Information for External Providers

P-843 Approval

On File

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Table of Contents

INFORMATION FOR EXTERNAL PROVIDERS – REQUIREMENTS

1. PURPOSE

1.1 General

Frontier Aerospace Corporation (FAC) established this procedure in order to document the flow down of additional requirements listed on the Purchase Order to External Providers for products and/or services to be procured.

1.2 Application

This procedure applies to all FAC's procurement documents issued to External Providers that provide products and/or services that either achieve compliance to, or manufactured in accordance with, drawings and specifications to be used in, or for the processing of, products sold by FAC.

1.3 Responsibility for Implementation

a) External Providers

b) FAC Management Team

c) Supply Chain Management Process

d) Quality Process

1.4 References

a) P-840, Control of Externally Provided Processes, Products, and Services

1.5 Definitions

External Provider: Provider that is not part of the organization and provides a product and/or service to FAC. External Providers were previously referred to as "Suppliers" and may be used interchangeably.

Purchase Order Provisions: Requirements that External Providers are to meet on the Purchase Order (PO), as defined herein this documented procedure. These are listed as 'P' followed by a number.

2. GUIDELINES

Section 2.1 details purchase order provisions P1 through P25, which are REQUIRED, as applicable, for all External Providers. These purchase order provisions are a requirement of the Purchase Order.

Section 2.2 details purchase order provisions P26 through P30, which ONLY APPLY if specifically flowed down on the Purchase Order.

In the event that a purchase order provision cannot be met, FAC shall be notified immediately prior to processing of the Purchase Order.

2.1 REQUIRED PURCHASE ORDER PROVISIONS

P1 Flow Down of Requirements

External Provider shall flow down all applicable purchase order provisions to the supply chain, including its direct and sub-tier External Providers, to ensure requirements are met.

P2 Quality Management System (QMS)

External Provider shall maintain a QMS in compliance with an International Organization for Standardization (ISO), Aerospace Standard (AS) or Military Standard equivalent QMS for the items covered herein. Widely-recognized government or industry quality management system standards should be used as guidelines. FAC reserves the right to review the External Provider's QMS.

P3 Right of Access

External Provider shall grant right of access to FAC, FAC's customer and regulatory authorities, at any level of the supply chain, to all applicable areas of all facilities involved in the order and to all applicable records.

P4 Documentation

All Packing Slips and Invoices must state FAC's Purchase Order Number and Job Number. The following is required for every order, unless otherwise noted below:

- Certificate of Conformance, required (reference P5)
- Dimensional Inspection Report, required for Fabrication/Machining External Providers
- AS9102 FAIR, required if P28 flowed down on PO

The dimensional inspection report shall consist of actual values obtained per drawing, specification and/or requirements. FAC reserves the right to verify any or all the characteristics documented on the dimensional inspection report either at FAC or at External Provider's facility.

P5 Certificate of Conformance

External Provider shall provide a Certificate of Conformance with each delivery attesting that products and/or services conform to all requirements on the PO and that all required test and inspections have been performed, including the following:

- Part number, with revision level
- Quantity
- Signature of Quality Representative
- All applicable specifications, with revision levels

Raw material certifications including chemical and physical test reports are required to be accompanied with delivery. Documentation shall show full chain of custody for raw materials and/or finished items from manufacturer to seller, including all certifications issued by direct and sub-tier External Providers. The Certificate of Conformance and associated documentation supplied as evidence of purchase order fulfillment must be in English.

Furnished product shall be new, in the unused condition, and if applicable, should be with 75% minimum of original shelf-life remaining.

P6 Requirements for Conformance

External Provider shall use a representative item from the first production run of a new part or assembly to verify that the production processes, production documentation and tooling are capable of producing parts and assemblies that meet requirements. This process shall be repeated when changes occur that invalidate the original results (e.g., engineering changes, manufacturing process changes, tooling changes).

External Provider shall follow all requirements stated on the Purchase Order, including applicable drawings, specifications, process instructions, special requirements, etc. to ensure conformity of product. Current revisions at time of PO issuance, of any applicable drawings, specifications, etc. shall be used, unless otherwise specified.

