved supplier, you may access to the MPS database as follows:

- Go to <https://beaerospace.com>
- Click “Global Support”
- Click “Supplier Access”
- Look for section titled “Manufacturing Process Specifications”
- If you are new to MPS, click “Account Request Form” and follow the instructions to request MPS access from one of the Collins sites with whom you are approved
- If you already have ID and Password, proceed to login
- Use the search function to locate and download the required documents

The MPS database contains only certain proprietary specifications that are referenced on a Collins PO or part drawing. The MPS database will not contain technical specs (such as ASTM) that are protected by copyright laws and are commercially available. It is the supplier’s responsibility to secure their own copy of such specifications as well as assure that they have downloaded the most current revision of any Collins specification prior to PO acceptance and manufacture.

Supplier should contact their Collins Site Purchasing representative if any of the non-commercial specifications, forms or documents required for fulfillment of a PO is not available in the MPS database.

7.1.2. BSP

Purchase Order engagement, acceptance and fulfillment with suppliers is handled via the BSP. The BSP is also the source for the Supplier Performance Scorecards.

7.1.3. ASQR-01 Forms

ASQR-01 Forms are available online at: <https://www.rtx.com/suppliers/united-technologies-suppliers/united-technologies-asqr>

7.2. Control of Records

The Supplier shall retain production documentation and quality records for a period of current year plus 10 years minimum after final payment. This documentation must include all Material Certifications, Work Orders, approved NCR/PDR, Special Process Certifications, Test Reports, Inspection Records, and Shipping Documentation. The disposition of documents post retention period will be by secured destruction methods.

The supplier is responsible for ensuring that records remain legible, readily identifiable, and retrievable.

The Supplier is responsible for the transfer of records to Collins in the event of the Supplier ceasing operation.

Unless otherwise specified, all documents used to demonstrate product conformance must be provided in English.

The Supplier shall remain responsible for the requirements above regardless of whether the Supplier remains an approved Collins supplier or whether for any reason, the Supplier no longer accepts POs from Collins.

8. MANAGEMENT RESPONSIBILITY

8.1. QMS Planning

The Supplier shall inform Collins Quality of any changes to the quality system (including changes in personnel with primary responsibility for the Supplier's quality functions). This does not include minor items such as clerical changes.

Collins Quality will evaluate the change and the subsequent need for supplier re-qualification activities.

8.2. Responsibility, Authority & Communication

The Supplier shall define and maintain a register of authorities granted to individual personnel within the organization (e.g., FAI authorized officials, Certificate of Conformance authorized representatives, technical standard authorized personnel).

The Supplier shall provide contact information and access to the person responsible for ensuring that Collins requirements are promoted throughout the organization. Said person must have the authority to resolve quality concerns.

9. RESOURCE MANAGEMENT

The supplier shall determine and provide the resources needed for the establishment, implementation, maintenance, and continual improvement of the quality management system. Resources include people, infrastructure (such as equipment, tools, test equipment), and working environment.

The Supplier shall have a process to identify and perform training for all personnel who directly or indirectly affect product quality. The Supplier shall maintain records of this training (including On-The-Job training). These records shall be made available for review upon request.

10. PRODUCT REALIZATION

10.1. Planning of Product Realization

Prior to acceptance of work, the Supplier shall determine their ability to meet all PO requirements including the manufacture and inspection of all specified design characteristics. If the supplier cannot meet all requirements, they must request a concession from Collins Procurement prior to acceptance of the work/PO.

10.1.1. Configuration Management

Unless otherwise specified on the contract or PO, the Supplier's quality system shall provide for procedures which will ensure that the latest applicable drawings, specifications, and instructions required by the contract or PO, as

well as authorized changes thereto, are used for fabrication, inspection, and testing.

10.1.2. Sub-tier Management

The Supplier shall establish a process for the control of any work contracted to sub-tiers. Said process shall include the verification of the conformity of the work contracted prior to shipment to Collins. The Supplier must ensure that the Collins requirements contained herein are met by all sub-tiers and shall maintain records accordingly.

It is the Supplier's responsibility to ensure that Collins property and proprietary data are controlled per contractual agreements at all levels of the supply chain.

The Supplier shall not act as a broker for the manufacture of product under Collins design control without prior written authorization from Collins Quality and Procurement.

Sub-tier manufacturing and processing is acceptable so long as the Supplier performs the necessary inspection, verification, and certification activities prior to shipment to Collins.

