

Yulista Tactical Services (YTS) SQ-200 Supplier Quality System Requirements

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Purpose

The intent of this document is to serve as a requirement and a general guide to the extent that quality control is required for suppliers and subcontractors. For the purposes of this document, suppliers and subcontractors will be collectively referred to as “suppliers” and the Purchase Order (PO) or Subcontractor Agreement issuer will be referred to as “contractor.” “Purchasing Representative” refers to the contractor’s buyer.

Applicability

The requirements contained in this document must be adhered to by the supplier. In the event a supplier desires an exception to the requirements contained herein, a Supplier Deviation Request (Appendix A) shall be submitted to the Purchasing Representative (Buyer) in order to retain the contractor’s Quality Team approval, prior to acceptance of a PO. If a conflict exists between the provisions of this document and those of the PO, the PO shall take precedence.

Supplier Contribution to Product Safety

The supplier is responsible for providing conforming product(s) and/or service(s) regardless of any outsourcing or involvement of sub-tier suppliers at any point in the supply chain. The supplier shall handle all products as to not cause harm to the end user.

The supplier shall establish safe practices within its organization in order to protect the life and health of employees, contractors, subcontractors, and other personnel in supplier facilities. These practices will be implemented to prevent loss through injury, disablement, or damage to property, materials, equipment or the environment. The supplier shall also enforce the importance of ethical behavior within its work place, as well as within any applicable element of its supply chain. More information regarding ethical requirements of suppliers can be found in YD-PUR-10-1 which can be accessed at <http://yulistaaviation.com/assets/files/YD-PUR-10-1 YULISTA SUPPLIER CODE OF CONDUCT.pdf>

Supplier Interactions with the Contractor

Changes in pricing, delivery specifications, scope of work and other direction shall be communicated to the supplier in writing by the contractor’s Purchasing Representative. Failure to comply with this requirement will be cause for rejection of shipment as nonconforming material and/or disapproval from the contractor’s Approved Vendor List (AVL).

Deviations and Substitutions

The supplier is required to comply with the specific requirements of any associated PO or Subcontract. No deviations, changes and/or substitutions in material, design, specifications, product configuration, or operating performance are permissible unless documented by a change order generated by the contractor’s Purchasing Representative. Failure to comply with this requirement will be cause for rejection of shipment as nonconforming material.

Acronyms

ANSI	American National Standards Institute
ATP	Acceptance Test Plan
AVL	Approved Vendor List
AWS	American Welding Society
BTP	Build to Print or Build to a drawing
CC	Critical Characteristics

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CSI	Critical Safety Items
ESD	Electrostatic Discharge
FAI	First Article Inspection
FIFO	First In - First Out
FOD	Foreign Object Damage
GHS	Globally Harmonized System
GIDEP	Government-Industry Data Exchange Program
HAZMAT	Hazardous Material
MIL-SPEC	Military Specification
MTR	Material Test Report
NIST	National Institute of Standards and Technology
ODC	Ozone Depleting Chemical
ODS	Ozone Depleting Substance
OSHA	Occupational Safety and Health Administration
PO	Purchase Order
QMS	Quality Management System
QPD	Qualified Product Database
ROHS	Restriction of Hazardous Substances
SCAR	Supplier Corrective Action Request
SDS	Safety Data Sheet
SOW	Statement of Work
SPC	Statistical Process Data

QC-01 Process Control

The supplier shall maintain control and approval of all manufacturing processes, such as welding, soldering, plating, painting and inspection processes used in the fulfillment of any associated PO. The supplier shall maintain objective evidence of process qualification in accordance with applicable specifications; the approval status of which will be subject to review and may be disapproved by the contractor. Any deviation from required materials and/or processes that affect fit, form, or function shall be reported to the contractor's Purchasing Representative in order to obtain contractor's quality approval prior to use or application.

The supplier shall notify the contractor's quality department via the Purchasing Representative identified on the PO of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain the contractor's approval prior to delivery of product(s) and service(s).

QC-02 Approval of Products and Services

Supplier acceptance of a PO indicates that the supplier has the full capability and all elements necessary to provide conforming product(s) and/or service(s) to the contractor for all products and/or services described in a PO. Elements include, but are not limited to, tooling, equipment, capacity and qualified personnel. Delivery of non-conforming product due to insufficient, or inadequate, resources for these elements may result in disqualification from the AVL. Approval is based upon conformity as determined by the contractor's internal inspection and test procedures. Contractor acceptance does not absolve the supplier from providing acceptable product.

