



# POWER & CONTROLS AND GLOBAL OPERATIONS DELEGATED QUALITY REPRESENTATIVE (DQR) TRAINING

Supplier Source Inspection  
Revised April 2024



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# MODULE ONE: INTRODUCTION & PORTAL NAVIGATION

SUPPLIER SOURCE INSPECTION TRAINING

# SUPPLIER SOURCE INSPECTION TRAINING

## INTRODUCTION- WHAT IS A DQR?

- **A Delegated Quality Representative (DQR) is a supplier representative (employee) approved by Collins to perform Source Inspection and related duties. When a DQR is performing source inspection, they are doing so on behalf of Collins and shall act in the best interest of Collins. Reference HSM17.**
- DQR responsibilities include:
  - Performing Supplier Source Inspection (SSI), creation of iLot's and releasing product
  - Understanding and compliance with Collins Aerospace requirements
    - Example: Drawings, Specifications, Purchase Orders
  - Recognizing items that affect Collins products and processes
    - Example: Audits, Quality Notifications, Supplier Circulars
  - Navigation knowledge of the Supplier Portal
  - Reporting any (integrity) concerns to their Collins SQAR



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# SUPPLIER SOURCE INSPECTION TRAINING

## INTRODUCTION- WHAT IS A DQR?

There are two types of DQR statuses/ privileges: **Probation** and **Production**. The SQAR determines which status a DQR is approved for.

**Probation:** Probationary DQRs are only authorized to generate M-coded inspection lots. All M-coded iLots shall have Over-Inspection verification performed with an F-code release (Production DQR, CQAR) to allow the product to be shipped.

**Production:** Full Production DQRs will be able to create F-coded inspection lots which allow the product to be shipped.

Probation DQRs shall work with their Collins SQAR to complete specific actions required to transition to Production DQR status.



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# SUPPLIER SOURCE INSPECTION TRAINING

INTRODUCTION- WHERE ARE DQR REQUIREMENTS OUTLINED?

**DQR roles and responsibilities are documented in  
HSM17 Supplier Quality Requirements.**

**Knowledge of HSM17 requirements and Supplier Portal  
navigation are critical in fulfilling the DQR role.**



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# SUPPLIER SOURCE INSPECTION TRAINING

## Portal Navigation: Forms & Documents Training & Help



# SUPPLIER SOURCE INSPECTION TRAINING

PORTAL NAVIGATION—FORMS & DOCUMENTS, HELP & TRAINING

## Supplier Alerts

DQR's should review the supplier portal homepage upon logging in for important announcements (i.e., planned outages).

The screenshot displays the RTX Supplier Portal homepage. At the top right, there are navigation links: HOME, HELP & TRAINING, NEWS, and QUICK LINKS. Below this is a yellow banner with the text: "Need help? Please click here to see Helpdesk, Glossary, FAQs and training information." The main header area is split into a blue section on the left with the text "SUPPLIER PORTAL" and a gear icon, and a grey section on the right with the text: "Welcome to the RTX Supplier Portal – streamlining collaboration so that we can supply a better future, together." To the right of this text is a photo of a worker in a factory. Below the header, there are three news alert sections, each with a "NEWS ALERT" tag and a "READ MORE" button with a right-pointing arrow. The first alert is titled "ASQR-01 Revision 14 Released" and states that the revision was published on February 1st, 2024, to remove Collins Aerospace chapter 1 requirements. The second alert is titled "UK REACH Update" and states that as a result of BREXIT, the EU REACH Regulation was brought into UK law on Jan. 1, 2021. The third alert is titled "Supplier Portal Troubleshooting Guide" and states that the guide provides useful workarounds and recommended steps for resolving common issues.

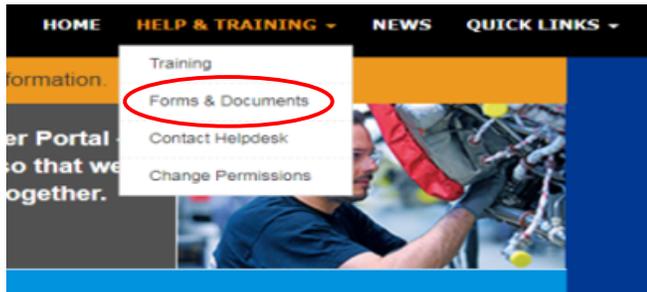


# SUPPLIER SOURCE INSPECTION TRAINING

PORTAL NAVIGATION—FORMS & DOCUMENTS, HELP & TRAINING

## Forms and Documents: Location

Important DQR-related documents can be accessed by clicking *Help & Training-> Forms & Documents-> Supplier Portal Training Documents Page-> Power & Controls Standard Work-> DQR Certification.*



**Forms and Documents**

**Supplier Training**

Supplier Portal Training Documents Page



Power & Controls Standard Work

- [DQR Training](#)
- [DQR Certification](#)
- [How Do I Submit a Quality Notification?](#)
- [Create and Review Quality Notifications](#)
- [What is SRI \(Supplier Request for Information\)?](#)
- [Supplier Request for Information \(SRI\)](#)
- [Part Marking Approval Process and Reference Gu](#)
- [Supplier Source Inspection Lot](#)

See next slide for page content



# SUPPLIER SOURCE INSPECTION TRAINING

PORTAL NAVIGATION-FORMS & DOCUMENTS, HELP & TRAINING

## Forms and Documents: DQR-Related Documents

Left side of page:

- DQR forms (ASQR-01-7, -8)
- Recertification instructions
- DQR training ([this document](#))
- DQR exam link
- Link to AS13001/ Probitas website
- 3rd party source inspection instructions (CQAR)

### Supplier Source Inspection

#### Quality Supplier Source Inspection

Supplier Source Inspections ensure that all manufactured and assembled product meets or exceeds all purchase order, drawing, and specification requirements. Product shipped from suppliers goes directly to assembly within the Collins manufacturing cell or directly to the customer from the Collins facility. It is critical that the DQR, who acts as a representative of Collins during inspections, ensures product is inspected and meets or exceeds the standards.

#### DQR Process

Collins initiated the Designated Quality Representative (DQR) program in 2003. The DQR program enables a Collins approved supplier representative to perform over inspection activities and release product shipments on behalf of Collins. Suppliers shall use the DQR process for all shipments of Collins product to Collins facilities or to drop ship product to Collins customers.

#### New DQRs:

New DQR candidates must submit a form 7 (DQR Candidate Application) to their Collins SQAR for approval. Upon acceptance, the DQR candidate can proceed with the additional requirements found in the "Steps to Become a DQR" link below. DQR Forms can be found in the "DQR Forms and Training" section below. If there are questions or uncertainty about your assigned SQAR please contact [DQRcertification@collins.com](mailto:DQRcertification@collins.com)

- [Steps To Become a DQR](#)

#### DQR Re-Certification:

Existing DQRs are required to recertify every three years, in alignment with their AS13001 expiration date. Failure to do so will result in permissions being removed. DQR re-certification requirements are outlined in the "DQR Re-certification Process" link below. Re-certification packages should be sent to [DQRcertification@collins.com](mailto:DQRcertification@collins.com) and copy your Collins SQAR on the submission. Questions can be sent to [DQRcertification@collins.com](mailto:DQRcertification@collins.com) and/or to your Collins SQAR.

- [DQR Re-certification Process](#)

#### DQR Email Address Changes/ Removals:

Please notify your Collins SQAR and Collins Supplier Quality at [DQRcertification@collins.com](mailto:DQRcertification@collins.com) of any DQR changes in email addresses or if you will no longer be performing DQR responsibilities.

#### DQR Forms and Training:

- [Form 7 DQR Candidate Application](#)
- [Form 8 DQR Letter of Agreement \(LOA\)](#)
- [DQR Training \(PDF only\)](#)
- [DQR Collins Quiz](#)
- [DQR Collins Quiz QR Code](#)

AS13001 Accredited training is provided through SAE International and will be offered in multiple locations. While there is a registration fee associated with this training, suppliers will realize a much greater benefit due to the cost savings associated with the reduction in travel and training hours.

The following links provide additional information and registration details:

- [AS13001: Supplier Self-Release Training Requirements](#) standard is a free document that describes the training requirements for self-release personnel.
- [Aerospace Supplier Quality: Common Training for Self-Release](#) Delegate contains information related to the course schedule and registration along with an expanded course description.
- [Probitas Authentication](#) is the 3rd party personnel certification body tasked with issuing delegate credentials and maintaining records.

#### Third Party Source Inspection

- [Third party source inspection funded by Collins Aerospace suppliers - NTS Unitek](#)
- [Third party source inspection funded by Collins Aerospace suppliers - Belcan](#)
- [NTS Unitek Contact Information](#)
- [Collins Third Party Inspection Requirements - Preparation Checklist](#)

#### SSI Training

SSI Training is found on the new Supplier Portal Training page. You can access the page [here](#).

#### Supplier Circulars

Supplier circulars cover items of interest, interpretation of drawings and specifications as well as clarification of procedures. In addition, they bring attention to examples of problems encountered by suppliers and present their solutions for possible application to other suppliers. [Click the site](#) to view the full library of circulars.

#### Quality Forms and Documents

- [HSM17 \(Supplier Quality Requirements\)](#)
    - [Master DQR Checklist Rev J](#)
    - [Digital Product Definition Training](#)
    - [HSF-0302.04 \(Product and Process Validation Statistical Control Toolbox\)](#)
    - [Supplier to Supplier Shipment Instructions](#)
      - [COL-FRM-34 \(Final Product Review and Acceptance Record\)](#)
  - [HSM18 \(Boeing Drop Ship\)](#)
  - [HSM19 \(Counterfeit Avoidance and Traceability\)](#)
  - [HSM236 \(FAI Requirements\)](#)
    - [AS9102 Rev C Forms](#)
    - [QC-1700.00 FAI Report Review Checklist](#)
  - [HSC16199 \(Critical to Quality Characteristics\)](#)
    - [KPC Management Form 0996](#)
    - [Supplier Self-Selected KPC Summary Sheet HSF 5138](#)
    - [Safety Part Training \(Flight Safety\)](#)
    - [Sub-tier Safety Part Training](#)
    - [CTQ Non-Safety Training](#)
  - [CEP100 \(Configuration Management Requirements\)](#)
  - [Engineering Changes:](#)
    - [EC Disposition Codes](#)
    - [HSF-2513.91 \(Supplier/Subcontractor Engineering Change Request\)](#)
    - [Engineering Change Justification Form](#)
  - [MISH List](#)
  - [COL-FRM-0087 \(Quality Control Action Requirements\)](#)
  - [QN Template](#)
  - [HSF5105 \(Frozen Process-Non HSC16199 Approval Form\)](#)
- Alternate Specification References
- [69100-1: Alternate Parts Listing](#)
  - [69100-2: Alternate Materials Listing](#)
  - [69100-3: Alternate Processes Listing](#)
  - [69100-4: Vendor/Name Substitutions](#)
  - [PN02.01-06: Alternate Specifications List](#)

Right side of page:

- [Link to Supplier Circular Library](#)
- [Quality forms & documents DQR must be familiar with:](#)
  - [HSM17](#)
  - [HSM236](#)
  - [HSM19](#)
  - [HSC16199](#)
  - [ASQR-20.1](#)
  - [COL-FRM-0034 Form 34](#)
  - [MISH List](#)
  - [QN Template](#)
  - [Alternate Specification References](#)



# SUPPLIER SOURCE INSPECTION TRAINING

PORTAL NAVIGATION—FORMS & DOCUMENTS, HELP & TRAINING

## Forms and Documents: DQR-Related Documents

### Forms and Documents

#### Supplier Training

[Supplier Portal Training Documents Page](#)

#### General Documents & Tool Training - All Suppliers, All Sites

[RTX Supplier Code of Conduct](#)

[RTX Purchase Terms and Conditions](#)

[F135 H8 Clause](#)

[Supplier Source Inspection](#)

[PPAP: Collins Aerospace Production Part Approval Process](#)

[Collins EU + Others Site EORI Numbers](#)

[Invoice Submittal Guide](#)

[Supplier Portal Terms of Use](#)

[Supplier Portal Privacy Policy](#)

[Resilinc Tool](#)

[REACH Regulations](#)

[Safe Use Information](#)

[NEW PAGE: Product Corrective Action Tool Training \(EQ Product CAR\)](#)

#### Supplier Quality Requirements

[RTX Aerospace Supplier Quality Requirement Documents](#)

[COL-FRM-0045-06 \(QMS Supplier Audit Checklist\)](#)

[COL-ASQR-PRO-0003-05 \(Collins Supplier Quality Requirements\)](#)

[COL-ASQR-FRM-0002 \(Supplier Process Change Notification\)](#)

[COL-ASQR-FRM-0003 \(Supplier Request for Information\)](#)

[COL-ASQR-FRM-0005 \(Supplier Compliance Matrix\)](#)

[COL-ASQR-FRM-0006 \(Notification of Potential Quality Escape \(NOPOE\)\)](#)

Additional DQR-related forms can be found under *Forms & Documents* (main page). This includes COL-ASQR-PRO-0003. **All DQR's must be familiar with the content in this document.**

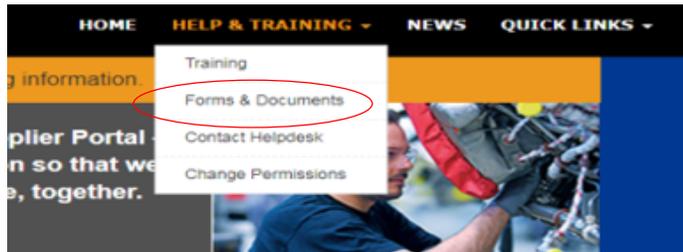


# SUPPLIER SOURCE INSPECTION TRAINING

PORTAL NAVIGATION-FORMS & DOCUMENTS, HELP & TRAINING

## Additional Training

Within the supplier portal, there are additional training modules to assist in navigating operations that DQRs utilize. These trainings can be found under *Forms & Documents-> Supplier Portal Training Documents Page*.



**Forms and Documents**

**Supplier Training**

[Supplier Portal Training Documents Page](#)



### Supplier Portal Training Documents

#### Registration and Navigation

- [Supplier Portal Registration and Navigation- Recommended for new user](#)
- [Supplier Admin](#)
- [Duo MFA Registration](#)
- [MFA \(Duo\) FAQs](#)
- [Supplier Portal Overview - Webinar](#)

#### Order Management

- [Alert Monitor](#)
- [PO and SA Overview](#)
- [Repairs - PO Overview](#)
- [Supplier Confirmations](#)
- [Forecast Collaboration](#)

#### ASN & Shipping

- [Advanced Shipping Notification \(ASN\) Master Guide](#)
- [Pick List/Delivery Due List](#)
- [Create ASN Visual Guide](#)
- [Create ASN with Auto Pack Visual Guide](#)
- [Create ASN with Multiple Handling Units Visual Guide](#)
- [Cancel ASN](#)
- [TMS User Guide](#)
- [TMS Information Page](#)
- [TMS Training Webinar](#)
- [TMS FAQs](#)

### Power & Controls Standard Work

- [DQR Quiz](#)
- [DQR Quiz QR Code](#)
- [DQR Training \(PDF only\)](#)
- [DQR Certification](#)
- [How Do I Submit a Quality Notification?](#)
- [Create and Review Quality Notifications](#)
- [What is SRI \(Supplier Request for Information\)?](#)
- [Supplier Request for Information \(SRI\)](#)
- [Part Marking Approval Process and Reference Guide \(PIG\)](#)
- [Supplier Source Inspection Lot](#)
- [Supplier Net Inspect Guide](#)
- [Net Inspect Global Trade Guidelines for Suppliers](#)

### Control of Process and Safety (COPS)

- [Producer COPS FSC and CTQP Instructions](#)
- [Producer COPS CTSC and CTQC Instructions](#)
- [Producer COPS KPC1 and KPC2 Instructions](#)
- [Producer COPS Instructions Overview](#)



# SUPPLIER SOURCE INSPECTION TRAINING

PORTAL NAVIGATION—FORMS & DOCUMENTS, HELP & TRAINING

## Supplier Circulars

Supplier Circulars are issued for various reasons. New DQRs should review the contents of the Supplier Circular library, and all DQRs should check this page often for updates: *Forms & Documents-> Supplier Portal Training Documents-> DQR Certification-> Supplier Circulars*

Note: Email notifications are sent when new circulars are issued.

### Supplier Circulars

Supplier Circulars cover items of interest, interpretation of drawings and specifications as well as clarification of Collins procedures. In addition, they bring attention to examples of problems encountered by suppliers and present their solutions for possible application to other suppliers.