10.1.3. Work Transfers

For supplier planned work transfers, the supplier shall request approval from each impacted Collins Aerospace SBU/site using ASQR-01 Form 4; the movement of work shall not commence until approval from the affected Collins Aerospace SBU/site is received. Offload of work and multi-sourcing are also work transfers and require the submission of the ASQR-01 Form 4. Collins Aerospace may notify the supplier of the Engineering Test and Quality Plan actions that are required to ensure the integrity of the product throughout the life cycle of the project and are maintained after the project is complete.

Suppliers shall validate all transferred features, characteristics, and compliance to Collins Aerospace requirements.

ASQR-01 Form 4 is not required if changing from one source performing a specific special process to another Collins Aerospace approved special process supplier approved for the same process. Notification shall be submitted using ASQR-01 Form 2 or SBU equivalent.

ASQR-01 Form 4 is not required if moving between OEM or authorized distributors.

Transfer of any work (feature, operation, etc.) and multi-sourcing are also work transfers and all requirements shall be met.

Training on supplier planned work transfers can be found at: <https://portal.rockwellcollins.com/web/suppliers/supplier-quality-training-welcome>. This training also includes contact details for any questions about the process.

10.2. Customer Related Processes

All documents including drawings, electronic design approved data & specifications are considered part of the PO requirements when specified directly on the PO or in documents referenced by the PO.

All communications related to the fulfillment of PO requirements shall be carried out through Collins Procurement in writing. Communication associated with quality issues including but not limited to nonconformities, corrective action and supplier assessment activities shall be carried out with both Collins Procurement and Collins Quality included on all communications.

10.3. Purchasing

10.3.1. Purchasing Process

The Supplier is responsible for ensuring that product scheduled for delivery to Collins from sub-tier suppliers (including Collins specified suppliers) complies with all applicable provisions of drawing, specifications, and other requirements of the Collins PO.

The Supplier shall maintain an Approved Supplier List. Criteria shall be established for sub-tier suppliers to achieve and maintain an approved status. The criteria shall not be limited to third party certifications. The Supplier shall establish periodic reviews of approved suppliers to determine their continued suitability.

When Collins establishes the requirement to use specific sub-tier suppliers, this requirement will be noted on the PO. The Supplier's system shall ensure that only the specified sub-tier suppliers are used to procure products or services for PO fulfillment. The Supplier shall maintain records of Collins authorization or selection of sub-tier suppliers.

All special processes shall be performed in accordance with the requirements of section 6.11.4 at all levels of the supply chain.

The use of distributors not authorized by the OEM to trade components or parts is prohibited.

For product under Collins design control, the supplier must document changes to sub-tier manufacturing or raw material sources through partial or delta FAI per the requirements of section 10.4.1. This requirement applies at all levels of the supply chain.

10.3.2. Purchasing Information

The Supplier shall flow down all applicable product, regulatory, and quality requirements (including requirements for traceability, documentation, and software) to the Supplier's sub-tiers. The Supplier is responsible for ensuring and validating the compliance of the Supplier's sub-tiers and maintaining documented evidence of such per section 7.2, Control of Records.

10.3.3. Verification of Purchased Product

The Supplier shall implement a process for the validation of raw material certifications (i.e., mill reports, etc.). The process of selection and testing must be defined (e.g., one sample from each sub-tier supplier per year). Said testing shall be performed at no additional charge to Collins. Dependent upon the material type, validation may include material composition testing, hardness and conductivity testing, flammability testing, etc. All testing used for validation must be conducted by personnel who are trained and/or by certified third parties. Records of the validation shall be retained per section 6.2.5, Control of Records. The Supplier shall flow this requirement down to relevant sub-tier suppliers. Note: Please see the applicable appendix for frequency requirements as applicable.

10.4. Production & Service Provision

The Supplier shall employ a system for controlling, documenting, and maintaining required product quality throughout the manufacturing process whether performed by the Supplier or the Supplier's sub-tiers. This shall include a step-by-step sequence of manufacturing operations and inspection points. This documentation shall provide objective evidence that the resultant product(s) conforms to the specified requirements.

Any test, prototype or qualification parts should be made under controlled conditions that ensure conformity to the applicable design data.

10.4.1. Production Process Verification

The Supplier is responsible for completing an AS9102 compliant FAIR for products under Collins design control. Collins reserves the right to have the FAI performed by a Collins representative at the Supplier's facility. Should the

initial submission be found discrepant, additional samples may be requested following correction of the cause of discrepancy by the Supplier.

Collins acceptance of a FAIR shall not relieve the Supplier of the responsibility for meeting all specifications and requirements on future shipments of the same product.

