

Purchasing- requirements Attachment A

ALLEN AIRCRAFT PRODUCTS  
MINIMUM REQUIREMENTS FOR SUPPLIERS AGREEMENT

Allen Aircraft Products has implemented an ISO 9001:2000/AS9100, revision "A" quality management system and in complying with the purchasing requirement, we have defined herein our minimum requirements for suppliers, present and future. Current suppliers who have a history of satisfactory performance have been grandfathered.

Whether you are a supplier selected by us or customer-designated, you must agree to these requirements and so signify by signing this document and returning a copy to us.

These are the basic requirements; product or service specific requirement, delivery dates and price will be defined in the purchasing document.

1. Notify our Purchasing Department of any problems in meeting our quality, quantity, delivery, or price requirements.
2. Notify the Purchasing and/or Quality Manager for any deviation from specified requirements.
3. Notify the Materials Manager of a pending price increase, including justification.
4. Ensure we receive the quantity ordered.
5. Ensure that materials, parts, and subcontracted services meet our specified requirements.
6. Ensure on-time delivery.
7. Agree that non-conforming material or parts can be automatically returned, at your expense and/or issue a credit memo within 10 business days.
8. Provide certificates of conformance or analysis, when required.

A corrective action request (CAR) will be forwarded to you when:

- a) A late delivery halts our production process or causes a late delivery to our customer.
- b) Parts are not manufactured to specification or negatively impacting our production or delivery schedule.  
or
- c) Subcontracted services, such as heat-treating, plating, etc. are not performed to specified requirements and results in our not meeting production or delivery requirements.

You agree to respond, in writing, to a CAR within ten (10) business days.

Following three successive corrective action requests, the supplier will be placed on a probationary status until we are in receipt of three conforming shipments.

**Failure to respond and take effective corrective action will result in the losing their approved-supplier status .**

Customer-specified suppliers, who do not adequately address our requests for corrective action will be reported to the customer for appropriate action.

Allen Aircraft Products, Inc. values its suppliers and appreciates their efforts on our behalf; therefore, we will make every effort to assist in resolving any problems to our mutual satisfaction.

Please call us with any questions or concerns.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Trey Mann, VP Corporate/Procurement Manager

Supplier: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Allen Aircraft Products, Inc.**  
**Supplier Quality Requirements**  
**Attachment B**

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Suppliers of products, manufacturing, processes and services for Allen Aircraft Products Inc. agree to comply with the following quality requirements. These requirements are a minimum and others may be added by annotation on a purchase order.

Supplier Shall:

Maintain and implement a Quality System that includes a Quality Manual and procedures to cover the following subject areas:

**Control of Documents and Data** – The supplier must maintain effective documented procedures that ensure documents and data affecting product quality are controlled including:

- ◆ Documents are reviewed and approved prior to issue.
- ◆ Documents are reviewed and updated when necessary and Re-approved.
- ◆ Documents are available at all locations where operations essential to the quality system are performed.
- ◆ Documents remain legible and readily identifiable.
- ◆ Documents of external origin are identified and controlled.
- ◆ Control and index documents and data to prevent use of invalid or obsolete documents and identify obsolete documents that are maintained for legal or history purposes.

**Control of Records:** The supplier must maintain effective procedures for identification, collecting, indexing, accessing, filing, storage, maintenance and disposition of quality records. All records related to the product will be maintained for at least 10 years.

**Resources:** The supplier is responsible to provide the necessary resources to implement and maintain the quality management system and continually improve its effectiveness.

**Training:** The supplier must determine the competency for personnel performing work affecting product quality and provide training or other actions if needed. In addition, insure that personnel are aware of the relevance and importance of their activities and how they contribute to achieving the quality objectives.

**Infrastructure:** Suppliers must provide and maintain the infrastructure needed to achieve conformity to product requirements including workspace and associated utilities, process equipment and supporting services.

**Planning:** Suppliers must plan and develop the processes needed for product realization. Planning requirements for the product should include processes, documents, resources, verification, validation, monitoring, inspection and test activities and the criteria for product acceptance.

