

B/E - Enterprise Wide Quality Group

PROCEDURE NO: BE-PUR-P7.4.3 Appendix E

TITLE: **Supplier Quality Requirements Appendix E**REVISION: **Rev. J**ISSUE DATE: **August 7th, 2024****SITE SPECIFIC REQUIREMENTS FOR
B/E AEROSPACE, INC. - MIAMI
MIAMI, FL**

Revised By: _____ Signature on File _____ Date: Aug 23rd, 2024
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REVISION HISTORY

REV	Description	Page	Approved	Date
A	Initial Release			
B	Revised and rewritten		J. Vinson	10/16/13
C	Added: – 4.5.5. Part Marking. – 4.5.6. Machining Standards. – 4.6. DIRECT SHIP AUTHORIZATION. – 5. MONITORING AND MEASUREMENT. – 6. IMPROVEMENT. Revised: – 2. NORMATIVE REFERENCES (add referenced procedure QA-06-003) – 3. TERMS AND DEFINITIONS (add terms, change numbering). – 4.2. NONCONFORMING MATERIAL (change content). – 4.4. CERTIFICATION REQUIREMENTS (change certification documents requirements). – 4.5.4.2 Burn Test (change content). – 7. FORMS (add Form 199, change numbering).	Page 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	See Signature Page	09/10/15
D	Revised and rewritten para 4.5.1. Revised 4.4 CERTIFICATION REQUIREMENTS (change certification documents requirements).		See Signature Page	02/02/17

Note: Revision History continue on next page



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E	<p>Revised:</p> <ul style="list-style-type: none"> - Change sequence number of "Identification and Traceability" from 4.5.4.1. to 4.5.5 and added terms, definition and requirements for Identification and Traceability, including 4.5.5.1. and 4.5.5.2., to be in compliance with AS9100D, 8.5.2. - Change sequence number of "Burn Test" from 4.5.4.2. to 4.5.4.1. - Change sequence number of "Machining Standards" from 4.5.6. to 4.5.7. - Change content of 5.1.3. and 5.1.4.1. - Change para 6.1.4. to include revised SCAR 7-D Report and revised 6.1.4.1 General Instructions. <p>Added:</p> <ul style="list-style-type: none"> - 3.13. Key Supplier Delegation Program definition. - 3.16. Counterfeit Part definition - 4.5.6. Falsification of Applications, Reports, or Records to be in compliance with FAA Title 14CFR Part 21.2. - 4.7 PREVENTION OF COUNTERFEIT PARTS, to be in compliance with AS9100D, 8.1.4. 		See Signature Page	11/02/17
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F	<p>Revised:</p> <ul style="list-style-type: none"> - Revised Senior Management sign-off to Senior Managers of Quality and Commodity Management and Sourcing - Revised Section 2, Normative References Para. 2.2 FAA regulation - Revised Section 3, Terms and Conditions changed para. 3.1 & 3.2 B/E Aerospace-Miami, para. 3.11 Product Deviation Request (PDR) to Pre-Delivery Variance (PDV) - Revised and rewritten para 4.2.1 - Revised para. 4.5.11, 4.5.4.1.1, 4.5.7.1, 4.5.7.2, 4.5.7.7, 4.5.7.8, B/E Aerospace -Miami - Revised and rewritten para 5.1 - Revised para. 6.1, B/E Aerospace -Miami - Revised and rewritten para 6.1.1. - Revised para. 6.1.2, 6.1.2.1, 6.1.3.2, 6.1.4, B/E Aerospace -Miami - Changed para 6.1.4. Corrective Action Form and removed SCAR 7-D Report Requirement and removed section 6.1.4.1 - Revised Section 7 and removed para. 7.3. Form 199, Supplier Corrective Action Request, 7D – Report - Removed Section 7, moved forms to Section 2. <p>Added:</p> <ul style="list-style-type: none"> - 2.5, 2.6, 2.7, & 2.8, moved from Section 7 - 4.3.5. If applicable, Column 10 - Designed/ Qualified Tooling on AS9102B Form 3 should be filled out. - 4.3.6. A replication of product part marking (e.g., photograph or sample) that represents production marking shall be included within the FAI Report, in accordance with section 4.2 (c) per AS9102B. - Collins Aerospace Logo 		See Signature Page	11/30/2021
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G	<p>Added:</p> <ul style="list-style-type: none"> - *** All parts in assemblies need to follow the documentation requirements of the chart above. (Chart is found in section 4.4.3). - 4.4.1. Net-Inspect is the mandatory method to submit FAIR as well as a hard-copy with the shipment, unless otherwise approved by B/E Aerospace – Miami. - 4.4.2. E-Source is the mandatory method to submit ongoing production, as well as a hard copy with the shipment. If multiple shipments are sent at least one box must include a hard copy, unless otherwise approved by B/E Aerospace – Miami. 		See Signature Page	04/25/2022
H	<p>Added:</p> <ul style="list-style-type: none"> - 4.4.3. Supplier shall label packing slips and boxes containing climate sensitive material as well as provide storage requirements to maintain product integrity. 		See Signature Page	01/09/2023
I	<p>Added:</p> <ul style="list-style-type: none"> - 4.8 Each part shall have a visible part number on the outside of its packaging upon arrival, with legible identification that is at least 1/8 inch in height. Suppliers shall comply with the minimum identification requirements outlined in table 		See Signature Page	3/7/2023
J	<p>Added/updated:</p> <ul style="list-style-type: none"> - Section 5.1.2 - Section 6.1 - Section 6.1.4 <p>Removed:</p> <ul style="list-style-type: none"> - Form 149 & 150 - obsolete 		See Signature Page	8/07/2034