Please Note:

- Partial or Delta FAIs are required according to the requirements of AS9102. Any intended deviation from the original FAI shall be brought to the attention of Collins Quality prior to the change. Collins Quality may require additional oversight of the change being made.
- Certification for material, components, and special processes (anodize, chemfilm, molycote, etc.) must be noted on the FAI form and be supplied with the FAI sample part.
- Where multi-cavity tools are used, FAIRs documenting the production results from each cavity must be completed.

10.4.2. Control of Production Process Changes

Any production process related to products under Collins design control must not be altered without prior approval by Collins Quality.

The Supplier shall define and implement a system that ensures equipment used for production is inspected, maintained, and validated prior to use. A schedule of this planned activity shall be documented.

10.4.3. Post Delivery Support

As required, all documentation supporting the build and verification of the product shall be made available within 24 hours of the submitted request.

All process nonconformities identified after shipment of product to Collins shall be communicated per the requirements of section 11.3.

10.4.4. Control of Production Process Changes

For products under Collins design control, the Supplier's in-house or contracted special processes shall follow the requirements of the Table 2.

Special Process	Requirement
Non-destructive Testing (e.g., radiographic, ultrasonic, fluorescent penetrant, magnetic particle)	Process must be performed by trained and/or certified personnel. Preference will be given to suppliers who obtain NADCAP and Boeing D1-4426 certification.
Non-conventional Machining (e.g., electrochemical machining, electrochemical grinding, electrical discharge machining, laser beam machining, chemical milling)	Process must be performed by trained and/or certified personnel. Preference will be given to suppliers who obtain NADCAP and Boeing D1-4426 certification.
Shot Peening	Process must be performed by trained and/or certified personnel. Preference will be given to suppliers who obtain NADCAP and Boeing D1-4426 certification.
Chemical Processing (e.g., Plating, Anodizing, Chemical Cleaning, Chemical Milling, Conversion / Phosphate Coatings, Paint / Dry Film Coatings, Plating, Stripping, Surface Treatment / Passivation, Etching)	Process must be performed by trained and/or certified personnel. Preference will be given to suppliers who obtain NADCAP and Boeing D1-4426 certification.
Heat-treating, Hot Forming and Furnace Brazing	Process must be performed by trained and/or certified personnel. Preference will be given to suppliers who obtain NADCAP and Boeing D1-4426 certification.
Painting	Process must be performed by trained and/or certified personnel.
Oxygen Cleaning	Process must be performed by trained and/or certified personnel.
Pressure Testing	Process must be performed by trained and/or certified personnel.
Materials Testing (Metal testing only, hardness, conductivity, metallography, microhardness, mechanical testing, chemical analysis)	Process must be performed by trained and/or certified personnel.
Welding	When required by specification or PO requirements, welder must be certified to perform the indicated welding specification.

Table 2 – Special Process Source Requirements

A Collins process source recommendation or requirement does not absolve the Supplier of the responsibility to ensure that the requirements of Table 1 are met. Collins reserves the right to change or create deviations from the requirements of Table 2 through specification or written Collins Quality approval.

When a specific process source is required by a Collins drawing or manufacturing specification, the Supplier is responsible to ensure that only the specified sources are used. Two examples are shown below:

- Structural bonding primer
- Honeycomb panel fabrication

NOTE: A listing of NADCAP approved sources is available at: www.pri-network.org

10.5. Identification & Traceability

10.5.1. Traceability

The Supplier is responsible to maintain traceability of product and materials through all stages of production including at sub- tier processing sources. The supplier's system shall ensure that products are traceable back to the raw material batch or lot from which they were made, including traceability to the source mill. Supplier's system shall also provide means to trace where raw materials have been used.

NOTE: The requirement for traceability applies to all raw materials and manufactured goods. Examples include but are not limited to alloys, sub-assemblies, machined components, composites, rubber, fabric, foam, and leather.

10.5.2. Identification

Part identification or part marking requirements vary between SBUs/sites. The Supplier must comply with the requirements as defined by the engineering drawing, part marking specification, PO, or site-specific appendix.

Containers with weight exceeding 35 pounds should be marked as 'Heavy' using appropriate signage (e.g., 'Heavy Load'/'Caution, Heavy' labels).

NOTE: When shipping raw material each unit must be uniquely identified by lot or batch.

10.5.3. Acceptable Signatures

The Supplier's system shall provide for the control of acceptable signatures or stamps as applicable regarding authority. This control shall include provisions for assignment, issuance, and use.

For computer generated signatures, the Supplier's system shall provide for the control of documents which do not bear the original signatures or where the name(s) of authorized official(s) are computer generated.