#### Most Recent Communication

- **February, 2, 2024: Supplier Circular 222 [Supplier Request for Information \(SRI\) Advisory](#)**
- **February, 2, 2024: Supplier Circular 221 [Certificate of Compliance](#)**

#### Supplier Circulars Archive

- January 22, 2024: Supplier Circular 2nd DQR Inspection Requirements
- December 13, 2023: Supplier Circular 219 Packaging
- December 13, 2023: Supplier Circular 218 HSM17 Rev AC
- October 24, 2023: Supplier Circular 217 Supplier Training (AS13100)
- April 24, 2023: Supplier Circular 216 BOM Change Control
- April 5, 2023: Supplier Circular 215 Collins Aerospace Training Opportunities
- March 14, 2023: Supplier Circular 214 Net-Inspect International Deployment
- March 8, 2023: Supplier Circular 213 Part Marking Serialization
- February 10, 2023: Supplier Circular 212 HSM19 REV C
- January 13, 2023: Supplier Circular 211 Updated PO Requirements for the F135 Supply Base
- December 14, 2022: Supplier Circular 210 - ASQR-01 Rev 13 & COL-ASQR-PRO-0003-03
- September 28, 2022: Supplier Circular 209 - Manufacturer Part Number (MPN) FAQ
- June 6, 2022: Supplier Circular 207 - Independent Distributors/Broker Buyer Approval (Unauthorized Source)
- June 6, 2022: Supplier Circular 208 - Internet Explorer (IE) Retirement and the Control of Process and Safety (COPS) Database
- March 18, 2022: Supplier Circular 206 - HS923 Revision AD - Nitrided Stainless Steels
- March 1, 2022: Supplier Circular 205 - Procurement of Raw Materials Requirements
- February 15, 2022: Supplier Circular 204 - Self-Selected Key Characteristics
- February 3, 2022: Supplier Circular 203 - GE Programs - Specification Revision
- January 25, 2022: Supplier Circular 202 - FAIs for Supplier Owned Drawings
- January 21, 2022: Supplier Circular 201 - HSM13 Revision AY Electrical Component Parameter Listing
- January 21, 2022: Supplier Circular 200 - Deployment of Net-Inspect First Article Inspection (FAI) Web-Based Software

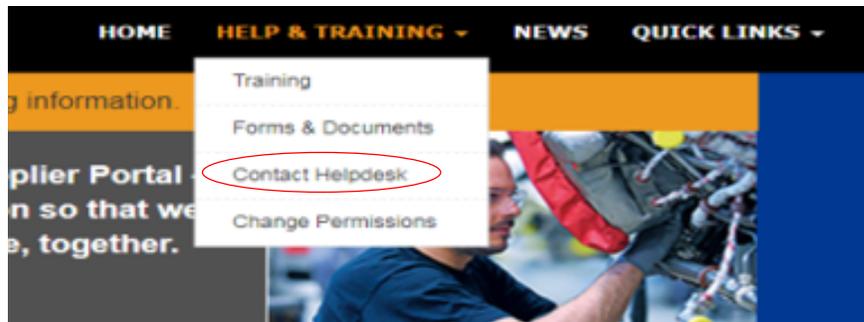


# SUPPLIER SOURCE INSPECTION TRAINING

PORTAL NAVIGATION—FORMS & DOCUMENTS, HELP & TRAINING

## Help Desk/ SSI Tickets

If errors or issues are present at any step in the DQR process, use the “Contact Help Desk” button to submit a help ticket. Be as detailed as possible and attach screen shots when possible. If the issue is related to a part number/ iLot; please provide the part number, PO# and iLot# when applicable.



### Contact Helpdesk

Call us, Toll-Free and International: 1-833-370-0189 or 1-229-635-4595  
Translators for non-English speaking users are available upon request.

You can also fill out the form below to submit a ticket, and our team will reach out to you.

What is your preferred method of contact from the team?

Email  
 Telephone  
 Zoom

What area of the Supplier Portal are you having issues with?

ASN: Advanced Ship Notifications, Shipments  
 Alert Monitor  
 Drawings and Specs: Engineering Information, BOM, Spec, Drawing  
 Forecast  
 Due List: Pick List/Delivery Due List  
 PO's: PO Collaboration  
 SA's: SA Collaboration  
 Confirmations: Confirmations / Commits  
 Contract Flowdown: Government Contract Flowdown  
 PIG: Part Identification Generator  
 Quality ON: Quality Notifications (QNs)  
 Quality SSI: Quality Source Inspection (SSI: ILot, inspection)  
 SRI: Supplier Request for Information  
 COPS: Control of Process and Safety Database  
 Location Contacts  
 Other: All other issues not covered above:

Describe your issue in detail. Missing information could cause a delay with ticket resolution.\*

- If you receive an error message, provide a screenshot of the error.
- If there is an order issue, provide the PO/SA number, line item and part number.
- If there is an ASN issue, provide the ASN number, part number and order number.

Note: If you have an invoice query, contact the AP Helpdesk:  
Portal: <https://fx.custhelp.com>  
Email: [apcustomerservice@custhelp.com](mailto:apcustomerservice@custhelp.com)  
Phone: 866-627-2605  
Refer to this [invoice guide](#)

Please provide a screenshot of the issue, if applicable. (Please do not exceed 5MB for the total of the file sizes.)

Upload a new file

Do not attach any documents that contain EAR or ITAR controlled data such as screen shots.

Submit



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# SUPPLIER SOURCE INSPECTION TRAINING

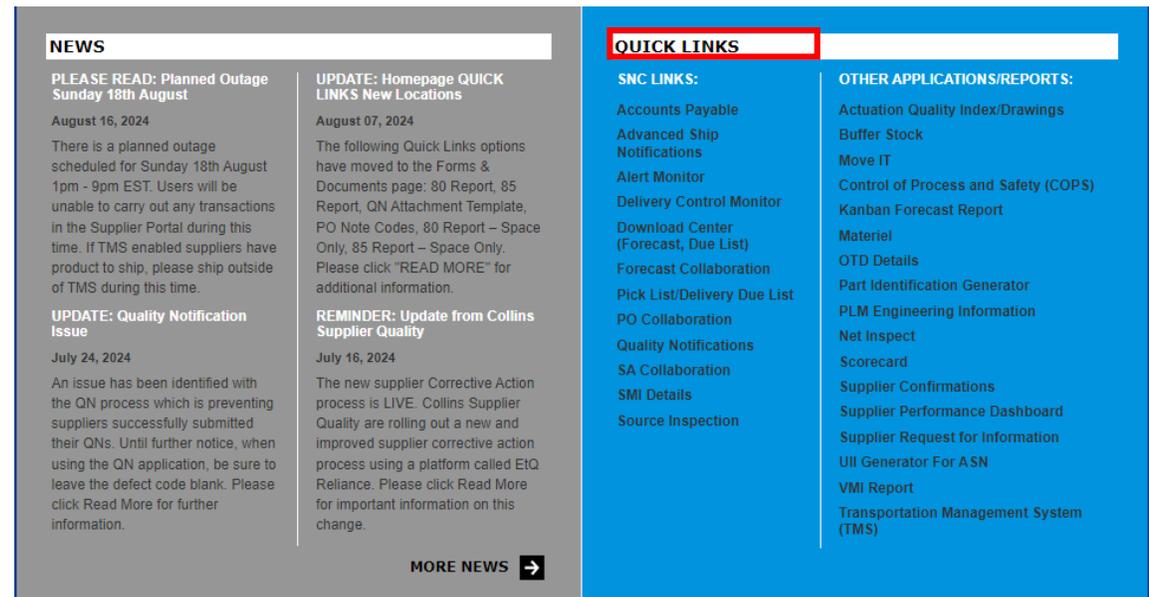
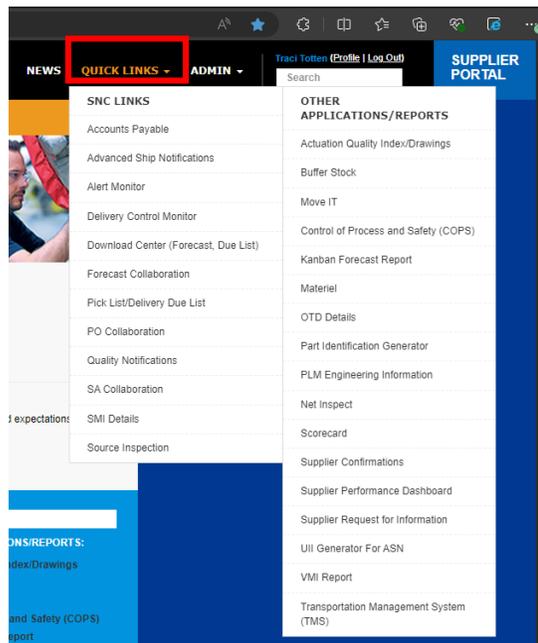
## Portal Navigation: Quick Links- Overview



# SUPPLIER SOURCE INSPECTION TRAINING

## PORTAL NAVIGATION – QUICK LINKS OVERVIEW

There are two ways to access Quick Links: along the top menu bar and by scrolling to the bottom of the home page. Commonly used links are indicated on the next slide in red. Subsequent modules of this training will cover certain Quick Links in more detail .



# SUPPLIER SOURCE INSPECTION TRAINING

## PORTAL NAVIGATION – QUICK LINKS OVERVIEW

**QUICK LINKS**

SNC LINKS:	OTHER APPLICATIONS/REPORTS:
Advanced Ship Notifications	Actuation Quality Index/Drawings
Alert Monitor	Buffer Stock
Delivery Control Monitor	Move IT
Download Center (Forecast, Due List)	<b>Control of Process and Safety (COPS)</b>
Forecast Collaboration	Kanban Forecast Report
<b>Pick List/Delivery Due List</b>	Materiel
PO Collaboration	OTD Details
<b>Quality Notifications</b>	<b>Part Identification Generator</b>
SA Collaboration	<b>PLM Engineering Information</b>
SMI Details	<b>Net Inspect</b>
Source Inspection	Scorecard
	Supplier Audits (ETQ Reliance Aerospace)
	Supplier Confirmations
	Supplier Performance Dashboard
	<b>Supplier Request for Information</b>
	UII Generator For ASN
	VMI Report
	Transportation Management System (TMS)

Open Orders

Non-conformance reporting

Inspection Lots (iLots)

Flight Safety/ Critical Characteristic Database

Part Marking Tool

Drawings and Specifications (US Persons/ US Vendors only)  
FAI Submission

Formal Communication Tool

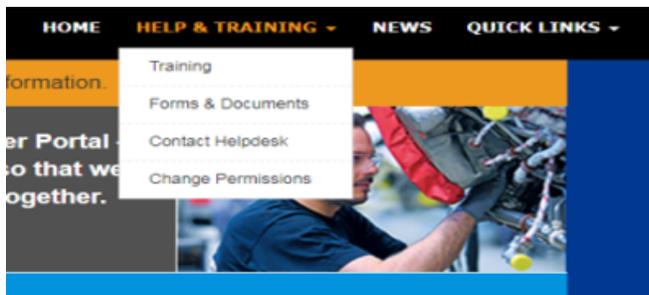
**Note:** Supplier Source Inspection (SSI), Drawings and Specifications, Quality Notifications (QN), Supplier Request for Information (SRI), and Control of Process and Safety (COPS) are restricted permissions and require Collins Supplier Quality approval.



# SUPPLIER SOURCE INSPECTION TRAINING

## PORTAL NAVIGATION – QUICK LINKS OVERVIEW

Important DQR-related documents can be accessed by clicking *Help & Training-> Forms & Documents-> Power & Controls and Global Operations-> Supplier Quality*



### Power & Controls and Global Operations

Formerly Electric, Environmental & Engine Systems (EEES) (previously Legacy Hamilton Sundstrand)

#### Shipping and Routing Guides

- Carrier Contacts Operations and AES Filing
- Hamilton Sundstrand Ocean Container Security Process
- Collins Paid Routing Guide
- Authorization to Ship Premium Freight
- Premium Freight - Supplier Notice
- Purchasing Transportation Account Numbers
- FedEx SameDay and Saturday PR Service
- SDS Consolidation Standard Work
- FedEx CPA Transition Letter to Suppliers
- FedEx CPA Transition Work Instructions
- International Heavyweight Air Transportation Routing Update
- Global Small Parcel Transportation Routing Update

#### Supplier Quality

- Quality Specifications & Forms (COL-ASQR-PRO-0003,HSM17, FORM 34, etc.)
- ASQR Documents (RTX)
- DQR Certification
- QNs: Quality Notifications
- SRI: Supplier Request for Information
- 80 Report (Approved Special Process/Material Suppliers - Outsourced)
- 85 Report (Approved Special Process/Material Suppliers - Internal)
- COPS: Control of Process and Safety
- Supplier Circulars
- MISH List
- PO Note Codes
- Power Transmission Systems (Rome NY)
  - QC869 - PTS Vendor Request for Material Review Action (VRMRA)
- Power and Transmission Systems (Poland, Wroclaw)
  - INSTRUKCJA NR 11-15



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# SUPPLIER SOURCE INSPECTION TRAINING

## Portal Navigation: Quick Links How to Access Drawings and Specifications



# SUPPLIER SOURCE INSPECTION TRAINING

## PORTAL NAVIGATION-QUICK LINKS-DRAWINGS AND SPECIFICATIONS

This section of the DQR training will illustrate how a DQR locates drawings and specifications in the Collins Supplier Portal.

Note: This is a restricted permission. Only US persons working at US vendor locations with US vendor codes are granted permission to access drawings and specifications. Foreign nationals can access part revision letters only. International suppliers should contact their buyers to obtain drawings/specifications.

**QUICK LINKS**

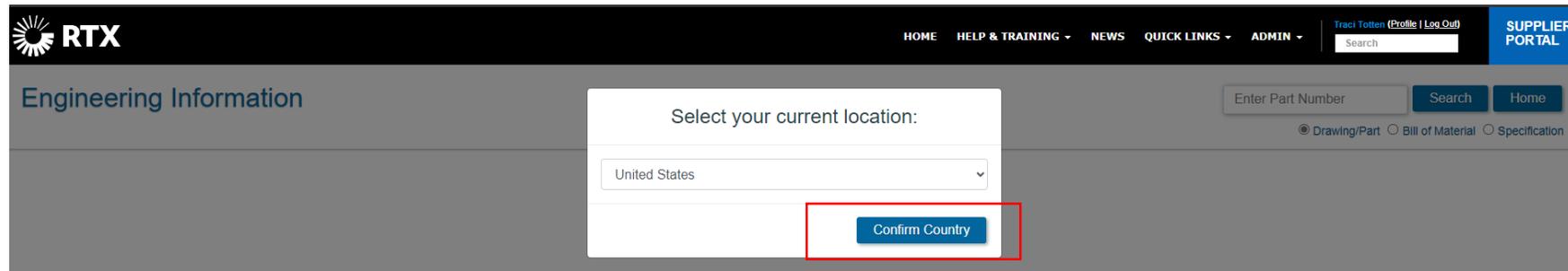
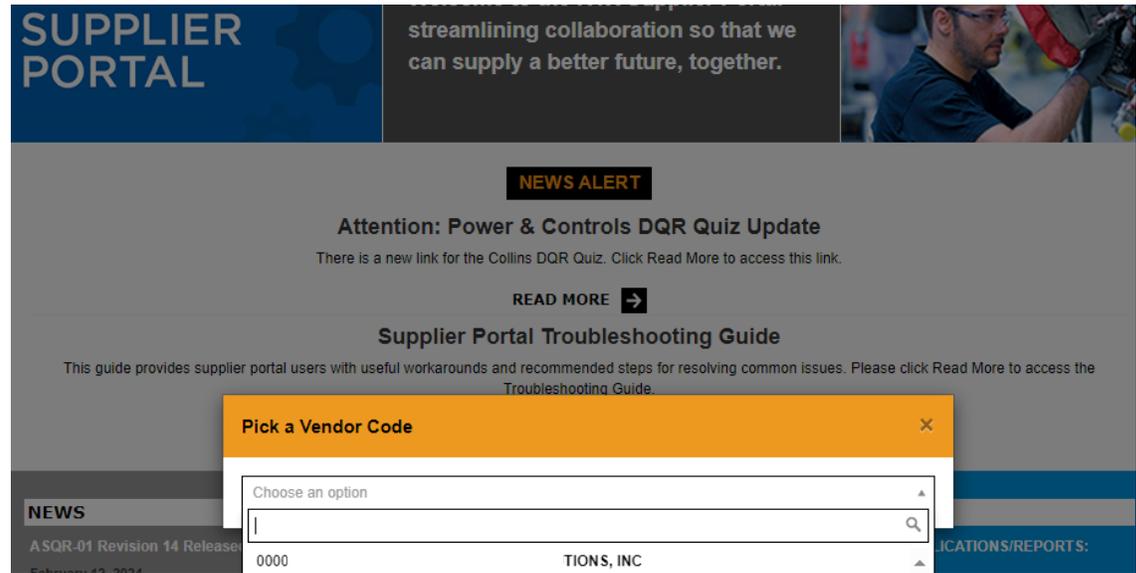
SNC LINKS:	OTHER APPLICATIONS/REPORTS:
Advanced Ship Notifications	Actuation Quality Index/Drawings
Alert Monitor	Buffer Stock
Delivery Control Monitor	Move IT
Download Center (Forecast, Due List)	Control of Process and Safety (COPS)
Forecast Collaboration	Kanban Forecast Report
Pick List/Delivery Due List	Materiel
PO Collaboration	OTD Details
Quality Notifications	Part Identification Generator
SA Collaboration	<b>PLM Engineering Information</b>
SMI Details	Net Inspect
Source Inspection	Scorecard
	Supplier Audits (ETQ Reliance Aerospace)
	Supplier Confirmations
	Supplier Performance Dashboard
	Supplier Request for Information
	UII Generator For ASN
	VMI Report
	Transportation Management System (TMS)



# SUPPLIER SOURCE INSPECTION TRAINING

PORTAL NAVIGATION-QUICK LINKS-DRAWINGS AND SPECIFICATIONS

After clicking on the PLM Engineering Information "Quick Link," begin by entering your vendor code # if you have access to multiple vendor codes. You can also enter your company's name. Then, confirm the country you are accessing the portal from.