**PROCEDURE NO: BE-PUR-P7.4.3 Appendix E****TITLE: Supplier Quality Requirements Appendix E****REVISION: Rev. J****ISSUE DATE: August 7th, 2024****1. SCOPE:**

1.1. The following additional requirements apply to suppliers of B/E Aerospace – Miami.

2. NORMATIVE REFERENCES:

- 2.1. AS9102, Aerospace First Article Inspection Requirements.
- 2.2. FAA 14 CFR § 25.853 (a) and Appendix F to Part 25, Part I.
- 2.3. FAA Form 8130-3, Airworthiness Approval Tag.
- 2.4. QA-06-003, Supplier Approval for Direct Shipment.
- 2.5 Form 236, Product Deviation Request
- 2.6 EPM.001.12., Engineering Process Memo.
- 2.7 COL-SCM-PRO-0012.

3. TERMS AND DEFINITIONS:

- 3.1. **Approved Supplier List (ASL):** A file or list showing suppliers who are approved to provide production materials/products, or services to B/E Aerospace – Miami.
- 3.2. **B/E Aerospace - Miami:** B/E Aerospace, Inc Executive Business Jet - Interiors, Miami Facility.
- 3.3. **Bubble drawing:** A marked up drawing to show how the design characteristics (dimensions, notes, etc.) correlate with the items noted/listed on AS9102 Form #3.
- 3.4. **Certificate of Conformance (CoC):** A document certifying that all planned and/or performed actions related to the product, service or material is compliant with all requirements defined in the contract and/or purchase order. It includes the data that ensures product traceability.
- 3.5. **Customer Furnished Equipment (CFE):** Materials, services, parts and/or components supplied by a customer to be used on their final product.
- 3.6. **Direct Ship Authorization (DSA):** Authority given to the supplier from the production approval holder (B/E) to ship parts directly to the customer.
- 3.7. **ECM:** Electrochemical machining, is a method of removing metal by an electrochemical process. It is used for working extremely hard materials or materials that are difficult to machine using conventional methods. Its use is limited to electrically conductive materials.
- 3.8. **EDM:** Electrical discharge machining, is a manufacturing process whereby a desired shape is obtained using electrical discharges (sparks). Material is removed from the work piece by a series of rapidly recurring current discharges between two electrodes, separated by a dielectric liquid and subject to an electric voltage.
- 3.9. **Electronic Signature:** Symbols or other data in digital form attached to an electronically transmitted document as verification of the sender's intent to sign the document.
- 3.10. **Miscellaneous:** All other parts/components that do not fall into electrical components, hardware, machined parts, metals, plastics, outside processes, composite panels, and upholstery commodities.
- 3.11. **Pre-Delivery Variance (PDV):** A documented approval accepting material that has been deemed nonconforming at the supplier's facility into B/E Aerospace – Miami Quality System.
- 3.12. **Purchase Order (PO):** A commercial document used to request someone to supply something in return for payment and providing specifications and quantities.
- 3.13. **Outside Processes:** Processes such as anodizing, powder coating, decorative plating, cadmium plating, and heat treating. These processes are performed by an approved supplier.
- 3.14. **Key Supplier Delegation Program (KSDP):** Designation as an approved supplier that recognizes the supplier's capability for ensuring the quality of delivered product by use of documented systems, methods and controls. Material supplied by a supplier with KSDP status goes directly to stock upon arrival to dock.
- 3.15. **SQE:** Supplier Quality Engineer.
- 3.16. **Upholstery:** Commodity that includes dress covers, leather, foam, fabric, cushions, hook-and-loop, seat belts, and restraints.
- 3.17. **Counterfeit Part:** An unauthorized copy, imitation, substitute, or modified part (e.g., material, part, component), which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer.