QC-03 Release & Disposition of Products and Services

Supplier conformance with this document as well as a PO are required before the release of product(s) and/or services to the contractor. Non-conforming product will not be delivered to the contractor unless prior authorization is received in writing from the Purchasing Representative. The

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supplier shall also immediately notify the contractor's Purchasing Representative in writing of all non-conforming product malfunctions, defects, and un-airworthy conditions found after delivery. Any technical data, excess material or other items provided to the supplier by the contractor are subject to approval by the contractor prior to disposition.

QC-04 Right to Access: Surveys and Audits

Upon notice, supplier facilities and operations may be surveyed at any level of the supply chain either before or after the placement of any PO in order for the contractor to verify the supplier has the capabilities necessary to supply a product of consistent quality. When appropriate, the PO will detail any additional rights to inspect the vendor's premises and applicable records by Yulista, the customer and/or appropriate authorities. Upon notice, audits may be conducted to determine compliance with purchase requirements and the requirements of this document.

QC-05 Sub Tier-Suppliers

The supplier is required to assure that their sub-suppliers maintain an adequate inspection and quality system to assure product conformance. Each inspection or testing activity shall have documentation that describes detailed requirements such as parameters to be checked, statistical methods, sampling plan, nonconformance criteria, etc. Suppliers must flow down all requirements on any associated PO or subcontract agreement, including key characteristics, to all sub-suppliers. The use of sub-suppliers does not release the supplier of responsibility for the end product or service to the contractor.

QC-06 Supplier Qualification and Continued Measurement

The supplier shall have a quality management system (QMS) or industrial reputation that is acceptable to the contractor. Suppliers already certified to ISO9001, AS6081, AS9100, AS9110, AS9120, or are FAA Part 145 Repair Station-approved are preferred. One or more of the following will determine qualified suppliers, as well as a suppliers' on-going presence on the AVL: anti-counterfeiting programs; manufacturing and engineering capability surveys; product evaluation; compliance of procured material with PO requirements; quality system audits; and/or the promptness and effectiveness of corrective action taken by the supplier. A supplier's on-going presence on the AVL will be contingent upon satisfactory delivery performance, incoming inspection results, service levels and periodic reviews.

Continued measurement of approved suppliers is based on the aforementioned elements in the form of a supplier rating. This rating will provide comparative measures for determination of procurement sources and is calculated by a combination of the following: product acceptance is 40% of the overall score to include all non-conformances found during any inspection or testing process; on-time delivery performance is 30% of the overall score; customer satisfaction is 30% of the overall score and is calculated based upon the supplier's performance to include response time, frustrated deliveries, field escapes, Supplier Corrective Action Request SCAR(s) and results of source inspections.

QC-07 Supplier Quality System Requirements and Improvements

The supplier's quality system shall include a process that ensures professional services and products are initially tested and periodically re-tested in order to assess the supplier's ability to meet all requirements. All workmanship and engineering specifications shall be documented.

The supplier's quality system should be documented in a quality manual and traceable to a standard subset of procedures and work instructions. It shall be the responsibility of the supplier to perform

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internal audits on a periodic basis, and to maintain a quality system in compliance with terms agreed upon with the contractor.

The supplier shall establish and maintain a quality improvement program to improve and sustain the quality and reliability of the processes/product. The program shall be active and contain a prioritized list of scheduled quality issues being addressed. Completed internal corrective action reports made by the supplier shall be maintained in a recurrence file. Whenever it is suspected that a quality problem may be a recurrence of a similar problem on which a corrective action has been completed, the supplier's recurrence file shall be examined.

QC-08 Quality Records

Suppliers' quality records for products and deliverables shall be retained by the supplier for the duration of the contract, and thereafter for three (3) years from the inspection and acceptance of the last delivery. At a minimum, records shall include product identification, quantity of product inspected, inspection procedures followed, inspector, tester, quality representative, date of inspection, and number, type, and severity of defects found. These records shall be sufficient to prove conformance to all applicable specifications and drawings. Upon request, these records shall be made available to the contractor within two (2) business days.

QC-09 Training

Supplier personnel performing inspection, testing, assembly, integration and manufacturing shall be trained for the appropriate skill they are performing. When requested, records of such training shall be made available to the contractor. Additional personnel qualifications, if any, will be indicated on a PO.

QC-10 Calibration Control

The supplier's quality organization shall audit records and equipment to ensure that no "out-of-calibration" equipment is being used during testing and inspection of products provided to the contractor. The supplier shall control the calibration of all measuring devices against certified standards traceable to the National Institute of Standards and Technology (NIST). The supplier shall notify the contractor's Purchasing Representative of any items found to be out of calibration that effect any product delivered to the contractor as soon as it is discovered including any time after delivery.