# SUPPLIER SOURCE INSPECTION TRAINING

PORTAL NAVIGATION-QUICK LINKS-DRAWINGS AND SPECIFICATIONS

## Drawing Search:

To look up a drawing, type the part number as it listed on the PO in the search box. Ensure the "Drawing/ Part" radio button is selected. Click "Seach."

Note: Collins part number is required with dashes as applicable. If there is \_cage code, include in search query.

The results will display a link to the drawing PDF along with specifications that are required by the drawing/ part.

7654321 Search Home

Drawing/Part  Bill of Material  Specification

Drawing and Specification Details

Part Drawings and Engineering Change Controls

Item Number	Latest Revision	Description	Juris/Class	Image Link	Object Type
_73030	D	COOLER - AIR (AX20)	NSR No Technical Data	D.pdf	Drawing Image

Part Specifications

Spec Link	Document Name	Juris/Class
HSC16199	CRITICAL TO QUALITY REPORT - GE	NSR No Technical Data
HS1551	CLOSURES - PROTECTIVE, PROCUREMENT AND USE OF	EAR EAR99
HS333	IDENT. OF PARTS, SUBASSYS AND ASSYS	EAR EAR99
HS15458	F135 INTEGRATED PROPULSION PACKAGE (IPP) PRE-COOLER FAN DUCT HEAT	ITAR XIX(g)
HS15893	HS15893/1	EAR EAR99
HS14722	MATERIALS OF CONCERN, REQUIREMENT SPECIFICATION FOR	NSR No Technical Data
HSC16199	CRITICAL TO QUALITY REPORT - GE	NSR No Technical Data
HS333	IDENT. OF PARTS, SUBASSYS AND ASSYS	EAR EAR99
HS333	IDENT. OF PARTS, SUBASSYS AND ASSYS	EAR EAR99



# SUPPLIER SOURCE INSPECTION TRAINING

PORTAL NAVIGATION-QUICK LINKS-DRAWINGS AND SPECIFICATIONS

## Specification Search:

To look up a specification, type the spec number in the search box. Ensure the "Specification" radio button is selected. Click "Search."

HS333 Search Home

Drawing/Part  Bill of Material  Specification

**This function is used to validate the spec revision and revision date only.**

Specification Revision					
Document Name	Cage Code	Latest EC Letter	Publication Date	Effective Date	Disposition
HS333	73030	AN	14-Sep-2021 09:23		

Latest Revision as of 3/11/2024 12:31:12 PM



# SUPPLIER SOURCE INSPECTION TRAINING

PORTAL NAVIGATION-QUICK LINKS-DRAWINGS AND SPECIFICATIONS

## Bill of Material (BOM) search:

To look up a BOM, type the part number in the search box. Ensure the "Bill of Material" radio button is selected. Click "Search."

Review MPN column.  
If part has MPN, it will be listed here.

The screenshot shows the RTX Supplier Portal interface. At the top, there is a navigation bar with the RTX logo, links for HOME, HELP & TRAINING, NEWS, QUICK LINKS, and ADMIN, and a user profile for Alan Kay. A search bar contains the part number 123456-1, and the Search button is highlighted with a red box. Below the search bar, the "Bill of Material" radio button is selected. The main content area displays "Engineering Information" and "Bill of Material Details" for part 123456-1. A table lists the components of the BOM, with the MPN column highlighted. A red arrow points to the MPN column header.

Part Number	Description	Revision	Quantity	MPN
73030 - 123456-1	DUCT, FLIGHT DECK - ELBOW	D	1	
123456-1	DUCT	B	1	
123456-2	DUCT	B	1	
123456-3	FLANGE	AF	2	
AMS4190	WELD FILLER	-	0	
CPS1000-01-C1AT1	ANODIZING, ALUMINUM ALLOYS	-	0	
HS240-C3	CONVERSION COAT	-	0	
HS333-M22	INK	AF	0	

# SUPPLIER SOURCE INSPECTION TRAINING

PORTAL NAVIGATION-QUICK LINKS-DRAWINGS AND SPECIFICATIONS

## Bill of Material (BOM):

If the part has an MPN, click the hyperlink to view the MPN information.

Bring Information

Drawing/Part  Bill of Material  Specification

### Bill of Material Details

▶ 73030 - 123456-1 - DUCT, RAM FAN COOLING

Part Number	Description	Revision	Quantity	MPN
	DUCT, RAM FAN COOLING	D	1	<a href="#">View Approved Suppliers</a>

Manufacturer Part Number

Part Number	Vendor Code	Supplier Part Number	Name	Restriction	Cage Code
123456-1	0000168610	978-654-321-001	EATON CORPORATION	No Date Code Restriction apply to this Part	



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# SUPPLIER SOURCE INSPECTION TRAINING

## COPS Database Access

(Control Of Processes and Safety)

**Note:** This module applies to Collins suppliers that produce  
**Critical to Quality hardware per HSC16199**

COPS must be launched in Microsoft Edge using IE compatibility mode: REF Supplier  
Circular 208



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# WHAT IS “CONTROL OF PROCESS & SAFETY”?

- The Control Of Process & Safety (COPS) database is the result of merging the Process Certification and Flight Safety databases.
- COPS is one of the many tools that Collins Aerospace employs to assure that our products meet or exceed our customer's expectations.
- HSC16199 Section D8.0 PROCESS CERTIFICATION DATABASE
  - The Control of Process and Safety (COPS) database or equivalent will be the means for entering, controlling and revising all Critical to Quality submittals.
- COPS involves the selection of critical to quality features on the Engineering drawing. There are three types of critical to quality features; those controlled by variation management techniques, those managed by frozen process techniques and those that require the producer to define their own sub-level features. These techniques have been proven to have a positive effect on form, fit, function, performance and service life.

3/19/2024



# CHARACTERISTIC OVERVIEW

## Critical to Quality Safety Characteristics

Flight Safety Characteristic (FSC)



Key Product Characteristic 1 (KPC1)



Critical to Safety Characteristic (CTSC)



Characteristics that are not directly observable and can benefit from control over the process that produces them- Frozen Process Planning

Benefit from variation management and thus require the use of Statistical Process Control

Used for supplier designed items procured via Source Control or Vendor Item (Spec Control) drawings or specifications. CTSCs drive the supplier's self selection of Frozen Safety Characteristics (FSCs) and KPC1s. CTQCs drive the self selection of CTQP's or KPC2s. Often called out in a DRD or Procurement Specification

## Critical to Quality Non-Safety Characteristics

Critical to Quality Process (CTQP)



Key Product Characteristic 2 (KPC2)



Critical to Quality characteristic (CTQC)



\*A drawing can have a combination of any of the listed characteristics  
\*A drawing can also be noted as safety part but have no characteristics



# PRODUCER RESPONSIBILITIES

## For characteristics controlled by variation management

- Create a site-specific control plan as applicable.
  - Process Capability
  - Gage Capability
- Initiate Statistical Process Control (SPC) data collection.
- Perform process improvement activities as required to achieve process capability requirements.
- Input SPC data for each manufactured lot into COPS
  - KPC1- 100% inspected
  - KPC2- Sampling may be done per ASQR 20.1 once requirements in sections 4.1 and 4.2 or **HSC16199** are met
- Submit **KPC Management** forms with corresponding improvement plan when needed- Example: Gage R&R or Capability are not met
- *DQR to validate SPC data is submitted to the COPS database for the inspection lot being completed*

Method of Control	Safety	Non-Safety
Variation Management	KPC1	KPC2
Frozen Process	FSC (★)	CTQP
Supplier Defined	CTSC	CTQC

## For characteristics controlled by frozen process

- Submit manufacturing documentation to UTAS for approval per requirements in HSC16199
- Freeze approved manufacturing documentation (no changes without prior approval)
- Ensure that all parts are manufactured in strict accordance with frozen processes
- *DQR to validate applicable COPS characteristics are approved and the parts were manufactured to the approved processes/ plans*

## For supplier-defined characteristics

- Submit supplier-defined characteristics to UTAS for approval (**HSF5138- Supplier Self-Selected KPC Summary Sheet**)
- Incorporate approved supplier-defined characteristics into supplier engineering documents
- Control supplier-defined characteristics in accordance with supplier's internal procedures and systems
- *DQR to validate applicable COPS characteristics have been approved and self-selected characteristics are being maintained by the supplier. If frozen planning is selected the DQR must validate that the parts were manufactured to the approved process*

\*\* Items in red can be found on the supplier portal, see slide 54



# COPS TRAINING AND FORMS

Additional reference materials for COPS can be found on the supplier portal through the Power and Controls Supplier Quality links

- Gaining access to the database
  - If COPS access is granted the Control of Process and Safety link will appear in the user's quick links within the supplier portal
- Launching the database
- Navigating the database
- Entering Characteristic Requirements
- HSF5138 form
- KPC management form
- Supplemental Safety and Non-Safety Training

If there are questions or additional training requested, please contact [GPUTASCOPS@collins.com](mailto:GPUTASCOPS@collins.com) for COPS support

## Quality Forms and Documents

- HSM17 (Supplier Quality Requirements)
  - Master DQR Checklist Rev J
  - Digital Product Definition Training
  - HSF-0302.04 (Product and Process Validation Statistical Control Toolbox)
  - Supplier to Supplier Shipment Instructions
    - COL-FRM-34 (Final Product Review and Acceptance Record)
- HSM18 (Boeing Drop Ship)
- HSM19 (Counterfeit Avoidance and Traceability)
- HSM236 (FAI Requirements)
  - AS9102 Rev B Forms
  - QC-1700.00 FAI Report Review Checklist
- HSC16199 (Critical to Quality Characteristics)
  - KPC Management Form 0996
  - Supplier Self-Selected KPC Summary Sheet HSF 5138
  - Safety Part Training (Flight Safety)
  - Sub-tier Safety Part Training

## Power & Controls and Global Operations

Formerly Electric, Environmental & Engine Systems (EEES) (previ

### Shipping and Routing Guides

- Carrier Contacts Operations and AES Filing
- Hamilton Sundstrand Ocean Container Security Process
- Collins Paid Routing Guide
- Authorization to Ship Premium Freight
- Premium Freight - Supplier Notice
- Purchasing Transportation Account Numbers
- FedEx SameDay and Saturday PR Service
- SDS Consolidation Standard Work
- FedEx CPA Transition Letter to Suppliers
- FedEx CPA Transition Work Instructions
- International Heavyweight Air Transportation Routing Update
- Global Small Parcel Transportation Routing Update

### Supplier Quality

- DQR Certification
- QNS: Quality Notifications
- SRI: Supplier Request for Information
- COPS: Control of Process and Safety
  - Quality Specifications & Forms (COL-ASQR-PRO 0003, HSM17, FORM 34, ect.)
  - Supplier Circulars
  - MISH List
  - ASQR Documents (RTX)
  - Power Transmission Systems (Rome NY)
    - QC869 - PTS Vendor Request for Material Review Action (VRMRA)
  - Power and Transmission Systems (Poland, Wroclaw)
    - INSTRUKCJA NR 11-15

## Control of Process and Safety

The Control Of Process & Safety (COPS) database is the result of merging the Process Certification and Flight Safety databases. COPS is one of the many tools that our company employs to assure that our products meet or exceed our customer's expectations. COPS involves the selection of critical to quality features on the Engineering drawing. There are three types of critical to quality features; those controlled by variation management techniques, those managed by frozen process techniques and those that require the producer to define their own sub-level features. These techniques have been proven to have a positive effect on form, fit, function, performance and service life.

Questions/concerns regarding the COPS process can be directed to [GPUTASCOPS@Collins.com](mailto:GPUTASCOPS@Collins.com).

The instructions below will provide assistance for users to be able to navigate and enter data into the Control of Process & Safety database.

### Step by Step Instructions

- COPS Instructions
  - FSC + CTQP Instructions
  - CTSC + CTQC Instructions
  - KPC1 + KPC2 Instructions



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# SUPPLIER SOURCE INSPECTION TRAINING

## Portal Navigation: Quick links Quality Notifications (QN)



# SUPPLIER SOURCE INSPECTION TRAINING

## PORTAL NAVIGATION-QUICK LINKS-QUALITY NOTIFICATION

- A QN is an indication that certain actions and reviews need to take place regarding a part defect prior to a supplier shipping product.
- A QN contains detailed information about the defect, such as defect code types that describe the nature of the defect, as well as an attachment template in which the supplier provides further details.
- To create or view QNs for your vendor code, select "Quality Notification" from Quick Links.
- To access the QN attachment template, required for QN submission, navigate to *Help & Training->Forms & Documents->Supplier Source Inspection*

**QUICK LINKS**

**SNC LINKS:**

- Accounts Payable
- Advanced Ship Notifications
- Alert Monitor
- Delivery Control Monitor
- Download Center (Forecast, Due List)
- Forecast Collaboration
- Pick List/Delivery Due List
- PO Collaboration
- Quality Notifications**
- SA Collaboration
- SMI Details
- Source Inspection

Collins initiated the Designated Quality Representative (DQR) program in 2003. The DQR program enables a Collins-approved supplier representative to perform over inspection activities and release product shipments on behalf of Collins. Suppliers shall use the DQR process for all shipments of Collins product to Collins facilities or to drop ship product to Collins customers.

### New DQRs:

New DQR candidates must submit a form 7 (DQR Candidate Application) to their Collins SQAR for approval. Upon acceptance, the DQR candidate can proceed with the additional requirements found in the "Steps to Become a DQR" link below. DQR Forms can be found in the "DQR Forms and Training" section below. If there are questions or uncertainty about your assigned SQAR please contact [DQRCertification@collins.com](mailto:DQRCertification@collins.com)

- [Steps To Become a DQR](#)

### DQR Re-Certification:

Existing DQRs are required to recertify every three years, in alignment with their AS13001 expiration date. Failure to do so will result in permissions being removed. DQR re-certification requirements are outlined in the "DQR Re-certification Process" link below. Re-certifications packages should be sent to [DQRCertification@collins.com](mailto:DQRCertification@collins.com), and copy your Collins SQAR on the submission. Questions can be sent to [DQRCertification@collins.com](mailto:DQRCertification@collins.com) and/or to your Collins SQAR.

- [DQR Re-certification Process](#)

### DQR Email Address Changes/ Removals:

Please notify your Collins SQAR and Collins Supplier Quality at [DQRCertification@collins.com](mailto:DQRCertification@collins.com) of any DQR changes in email addresses or if you will no longer be performing DQR responsibilities.