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4. REQUIREMENTS

4.1. FLOWDOWN

4.1.1. There shall be a flow-down of the Quality requirements of this contract to any supplier and its sub-tier supplier(s) used in the performance of this contract or purchase order, including key (critical) characteristics, where applicable.

4.2. NONCONFORMING MATERIAL

4.2.1. Requests for deviation from the requirements of the contract and/or purchase order shall be submitted to and approved by B/E Aerospace - Miami via Form #236, Product Deviation Request, prior to shipment. Product accepted on a deviation request by B/E, will be shipped with all certifications and shippers referencing the nonconformance, along with placard from Form #236 in a visible area on the outside of the shipping package.

Note: Authorization to ship discrepant or substitute material **shall** be obtained in writing prior to shipment. Discrepant material shipped without approval will not be accepted and will be returned at supplier's expense.

4.2.2. If any inconsistency occurs between this specification and any other contractual document, the supplier shall be responsible for bringing this to the attention of B/E for resolution.

4.2.3. The supplier is responsible for immediately reporting to B/E any quality escapes. Notification must include a clear description of the nonconformance which includes as necessary, parts affected, customer and/or supplier part numbers, quantity, delivery date(s), and serial numbers where applicable.

4.3. FIRST ARTICLE INSPECTION (FAI)

This section supplements section 10.4.1. of BE-PUR-P7.4.3, Supplier Quality Requirements.

4.3.1. A wet or electronic signature must appear on all three submitted forms of AS9102.

4.3.2. Bubble drawing must be submitted along with FAI report.

4.3.3. When blocks 11 "Functional Test Procedure Number and 12 "Acceptance Report Number" of Form #2 are filled out, a copy of the acceptance test report performed on the unit that was used to complete the FAI report must be submitted.

4.3.4. FAA Form 8130-3, Airworthiness Approval Tag may be accepted in lieu of FAI report.

4.3.5. If applicable, Column 10 - Designed/ Qualified Tooling on AS9102B Form 3 should be filled out.

4.3.6. A replication of product part marking (e.g., photograph or sample) that represents production marking shall be included within the FAI Report, in accordance with section 4.2 (c) per AS9102B.

4.4. CERTIFICATION REQUIREMENTS

4.4.1. Net-Inspect is the mandatory method to submit FAIR as well as a hard-copy with the shipment, unless otherwise approved by B/E Aerospace – Miami.

4.4.2. E-Source is the mandatory method to submit ongoing production, as well as a hard copy with the shipment. If multiple shipments are sent the first box must include a hard copy, unless otherwise approved by B/E Aerospace – Miami.

4.4.3. Supplier shall label packing slips and boxes containing climate sensitive material as well as provide storage requirements to maintain product integrity.