Neither surveillance, inspection, and/or tests made by FAC at either External Provider's or FAC's facility, nor External Provider's compliance with all applicable requirements, shall relieve the External Provider of the responsibility to furnish products which conform to the requirements of the Purchase Order.

P7 Qualification of Personnel

External Provider shall ensure that their personnel performing work affecting conformity to product/service requirements shall be competent on the basis of appropriate education, training, skills and experience, including awareness of the following:

- Their contribution to product or service conformity
- Their contribution to product safety
- The importance of ethical behavior

When applicable, External Provider shall only use certified personnel. External Provider shall maintain the expected level of competence, training and awareness for all work performed for FAC.

P8 Changes Notification

Prior to processing and delivery, External Provider shall notify FAC of changes in processes, products and/or services, including product obsolescence and/or substitution, changes in its External Providers or location of manufacture. When required, FAC's approval shall be obtained.

P9 Subcontracting

Products, processes, and/or services shall not be subcontracted without written approval from FAC.

If written approval from FAC is obtained, applicable purchase order provisions shall be flowed down to direct and sub-tier External Providers.

P10 Quality Planning

External Provider shall plan and develop the processes needed for product realization. As appropriate, the External Provider shall determine, at a minimum, the requirements for approval of product and/or service, procedures and equipment.

P11 Control of Monitoring and Measuring Equipment

For any equipment used to monitor, control, manufacture, test, or measure products and/or processes, External Provider shall maintain a calibration system in compliance with ANSI/NCSL Z540.3, ISO 10012, ISO 17025 and/or the equivalent.

If applicable equipment is found not to conform to requirements, External Provider shall determine if the validity of the previous measuring results had been adversely affected. If so, External Provider shall take appropriate action on the equipment, as well as any impact on product. FAC shall be notified if any product was affected.

P12 Sampling Plans

When utilizing sampling inspection as a means of product acceptance, the sampling plan shall be justified on the basis of recognized statistical principles and appropriate for use (e.g., matching the sampling plan to the criticality of the product and to the process capability), based on either ANSI Z1.4, ANSI Z1.9 and/or equivalent. Acceptance Quality Limit (AQL) shall be based on c=0 (accept on 0, reject on 1).

P13 Lot Integrity

Products supplied shall be from the same batch, lot/heat number, date code and/or cure date unless otherwise authorized by FAC in writing.

P14 Identification and Revision Status

External Provider shall maintain identification and revision status of all documented information provided by FAC, including, though not limited to drawings, specifications, process requirements, inspection instructions, and other relevant product/order documentation.

Where serialization is a requirement, the External Provider shall control the unique identification of the product. Where appropriate, the External Provider shall identify the product by suitable means throughout product realization to maintain the identification of the configuration in order to identify any differences between the actual configuration and the procured configuration.

Serialized product must have serial numbers listed on the Certificate of Conformance, Packing List, etc.

P15 Raw Material Traceability

All products manufactured under the Purchase Order shall be traceable to raw materials used.

Traceability to raw materials used shall include, as applicable, but not limited to, manufacture lot number/date code/serial number, material type, specification number, etc. External Provider shall record sufficient identification information to adequately identify all material in such a manner that full traceability of raw materials used is included.

P16 Preservation of Product

External Provider shall preserve the product during internal processing and delivery to FAC in order to maintain conformity to requirements.

As applicable, preservation shall include identification, handling, packaging, storage and protection. Preservation of product shall be in accordance with product specifications and applicable statutory/regulatory requirements, and include provisions for the following:

- Cleaning
- Prevention, detection and removal of foreign objects
- Special handling for sensitive products
- Marking and labeling including safety warnings
- Shelf-life control and stock rotation
- Special handling for hazardous materials

P17 Packaging & Shipping

External Provider shall ensure product is packaged to prevent shipping damage. This includes use of specially designed shipping containers and/or good commercial practices as deemed necessary.

Special packaging requirements are to be followed if specified on the Purchase Order.

P18 External Provider Performance

External Providers are reviewed periodically for both conformity (of products, processes, and/or services) and on-time delivery. External Providers not meeting External Provider performance may be issued a corrective action and may be relegated to “Conditional/Limited” or “Disapproved” approval status.