All test equipment shall be validated to assure that it has the accuracy and resolution to measure the parameters being tested. The test equipment shall maintain repeatability within its allowable tolerances. All calibration will be traceable to relevant and appropriate standards. Tools, gauges, test equipment, etc., that are inactive or that do not require calibration shall be so identified.

Supplier calibration control is subject to audit and review by a contractor quality representative.

QC-11 Required Documentation

All deliveries to the contractor shall be accompanied documents called out on the PO. Required documents shall serve as written verification that all parts, materials, processes, and finished items to be supplied under this or any associated PO or subcontract have been inspected, tested, and found to comply with the requirements of the PO. Revisions of referenced military specifications, military standards, drawings and specifications or other revision controlled requirement documents which are invoked by reference on the PO, are in effect as of the date of the PO to include drawings and specifications.

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QC-12 Traceability

The supplier shall provide objective evidence of the quality of the item supplied; including manufacturing, assembly, inspection, test and special process records. All records relating to special requirements, key characteristics, and critical safety items (CSIs) shall be clearly identified and traceable to the date and place of production, OEM or OCM. Recorded evidence shall provide the degree of traceability required to enable subsequent verification of all aspects of material, manufacture, special processes, personnel certification, variability control charts, assembly and inspection of critical characteristics (CCs).

QC-13 Inspection and Test

Each inspection or testing activity shall have documentation that describes detailed requirements such as parameters to be checked, statistical methods, sampling plan, nonconformance criteria, etc. The supplier is required to perform a final inspection before delivery to the contractor.

When required by a PO or Subcontractor Agreement, an inspection and test plan (ATP) for the control of articles furnished in accordance with this PO shall be prepared and specifically written to outline the product flow from receipt of materials through fabrication, assembly, and test operations. The plan defines the inspection points throughout the manufacturing sequence and describes what, where, and when inspections shall be implemented to control the product. Upon request, this plan will be available for review by the contractor's quality representative.

Inspection and testing results shall be recorded and analyzed using control charts or a similar technique, as appropriate, for the purpose of identifying problem areas and monitoring the effectiveness of the supplier's quality system.

When specified by the PO or contract, statistical process control (SPC) data, in supplier format, is required and should be submitted to the Purchasing Representative for contractor's Quality acceptance.

QC-14 First Part Inspection

When specified by the PO, the supplier shall submit a sample first item for dimensional and functional approval prior to making production item(s).

QC-15 First Article Inspection Report

When specified by the PO or subcontractor contract, a **COMPLETE** First Article Inspection (FAI) Report is required.

It is recommended that the supplier use AS9102 form for the FAI or another format approved by the contractor's quality department. A FAI contains complete traceability **from the top level to any sublevel parts that the supplier is providing**, to include any material certifications and testing reports provided by the contractor. The supplier may request an example of an approved FAI via the Purchasing Representative. Changes to the location of manufacturing, including sub-tier suppliers and outsourced processes, may require a FAI. The supplier should contact the contractor's Purchasing Representative in order to confirm that they are excluded from this requirement.

QC-16 Source Inspection

A source inspection is an inspection conducted by the contractor's quality representative at the supplier's location. The purpose of a source inspection is to assist the supplier in determining conformance with the PO and the specification requirements. Source inspection neither guarantees final acceptance nor does it

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relieve the supplier of the responsibility to furnish an acceptable deliverable. Source inspection requirements are specified by the PO.

QC-17 Handling, Storage, Packaging and Delivery

The supplier's packing sheet and invoices are to reflect the same military specification (MIL-SPEC) and supplier's part numbers listed on the PO or subcontractor agreement.

Materials are to be shipped in containers in keeping with good commercial practices to preclude any damage, or loss being incurred during shipping and storage. Materials in boxes shall be shipped in boxes rated for the weight contained. Where the possibility of spoilage exists, items in storage shall be date stamped, coded, etc., and used on a first in - first out (FIFO) basis.

Areas used for handling, storage, packaging, inspection, and test of products or services shall be clean, safe, and well organized to ensure that they do not adversely affect quality or personnel performance. The transporting of material shall be such as to avoid damage to the material and/or installed/completed equipment. Each container should have a consistent number of parts except the final container, which may have a quantity difference. Each container shall be identified with the part number, revision, and quantity.

QC-18 Part Identification

All items supplied to the contractor shall be identified with complete nomenclature and part numbers in accordance with the information included on the PO.

QC-19 Critical Safety Items (CSI) and Limited Life

For all critical and limited life Items, the date of manufacture or shelf life must be supplied with each limited life item. All records relating to CSIs shall be clearly identified and traceable to the date and place of production, including the OEM or OCM.

QC-20 Design Control and Technical Data Packages (TDP)

For technical data packages (TDPs) such as drawings, the supplier shall establish a process to monitor and review for quality content, errors, and errors per sheet.