4.4.4. The supplier is expected to provide the certification documents per the following table:

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Commodity	First Article Inspection					Ongoing Production				
	CoC	Raw Materials Certs	Burn Certs†	Special Process Cert	8130-3 or EASA Form 1	CoC	Raw Materials Certs	Burn Certs†	Special Process Cert	8130-3 or EASA Form 1
CFE†	X				X*	X				X*
Composite Panels and Parts	X	X	X			X	X	X		
Electrical Components	X					X				
Standard Hardware	X					X				
Machined Parts	X	X		X*		X	X		X*	
Metal Raw Material	X**	X**		X*		X	X		X*	
Miscellaneous	X	X*				X	X*			
Plastic Parts	X	X	X			X	X	X		
Plastic Raw Material	X**	X**	X**			X	X	X		
Outside Processes	X			X		X			X	
KSDP	X	X	X*	X*		X	X	X*	X*	
Upholstery and Seat Covers	X	X*	X			X†	X*			
Assemblies ***	X	X	X*	X*		X	X		X	
Restraints	X		X*		X	X		X*		X
Leather and Fabrics	X**		X**	X*		X		X	X	

*Where applicable.
 **When required by B/E.
 †When possible CFE supplier should provide 8130-3 or EASA Form 1.
 ‡Certs must specify that material meets FAR 25.853 requirements.
 *** All parts in assemblies need to follow the documentation requirements of the chart above.

4.5. SPECIAL COMMODITY REQUIREMENTS

4.5.1. Aluminum Raw Materials and Parts

4.5.1.1. B/E Aerospace – Miami reserves the right to test and verify the material properties of any non-ferrous metals incoming material, components, or other fabricated parts with a Sigmascope.

4.5.2. Composite Panels

4.5.2.1. Each sheet of product is to be positively identified/tagged with supplier's manufacturing lot number or part number, date of manufacture and the B/E purchase order number. B/E reserves the right to reject material when not properly identified.

4.5.3. Plastics

4.5.3.1. Each sheet of product is to be positively identified/tagged with supplier's manufacturing lot number, date of manufacture, and the B/E purchase order number. B/E reserves the right to reject material when not properly identified.

4.5.4. Upholstery Materials

4.5.4.1. Burn Test

4.5.4.1.1. Proof of compliance that material has met the twelve (12) second vertical burn test requirements per 14 CFR § 25.853 (a) and Appendix F to Part 25, Part I. The test data provided with the material must be recent and be within 5 years of test date.

4.5.4.1.2. B/E will perform vertical burn test verification for all fabrics. All other materials are randomly selected samples. Additionally, B/E ensures that all samples extinguish at a maximum of four (4) seconds each during the test. The supplier will be responsible for the cost incurred by B/E as a result of failures found during the vertical burn test of the material.

4.5.4.1.3. Unless negotiated separately, the supplier shall incur cost associated with material found un-airworthy after installation in B/E production articles, including those delivered to the customer. These costs may include, but are not limited to:

- Labor/overhead cost associated with rework or material replacement.
- Costs associated with personnel traveling.
- Costs levied on B/E by the customer.



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- Shipping and handling cost.

Note: The supplier is responsible to notify B/E Purchasing and Quality, in writing, of specific manufacturing and/or flammability treatment process parameters that have been revised.

4.5.5. Identification and Traceability

The supplier shall use suitable means to identify outputs when it is necessary to ensure the conformity of products and services.

The supplier shall maintain the identification of the configuration of the products and services in order to identify any differences between the actual configuration and the required configuration.

The supplier shall identify the status of outputs with respect to monitoring and measurement requirements throughout production and service provision.

When acceptance authority media are used (e.g., stamps, electronic signatures, passwords, Net-Inspect electronic signatures and passwords), the organization shall establish controls for the media.

The organization shall control the unique identification of the outputs when traceability is a requirement and shall retain the documented information necessary to enable traceability.

NOTE: Traceability requirements can include:

- The identification to be maintained throughout the product life.
- The ability to trace all products manufactured from the same batch of raw material, or from the same manufacturing batch to the destination (e.g., delivery, scrap).
- For an assembly, the ability to trace its components to the assembly and then to the next higher assembly.
- For a product, a sequential record of its production (manufacture, assembly, inspection/verification) to be retrievable.

4.5.5.1. Each sheet/roll of material must be positively identified/tagged with supplier's manufacturing lot number, date of manufacture and the B/E purchase order number. B/E reserves the right to reject material when not properly identified.