P19 Nonconforming Product

External Provider shall ensure that product which does not conform to product requirements is identified and controlled to prevent its unintended use or delivery.

If nonconforming product has been shipped to FAC, FAC shall be immediately notified verbally and in writing, as soon as nonconforming product has been detected, though no later than 72 hours after discovery.

All products furnished are subject to receiving inspection and may be returned at External Provider’s expense if found to be nonconforming.

P20 Nonconforming Product Disposition

Written approval shall be obtained from FAC’s Quality Manager regarding nonconforming product disposition.

External Provider shall make certain that reworked product has no adverse effect on safety, performance, interchangeability or reliability, and within applicable requirements.

Product dispositioned for scrap shall be conspicuously and permanently marked, or positively controlled, until physically rendered unusable.

External Provider shall not use dispositions of use-as-is (UAI) or repair, unless specifically authorized by FAC's Quality Manager, if the nonconformity results in a departure from the Purchase Order requirements.

All documented information regarding the nonconforming product and FAC's disposition shall be included with the delivery.

P21 Corrective Action

When applicable, the External Provider shall eliminate the causes of nonconformities in order to prevent recurrence. External Provider shall determine and implement actions needed, and review the effectiveness of the corrective actions taken, in order to prevent shipment of nonconforming product to FAC.

If requested by FAC, External Provider shall provide timely root cause and corrective actions, based upon due date provided to External Provider.

P22 Retention of Documented Information

External Provider shall control the established documented information to provide evidence of conformity to requirements and retain them for a minimum period of ten (10) years, unless otherwise specified on Purchase Order.

Established documented information shall remain legible, readily identifiable, retrievable and if retained as evidence of conformity, be protected from unintended alterations.

When documented information is managed electronically, data protection processes shall be defined (e.g., protection from loss, unauthorized changes, unintended alteration, corruption, physical damage).

P23 Foreign Object Debris/Damage (FOD) Prevention

External Provider shall have a documented procedure and process in place to prevent foreign object debris and/or damage.

P24 Hazardous Material Handling

External Provider and their sub-tier External Providers shall minimize or avoid the use of any hazardous material with special emphasis on the following:

- Environmental Protection Agency (EPA)'s List of 17 Target Chemicals
    - https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=93000PAJ.TXT
- Department of Defense (DoD)'s Top 10 Toxics Release Inventory (TRI)-Listed Chemicals
    - https://www.epa.gov/toxics-release-inventory-tri-program/tri-listed-chemicals

P25 Counterfeit Parts Prevention

For External Providers furnishing materiel (i.e., material, parts, assemblies or other procured items) and/or electrical, electronic, and electromechanical (EEE) parts, External Provider shall establish and maintain a Counterfeit Parts Prevention and Control Plan per AS6174 (for materiel) and/or AS5553 (for EEE parts), respectively, to ensure counterfeit parts are not delivered to FAC. Reference to “parts” herein shall apply to both “materiel” per AS6174 and/or “EEE parts” per AS5553.

Counterfeit parts prevention program should consider the following:

- Training of appropriate persons in the awareness and prevention of counterfeit parts
- Application of a parts obsolescence monitoring program
- Verification and test methodologies to detect counterfeit parts
- Monitoring of counterfeit parts reporting from external sources
- Quarantine of suspect counterfeit and counterfeit parts

External Provider shall:

- Ensure that counterfeit parts have not been delivered and shall ensure that only new and authentic materials are used in parts delivered to FAC.
- Only purchase parts directly from OEM (original equipment manufacturer) or OCM (original component manufacturer) or authorized manufacturers, authorized distributors, or other legally authorized sources.
- Maintain a method of commodity and item level traceability for assuring traceability of parts to the original (OEM/OCM) or authorized manufacturers, authorized distributors, or other legally authorized sources.

Immediately notify FAC with the pertinent facts if External Provider becomes aware or suspects that it has furnished counterfeit, suspect counterfeit, unapproved, or suspect unapproved parts. If counterfeit parts are received and have been confirmed as such, they will not be returned to External Provider in such a way that they could be reintroduced into the supply chain to be sold again.