### DQR Forms and Training:

## Quality Forms and Documents

- HSM17 (Supplier Quality Requirements)
  - Master DQR Checklist Rev J
  - Digital Product Definition Training
  - HSF-0302.04 (Product and Process Validation Statistical Control Toolbox)
  - Supplier to Supplier Shipment Instructions
    - COL-FRM-34 (Final Product Review and Acceptance Record)
- HSM18 (Boeing Drop Ship)
- HSM19 (Counterfeit Avoidance and Traceability)
- HSM236 (FAI Requirements)
  - AS9102 Rev B Forms
  - QC-1700.00 FAI Report Review Checklist
- HSC16199 (Critical to Quality Characteristics)
  - KPC Management Form 0996
  - Supplier Self-Selected KPC Summary Sheet HSF 5138
  - Safety Part Training (Flight Safety)
  - Sub-tier Safety Part Training
  - CTQ Non-Safety Training
- CEP100 (Configuration Management Requirements)
- Engineering Changes:
  - EC Disposition Codes
  - HSF-2513.91 (Supplier/Subcontractor Engineering Change Request)
  - Engineering Change Justification Form
- MISH List
- COL-FRM-0087 (Quality Control Action Requirements)
- QN Template
- HSF5105 (Frozen Process-Non HSC16199 Approval Form)



# SUPPLIER SOURCE INSPECTION TRAINING

## PORTAL NAVIGATION-QUICK LINKS-QUALITY NOTIFICATION

- Instructions for QN creation, how to view open and closed QNs, and supplier requirements for submitting QNs can be found on the supplier portal: *Forms & Documents-> Supplier Portal Training Documents->Power & Controls Standard Work*
- If there are product nonconformances on QN, the DQR shall add this feature to their over-inspection characteristics. The nonconformance will be listed in the quality notes and a copy of the QN is to be included in the data package and listed on the packing slip.
- Questions/ concerns regarding the QN process can be directed to [hscad@hs.utc.com](mailto:hscad@hs.utc.com)

### Power & Controls Standard Work

- [DQR Quiz](#)
- [DQR Quiz QR Code](#)
- [DQR Training](#)
- [DQR Certification](#)
- [How Do I Submit a Quality Notification?](#)
- [Create and Review Quality Notifications](#)
- [What is SRI \(Supplier Request for Information\)?](#)
- [Supplier Request for Information \(SRI\)](#)
- [Part Marking Approval Process and Reference Guide \(PIG\)](#)
- [Supplier Source Inspection Lot](#)

### Control of Process and Safety (COPS)

- [Producer COPS FSC and CTQP Instructions](#)
- [Producer COPS CTSC and CTQC Instructions](#)
- [Producer COPS KPC1 and KPC2 Instructions](#)
- [Producer COPS Instructions Overview](#)



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# SUPPLIER SOURCE INSPECTION TRAINING

## **Portal Navigation: Quick links** Supplier Request for Information (SRI)



# SUPPLIER SOURCE INSPECTION TRAINING

## PORTAL NAVIGATION-QUICK LINKS-SUPPLIER REQUEST FOR INFORMATION

- The Supplier Request for Information (SRI) form is used as a means of formal, documented communication between our company and its suppliers. SRIs are submitted requesting information from our company regarding drawing changes, process changes, notifications of potential quality escape, quality concerns, purchasing issues, and many other requests.
- To create or view SRIs, select "Supplier Request for Information" from Quick Links.

**QUICK LINKS**

SNC LINKS:	OTHER APPLICATIONS/REPORTS:
Advanced Ship Notifications	Actuation Quality Index/Drawings
Alert Monitor	Buffer Stock
Delivery Control Monitor	Move IT
Download Center (Forecast, Due List)	Control of Process and Safety (COPS)
Forecast Collaboration	Kanban Forecast Report
Pick List/Delivery Due List	Materiel
PO Collaboration	OTD Details
Quality Notifications	Part Identification Generator
SA Collaboration	PLM Engineering Information
SMI Details	Net Inspect
Source Inspection	Scorecard
	Supplier Audits (ETQ Reliance Aerospace)
	Supplier Confirmations
	Supplier Performance Dashboard
	<b>Supplier Request for Information</b>
	UII Generator For ASN
	VMI Report
	Transportation Management System (TMS)



# SUPPLIER SOURCE INSPECTION TRAINING

## PORTAL NAVIGATION-QUICK LINKS-SUPPLIER REQUEST FOR INFORMATION

- Instructions for SRI creation, how to view open and closed SRIs, and supplier requirements for submitting SRIs can be found on the supplier portal: *Forms & Documents-> Supplier Portal Training Documents->Power & Controls Standard Work*
- **SRIs are not to be used for processing product nonconformance**  
SRIs alone cannot alter contractual agreements, nor do they constitute documents such as waivers, deviations, engineering change approvals, Flight Safety Board approvals, or other requirement flow downs. The SRI system is merely a means of documented communication between Collins and our supply base.
- Questions/concerns regarding the SRI process can be directed to [hssri@collins.com](mailto:hssri@collins.com)

### Power & Controls Standard Work

- [DQR Quiz](#)
- [DQR Quiz QR Code](#)
- [DQR Training](#)
- [DQR Certification](#)
- [How Do I Submit a Quality Notification?](#)
- [Create and Review Quality Notifications](#)
- [What is SRI \(Supplier Request for Information\)?](#)
- [Supplier Request for Information \(SRI\)](#)
- [Part Marking Approval Process and Reference Guide \(PIG\)](#)
- [Supplier Source Inspection Lot](#)

### Control of Process and Safety (COPS)

- [Producer COPS FSC and CTQP Instructions](#)
- [Producer COPS CTSC and CTQC Instructions](#)
- [Producer COPS KPC1 and KPC2 Instructions](#)
- [Producer COPS Instructions Overview](#)



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# SUPPLIER SOURCE INSPECTION TRAINING

## Portal Navigation: Quick Links Part Identification Generator (PIG)



# SUPPLIER SOURCE INSPECTION TRAINING

PORTAL NAVIGATION-QUICK LINKS- PART IDENTIFICATION GENERATOR

A complete tutorial guide for marking parts can be found on the Collins Supplier Portal under Part Identification Generator. It is highly recommended that the supplier receive approval from the Collins Aerospace Part Marking Team (gphspartmarking@collins.com) prior to marking the part.

**QUICK LINKS**

SNC LINKS:	OTHER APPLICATIONS/REPORTS:
Advanced Ship Notifications	Actuation Quality Index/Drawings
Alert Monitor	Buffer Stock
Delivery Control Monitor	Move IT
Download Center (Forecast, Due List)	Control of Process and Safety (COPS)
Forecast Collaboration	Kanban Forecast Report
Pick List/Delivery Due List	Materiel
PO Collaboration	OTD Details
Quality Notifications	<b>Part Identification Generator</b>
SA Collaboration	PLM Engineering Information
SMI Details	Net Inspect
Source Inspection	Scorecard
	Supplier Audits (ETQ Reliance Aerospace)
	Supplier Confirmations
	Supplier Performance Dashboard
	Supplier Request for Information
	UII Generator For ASN
	VMI Report
	Transportation Management System (TMS)



# SUPPLIER SOURCE INSPECTION TRAINING

PORTAL NAVIGATION-QUICK LINKS- PART IDENTIFICATION GENERATOR

The training and reference guide for  
Part Marking and Approval Process can  
be found on the supplier portal:

*Forms & Documents/Supplier Portal  
Training Documents/  
Power & Controls Standard Work*

## Power & Controls Standard Work

- [DQR Quiz](#)
- [DQR Quiz QR Code](#)
- [DQR Training](#)
- [DQR Certification](#)
- [How Do I Submit a Quality Notification?](#)
- [Create and Review Quality Notifications](#)
- [What is SRI \(Supplier Request for Information\)?](#)
- [Supplier Request for Information \(SRI\)](#)
- [Part Marking Approval Process and Reference Guide \(PIG\)](#)
- [Supplier Source Inspection Lot](#)
- [Supplier Net Inspect Guide](#)
- [Net Inspect Global Trade Guidelines for Suppliers](#)



# MODULE TWO: PRODUCT DOCUMENTATION REVIEW

SUPPLIER SOURCE INSPECTION TRAINING



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# SUPPLIER SOURCE INSPECTION TRAINING

## **Special Processes**

### Collins Approved Material & Processes

### 80/85 Report



# SUPPLIER SOURCE INSPECTION TRAINING

## SPECIAL PROCESSES-QUICK LINKS-80/85 REPORT

This section will cover special processes and how to determine if a supplier is an approved source per HSM17.

All process and material specifications that appear on any Collins engineering drawing are listed on Reports 80 & 85, and require a Collins approved source.

Reports 80 & 85 can be found in the portal under *Help & Training-Forms & Documents-Power & Controls Global Operations-Supplier Quality*

### Power & Controls and Global Operations

*Formerly Electric, Environmental & Engine Systems (EEES) (previously Legacy Hamilton Sundstrand)*

#### Shipping and Routing Guides

- Carrier Contacts Operations and AES Filing
- Hamilton Sundstrand Ocean Container Security Process
- Collins Paid Routing Guide
- Authorization to Ship Premium Freight
- Premium Freight - Supplier Notice
- Purchasing Transportation Account Numbers
- FedEx SameDay and Saturday PR Service
- SDS Consolidation Standard Work
- FedEx CPA Transition Letter to Suppliers
- FedEx CPA Transition Work Instructions
- International Heavyweight Air Transportation Routing Update
- Global Small Parcel Transportation Routing Update

#### Supplier Quality

- Quality Specifications & Forms (COL-ASQR-PRO-0003,HSM17, FORM 34, etc.)
- ASQR Documents (RTX)
- DQR Certification
- QNs: Quality Notifications
- SRI: Supplier Request for Information
- 80 Report (Approved Special Process/Material Suppliers - Outsourced)
- 85 Report (Approved Special Process/Material Suppliers - Internal)
- COPS: Control of Process and Safety
- Supplier Circulars
- MISH List
- PO Note Codes
- Power Transmission Systems (Rome NY)
  - QC869 - PTS Vendor Request for Material Review Action (VRMRA)
- Power and Transmission Systems (Poland, Wroclaw)
  - INSTRUKCJA NR 11-15



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# SUPPLIER SOURCE INSPECTION TRAINING

## SPECIAL PROCESSES-80/85 REPORT DEFINITIONS

### 80/85 Report Definition from HSM17

#### Report #80

Identifies Collins approved suppliers who are capable of providing a special manufacturing process or material in accordance with applicable process/material specifications (e.g., HS, PN, CP, AMS, MIL STDs, etc.), typically as a service provider.

#### Report #85

Identifies Collins approved suppliers/fabricators who utilize their own captive internal special manufacturing process or material in accordance with applicable process/material specifications (e.g., HS, PN, CP, AMS, MIL STDs, etc.), typically in the production of Collins product.

**Note:** If a specification is listed in either Collins Report #80 or #85, and no Collins approved process supplier is listed, then the supplier shall submit an SRI via the Collins Supplier Portal to request an approved process supplier be identified. The Supplier cannot ship product until the Special Process Supplier has been added to the 80/85 Report.



# SUPPLIER SOURCE INSPECTION TRAINING

## SPECIAL PROCESSES-HSM17 TABLE 1 APPLICABILITY

### HSM17 Table 1: Special Process Requirements

80/85 Report Approved  
Special Process Supplier  
applicability

Table 1: Special Process Requirements

Drawing Type	Examples	Applicable Collins Site	Collins Special Process Specs	MIL/Fed/Ind Special Process
<b>Released Production Drawings</b>				
Collins Design Source Approval Item Altered Item Drawing	17044534, 903D421, 4506783, C1006748	All	80/85 supplier required	80/85 supplier required
Specification Control Vendor Item Control Drawing Selected Item Drawing Collins Std Parts Drawing COTS	17044534, 903D421, 4506783  69234, 69240, 69603, 3415 AN, MS, NAS, JN, JANTX, JANHC	All	80/85 supplier required	80/85 supplier <b>not</b> required
Source Control (Design Responsible)	5018794, 5900100, 5913596	All	80/85 supplier required	80/85 supplier <b>not</b> required
<b>Advanced Release Drawings</b>				
Advance Release Drawing	170XXXX rel 01 ARC 11	RFD	80/85 supplier required	80/85 supplier required
Advance Release X Drawing	579X2-81577-1 (Diamond R Material)	WLOX	80/85 supplier required	80/85 supplier required
Advance Release HSPS	450XXXX IAR 8	HSPS	80/85 supplier required	80/85 supplier required
<b>Non-production Drawings</b>				
EP – Non-Production	EP 1705968	RFD	80/85 supplier <b>not</b> required	80/85 supplier <b>not</b> required
Diamond TS- Non-Production	579X2-821577-1 W/Diamond TS Purchase Order Note	WLOX	80/85 supplier <b>not</b> required	80/85 supplier <b>not</b> required



This document does not include any export controlled technical data.  
 Status: Released  
 12-Dec-2020 10:00 GMT

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# SUPPLIER SOURCE INSPECTION TRAINING

## Product Documentation Review Requirements



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# SUPPLIER SOURCE INSPECTION TRAINING

## PRODUCT DOCUMENT REVIEW-REQUIREMENTS

**The list below contains the minimum documentation required for Source Inspection:**

- Latest revision of the purchase order or scheduling agreement
- Current revision of the Collins drawing and sub-assemblies to include items on the Bill of Material (BOM)
- Latest revision of associated drawing specifications
- Material Certifications with full traceability to the source (not just the distributor)
- Special Process Certifications
- Dimensional Inspection reports
- Completed testing or ATP when applicable
- Completed Work Order including sub-assemblies when applicable
- Current First Article Inspection Report
- Key Characteristic/Flight Safety Data in COPS when applicable
- Frozen Process approval when applicable
- Validate current PPAP Form 1 when specified by the PO



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# SUPPLIER SOURCE INSPECTION TRAINING

## PRODUCT DOCUMENT REVIEW- REVISIONS

- Verify part number and part revision on the purchase order match the drawing, work order, process certifications, product and supplier certificate of conformance (C of C).
- If the drawing is an assembly, details on the Bill of Material (BOM) must also conform to the assembly configuration on the portal. Revisions may or may not be specified on the drawing. Verify configuration effectivity with EC disposition codes on the portal if revision letters do not match.

# SUPPLIER SOURCE INSPECTION TRAINING

## PRODUCT DOCUMENT REVIEW-REVISIONS

**As part of the documentation review, the DQR must perform a part revision check:**

- DQRs shall compare the part revision on the Collins Purchase Order against the part revision shown in PLM Engineering Information on the Portal.
- If they do not match, verify the reason why.
  - Review Engineering Changes, Disposition Codes, and Effectivity Dates to determine if there is a mandatory change.
  - EC Disposition Codes can be found under *Forms & Documents->Supplier Portal Training Documents Page->Power & Controls Standard Work-> DQR Certification*
  - Work with Collins procurement and the SQAR, as needed
  - **Note: On the Collins PO, the “DWG rev or DIR” is the part revision and the “Issue”(if present) is the drawing revision.**

### Quality Forms and Documents

- HSM17 (Supplier Quality Requirements)
    - Master DQR Checklist Rev J
    - Digital Product Definition Training
    - HSF-0302.04 (Product and Process Validation Statistical Control Toolbox)
    - Supplier to Supplier Shipment Instructions
      - COL-FRM-34 (Final Product Review and Acceptance Record)
  - HSM18 (Boeing Drop Ship)
  - HSM19 (Counterfeit Avoidance and Traceability)
  - HSM236 (FAI Requirements)
    - AS9102 Rev B Forms
    - QC-1700.00 FAI Report Review Checklist
  - HSC16199 (Critical to Quality Characteristics)
    - KPC Management Form 0996
    - Supplier Self-Selected KPC Summary Sheet HSF 5138
    - Safety Part Training (Flight Safety)
    - Sub-tier Safety Part Training
  - CEP100 (Configuration Management Requirements)
  - Engineering Changes:
    - EC Disposition Codes
    - HSF-2513.91 (Supplier/Subcontractor Engineering Change Request)
    - Engineering Change Justification Form
  - MISH List
  - COL-FRM-0087 (Quality Control Action Requirements)
  - QN Template
  - HSF5105 (Frozen Process-Non HSC16199 Approval Form)
- Alternate Specification References
- 69100-1: Alternate Parts Listing
  - 69100-2: Alternate Materials Listing
  - 69100-3: Alternate Processes Listing
  - 69100-4: Vendor/Name Substitutions
  - PN02.01-06: Alternate Specifications List



# SUPPLIER SOURCE INSPECTION TRAINING

## PRODUCT DOCUMENT REVIEW-FAI

FAI requirements are outlined in HSM236. The inspection plan for an FAI iLot is configured per HSM236. DQRs should review this specification in detail.

Supplier Circular 220 provides additional clarification as to when 2<sup>nd</sup> DQR over-inspection is required.

*Help & Training->Forms & Documents->Supplier Portal  
Training Documents-> Power & Controls Standard Work->  
DQR Certification*

Contact [faimain@collins.com](mailto:faimain@collins.com)) for any questions or concerns related to FAIs/ HSM236

### Supplier Circulars

Supplier circulars cover items of interest, interpretation of drawings and specifications as well as clarification of procedures. In addition, they bring attention to examples of problems encountered by suppliers and present their solutions for possible application to other suppliers. Click the title to view the full library of circulars.

### Quality Forms and Documents

- **HSM17** (Supplier Quality Requirements)
  - Master DQR Checklist Rev J
  - Digital Product Definition Training
  - HSF-0302.04 (Product and Process Validation Statistical Control Toolbox)
  - Supplier to Supplier Shipment Instructions
    - COL-FRM-34 (Final Product Review and Acceptance Record)
- **HSM18** (Boeing Drop Ship)
- **HSM19** (Counterfeit Avoidance and Traceability)
- **HSM236** (FAI Requirements)
  - AS9102 Rev B Forms
  - QC-1700.00 FAI Report Review Checklist

### Supplier Circulars

Supplier Circulars cover items of interest, interpretation of drawings and specifications as well as clarification of Collins procedures. In addition, they bring attention to examples of problems encountered by suppliers and present their solutions for possible application to other suppliers.