4.5.5.2. All parts and assemblies shall be marked in accordance with the latest revision of EPM.001.12.

4.5.6. Falsification of Applications, Reports, or Records

The supplier shall comply with FAA (Federal Aviation Administration), Title 14CFR (Code of Federal Regulations) Part 21.2 (https://www.ecfr.gov/cgi-bin/text-idx?SID=3bfec4583d7fc76df034345f23763228&mc=true&node=se14.1.21_12&rgn=div8)

4.5.7. Machining Standards

4.5.7.1. All parts and assemblies shall be machined using conventional methods. Machining methods, such as, Waterjet, Laser, ECM, EDM, etc., must first obtain written approval from B/E Aerospace – Miami Engineering.

4.5.7.2. Surface finish must be as specified on the drawing. If it is not specified, then the required surface finish must be obtained from B/E Aerospace – Miami Engineering.

4.5.7.3. All screw threads are to be per ANSI/ASME B1.1, Class 2, unless otherwise specified.

4.5.7.4. All machined parts are to be free of scratches, gouges, and marks.



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- 4.5.7.5. Parts must be free from sharp edges. If the following requirement is not specified on the drawing, Supplier shall comply with it:
 “REMOVE BURRS AND BREAK ALL SHARP EDGES. THE TEST FOR SHARPNESS OF EDGES SHALL COMPLY WITH UL STANDARD 1439.”
 Edges defined by this level of finishing will be smoothed to the extent that fingernails will slide over the edges without getting stuck and hands/fingers will not be cut, nor would electrical wires or mating parts score or fray in anyway if in contact with the part’s edge (e.g. dress covers, seat bottom or back diaphragms, or other wrapped fabrics).
Note: B/E Miami Receiving Inspection will use the Sharp Edge Tester Model SET-50 from Technical Engineering Service to assess sharpness of an edge.
- 4.5.7.6. If the thickness of the raw material is not specified on the drawing, then the thinnest stock that can make the part should be used.
- 4.5.7.7. If the grain direction of the raw material is not specified on the drawing, B/E Aerospace – Miami Engineering should be contacted.
- 4.5.7.8. If fastener torque is not specified on the drawing, B/E Aerospace – Miami Engineering should be contacted.

4.6 DIRECT SHIP AUTHORIZATION (DSA)

4.6.1. Supplier with direct ship authorization must comply with requirements contained in B/E Aerospace – Miami procedure QA-06-003. Suppliers are *not* authorized to grant their suppliers and sub-tier suppliers direct ship authorization on behalf of B/E Aerospace – Miami.

4.7 PREVENTION OF COUNTERFEIT PARTS

4.7.1. The supplier shall plan, implement, and control processes, appropriate to the organization and the product, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to the customer.

NOTE: Counterfeit part prevention processes should consider:

- Training of appropriate persons in the awareness and prevention of counterfeit parts.
- Application of a parts obsolescence monitoring program.
- Controls for acquiring externally provided product from original or authorized manufacturers, authorized distributors, or other approved sources.
- Requirements for assuring traceability of parts and components to their original or authorized manufacturers.
- Verification and test methodologies to detect counterfeit parts.
- Monitoring of counterfeit parts reporting from external sources.
- Quarantine and reporting of suspect or detected counterfeit parts.

4.8. GENERAL PART IDENTIFICATION REQUIREMENTS

Each part shall have a visible part number on the outside of its packaging upon arrival to facility, with legible identification that is at least 1/8 inch in height. Suppliers shall comply with the minimum identification requirements outlined below:

Type of Packaging Used	Primary Container P/N Identification	Bag/ Sub-package P/N Identification	Individual Part P/N Identification
One container one P/N	X		
Parts too small for identification placed in one bag	X	X	
Multiple parts in one container	X	X	X



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5. MONITORING AND MEASUREMENT

5.1. SUPPLIER PERFORMANCE RATING

5.1.1. The Rating System

Top management shall ensure the following:

- Customer requirements are met.
- Quality Performance and Delivery Performance are measured.
- Corrective Action is taken if performance is not achieved.