Signatures must be rendered in ink.

10.6. Customer Property

While in the possession of the supplier, Collins furnished material shall be identified, segregated, protected, and safeguarded for use or incorporation into final product.

When material is furnished to a supplier by Collins or a Collins Customer, the supplier is responsible for inspection and verification of the materials to ensure they meet applicable requirements upon receipt.

The Supplier is responsible for determining the accuracy and stability of Collins furnished equipment used for product realization and acceptance. Collins furnished equipment shall be periodically re-inspected and validated as required to ensure continued accuracy. Collins shall promptly be notified of any Collins or Collins customer tooling or equipment damage.

10.7. Preservation of Product

The Supplier's quality system shall ensure that items shipped are effectively preserved, protected, and packaged to guard against damage, degradation, or loss during shipment.

This is to be accomplished in accordance with best commercial practices unless otherwise specified on the PO or contract. The supplier shall implement production and packaging practices that ensure detection and removal of foreign objects and debris.

Age sensitive materials or products must be properly identified and labeled to ensure product conformity including necessary environmental conditions. Shipping documentation for age sensitive materials must include date of manufacture and expected product life or expiration date. Age sensitive materials must arrive at Collins with a minimum 70% shelf life remaining unless authorized through concession process (e.g., PDV/PDR).

10.8. Control of Monitoring & Measuring Equipment

All equipment used to verify or validate the conformance of product must be calibrated. All calibrated equipment shall be traceable to the National Institute of Standards Technology (NIST) or a National or International equivalent standard.

Collins shall be notified of any potential nonconformities resulting from equipment used to verify or validate the conformance of product found to be out of calibration. Please see section 11.3.

11. MONITORING & MEASUREMENT

11.1. Collins Source Inspection

Suppliers to Collins are subject to Source Inspection, either contractually or as situations dictate. Source inspections will be performed by Collins and/or Collins Customer representative(s) at the Supplier's facility prior to shipment of items. The Supplier shall furnish at no additional cost to Collins, necessary facilities, equipment, documentation, and personnel required to perform these inspections.

The source inspection may be a one-time event or continue until the requirement driving the source inspection has been satisfied. When the Supplier has been notified that source inspection is required, no parts are to be shipped until the source inspection has been completed or waived by Collins Quality.

Source Inspection of parts or materials by Collins and/or Collins Customers should not be used as an effective control of quality by the Supplier.

If the Source Inspection is contractual, Collins must be notified at least 10 working days in advance of shipment to permit scheduling of Source Inspection.

If the Source Inspection is the result of a particular issue or on-going issues, Supplier is required to notify Collins as soon as possible prior to shipping.

Objective evidence of Collins and/or Collins Customer representative(s) Source Inspection must accompany each shipment. Such inspections shall not necessarily constitute final acceptance of the material and final acceptance shall be at the Collins facility.

11.2. Certificate of Conformance

The Supplier must submit with each shipment, a written statement signed and dated by an authorized representative certifying that items or services provided are in accordance with specified requirements and stating that the manufacturer has objective evidence of compliance to applicable

specifications on file, traceable to the material/equipment supplied and available for review upon request.

For product under Collins design control, the C of C must include the following:

- Supplier's Name
- Supplier's Physical Address (including country of manufacture)
- Customer's Name
- PO and Line-Item Number
- Part Number
- Part Name (as identified on the print)
- Part Revision Level
- Quantity of Parts Shipped
- Name and Signature of Authorized Representative
- List of Special Processes Accomplished Including:
 - Description of Process Performed
 - Source of Process (Outside Process Supplier)
 - Results of Processing as applicable
 - Unique Process Certificate Number

Also required, as applicable, are lot / batch numbers (in the case of raw materials, castings, and forgings), shelf-life information / expiration dates, serial numbers, and any part number reference information, for example if the Collins part number is different from the Supplier's part number.

When providing shipments of raw material, the Supplier shall include with the C of C the applicable material test / mill reports.

11.3. Control of Non-conforming Product

The Supplier shall establish a system for identification, segregation and documentation of any nonconforming product(s) found during the Supplier's manufacturing or inspection operations.

Neither the Supplier nor the Supplier's sub-tier(s) is granted Material Review Board (MRB) Authority for product under Collins design control.

Supplier shall have a system for reporting occurrences to ensure that parts with deviation from applicable design data that could lead to an unsafe condition are reported.

11.3.1. Submittal of Nonconforming Product

The Supplier shall not ship any nonconforming material to Collins without first receiving authorization through the MRB at the applicable Collins Site. These waivers and/or concessions must be referenced on the accompanying certificate of conformance and be included with the shipping paperwork.