#### Most Recent Communication

- **March, 12, 2024: Supplier Circular 223 COL-ASQR-PRO-0003 Replaces ASQR-01**
- **February, 2, 2024: Supplier Circular 222 Supplier Request for Information (SRI) Advisory**
- **February, 2, 2024: Supplier Circular 221 Certificate of Compliance**

#### Supplier Circulars Archive

- January 22, 2024: **Supplier Circular 2nd DQR Inspection Requirements**



# SUPPLIER SOURCE INSPECTION TRAINING

## PRODUCT DOCUMENT REVIEW-FAI

### FAIR Review

- Verify First Article Inspection Report (FAIR) is completed (reference AS9102, HSM236, and the PO).
- Verify the FAIR is properly signed and dated by the preparer and approver.
- When the PO requires Collins approval, validate the FAI Form 1 has been signed by Collins.
  - Note: DQRs do not have customer signature authority. DQRs are not authorized to ship product prior to FAIR approval by Collins when a signed Form 1 is required by the PO
- For AFAI iLots, the DQR shall attach a copy of the FAI Form 1 to the iLot.
  - Note: AFAI iLots are triggered by the system when a FAI is required to be validated. The system calculates this based on part number, part revision, vendor code, Collins plant code (where parts are shipping), and 2-year lapse in shipment. When any of these change, a AFAI iLot is required. If a valid FAI is already on file, this can be used, and the over-inspection can be performed by a 2<sup>nd</sup> DQR to complete the shipment.
- For all iLots, the approval date of the FAI shall be added to the iLot quality notes.



# SUPPLIER SOURCE INSPECTION TRAINING

## PRODUCT DOCUMENT REVIEW-FAI



Knowledge of HSM236 is critical in fulfilling DQR responsibilities. Supplier Circular 226 outlines major changes in Revision E which include:

- Updated reference ASQR-01 to COL-ASQR-PRO-0003
- Updated Net-Inspect information on customer and division submission
- **All FAI submission effectivity date Nov 1st, 2024, through Net-Inspect.**
- Updated Material traceability per HSM19 requirements
- Updated Casting and forging section
- Added Brokered part section
- Updated AS9102 Rev C Forms 1, 2, & 3



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# SUPPLIER SOURCE INSPECTION TRAINING

## PRODUCT DOCUMENT REVIEW-PART MARKING

- Verify part marking is a 100% verification to drawing, specification, and PO requirements. When a 2D matrix is specified, the company will provide a verification/validation report. FAIRs approved by Collins should have a part marking team approval.
- When drawings specify a 73030 cage code, the DQR will verify an oval stamp with the last 3 digits of the supplier's primary vendor code on the part or tag per HSM17.
- Part marking approval team email: **[gphspartmarking@collins.com](mailto:gphspartmarking@collins.com)**



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# SUPPLIER SOURCE INSPECTION TRAINING

## PRODUCT DOCUMENT REVIEW-WORK ORDERS/ INSPECTION REPORTS

- Review the work order for completeness and part quantities
  - **The DQR shall add traceability per HSM17 to the Quality Notes or saved as an attachment within the iLot.**
- Dimensional and final inspection reports including Acceptance Test Procedure (ATP) data shall be reviewed for conformance.
  - **Per HSM17, it is preferred to attach these documents for every iLot.**



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# SUPPLIER SOURCE INSPECTION TRAINING

## PRODUCT DOCUMENT REVIEW-CERTIFICATIONS

- Review raw material certifications for conformance with the drawing requirements and validate the company has provided traceability to the mill (source not distributor)
  - By heat or lot #. (ref. HSM19)
- Special Process certifications shall specify the Collins Aerospace or industry specification as listed on the drawing or specification, and revision.
- If approved suppliers are required, the DQR will identify those on the iLot.
- See the supplier portal for 80/85 report access and HSM17 for guidance.



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# SUPPLIER SOURCE INSPECTION TRAINING

## PRODUCT DOCUMENT REVIEW-SAMPLING/ FROZEN PROCESSES

- If the company is performing sample inspection, the DQR is to verify compliance with ASQR-20.1 sample size requirements for the lot quantity.
- Verify process approvals per drawing, purchase order or scheduling agreement i.e.
  - Frozen (Flight Safety) and Special Processes (80/85 and HSM17).
- When Flight Safety or Key Characteristics are identified, verify the following is loaded within the Control Of Process and Safety (COPS) database:
  - For frozen process, ensure approvals are to the revision the parts were made to
  - For statical process control, ensure results of the lot shipping are added within the COPS database



# MODULE THREE: INSPECTION LOTS (ILOT)

SUPPLIER SOURCE INSPECTION TRAINING



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# SUPPLIER SOURCE INSPECTION TRAINING

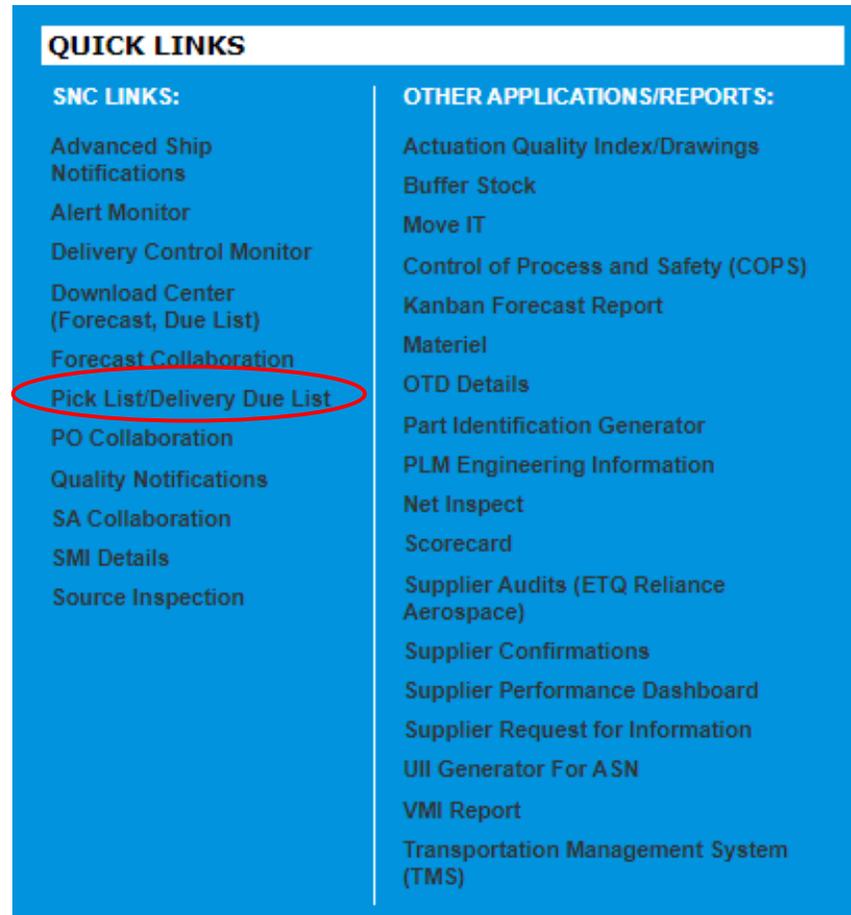
## Create Inspection Lot (iLot) Pick/ Delivery Due List



# SUPPLIER SOURCE INSPECTION TRAINING

DQR TRAINING – CREATE INSPECTION RECORD (ILOT) FROM THE PICK/DUE LIST

Create the iLot starting with identifying the item on the Pick List/Delivery Due List



**QUICK LINKS**

SNC LINKS:	OTHER APPLICATIONS/REPORTS:
Advanced Ship Notifications	Actuation Quality Index/Drawings
Alert Monitor	Buffer Stock
Delivery Control Monitor	Move IT
Download Center (Forecast, Due List)	Control of Process and Safety (COPS)
Forecast Collaboration	Kanban Forecast Report
<b>Pick List/Delivery Due List</b>	Materiel
PO Collaboration	OTD Details
Quality Notifications	Part Identification Generator
SA Collaboration	PLM Engineering Information
SMI Details	Net Inspect
Source Inspection	Scorecard
	Supplier Audits (ETQ Reliance Aerospace)
	Supplier Confirmations
	Supplier Performance Dashboard
	Supplier Request for Information
	UII Generator For ASN
	VMI Report
	Transportation Management System (TMS)



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – CREATE INSPECTION RECORD (ILOT) FROM THE PICK/DUE LIST

**Due List for Purchasing Documents**

← → ↻ 🖨 | Exceptions Release Purchase Order Replenishment Delivery Quality Tools

- ⚠ More than 1,000 release schedule line found; restrict your selection
- ⚠ More than 1,000 purchase order schedule line found; restrict your selection
- ⚠ More due lines exist; Only 1,000 displayed

[Display Message Log](#)

**Active Queries**

**Worklists** [Duelist Overview \(38\)](#) [UTAS Standard Due List - DO NOT CHANGE \(1000\)](#)

**Navigation Results** [Navigation from other screens \(0\)](#)

**Without Category Assignment** [New Query \(1000\)](#) [New Query \(500\)](#) [New Query 1 \(0\)](#)

**New Query**

View: [Standard View] | [Related ASNs](#) [Document UoM](#) [Create Inspection Lot](#) [Export](#)

Order Doc. Type	Order Doc. No.	Item No.	SL No.	Product	Customer Loc.	Ship-From Loc.	Ship-To Loc.
Purchase Order		40	1		2763	VC	
Purchase Order		00020	1		2700	001	
Purchase Order		10	1		2763	VC	
Purchase Order		10	1		2763	VC	
Purchase Order		10	1		2763	VC	

Select "Duelist Overview" to populate all supplier Open Orders

# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – CREATE INSPECTION RECORD (ILOT) FROM THE PICK/DUE LIST

Use search criteria to filter and locate P.O.; leaving fields blank will display all orders. Highlight the line that requires an iLot. Click "Create Inspection Lot."

Worklists - Duedlist Overview

Hide Quick Criteria Maintenance

\* Customer Location: 2700 To 2900  
Ship-From Location: 00001XXXXX To  
Product: To  
Confirmation Status:  
Supplier: To  
Goods Recipient: To  
Maximum Number of Hits: 10,000  
Shipping Hor. Val.:  
Commitment Level:

Apply Clear

View: [Standard View] Related ASNs Document UoM Create Inspection Lot Export

Order Doc. No.	Item No.	Total Shippable Qty	SSI Exempt	Ship. Hor. Val.	Order Doc. Type	Due Qty.	SL No.	Product	Customer Loc.	Ship-From Loc.	Ship-To Loc.
001	00010	0.000000	N	Y	Purchase Order	10	1	81	2735	000014	
001	00010	14.000000	N	N	Purchase Order	20	1	82	2735	000014	
001	00090	7.000000	N	N	Purchase Order	4	1	82	2735	000014	
001	00020	0.000000	N	N	Purchase Order	10	1	81	2735	000014	
001	00130	7.000000	N	N	Purchase Order	10	1	82	2735	000014	
001	00010	0.000000	N	N	Purchase Order	1	1	58	2719	000014	

To define a new query, see standard work located: *Help & Training/ Forms & Documents/ Supplier Portal Training Documents Page/ ASN & Shipping/ Delivery Due List –or- Query Errors*

# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – CREATE INSPECTION RECORD (ILOT) FROM THE PICK/DUE LIST

\* Customer Location: 2700 To 2900  
Ship-From Location: 00001XXXXX To  
Product: To  
Confirmation Status: To  
Supplier: To  
Goods Recipient: To  
Maximum Number of Hits: 10,000  
Shipping Hor. Val.:  
Commitment Level:

Apply Clear

Order Doc. No.	Item No.	Total Shippable Qty	SSI Exempt	Ship. Hor. Val.	Order Doc. Type	Due Qty.	SL No.	Product	Customer Loc.	Ship-From Loc.
001	00010	0.000000	N	Y	Purchase Order	10	1	81	2735	000
001	00010	14.000000	N	N	Purchase Order	20	1	82	2735	000
001	00090	7.000000	N	N	Purchase Order	4	1	82	2735	000
001	00020	0.000000	N	N	Purchase Order	10	1	81	2735	000
001	00130	7.000000	N	N	Purchase Order	10	1	82	2735	000

### Power & Controls and Global Operations

Formerly Electric, Environmental & Engine Systems (EES) (previously Legacy Hamilton Sundstrand)

#### Shipping and Routing Guides

- Carrier Contacts Operations and AES Filing
- Hamilton Sundstrand Ocean Container Security Process
- Collins Paid Routing Guide
- Authorization to Ship Premium Freight
- Premium Freight - Supplier Notice
- Purchasing Transportation Account Numbers
- FedEx SameDay and Saturday PR Service
- SDS Consolidation Standard Work
- FedEx CPA Transition Letter to Suppliers
- FedEx CPA Transition Work Instructions
- International Heavyweight Air Transportation Routing Update
- Global Small Parcel Transportation Routing Update

#### Supplier Quality

- DQR Certification
- QNs: Quality Notifications
- SRI: Supplier Request for Information
- COPS: Control of Process and Safety
- Quality Specifications & Forms (COL-ASQR-PRO-0003,HSM17, FORM 34, ect.)
- Supplier Circulars
- MISH List
- ASQR Documents (RTX)
- Power Transmission Systems (Rome NY)
  - QC869 - PTS Vendor Request for Material Review Action (VRMRA)
- Power and Transmission Systems (Poland, Wroclaw)
  - INSTRUKCJA NR 11-15

Verify if the iLot you want to create shows "N" within the "SSI Exempt" column. Submit a Helpdesk ticket if this is showing "Y". You will not be able to create an iLot if this field shows "Y". If showing SSI exempt, DQR should validate via the MISH list: *Help & Training/ Forms & Documents/ Power & Controls and Global Operations*



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – CREATE INSPECTION RECORD (ILOT) FROM THE PICK/DUE LIST

Validate all fields for correct data. Enter actual lot qty if different than what displays in "Inspection Lot Quantity". Select "Publish" and record the iLot number that displays on the screen. Close the screen by clicking the "x" in the upper right corner of the screen.

**Supply Network Collaboration (Customer View)**

Ship-From Loc.: 00001  
Ship-To Loc.: 2750  
Material: 5  
\* Purchase Order / SA #: 12  
\* Item No.: 00010  
Ref. Inspection Lot: 000000000000

Base UOM: Doc Qty: Doc UOM:  
\* Inspection Lot Quantity: 40.000000 EA 40.000000 EA  
Inspection Start Date: 03/27/2024

**Supply Network Collaboration (Customer View)**

✔ Inspection Lot 010017634151 has been successfully published

Ship-From Loc.: 00001  
Ship-To Loc.: 2750  
Material: 5  
\* Purchase Order / SA #: 1  
\* Item No.: 00010  
Ref. Inspection Lot: 000000000000

Base UOM: Doc Qty: Doc UOM:  
\* Inspection Lot Quantity: 40.000000 EA 40.000000 EA  
Inspection Start Date: 03/27/2024



# SUPPLIER SOURCE INSPECTION TRAINING

DQR TRAINING – CREATE INSPECTION RECORD (ILOT) UNABLE TO PUBLISH

If you get an Error Message “Unable to publish Inspection lot”, submit a helpdesk ticket with a screen print containing this data.

