

6 August, 2024

Subject: Collins Aerospace Interiors Documentation Requirements & Expectations

Dear Valued Supplier,

Over the past 12 months, documentation issues have become increasingly prevalent across the Interiors supply base – currently greater than 25% of the monthly issues received. We take these issues seriously, as they degrade customer satisfaction by impacting our ability to move parts into inventory for production.

As an Interiors supplier, we expect compliance with our applicable quality flow down document. For ease of access, here are the links to those documents on our portal(s):

RTX Portal:

[Collins Aerospace ASQR-01 Rev14](#)

Legacy Rockwell Collins Portal:

[BE PUR 7.4.3](#)

[COL-ASQR-PRO-0003](#)

Common issues currently observed include the following:

First Article Inspection Reports:

- Report not sent to receiving site
- Report not signed
- Missing traceability to material certificates or missing certificates
- Discrepant or missing data on the report

Certificate of Conformance/Compliance:

- Use of white out on document
- Missing document
- Missing Special Process and Burn Certs
- Incorrect information on document

Interiors is currently developing an audit checklist to identify gaps throughout the development of documentation. In addition, we will host virtual training sessions with recordings published on our supplier portals. More information will be shared as these sessions are scheduled. In the meantime, please revisit the requirements above and take immediate action to correct any potential escapes identified in your documentation.

Please contact your Interiors Supplier Quality focal or your Buyer with any questions or for additional support.

Your Partner in Aerospace,

Dawn Charleston
Director, Supplier Quality and Compliance, Interiors
Collins Aerospace