11.3.2. Notification of Delivered Nonconforming Product

Within 24 hours of discovery of suspect non-conforming product having been shipped to Collins, the supplier shall notify their supply chain, supplier quality or site quality contact at the affected Collins sites using ASQR-01 Form 6 (Notification of Potential Quality Escape) or an equivalent containing the information requested in sections 1-20 of ASQR-01 Form 6.

11.3.3. Nonconforming Product Discovered at Collins

Any product found nonconforming at Collins may be returned to the Supplier with instructions from the applicable Collins-MRB.

11.3.4. Product Field Failure or Malfunction

When a product field failure or malfunction is reported by Collins, Collins may request the Supplier to conduct a formal failure investigation and analysis to identify the cause of the failure. Such investigation and analysis shall be completed within the specified time required by the relevant Collins SBU/site and when applicable shall include corrective and preventive action.

11.3.5. Dispositions

The decisions and disposition instructions of the Collins MRB shall be binding to the Supplier's organization. Failure to comply with the given decisions and disposition instructions may result in formal corrective action or the disqualification of the Supplier as a supplier to Collins. If the Supplier does not agree with the disposition or can improve upon the disposition given by Collins MRB, Supplier shall contact Collins Quality and gain written approval prior to implementation.

Material to be scrapped shall have part number removed and be conspicuously and permanently marked or positively controlled, until physically rendered unusable.

If the Supplier does not agree with the liability/charges associated with a given rejection, the Supplier shall contact Collins Quality with supporting evidence.

11.4. Corrective Action

The Supplier shall take prompt action to correct assignable conditions which have resulted, or could result, in products or services being offered to Collins for acceptance which do not conform to any of the following:

- The quality assurance provisions of the item specification.
- Inspections and tests required by the contract or purchase order.
- Other inspections and tests required to substantiate product conformance.
- The requirements contained herein.

When a quality system or product nonconformance is identified, Collins may request a formal corrective action response from the supplier.

The Supplier shall complete the corrective action response within the time frame specified by Collins.

12. REGULATORY REQUIREMENTS

When required, an FAA Airworthiness Approval Tag (FAA Form 8130-3) or an equivalent (EASA Form 1) shall be submitted with the shipment of parts or material to Collins.

The Airworthiness Approval Tag must be issued by Seller's FAA approved designee or EASA Certifying Staff.

All relevant packages must have copies of the required documentation (i.e., 8130, FAA, EASA form 1 or CoC) clearly displayed on the outside of the box.

13. SUPERSEDED DOCUMENT(S)

N/A

14. FLOWCHART(S)

N/A

REVISION HISTORY			
Rev	Release Date	Modification Description	Author
A	Jul 2010	New Release	-
B	Sep 2012	Revised Appendix G & added Appendix P. Restructured the required approval signatures.	-
C	Dec 2012	Revised para 6.2 to include explicit reference to legibility and retrieval. Change of document retention period. Update table of content numbering.	-
D	Nov 2013	Removed QSI link and reference. Added revising authority. Added Appendix revision status and bookmarks. Added definitions, activated PRI-Network link, amended 10.5.1 details on Traceability.	-
E	Apr 2016	Removed verbiage from section 9.0, Resource Management and relocated it to section 6.0, General Quality System Requirements.	-
F	Apr 2018	Edited Section 6.0 (Quality System) and 7.2 (Control of Records) – added disposition.	-
G	May 2018	Added Appendix S - Philippines	-
H	Jan 2019	Updated the following sections: 9.0, 10.4, 10.8, 11.3	-
J	Apr 2020	Updated the following sections: Appendix Table	-
K	Aug 2022	Added Section 6.2 General Communication Requirements Added guidance on marking of containers exceeding 35lbs - Section 10.5.2 Updated NOE requirements to align with ASQR-01 – Section 10.3.2	Patricia Cunningham

L	Nov 2022	<p>Document reformatted using Interiors Procedure Template INT-QA-TMP-0001.</p> <p>Section 6. Added requirement for new suppliers to be AS9100/9120 certified. Added requirement for suppliers to inform Collins if they lose or fail to renew QMS certification.</p> <p>Section 10.1.3. Work transfer section updated to require use of ASQR-01 From 4 to comply with INT-QA-PRO-0008.</p> <p>All instances of 'B/E' replaced with 'Collins'.</p> <p>Section 4. Abbreviations and definitions added.</p> <p>Approvals list updated.</p> <p>Appendix F & G titles corrected.</p>	Simon McCartan
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