The screenshot shows a web application window titled "Supply Network Collaboration (Customer View)". At the top, there is a yellow error message: "Unable to publish inspection lot." Below the error message is a "Publish" button. The form contains the following fields:

- Ship-From Loc.: 0000145
- Ship-To Loc.: 2710
- Material: 27-1
- \* Purchase Order / SA #: 08
- \* Item No: 00010
- Ref. Inspection Lot: 000000000000
- Base UOM: EA
- Doc Qty: 6.000000
- Doc UOM: EA
- \* Inspection Lot Quantity: 1.000000
- Inspection Start Date: 01/09/2020



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# SUPPLIER SOURCE INSPECTION TRAINING

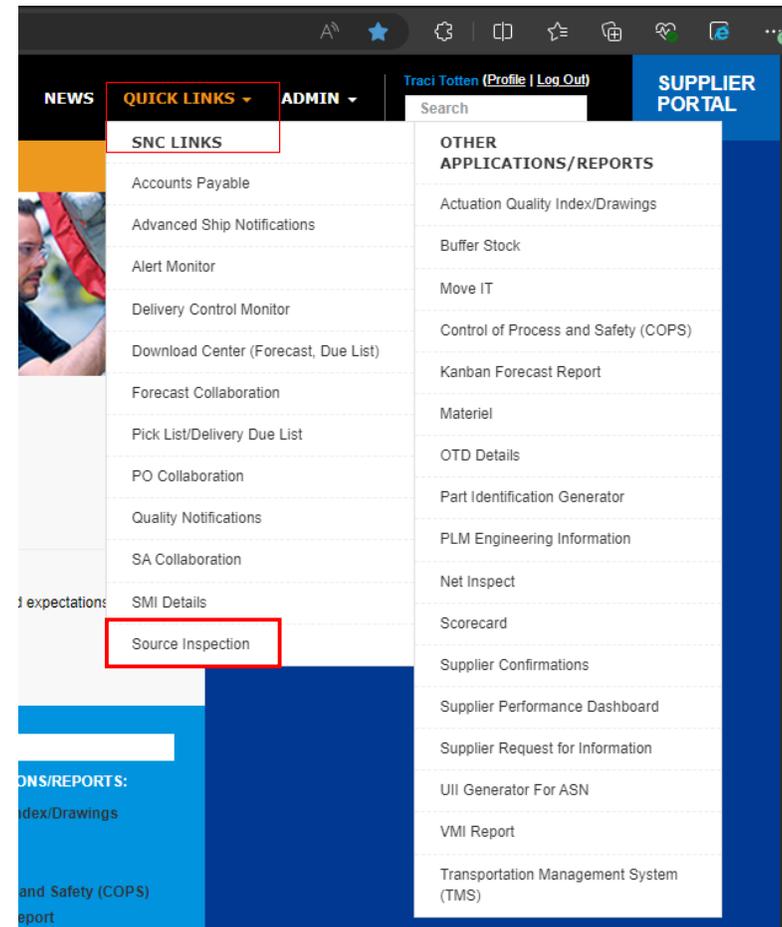
## Create Inspection Lot (iLot) Record Results



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS

After creating the iLot from the Pick List, navigate to Quick Links at the top of the screen and select Source Inspection.



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS

Enter the iLot # that was copied and vendor code. Ensure leading zeros are included. Select "Execute" and the newly created iLot will populate below. Select the line to highlight as shown. Select "Record Results".

**Inspection Lot Overview**

Execute Close Selection

Inspection Lot: 0100 To

Material: To

\* Ship-From Location: 00001 To

Ship-To Location: To

Inspection Creation Date: To

Inspection Lot Status: To

User Status: To

Inspector Type: To

Purchase Order / SA #: To

Select all inspection lots  
 Select only inspection lots without a usage decision  
 Select only inspection lots with a usage decision

View: \* [Standard View] Export Create Inspection Lot Record Results Down Count I Lot Usage Decision Cancel Inspection Lot Print Certificate

Inspection Lot Number	Material	Ship To Location	Supplier	Created By	Creation Date
1001	5907516	2750	SP1FFB	E10255265	03/27/2024

# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS

By selecting Operation 10 as shown, the line will open the Characteristic screen below. **Select long text button and review/ validate all requirements within.** Once requirements are met, enter in "Inspected Qty".

The screenshot displays the 'Inspection Lot Record Results' interface. At the top, there are navigation buttons: 'Exceptions', 'Release', 'Purchase Order', 'Replenishment', 'Delivery', 'Quality', and 'Tools'. Below this is a search bar for 'Inspection Lot #' with the value '01' and buttons for 'Go', 'View PDF', 'Enter Quality Notes', 'View Attachment List', and 'Upload Attachment'.

The 'Header' section contains the following fields:

- Inspection Lot #: 010
- Material: 50
- Inspection Lot Qty: 40.000000
- Purchase Doc / SA #: 1.
- Inspection Start Date: 03/27/2024
- Purchase Doc / SA Item #: 00010
- Ref. Inspection Lot #: 000000000000
- Ship To Location: 2750
- Ship From Location: 0000100000

The 'Operations' section has 'Publish' and 'Check' buttons. Below is a table:

Operation	Description	Status
0010	GENERIC	Open
0020	55	Open

The 'Characteristics' section contains a table with the following columns: Characteristic, Description, Long Text, Inspected Qty, UoM, Accept, Reject, Lower Limit, Upper Limit, Results, Remarks, and Inspector.

Characteristic	Description	Long Text	Inspected Qty	UoM	Accept	Reject	Lower Limit	Upper Limit	Results	Remarks	Inspector
0010	Verify Dimensional/Functional Reqs			EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0020	Verify latest revision for part & BOM			EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0030	Overinspect NonConforming item			EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0040	Verify part marking per Drawing/Spec			EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0050	Verify purchase order requirements			EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0060	Verify applicable certifications			EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0070	Verify visual requirements			EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0080	Verify workmanship requirements			EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0090	VERIFY FAI IS COMPLETE			EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		

A red arrow points from the 'Long Text' icon in the first row of the Characteristics table to a popup window titled 'Characteristic Long Text'. The popup contains the following text:

**Characteristic Long Text**

Verify Dimensional/Functional Reqs  
Supplier Source Inspection Guidance  
1) Over-inspect and record 3 parts 5 characteristics  
2) Use calibrated gages that have a level of accuracy of one part per ten thousand. For the art tolerance measurements, the selection of measuring parameter tolerance will be acceptable  
3) Document measurements in Quality Notes Tab of iLots

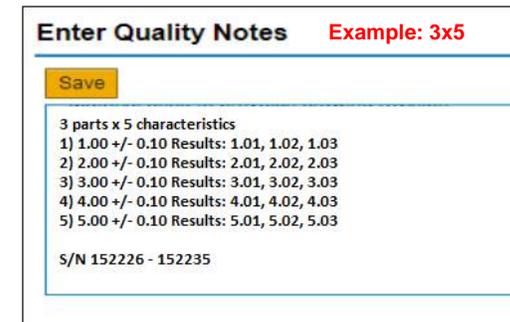
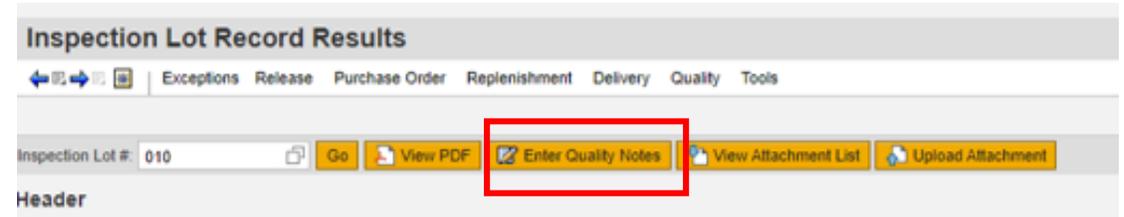


# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS

Quality notes should be used to record:

- QN traceability/ activity
- Applicable QIM activity
- Serial numbers
- Lot date codes
- Work order or shop order number(s)
- 3x5 characteristics



**Verify Dimensional/Functional Requirements.** Per Business Unit DQR Inspection requirements, Record Dimensional Information:  
 If you uploaded your own [document](#) click this box:  or if you entered your 3X5 in Quality notes in the ilot, check this box:

Characteristic	Result Part #1	Result Part #2	Result Part #3
1. 1.00 +/- 0.10	1.01	1.02	1.03
2. 2.00 +/- 0.10	2.01	2.02	2.03
3. 3.00 +/- 0.10	3.01	3.02	3.03
4. 4.00 +/- 0.10	4.01	4.02	4.03
5. 5.00 +/- 0.10	5.01	5.02	5.03

Example: 3 x 5  
 This information can also be attached to the ilot



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS-ATTACHING DOCUMENTS

Attachments can be uploaded in the "Record Results" screen.

Select "View Attachment List" to see what attachments were uploaded.

The screenshot displays the RTX 'Inspection Lot Record Results' interface. At the top, the RTX logo is visible. Below it, the title 'Inspection Lot Record Results' is shown. A navigation bar includes buttons for 'Exceptions', 'Release', 'Purchase Order', 'Replenishment', 'Delivery', 'Quality', and 'Tools'. The 'Inspection Lot #' field is set to '0100'. A row of action buttons includes 'Go', 'View PDF', 'Enter Quality Notes', 'View Attachment List', and 'Upload Attachment'. The 'Header' section contains input fields for 'Inspection Lot #', 'Inspection Lot Qty', 'Inspection Start Date', and 'Ref. Inspection Lot #'. A 'Create Attachment' dialog box is open, showing 'Permitted File Types' (BMP, DOC, DOCX, JPG, MSG, PDF, TXT, XLS, XLSX), a 'Description' field, a 'File' field with a 'Browse...' button, and an 'Upload' button. Red arrows point to these elements: 1 points to the file types, 2 to the 'OK' button, 3 to the 'File' field, and 4 to the 'Upload' button. Below the main interface, an 'Attachment List' window is open, displaying a table of uploaded files.

File Name	Description	Type	User Name	Storage Date	Creation Time
same error .msg	FROM RESULTS UPLOAD EMAIL MSG 01302018	MSG	T_074	01/30/2018	12:00:43
Capture.JPG	FROM RESULTS UPLOAD JPG CAPTURE.JPG 01302018	JPG	T_074	01/30/2018	11:57:33
New Picture.bmp	FROM RESULTS UPLOAD BMP NEW PICTURE 01302018	BMP	T_074	01/30/2018	11:55:48
OSM Metrics - Supplier Portal SSI Helpdesk Tickets for June 2017.xlsx	FROM RESULTS UPLOAD BM XLSX OSM METRICS- 01302018	XLS	T_074	01/30/2018	11:53:07
2017 holiday call list.xls	FROM RESULTS UPLOAD XLS MUTU UPLOAD TEST 01302018	XLS	T_074	01/30/2018	11:47:03

# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS-ATTACHING DOCUMENTS

Alternatively, documents can be uploaded in the Inspection Lot Overview screen by selecting the pertaining iLot and clicking "Upload Attachment". Attachment buttons will be not be active until a line is selected or if the inspection lot status is CANL. Select "View Attachment List" to see what attachments were uploaded.

The screenshot displays the 'Inspection Lot Overview' interface. A table lists inspection lots with columns for 'Inspection Lot Number', 'Material', 'Ship To Location', 'Creation Date', 'Purchase Doc / SA #', 'Usage Decision', 'Inspection Lot Qty', 'Usage Decision Qty', 'Shippable Qty', 'Shipped Qty', and 'Defect Qty'. A blue box highlights a row in the table, with an arrow pointing to it labeled 'Highlight ilot'. Another arrow points to the 'View Attachment List' button, labeled 'View Attachment List'. A third arrow points to the 'Upload Attachment' button, labeled 'Upload Attachment'. Below the main table, an 'Attachment List' window is open, showing a list of files with columns for 'File Name', 'Description', 'Type', 'User Name', 'Storage Date', and 'Creation Time'. A 'Create Attachment' dialog box is overlaid on the bottom right, with numbered steps: 1 points to the 'Permitted File Types' list (BMP, DOC, DOCX, JPG, MSG, PDF, TXT, XLS, XLSX); 2 points to the 'Description' field; 3 points to the 'File' field; 4 points to the 'Upload' button.



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS

Selecting "Results" enables approval of the characteristic.  
Enter remarks as applicable.  
This is a limited text field.

### Pass

Requirements within Long Text have been validated.

### Fail

Mis-match exists.

The screenshot displays the 'Inspection Lot Record Results' interface. At the top, there are navigation buttons: 'Exceptions', 'Release', 'Purchase Order', 'Replenishment', 'Delivery', 'Quality', and 'Tools'. Below this is a header section with input fields for 'Inspection Lot #', 'Material', 'Inspection Lot Qty', 'Purchase Doc / SA #', 'Inspection Start Date', 'Purchase Doc / SA Item #', 'Ref. Inspection Lot #', 'Ship To Location', and 'Ship From Location'. The 'Operations' section contains a table with columns 'Operation', 'Description', and 'Status'. The 'Characteristics' section is a large table with columns: 'Characteristic', 'Description', 'Long Text', 'Inspected Qty', 'UoM', 'Accept', 'Reject', 'Lower Limit', 'Upper Limit', 'Results', 'Remarks', and 'Inspector'. The 'Long Text' column is highlighted with a red box. A 'Result Sets' dialog box is open, showing 'RESULT' with options 'F Fail', 'N/A N/A', and 'P Pass'. A red arrow points to the 'Fail' option.

Characteristic	Description	Long Text	Inspected Qty	UoM	Accept	Reject	Lower Limit	Upper Limit	Results	Remarks	Inspector
0010	Verify Dimensional/Functional Reqt	<input checked="" type="checkbox"/>	40	EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	verified	
0020	Verify latest revision for part & BOM	<input checked="" type="checkbox"/>	40	EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0030	Overinspect NonConforming item	<input checked="" type="checkbox"/>	40	EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0040	Verify part marking per Drawing/Spec	<input checked="" type="checkbox"/>	40	EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0050	Verify purchase order requirements	<input checked="" type="checkbox"/>	40	EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0060	Verify applicable certifications	<input checked="" type="checkbox"/>	40	EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0070	Verify visual requirements	<input checked="" type="checkbox"/>	40	EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0080	Verify workmanship requirements	<input checked="" type="checkbox"/>	40	EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0090	VERIFY FAI IS COMPLETE	<input checked="" type="checkbox"/>	40	EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS

By selecting “View PDF” the PO attachment list will open. The top line will be selected by default; select “Download Attachment” to open and review the PO.

**Note:** You may need to select/ review multiple PDFs to locate the applicable part.

The screenshot displays the 'Inspection Lot Record Results' interface. At the top, there are navigation tabs: Exceptions, Release, Purchase Order, Replenishment, Delivery, Quality, and Tools. Below these, there is a search bar for 'Inspection Lot #' and several action buttons: 'Go', 'View PDF' (highlighted with a red box), 'Enter Quality Notes', 'View Attachment List', and 'Upload Attachment'. The 'Header' section contains fields for 'Inspection Lot #' (010), 'Material' (5), 'Inspection Lot Qty' (40.000000), 'Purchase Doc / SA #' (12), 'Inspection Start Date' (03/27/2024), and 'Purchase Doc / SA Item #' (00010).

An 'Attachment List' window is open, showing a table with the following data:

File Name	Description	Type	User Name	Storage Date	Creation Time
utasdownload.PDF	Purchase Order PDF	PDF		04/02/2024	12:19:38
utasdownload.PDF	Purchase Order PDF	PDF	RFC_SCCOMT	04/01/2024	12:29:15
utasdownload.PDF	Purchase Order PDF	PDF	RFC_SCCOMT	03/22/2024	11:57:13
utasdownload.PDF	Purchase Order PDF	PDF	C95043271	03/22/2024	10:22:37
utasdownload.PDF	Purchase Order PDF	PDF	RFC_SCCOMT	03/22/2024	08:19:41

Below the table, a 'Download Attachment' button is highlighted with a red box. An 'OK' button is also visible.

At the bottom of the interface, there is a checklist with the following items:

ID	Description	Status	EA	CB	CA	CC	CD
0020	Verify latest revision for part & BOM	<input checked="" type="checkbox"/>					
0030	Overinspect NonConforming item	<input checked="" type="checkbox"/>					
0040	Verify part marking per Drawing/Spec	<input checked="" type="checkbox"/>					
0050	Verify purchase order requirements	<input checked="" type="checkbox"/>					
0060	Verify applicable certifications	<input checked="" type="checkbox"/>					
0070	Verify visual requirements	<input checked="" type="checkbox"/>					
0080	Verify workmanship requirements	<input checked="" type="checkbox"/>					
0090	VERIFY FAI IS COMPLETE	<input checked="" type="checkbox"/>					



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS

To record the latest revision for the part, select the part revision from the dropdown list. The revision of the physical parts shipping shall match the revision on the Collins PO. Verify that the revision matches in PLM.

**Note:** Selecting Revision “- -” (**see red box**) may result in an error. If the PO calls for Rev “- -” select “No Revision (explain in Insp. Desc.)”

The screenshot displays the 'Inspection Lot Record Results' interface. The 'Header' section includes fields for Inspection Lot # (0), Material (5), Inspection Lot Qty (40.000000), Purchase Doc / SA # (120), Inspection Start Date (03/27/2024), Purchase Doc / SA Item # (00010), Ref. Inspection Lot # (000000000000), Ship To Location (2750), and Ship From Location (00001). The 'Operations' table shows:

Operation	Description	Status
0010	GENERIC	Open
0020	56	Open

The 'Characteristics' table includes:

Characteristic	Description	Long Text	Inspected Qty	UoM	Accept	Reject	Lower Limit	Upper Limit	Results	Remarks
0010	Verify Dimensional/Functional Reqts	<input checked="" type="checkbox"/>		EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
0020	Verify latest revision for part & BOM	<input checked="" type="checkbox"/>		EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
0030	Overinspect NonConforming item	<input checked="" type="checkbox"/>		EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
0040	Verify part marking per Drawing/Spec	<input checked="" type="checkbox"/>		EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
0050	Verify purchase order requirements	<input checked="" type="checkbox"/>		EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
0060	Verify applicable certifications	<input checked="" type="checkbox"/>		EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
0070	Verify visual requirements	<input checked="" type="checkbox"/>		EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
0080	Verify workmanship requirements	<input checked="" type="checkbox"/>		EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
0090	VERIFY FAI IS COMPLETE	<input checked="" type="checkbox"/>		EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

The 'Result Sets' panel on the right shows a list of revisions from 'A' to 'Y', plus 'No Revision (explain in Insp Desc)' and '- -'. The '- -' option is highlighted with a red box. A red arrow points from the 'Characteristics' table to the '- -' option in the revision list.

# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS

A system alert will give you a warning if the part rev you selected does not match the PO#/SA line item with the record results window and is a hard stop on the Usage Decision. If you get the warning on the record results do not publish the operation, leave it open until the part rev issue is resolved. This way you don't have to cancel the iLot and create a new one, the existing iLot can be updated.

- Check PLM for the latest part revision
- Check the PO/SA line item to verify part rev using Quick Links PO Collaboration/ SA Collaboration or Delivery Due List
- Check for any Engineering Changes
- If part is on a Tabulated Drawing, make sure the part rev in the tabulated drawing is used not the part drawing

Item	Material Description
00020	-1 PLUG, SCREW THREADED DWG Rev or DIR: A Issue:

- **DWG Rev or DIR:** is the PART REVISION
- **Issue:** is the DRAWING REVISION and may or may not be listed

Note: iLot results include verifying the Part Revision



# SUPPLIER SOURCE INSPECTION TRAINING

DQR TRAINING – CREATE INSPECTION RECORD (ILOT) 2<sup>ND</sup> DQR/ OVERINSPECTION

Per HSM17, Over-Inspection is required when:

1. First Article Inspection Report Review (AFAI iLot) - AFAI iLots are triggered by the system when a FAI is required to be validated. **The system calculates this based on part number, part revision, vendor code, Collins plant code (where parts are shipping), and 2-year lapse in shipment.** When any of these change, a AFAI iLot is required. If a valid FAI is already on file, this can be used, and the over-inspection can be performed by a 2nd DQR to complete the shipment.
2. A DQR is on probation.
3. Implemented by Collins Supplier Quality Management

**Over-Inspection requires two DQRs to release parts.** The first DQR will complete a M-code iLot. The M-code iLot may be completed by a probationary or production DQR. A second DQR of production status is required to complete the over-inspection and create the F-code iLot. If a second DQR is not available, the supplier shall contact third-party source inspection services



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS- SPECIAL PROCESSES

If the part requires use of an approved special process supplier, a subsequent operation will be displayed. Select the operation to open the characteristics.

Select “Results” to open menu of approved suppliers for each special process. Verify that the supplier location listed in the results matches what is on the 80/85 report and certs.

Operations		
Operation	Description	Status
0001	GENERIC	Open
0004	47-11	Open

Characteristics										
Characteristic	Description	Long Text	UoM	Accept	Reject	Lower Limit	Upper Limit	Results	Inspector	Remarks
0010	HS 334		EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0020	HS 447		EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
0030	HS 454		EA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		

Result Sets			
6001	/AL	RANGE COU/STA	<input checked="" type="checkbox"/>
6001	/ANA	NT	<input checked="" type="checkbox"/>
6001		PLATING LOS ANGELES	<input checked="" type="checkbox"/>
6001		ATING/GARDENA	<input checked="" type="checkbox"/>
6001	/L	C/LONG BEACH	<input checked="" type="checkbox"/>
6001	/P	IES/PHOENIX	<input checked="" type="checkbox"/>
6001	/R	PLC/HARLOW	<input checked="" type="checkbox"/>
6001	/M	BRIGHTON	<input checked="" type="checkbox"/>
6001	/J	MONROVIA	<input checked="" type="checkbox"/>

**Help & Training-> Forms & Documents-> Power & Controls & Global Ops-> Supplier Quality**



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS- MPN

If an MPN exists, a subsequent operation will be displayed. Select the operation to open the MIC (Master Inspection Characteristics). Select “Results” to view approved sources for the MPN. Validate the vendor code & cage code and any date code restrictions if applicable. Click the blue link to select the MPN.

The screenshot shows the 'Operations' section with a table of operations. Operation 0020 is selected. Below it is the 'Characteristics' section with a table. The 'Results' column for characteristic 0010 contains a blue link. Two pop-up windows are shown: 'Result Sets' and 'Result Code Long Text'. Red arrows point from the text on the left to the 'Results' column and the 'Result Code Long Text' window.

Operation	Description	Status
0010	GENERIC	Open
0020	5f	Open

Characteristic	Description	Long Text	Inspected Qty	UoM	Accept	Reject	Lower Limit	Upper Limit	Results	Remarks
0010	APPROVED SOURCE MIC			EA	<input type="checkbox"/>	<input type="checkbox"/>			<a href="#">1055 T4</a>	

Characteristic	Description	Long Text	Inspected Qty	UoM	Accept	Reject	Lower Limit	Upper Limit	Results	Remarks	Inspector
0010	APPROVED SOURCE MIC			EA	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<a href="#">1055 T4</a>		8292515



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS-ALERTS

Alerts may appear in the iLot for various reasons. Press the Long Text button to review Alert details. An Alert can be for the supplier or internal for Collins. If it is intended for Collins (i.e., Receiving Inspection) record result N/A with a remark to such. **If it is a supplier requirement, validate that the requirement has been met before recording a result.** If you are unsure, submit a helpdesk ticket or notify your SQAR to provide clarification.

**Operations**

Operation	Description	Status
0001	GENERIC	Open
7000	ALERTS	Open

**Characteristics**

Characteristic	Description	Long Text	UoM	Accept	Reject	Lower Limit	Upper Limit	Results	Inspector	Remarks	Inspected Qty
0010	Perform inspection using AQL III per SP	[Long Text]	EA	<input type="checkbox"/>	<input type="checkbox"/>			[Results]			

**Characteristic Long Text**

Perform inspection using AQL III per SP SP1236, due to over inspection requirements on Mil parts. - Workmanship - Supplier CoC is on file - Latest FAI is on file - Check supplier marking requirements per EP 7 - Check the following dimension s: - Dimension 5(micrometer) - Dimension I

**Result Sets**

RESULT		
F	Fail	[Long Text]
N/A	N/A	[Long Text]
P	Pass	[Long Text]



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS-SAFETY PARTS

If the part is classified as a Safety Part, there will be an operation as shown. Select the operation line to access data entry and to review long text. Select long text to review additional requirements and verify all that apply per HSC16199.

Note: All Safety Parts shall have an MPN.

The screenshot shows a software interface with two main sections: 'Operations' and 'Characteristics'.

**Operations Table:**

Operation	Description	Status
0001	GENERIC	Open
0002	2	Open
9000	MPN/LDC	Open
9999	Flight Safety	Open

**Characteristics Table:**

Characteristic	Description	Long Text	UoM	Accept	Reject	Lower Limit	Upper Limit	Results	Inspector	Remarks
0010	FSP	[Icon]	EA	<input type="checkbox"/>	<input type="checkbox"/>			[Icon]		

**Characteristic Long Text:**

[This is a FSP - Please acknowledge Supplier Source Inspection Guidance DQR Validations for Flight Safety Parts per HSC16199. Class 1 - UTAS Designs  
1) KPC1  
Validate KPC1's are approved in COPS.  
Validate 100% inspection is being performed.  
Validate all KPC1's have the correct MPN data in the COPS.]



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS- SAFETY PARTS

When recording results for Safety Parts:

### Pass

Approved planning = what parts were produced to, to current revision. Frozen plan was followed as specified.

### Fail

Not approved or approved to an incorrect revision. Frozen plan was not followed as specified.

The screenshot displays a software interface for recording inspection results. It is divided into two main sections: 'Operations' and 'Characteristics'.

**Operations Table:**

Operation	Description	Status
0001	GENERIC	Open
0002	-2	Open
9000	MPN/LDC	Open
9999	Flight Safety	Open

**Characteristics Table:**

Characteristic	Description	Long Text	UoM	Accept	Reject	Lower Limit	Upper Limit	Results	Inspector	Remarks	Inspected Qty
0010	FSP		EA	<input type="checkbox"/>	<input type="checkbox"/>						

A 'Result Sets' dialog box is open, showing a dropdown menu for 'RESULT' with the following options:

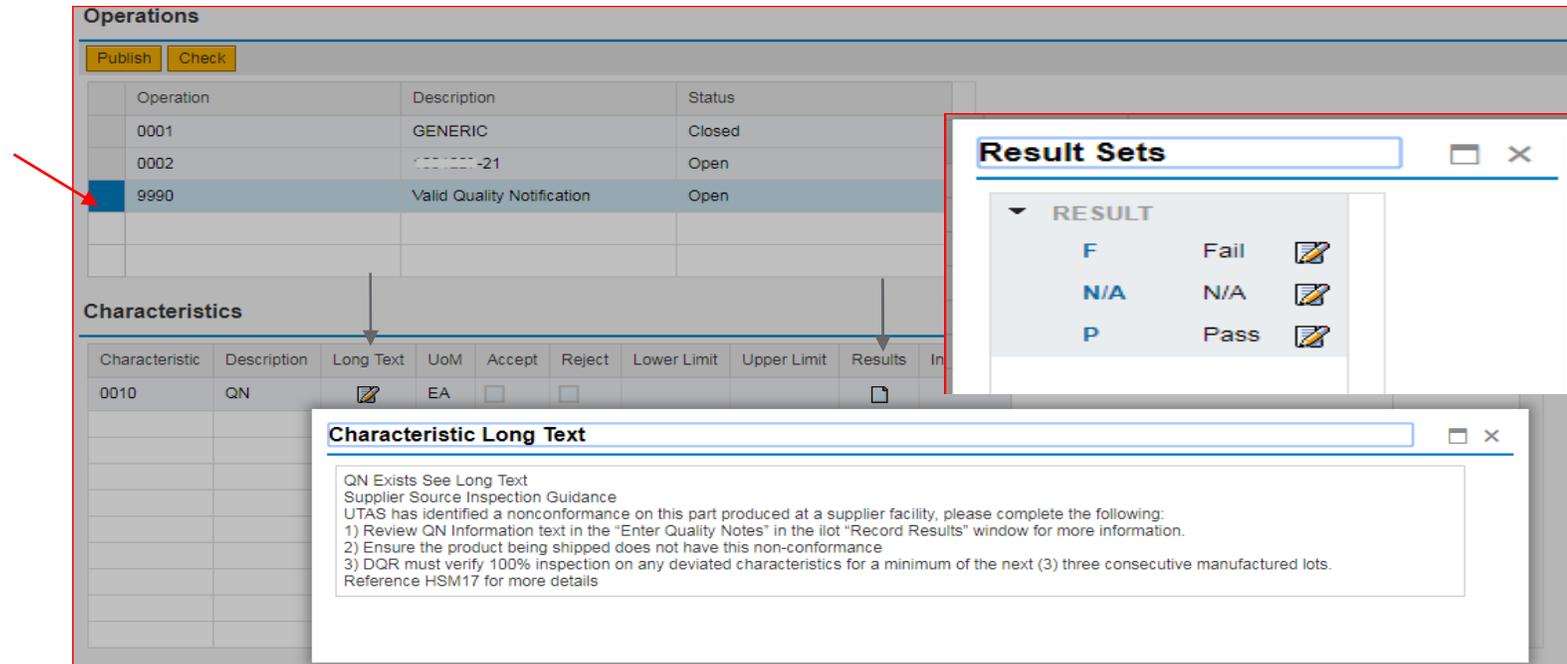
- F Fail
- N/A N/A
- P Pass



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS-QUALITY NOTIFICATION

If an operation exists for QN validation, this is an indication that the part has been identified as having a nonconformance. Subsequent lots require 100% inspection to validate part is compliant. Review the Long Text for details. By selecting "Pass" the DQR is confirming that 100% inspection is complete, and part(s) conform.



The screenshot displays a software interface with two main sections: 'Operations' and 'Characteristics'. The 'Operations' table has columns for Operation, Description, and Status. The 'Characteristics' table has columns for Characteristic, Description, Long Text, UoM, Accept, Reject, Lower Limit, Upper Limit, Results, and In. A red arrow points to the row with Operation '9990' and Description 'Valid Quality Notification'. A 'Result Sets' dialog is open, showing a 'RESULT' dropdown with options: F (Fail), N/A (N/A), and P (Pass). A 'Characteristic Long Text' dialog is also open, displaying the following text:

Characteristic Long Text

QN Exists See Long Text  
Supplier Source Inspection Guidance  
UTAS has identified a nonconformance on this part produced at a supplier facility, please complete the following:  
1) Review QN Information text in the "Enter Quality Notes" in the iLot "Record Results" window for more information.  
2) Ensure the product being shipped does not have this non-conformance  
3) DQR must verify 100% inspection on any deviated characteristics for a minimum of the next (3) three consecutive manufactured lots.  
Reference HSM17 for more details

Any additional information may be added into the Quality Notes section. See QN Work Instructions for guidance on how to search & review QNs.

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# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS

**Per HSM17, the following items must be attached to the iLot:**

- Material certs, Special Process certs, etc., as directed by Collins (it is preferred to have certifications attached for every iLot)
- ATP results shall be attached to the iLot, as applicable
- AS9102 Form 1 for First Article Lots (AFAI)
- Applicable Traceability (serial numbers, lot date codes, work order or shop order number). As an alternate, this information can also be entered directly into the iLot Quality Notes.
- Dimensional Inspections (3 Pieces and 5 Characteristics Min). As an alternate, this information can also be entered directly into the iLot Quality Notes.



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# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – RECORD RESULTS

- Suppliers will not be able to delete an attachment once it has been uploaded. Submit a helpdesk ticket to have it removed if required.
- Suppliers cannot open the actual attachments once uploaded; they can only see if attachments were uploaded and the file names.
- Attachments can be added after the iLot is completed.
- DQR must ensure the attachment file names are clear and describe what the attachment is (i.e., heat treat cert). File description max size is 60 characters.
- The max file size is 75MB. If the file size is too large an error message will display: "Error when uploading. The file name is invalid, or the file is too big." If this should happen split the file up into smaller sized files and upload. In the case of FAIR (First Article Inspection Reports) load only Form 1.



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# SUPPLIER SOURCE INSPECTION TRAINING

## Create Inspection Lot (iLot) Usage Decision



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – USAGE DECISION

To complete the iLot process, a usage decision must be made. After recording all results, select “Publish”, then return to the Inspection Lot Overview Window & select the iLot you are working on. Select “Usage Decision”. **Remember all operations in the Record Results must be closed before the Usage Decision can be done.** If the “Usage Decision” Button is not active go back to Record Results.

**Operations**

Publish Check

Operation	Description	Status
0001	GENERIC	Closed
0002		Open
9990	Valid Quality Notification	Open

**Inspection Lot Overview**

← → ↻ 📄 Exceptions Demand Release Purchase Order Replenishment Delivery Invoice Quality Tools

Execute Close Selection

Inspection Lot: ◇ [ ] To [ ]

Material: ◇ [ ] To [ ]

\* Ship-From Location: 0000 890 [ ] To [ ]

Ship-To Location: [ ] To [ ]

Inspection Creation Date: ◇ [ ] To [ ]

Inspection Lot Status: ◇ [ ] To [ ]

User Status: ◇ [ ] To [ ]

Inspector Type: ◇ [ ] To [ ]

Purchase Order / SA #: ◇ [ ] To [ ]

Select all inspection lots  
 Select only inspection lots without a usage decision  
 Select only inspection lots with a usage decision

View: Nancy's View Export Create Inspection Lot Record Results Down Count iLot Usage Decision Cancel Inspection Lot Print Certificate of

Inspection Lot Number	Material	Ship To Location	Creation Date	Purchase Doc / SA #	Purchase Doc / SA Item #
1001111	-2	2710	01/28/2020	S162	1200
1001111	299	2719	01/14/2020	1059	10
1001111	9-1	2750	01/13/2020	1112	40
1001111	4-2	2800	05/31/2019	H46	30



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – USAGE DECISION

### FAI iLot UD Codes are AFAI (Pass) or Fail

Supply Network Collaboration (Customer View)

Usage Decision

Force Mcode **Publish**

Ship From Location: 0000 890  
Ship To Location: 2719 RK 3PL  
Inspection Lot Number: 01001111  
Reference Inspection Lot: 000000000000  
Material: 99 EN PIN STRAIGHT  
Inspection Lot Status: ACTV  
User Status: RREC  
Inspector Type: CQAR

UD Code: [ ]  
UD Code Group: [ ]  
Inspection Lot Qty: 9.000000  
Defect Qty: 0.000000  
Usage Decision Qty: 9.000000  
Shippable Qty: 0.000000

UD C...	UD Code Gr...	Description
AFAI	UTAS	Accept and Complete FAI
FAIL	UTAS	Fail

### Non-FAI iLot UD Codes are Pass or Fail.

Supply Network Collaboration (Customer View)

Usage Decision

Force Mcode **Publish**

Ship From Location: 0000 390  
Ship To Location: 2750 PHX 3PL  
Inspection Lot Number: 01001111  
Reference Inspection Lot: 000000000000  
Material: 9-1 EN PIN, INDEX  
Inspection Lot Status: ACTV  
User Status: RREC  
Inspector Type: CQAR

UD Code: [ ]  
UD Code Group: [ ]  
Inspection Lot Qty: 4.000000  
Defect Qty: 0.000000  
Usage Decision Qty: 0.000000  
Shippable Qty: 0.000000

UD C...	UD Code Gr...	Description
FAIL	UTAS	Fail
PASS	UTAS	Pass

The DQR must enter the Defect Qty for the qty failed (entire inspection lot qty or partial qty). The shippable qty is either zero or remaining passed qty. Once the usage decision has been made, click “Publish”. When the decision is “Fail” ensure the inspected lot qty & defect qty match. **Defect qty and shippable qty should add up to the total qty inspected.**

Only Press the “Force Mcode” if you need this iLot to be M-coded and over-inspected.