QC-21 Foreign Object Damage (FOD)

Material supplied to the contractor shall be manufactured in an environment free of foreign objects, and shall be free of foreign objects upon delivery. The supplier shall have provisions for the prevention of foreign object damage (FOD) and have a course of action to implement in the event it does occur. The supplier will ensure personnel are trained and evaluated on knowledge, awareness, and responsibilities associated with FOD control, prevention, and reporting procedures.

QC-22 Counterfeit Avoidance Plan

The supplier shall have a documented plan to control, detect and avoid supplying counterfeit electronic components, ferrous and non-ferrous metals/raw materials, as well as paint, primers and composite materials to the contractor. The supplier shall immediately notify the contractor via the Purchasing Representative of any suspect counterfeit or fraudulent parts or materiel that may have been used in product delivered to the contractor.

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QC-23 Electronic Components & Circuit Card Assemblies (CCA)

The contractor will not accept electronic components from suppliers that are under a “Stop Shipment Order” as determined by the Government Industry Data Exchange (GIDEP).

Static sensitive parts will be packed in a conductive frame or with leads inserted in conductive elastomer or foam to protect them against electrical charges. External labels shall identify the package on at least two sides as containing static sensitive devices. ESD protection shall comply with American National Standards Institute (ANSI) / Electronic Static Discharge (ESD) 20.20, as applicable. Packaging, and marking, must allow for the administration of FIFO inventory control. It is preferred that all suppliers separate and identify lots containing multiple date codes. Product marking shall be in accordance with PO requirements.

Raw material deliveries shall also be compliant with the Counterfeit Avoidance section of this document. Refer to Appendix C for additional workmanship guidelines for electrical box builds and wire harnesses.

QC-24 Paint, Primer and Coatings

The contractor will only accept paint, primer and coatings that are manufactured to military specifications (MIL-SPEC) from qualified product database (QPD) approved manufacturers, as determined by the QPD. The QPD database must be accessed (<http://qpldocs.dla.mil>) to verify that the correct combination of color/type/class, etc. is approved, and a manufacturer for this combination must be used.

Paint, primer and coating deliveries shall also be compliant with the Counterfeit Avoidance section of this document and are subject to audit and review by a contractor quality representative

QC-25 Raw Material

All raw material, as well as material to be used for build-to-print or modification projects must be identified per the applicable specification including: plates, bars, extrusions, sheets of aluminum, steel, or other material. The material shall be marked with material type and PO number in indelible ink.

Raw material deliveries shall be accompanied by a material test report (MTR) to provide evidence that the material used meets the requirements of the drawing. MTRs are required and shall contain a chemical and physical test report, including actual test results from samples representative of the material shipped under this or any associated PO or Subcontract Agreement.

Raw material deliveries shall also be compliant with the Counterfeit Avoidance section of this document.

QC-26 Hazardous Material (HAZMAT)

All material requiring a safety data sheet (SDS) will be in compliance with the Globally Harmonized System for Hazard Communication (GHS) in accordance with The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard 29 CFR 1910.1200 which requires a "downstream flow" of information, addressed as "FAX on Demand" described requirements of the regulation as stated in 1910.1200 paragraphs (g)(6)(i) thru (g)(7)(vii) of the standard.

Suppliers shall not use any Class 1 ozone depleting chemical/ozone depleting substance (ODC/ODS) identified at the manufacture, or in support of items required by the contractor unless a waiver is obtained from the Government via the contractor’s Purchasing Representative (Buyer).

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All suppliers support service activities shall be in compliance with applicable federal, state, and local environmental laws and regulations.

QC-27 Welding

Unless otherwise specified on the PO, Statement of Work (SOW) or drawing, all areas to be welded shall meet the welding requirements defined in ANSI and American Welding Society (AWS) Structural Welding Code, as applicable. Supplier welding processes are subject to audit and review upon notice by the contractor quality representative.

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Referenced Documents

- 29 CFR 1910.1200 OSHA Hazard Communication Standard
- American National Standards Institute (ANSI)
- American Welding Society (AWS) Structural Welding Code
- AS9100 Quality Management Systems: Aviation, Space & Defense OrganizationsAS9102 First Article Inspection (FAI) Report Requirements
- AS9110 Aerospace - QMS Requirements for Maintenance Organizations
- AS9120 Quality Management Systems - Aerospace Requirements for Distributors
- Electronic Static Discharge (ESD) 20.20, Protection of Electrical and Electronic Parts, Assemblies and Equipment
- ISO9001 Quality Management System
- Qualified Product Database (QPD) <http://qpldocs.dla.mil>

Revisions

Release Date	Revision	Description
DRAFT	IR	Initial release