**Determining and reviewing requirements related to the product:**

These are activities that are carried out by the supplier before signing the contract to ensure that the customer requirements for quality are adequately defined, free from ambiguity, documented and can be realized by the supplier.

**Design Control:** When necessary, the supplier must have in place procedures that establish and maintain effective control including verification and validation of the design of a product in order to meet specific requirements required by a customer including design changes.

**Purchasing:** The supplier must ensure that purchased products conform to the specified requirements. The process includes the selection, evaluation and re-evaluation of their suppliers. Purchasing information must include requirements for:

- ◆ Approval of product, procedures, processes and equipment.
- ◆ Qualification of personnel.
- ◆ Quality management system.

**Control of Production and Services:** The supplier must plan for and carry out production and service in controlled conditions that includes the availability of information describing the product, work instructions, equipment, monitoring and measuring, and release delivery activities.

**Validation of processes (special processes):** When applicable, the supplier will validate processes where the end result cannot be verified by measuring and monitoring. Validation will include as applicable:

- ◆ Defined criteria for process review and approval.
- ◆ Approval/ validation of equipment.
- ◆ Qualification of personnel.
- ◆ Defined methods and procedures.
- ◆ Required records.
- ◆ Revalidation, if required.

**Identification and Traceability:** The supplier must maintain an effective method for identifying a product and the status of the product from the raw material to the installation phase as applicable to the end product stages for which the supplier is responsible.

**Customer Property:** The supplier must maintain an effective method to identify, verify, protect and safeguard customer property. Customer property that is lost, damaged or otherwise found unsuitable must be immediately reported to the customer.

**Preservation of the Product:** The supplier must maintain effective methods to control the identification, handling, storage, packaging, preservation and delivery of a product.

**Control of Measuring and Monitoring Devices:** The supplier must maintain effective methods to control, calibrate, and maintain inspection, measuring, and test equipment used by the supplier to verify conformance of the product quality requirements.

**Internal Audits:** The supplier must maintain effective documented procedures for the planning and implementation of internal audits to verify that the quality system is effective and complying with the quality manual and procedures.

**Monitoring and Measurement of Processes:** The supplier must apply suitable methods for monitoring and measuring quality management processes. Methods demonstrate that the processes achieve planned results.

**Monitoring and Measurement of Product:** The supplier must maintain effective methods for inspection and testing activities that verify quality requirements of a product are met and documented. These methods/ activities must cover receiving inspection, in-process inspections, final inspections, and documentation. The supplier must be able to identify the inspection and test status of product at different stages of production.

**Control of Nonconforming Material:** The supplier must maintain documented procedures to ensure that non-conforming product is prevented from unintended use or shipment to the customer.

**Corrective and Preventive Actions:** The supplier must maintain procedures that provide for corrective and preventive actions to improve the product and prevent nonconformities.

**In addition to maintaining an approved quality system, the supplier also agrees to the following:**

- ◆ Answer in an expeditious manner all audit findings presented to the supplier. Finding replies will address the nonconformity and action taken to prevent its recurrence in the future.
- ◆ Notify Allen Aircraft Products, Inc. Quality Assurance Department of any changes in the Quality Organization structure or plan and of any events or situations that would affect the quality of the provided product or service.
- ◆ Perform and document First Article Inspection when required. Copies of documented First Article Inspection will be provided to Allen Aircraft Products Receiving Inspection with the first shipment of products.
- ◆ When required provide a Certificate of Conformity to an Allen Aircraft Products drawing or specification.
- ◆ When necessary the supplier agrees to provide access and assistance to representatives of Allen Aircraft Products Inc., Allen Aircraft Customers, and or regulatory authority (FAA) when visits, audits, and product audits/ inspections are required at the supplier's facility.
- ◆ The supplier agrees to notify Allen Aircraft Products, Inc., of all design changes affecting the form, fit or function of the product, process or service conducted for Allen Aircraft Products Inc.

Please notify us with any questions or concerns.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Mark A. Ault, Director of Quality

Supplier: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_