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – USAGE DECISION- DQR STATUS AND RESTRICTIONS

Probationary DQRs will only be able to generate M-codes for all inspection types. Production DQRs will be able to generate F codes except when there is a change in Collins part number, Collins plant code, part revision letter, and vendor code.

### Common errors related to DQRs completing i-Lots without the appropriate privilege:

- **M CODE – STANDARD OVER INSPECTION:** If the Usage Decision is PASSED, the Inspection Lot Status is OVER, and the iLot is being completed by a Probationary DQR (M-Code), an error message will appear stating a second inspection by a Production DQR is required.
- **M CODE – FAI FLIGHT SAFETY:** If the Usage Decision is PASSED and the iLot is for FAI FLIGHT SAFETY and is being completed by a Probationary **or** Production DQR (M-Code), a warning message will appear stating a second inspection by a SQAR is required. On-site source inspection may be required.



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – ILOT STATUS AND DEFINITION

- Active (**ACTV**) = iLot is created and may have results recorded but no Usage Decision yet
- Cancelled (**CANL**) = iLot has been cancelled
- Over Inspect (**OVER**) = iLot has been Published and Over-Inspection is required. iLot is M-coded and parts cannot be shipped.
- Published (**PUB**) = iLot has been published as Full Release F-Coded parts and can be shipped.

Inspection Lot Status	Lot Distribution Status	User Status
PUB	UD	FCODE
PUB	UD	FCODE
OVER	RREC	MCODE
ACTV	REL	
OVER	RREC	MCODE
PUB	UD	FCODE
PUB	UD	FCODE
ACTV	REL	
PUB	UD	FCODE
CANL	LTCA	



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# SUPPLIER SOURCE INSPECTION TRAINING

## **Create Inspection Lot (iLot)** Down Counting, Searching/ Cancelling iLots, Printing CofC's



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – DOWN COUNTING

Down Counting can be done for the full shippable quantity or partial quantity even if a quantity of the parts have already been shipped. Use the Down Count for these reasons: parts in stock don't match shippable quantity, parts may have been sold to another customer, parts lost or damaged after the iLot was created and usage decision was made

Inspection Lot Number	Material	Ship To Location	Creation Date	Purchase Doc / SA #	Purchase Doc / SA Item #	Inspection Lot Qty	Usage Decision Qty	Shippable Qty	Shipped Qty	Defect Qty
5090	.181	2700	02/12/2020	H162	890	283.000000	283.000000	283.000000	0.000000	0.000000
.648	-1	2760		H362	310	250.000000	250.000000	250.000000	0.000000	0.000000
6438	-8	2700		1130.	10	48.000000	48.000000	40.000000	8.000000	0.000000
324	-1	2702	02/11/2020	1130.	10	20.000000	20.000000	20.000000	0.000000	0.000000
5796	-1	2700		H162.	1060	200.000000	200.000000	175.000000	25.000000	0.000000
7000	11	2713		H162.	700	4,526.000000	4,526.000000	4,526.000000	0.000000	0.000000

To Down Count, select the iLot in the grid and press the “Down Count iLot” button it will only be enabled if there is a shippable quantity available. The Usage Decision window will display.



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – DOWN COUNTING

Enter the quantity to be down counted (can't be more than available to ship) and press the “Save” button). Ensure down count reason is filled out.

**Supply Network Collaboration (Customer View)**

**Usage Decision**

Ship From Location: 0000 890

Ship To Location: 2700

Inspection Lot Number: 010012

Reference Inspection Lot: 000000000000

Material: 8

Inspection Lot Status: PUB

User Status: FCODE

Inspector Type:

Down Count Qty: 2,000,000

Down Count Reason:

UD Code: PASS

UD Code Group: UTAS

Inspection Lot Qty: 48.000000

Defect Qty: 0.000000

Usage Decision Qty: 48.000000

Shippable Qty: 40.000000

Save

WL AMS OE

EN BUSHING, FLANGED



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – SEARCHING FOR AN ILOT

Use the top section of the "Inspection Lot Overview" to enter search parameters based on the information that you have regarding the iLot (i.e., the iLot#, the material (part) number, date range of when completed, etc.). Use the box icon to open the menu in any field.

Ship-From Location is the only required field. Ensure leading zeroes are included in the vendor code. For DQRs with access to multiple vendor codes, use the box icon to open the menu and select the appropriate vendor code.

Use the radio buttons to narrow search results



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – CANCELLING ILOT

An I-lot may need to be cancelled if it was created in error, if the inspection plan needs correction, if it was created for the wrong PO/SA, and other various reasons.

Locate the iLot that needs to be cancelled, select the line, and click "Cancel Inspection Lot".

Cancelled iLots will still display in the grid but the status will have changed to CANL and can no longer be used or re-opened.

The screenshot displays the 'Inspection Lot Overview' page. At the top, there are navigation tabs: Exceptions, Demand, Release, Purchase Order, Replenishment, Delivery, Invoice, Quality, and Tools. Below these are buttons for 'Execute' and 'Close Selection'. The main area contains several input fields for 'Inspection Lot', 'Material', 'Ship-From Location', 'Ship-To Location', 'Inspection Creation Date', 'Inspection Lot Status', 'User Status', 'Inspector Type', and 'Purchase Order / SA#'. A table at the bottom shows inspection lot data with columns: Inspection Lot Qty, Usage Decision Qty, Shippable Qty, Shipped Qty, Defect Qty, Down Count Qty, Inspection Lot Status, and Lot Distribution Status. The 'Cancel Inspection Lot' button is highlighted with a red box and a red arrow. The 'CANL' status in the table is also highlighted with a red arrow.

Inspection Lot Qty	Usage Decision Qty	Shippable Qty	Shipped Qty	Defect Qty	Down Count Qty	Inspection Lot Status	Lot Distribution Status
416.000000	0.000000	0.000000	0.000000	0.000000	0.000000	CANL	LTCA



# SUPPLIER SOURCE INSPECTION TRAINING

## DQR TRAINING – PRINTING CERTIFICATE OF COMPLIANCE (COFC)

Print C of C can be done at any time. Select the iLot in the grid to be printed and press “Print Certificate of Compliance”. A PDF will be generated and can be saved or printed.

**Inspection Lot Overview**

Execute Close Selection

Inspection Lot: To  
Material: To  
\* Ship-From Location: 0000 990 To  
Ship-To Location: To  
Inspection Creation Date: To  
Inspection Lot Status: To  
User Status: To  
Inspector Type: To  
Purchase Order / SA#: To

Select all inspection lots  
Select only inspection lots without a usage decision  
Select only inspection lots with a usage decision

View: Nancy's View Export Create Inspection Lot Record Results Down Count iLot Usage Decision Cancel Inspection Lot **Print Certificate of Compliance**

Inspection Lot Number	Material	Ship To Location	Creation Date	Purchase Doc / SA#	Purchase Doc / SA Item #	Inspection L
090	-181	2700	02/12/2020	H16.	890	
3648	-1	2760		H36.	310	
6438	6-8	2700		1130.	10	
5324	-1	2702	02/11/2020	1130f	10	
5796	-1	2700		H162.	1060	
7000	-11	2713		H162	700	
7866	-1	2760		1140	10	
7878	1	2760		H362	510	
3152	-22	2760		H362.	410	
1477	-1	2701		1106.	10	



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# SUPPLIER SOURCE INSPECTION TRAINING

## Conclusion

### Housekeeping/ General Information



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# HOUSEKEEPING- GENERAL

- This content within this training is also applicable for CQARs that perform source inspection on behalf of Collins Aerospace.
  - See HSM17 for more information on the following:
    - Third-party or Collins source inspection
    - Over-inspection
    - DQR restrictions
- DQRs must periodically log in to the supplier portal to keep their account's active.
  - If there are any changes to contact information (name, email, etc.) as listed in the portal account record, the DQR should reach out to [DQRCertification@collins.com](mailto:DQRCertification@collins.com) to report these changes.
  - Failure to keep portal accounts active will result in suspension, and reactivation is not immediate.
- DQR privileges may be suspended at any time at the discretion of Collins Supplier Quality Management.



# HOUSEKEEPING-RECERTIFICATION

- Details about the DQR recertification process can be found on the supplier portal->*Forms & Documents-> Supplier Portal Training Documents->DQR Certification.*
- All DQRs require certification renewal prior to their AS13001 certificate expiration date to maintain DQR access in the supplier portal per HSM17. **While reminders are sent prior to the expiration date, it is the DQR's responsibility to comply recertification requirements.**
- Failure to comply with DQR recertification requirements will result in removal of DQR permission.
- Recertification questions can be sent to [DQRCertification@collins.com](mailto:DQRCertification@collins.com)

## DQR Re-Certification:

Existing DQRs are required to recertify every three years, in alignment with their AS13001 expiration date. Failure to do so will result in permissions being removed. DQR re-certification requirements are outlined in the "DQR Re-certification Process" link below. Re-certifications packages should be sent to [DQRCertification@collins.com](mailto:DQRCertification@collins.com); and copy your Collins SQAR on the submission. Questions can be sent to [DQRCertification@collins.com](mailto:DQRCertification@collins.com) and/or to your Collins SQAR.

- [DQR Re-certification Process](#)

## DQR Email Address Changes/ Removals:

Please notify your Collins SQAR and Collins Supplier Quality at [DQRCertification@collins.com](mailto:DQRCertification@collins.com) of any DQR changes in email addresses or if you will no longer be performing DQR responsibilities.



# HOUSEKEEPING-OTHER TRAININGS

- There are several other DQR-relevant trainings located on the supplier portal: *Forms & Documents*-> *Supplier Portal Training Documents*.
- At minimum, it is recommended that DQRs review the Supplier Source Inspection Lot & Query Errors training to become familiar with portal functionality related to iLot completion.

## Other Documents

- [Supplier Portal Master Training Guide](#)
- [Forecast Collaboration](#)
- [Buffer Stock](#)
- [Delivery Control Monitory and SMI](#)
- [Supplier Scorecard](#)
- [Engineering Information](#)
- [Query Errors](#)
- [Certs & Reps](#)
- [Supplier Portal Master Training Guide](#)
- [Supplier Portal Troubleshooting Guide - Duo](#)

## Supplier Quality

- [Supplier Quality Resources](#) (link directs user to HRC Portal)

## Power & Controls Standard Work

- [DQR Quiz](#)
- [DQR Quiz QR Code](#)
- [DQR Training](#)
- [DQR Certification](#)
- [How Do I Submit a Quality Notification?](#)
- [Create and Review Quality Notifications](#)
- [What is SRI \(Supplier Request for Information\)?](#)
- [Supplier Request for Information \(SRI\)](#)
- [Part Marking Approval Process and Reference Guide \(PIG\)](#)
- [Supplier Source Inspection Lot](#)
- [Supplier Net Inspect Guide](#)
- [Net Inspect Global Trade Guidelines for Suppliers](#)



# HOUSEKEEPING-MASTER DQR CHECKLIST

DQRs are encouraged to utilize the Master DQR Checklist when completing iLots during probation and production approvals.

The checklist can be found on the supplier portal: *Forms & Documents/ Supplier Portal Training Documents/DQR Certification/ Quality Forms and Documents*

to other suppliers. Click the title to view the full library of circulars.

## Quality Forms and Documents

- o [HSM17 \(Supplier Quality Requirements\)](#)
  - [Master DQR Checklist Rev J](#)
  - [Digital Product Definition Training](#)
  - [HSF-0302.04 \(Product and Process Validation Statistical Control Toolbox\)](#)
  - [Supplier to Supplier Shipment Instructions](#)
    - [COL-FRM-34 \(Final Product Review and Acceptance Record\)](#)
- o [HSM18 \(Boeing Drop Ship\)](#)
- o [HSM19 \(Counterfeit Avoidance and Traceability\)](#)
- o [HSM236 \(FAI Requirements\)](#)
  - [AS9102 Rev B Forms](#)
  - [QC-1700.00 FAI Report Review Checklist](#)
- o [HSC16199 \(Critical to Quality Characteristics\)](#)
  - [KPC Management Form 0996](#)
  - [Supplier Self-Selected KPC Summary Sheet HSF 5138](#)
  - [Safety Part Training \(Flight Safety\)](#)
  - [Sub-tier Safety Part Training](#)
  - [CTQ Non-Safety Training](#)
- o [CEP100 \(Configuration Management Requirements\)](#)
- o Engineering Changes:
  - [EC Disposition Codes](#)
  - [HSF-2513.91 \(Supplier/Subcontractor Engineering Change Request\)](#)
  - [Engineering Change Justification Form](#)
- o [MISH List](#)
- o [COL-FRM-0087 \(Quality Control Action Requirements\)](#)
- o [QN Template](#)
- o [HSF5105 \(Frozen Process-Non HSC16199 Approval Form\)](#)



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# HOUSEKEEPING-CONTACT INFORMATION

- Your Collins SQAR is the primary point of contact for all DQR/ inspection questions or concerns.
- For recertifications or general housekeeping related items, please reach out to [DQRCertification@collins.com](mailto:DQRCertification@collins.com)
- For general supplier portal issues (passwords, access, DUO MFA) call 1-833-370-0189 or 1-229-635-4595.
- If errors or issues are present at any step in the iLot process, (unable to publish, revision mismatches, etc.) please enter an SSI help desk ticket in the supplier portal: *Help & Training-> Contact Help Desk.*



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# SUPPLIER SOURCE INSPECTION TRAINING

**Conclusion**  
What's Next?



# SUPPLIER SOURCE INSPECTION TRAINING

DQR TRAINING: COURSE COMPLETE- WHAT'S NEXT?



You have completed the Collins Aerospace Power & Controls DQR Training course. Ensure you have thoroughly reviewed and understand the requirements outlined in this training and in HSM17. Proceed to the supplier portal to complete the Collins DQR exam. It is recommended that you open this training and HSM17 when completing the exam.



# SUPPLIER SOURCE INSPECTION TRAINING

DQR TRAINING: COURSE COMPLETE- WHAT'S NEXT?

## New DQRs

Submit the following to your SQAR (DQR application package):

- ASQR01- Form 7 (and resume if applicable)
- ASQR01- Form 8 if applicable
- AS13001 certificate
- Collins DQR Training (this course) certificate.

## Recertifying DQRs

Submit the following to [DQRCertification@collins.com](mailto:DQRCertification@collins.com):

- AS13001 certificate
- Collins DQR Training (this course) certificate.

Please review the new & recertifying DQR process flow documents on the supplier portal for more detail: *Help & Training->Forms & Documents->Supplier Portal Training Documents Page-> Power & Controls Standard Work/ DQR Certification*

### **DQR Process**

Collins initiated the Designated Quality Representative (DQR) program in 2003. The DQR program enables a Collins-approved supplier representative to perform over inspection activities and release product shipments on behalf of Collins. Suppliers shall use the DQR process for **all** shipments of Collins product to Collins facilities or to drop ship product to Collins customers.

#### **New DQRs:**

New DQR candidates must submit a form 7 (DQR Candidate Application) to their Collins SQAR for approval. Upon acceptance, the DQR candidate can proceed with the additional requirements found in the "Steps to Become a DQR" link below. DQR Forms can be found in the "DQR Forms and Training" section below. If there are questions or uncertainty about your assigned SQAR please contact [DQRCertification@collins.com](mailto:DQRCertification@collins.com)

- [Steps To Become a DQR](#)

#### **DQR Re-Certification:**

Existing DQRs are required to recertify every three years, in alignment with their AS13001 expiration date. Failure to do so will result in permissions being removed. DQR re-certification requirements are outlined in the "DQR Re-certification Process" link below. Re-certifications packages should be sent to [DQRCertification@collins.com](mailto:DQRCertification@collins.com), and copy your Collins SQAR on the submission. Questions can be sent to [DQRCertification@collins.com](mailto:DQRCertification@collins.com) and/or to your Collins SQAR.

- [DQR Re-certification Process](#)



# THANK YOU!