External Provider shall provide documentation that authenticates traceability of the affected items to an OEM/OCM or authorized distributor chain that identifies the name and location of all the supply chain intermediaries from the part manufacturer to the direct source of the product.

2.2 ADDITIONAL PURCHASE ORDER PROVISIONS

The following ONLY apply if specifically flowed down on the Purchase Order:

P26 Design and Development Control

External Provider shall maintain design and development (D&D) control including planning, inputs/outputs, reviews, verification, and validation activities.

External Provider shall also ensure control of D&D changes and maintain records. FAC shall be notified of any design changes that affect FAC's requirements, prior to implementation of design changes.

P27 Test Specimens

External Provider shall provide test specimens for inspection, verification, investigation, and/or auditing purposes.

P28 AS9102 First Article Inspection

External Provider shall perform first article inspection (FAI) in accordance with requirements of AS9102. The first article inspection report (FAIR) shall accompany each delivered order (electronic transmission is allowable).

FAI report (FAIR) shall consist of actual values obtained per drawing, specification and/or requirements. The FAI part must be clearly identified by an external identification marking (though not affect its product conformity). FAC reserves the right to verify any or all the characteristics documented on the FAIR either at FAC or at External Provider's facility.

P29 100% Inspection

External Provider shall perform 100% inspection of each delivered part in accordance with the drawing and any applicable documentation. The inspection report shall accompany each delivered part (electronic transmission is allowable).

The inspection report shall consist of actual values obtained per drawing, specification and/or requirements. FAC reserves the right to verify any or all the characteristics documented on the inspection report either at FAC or at External Provider's facility.

P30 Source Inspection

FAC, its customers and/or government agency representatives will inspect the products submitted on the applicable Purchase Order at the External Provider's facility.

External Provider shall notify FAC five (5) days in advance when order is ready for source inspection.

External Provider is required to hold all parts at External Provider's facility until completion of source inspection at which time the External Provider may ship to FAC. The method of product release must be a stamp or signature by FAC's Quality Representative on the External Provider's inspection or shipping documents.

Source inspection acceptance by FAC, its customers and/or government agency representatives shall neither constitute final acceptance of the items procured, nor shall it relieve the External Provider of their responsibility to furnish acceptable product.

3. RECORDS

3.1 General

Records related to the flow down of requirements to External Providers shall be maintained in accordance with documented procedure, 'P-750, Documented Information'.

4. REVISION HISTORY

Revision	Date	Revision Record
NC	04/20/2022	All prior revisions.
A	06/30/2023	Was 'QD-841, Supplier Quality Flow Down Requirements'. Completely revised.
B	07/21/2023	Revised Section 1.5, definition for "Purchase Order Provisions" Added the following to P4, Documentation: - "Dimensional Inspection Report, required for Fabrication/Machining External Providers." - "The dimensional inspection report shall consist of actual values obtained per drawing, specification and/or requirements. FAC reserves the right to verify any or all the characteristics documented on the dimensional inspection report either at FAC or at External Provider's facility." Changed title of P28 from "First Article Inspection" to "AS9102 First Article Inspection. Revised the following to P28, First Article Inspection: - From "First article inspection (FAI) shall be performed in accordance with the requirements of AS9102." - To "External Provider shall perform first article inspection (FAI) in accordance with requirements of AS9102. The first article inspection report (FAIR) shall accompany each delivered order (electronic transmission is allowable)." Removed the following from P28, AS9102 First Article Inspection and added to P6, Requirements for Conformance: - "External Provider shall use a representative item from the first production run of a new part or assembly to verify that the production processes, production documentation and tooling are capable of producing parts and assemblies that meet requirements. This process shall be repeated when changes occur that invalidate the original results (e.g., engineering changes, manufacturing process changes, tooling changes)." Added the following to P29, 100% Inspection: - "The inspection report shall consist of actual values obtained per drawing, specification and/or requirements. FAC reserves the right to verify any or all the characteristics documented on the inspection report either at FAC or at External Provider's facility."