The Supplier shall monitor information relating to Performance Rating and evaluate if their organization has met B/E Aerospace – Miami performance requirements. The Supplier Performance Rating score is available to the supplier from the Supplier Portal. The Supplier Portal displays the Quality Performance - Rejection Rate, the Delivery Performance - On Time Rate and other ratings for each Supplier. The Goals for Quality and Delivery performance are as follows:

5.1.1.1 For Delivery Performance - On-Time Delivery Rate:

5.1.1.1.1 Performing if Monthly Score $\geq 95\%$

5.1.1.1.2 Progressing Performance if Monthly Score $> 85\%$

5.1.1.1.3 Underperforming if Monthly Score $\leq 85\%$

5.1.1.2 Supplier Quality Performance Calculations

5.1.1.2.1 Supplier Quality Performance will be measured in accordance with COL-SCM-PRO-0012

5.1.2. Corrective Actions for not meeting the Quality Performance Requirements

Refer to COL-ASQR-PRO-0003 section 5.12.

5.1.3. Supplier Performance Rating Management Review

5.1.3.1. Rockwell Collins Interior Systems Miami Purchasing Manager and Supplier Quality Engineer will review the Score Cards of the Suppliers to determine if supplier ratings have fallen below the thresholds identified in 5.1.1, and take action were appropriate.

6. IMPROVEMENT

6.1. CORRECTIVE ACTION

The supplier shall take prompt actions to correct assignable conditions which have resulted, or could result in, nonconforming product or services being offered. The corrective action report shall be available upon request and completed within the time frame specified by B/E.

6.1.1. Corrective Action Procedure

The Supplier shall establish a Corrective Action documented procedure to define requirements for:

- a) Reviewing non-conformance notifications & SCAR forms as stated in section 6.1.4.
- b) Taking prompt action to contain nonconformities. Reference section 6.1.4 for SCAR documentation.
- c) Determining the root cause of the nonconformities.
- d) Evaluating the required actions to prevent the recurrence of nonconformities.
- e) Determining a plan of corrective actions.
- f) Implementing planned corrective actions.
- g) Creating and retaining records, as required, for the corrective actions.
- h) Reviewing the effectiveness of the implemented corrective actions.
- i) Flow-down corrective action requirement 6.1 to any sub-tier supplier.
- j) Implement additional corrective actions where effective corrective actions are not achieved.



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- k) Determining if additional nonconforming product exists based on the causes of the nonconformities and taking further action when required.

6.1.2. Timely Corrective Action Thresholds

Supplier Quality has a major effect in the Quality, On-Time Delivery and Cost of B/E Seat Assemblies; Supplier NCR's affect the three aforementioned pillars of our core business generating Cost of Poor Quality (COPQ) that directly affect the bottom-line numbers of both Customer and Supplier. B/E Aerospace – Miami looks forward to working together with Suppliers to achieve results that will benefit both parties. B/E Management gratefully acknowledges the leadership and commitment of their suppliers to have corrective actions readily available upon request. Failure to comply with this requirement may be cause of temporary suspension in the ASL until Corrective Actions are provided. The Timely Corrective Action thresholds are:

6.1.2.1. The supplier may be **Blocked in SAP** if they fail to make a Corrective Action available upon request within the time frame specified by B/E. If a supplier is blocked, B/E Aerospace – Miami will issue an official letter, for the records, urging the supplier to comply with 6.1 and informing them about the block. Immediate action must be taken by the supplier to remove the block.

6.1.2.2. The supplier may be **Not Approved in the ASL** if they have had 4 temporary suspensions in a calendar year. If a supplier is Not Approved in the ASL, NO new business will be awarded.

6.1.3 Supplier Timely Corrective Action Management Review

6.1.3.1. B/E Aerospace Supplier Quality Manager and Supplier Quality Engineer will review the corrective action responses for closure.

6.1.3.2. If, based upon the thresholds identified in 6.1.2, a supplier becomes **Blocked in SAP or not approved in ASL**; the Supply Chain department or designee will determine the course of action:

6.1.3.2.1. Develop a plan to recover the supplier to **Fully Approved** status.

6.1.3.2.2. Develop a plan to successfully exit the relationship.

6.1.4. Corrective Action Form

Supplier will use forms given by B/E Aerospace – Miami (or equivalent) to perform containment and corrective action.