



Supplier Quality Requirements

QC1 Inspection Systems – The Supplier will as a minimum maintain and implement a documented inspection system that complies with the requirements of AS-9003. This system is subject to review by Skills Quality Assurance.

***QC2** Quality Management Systems – The Supplier will as a minimum, implement and maintain a documented quality management system that complies with the requirements of ISO 9000/AS9100 and/or applicable Nadcap Approval. This system is subject to review by Skills Quality Assurance.

QC3 Certifications – A packslip/certificate of conformance (CofC) shall accompany each shipment. The document must state that the material supplied meets the controlling engineering and purchase order requirements. The revision and/or configuration of all material and referenced specifications must be identified on the document. Distributors of hardware, metals, chemicals, adhesives, tapes, etc. are required to include copies of the original manufacturer's certifications and applicable documentation (test reports, SDS, etc.). All documents shall be traceable one to another through purchase order number or similar means of material transfer identification. Skills Purchase Order number shall be noted on documentation. Skills supplied material will be maintained by Skills and is not subject to this clause.

QC4 Test Reports – Chemical analysis and/or physical test reports, as applicable to material type, shall accompany each shipment.

QC5 Shelf Life – The manufacturing and applicable expiration dates must be noted on each individual container and/or certification.

QC6 First Article Data – Supplier shall provide First Article Inspection data in accordance with AS9102 on all supplied product. FAI data is to be supplied with the production shipment of all first articles. First Article Inspection, once invoked, shall continue to apply even after initial compliance. Data to complete partial or delta FAI's shall be obtained and supplied when required by AS9102 and/or requested by Skills Inc.

QC7 Inspection – 100% visual inspection is required on each shipment. Inspection status shall be recorded on the packslip/Certification of Conformance. Evidence of inspection shall be documented and retained by the supplier.

QC9 In-Process Inspection – In process inspection is required by Skills. The specific inspection point in the process will be specified on the purchase order. The supplier will contact Skills and hold the material for in-process inspection by Skills Quality.

QC10 Parts Identification and Traceability – In addition to drawing/specification requirements, all products must be identified and/or controlled. Supplier must keep different lots of the same part number separated through their process. The manner and location of this identification and segregation shall be agreed upon with Skills Engineering and/or Skills Quality.

QC11 Protection of Parts against Contamination or Damage – On all parts, the surface must have a protective sleeve or equivalent protection. The parts must be boxed, banded, or shipped



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in a manner that ensures no damage will occur. External threads must have special protection against damage.

***QC12** Right of Entry – Skills and/or Skills customer or government representatives will have the right to survey facilities and review all processes, subcontractors, contracted parts, procedures, and records.

***QC13** Subcontracting without Written Approval – Subcontracting all or substantially all of the order without written consent of Skills Quality and Engineering is prohibited.

QC14 Skills Supplied Drawings – All engineered drawings, customer or Skills derived and provided by Skills are Skills property and must be returned with the order.

QC15 NADCAP Approval Required. Supplier shall be NADCAP approved per applicable AC document listed on Skills Inc. ASL.

***QC17** Quality Records – Supplier shall maintain, on file at the supplier's facility, quality and manufacturing records traceable to the conformance of product/part numbers delivered to Skills Inc. Supplier shall make all records available to any customer, regulatory authorities and Skills authorized representatives. Supplier shall retain all quality records at least (11) years from the date of shipment under each applicable order for all product/part numbers.

QC18 Less than AS9100 Suppliers – Suppliers who do not maintain a quality system in compliance with AS9100 must maintain systems/procedures that address the following and will be subject to Skills on site surveys:

- Contract / Purchase Order Review
- Verification of Purchased Materials
- Identification and Traceability
- Preservation of Product
- Process Control
- Inspection and Testing
- Control of Inspection, Measuring, and Test Equipment
- Identification, Segregation, Control, and Reporting of Nonconforming Material
- Training
- Control of Quality Records

QC19 Customer Approved Processors Revision Control – Unless otherwise specified, process to current revision level as noted on the Boeing Supplier Portal.

***QC20** Report of Nonconforming Products / Notice of Escapement (NOE) – Nonconforming products deviating from drawings, purchase orders, specifications, or procurement requirements must be submitted to Skills, Inc. on the Supplier's Nonconforming report form or other methods the supplier uses to communicate a written notification as soon as identified. Must state the following:



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- A. Affected Process(es) or Product Number(s) and Name(s)
- B. Description of the nonconforming condition and the affected engineering requirement (I.E., What it is and what it should be)
- C. Quantities, Shipping Dates, Purchase Orders and Destinations of delivered shipments
- D. Suspect/Affected Serial Number(s) or Date Codes, Lot Numbers, or other Part Identifiers and Airplane Line Units, when applicable.

Unless otherwise directed the supplier shall return all non-conforming product to Skills Inc. quality department. If issued, Skills Inc. supplier corrective action request (CAR) must be submitted within the allotted time.

***QC21** Notice of Changes – Suppliers shall notify Skills, Inc. with any changes to products, materials, supplier's location, process, equipment, sub-tiers suppliers, base/raw materials, etc.

***QC22** Flow Down of Sub-Tiers – The Supplier is responsible for ensuring that all applicable requirements are flowed down to any Sub-tier Supplier used.

QC23 ITAR Requirement – Important/Confidential: This PO (and any drawings and/or attachments accompanying it) may contain confidential information, including protected by United States Government. The information is intended only for the use of the intended recipient(s). Delivery of this PO to anyone other than the intended recipient(s) is not intended to waive any privilege or otherwise detract from the confidentiality of the PO. If you are not the intended recipient, or if this PO has been addressed to you in error, do not read, disclose, reproduce, distribute, disseminate or otherwise use this information, rather, please promptly notify the sender by phone or e-mail, and then destroy all copies of the PO and its attachment, if any.

QC24 Digital Product Data (DPD) Requirement - Suppliers using Skills, Inc. supplied DPD for the purpose of manufacturing and/or inspection of Customers product must have a quality system to control DPD data to be in compliance with requirements set forth in Skills DPD procedure 422-201-000.

QC25 Domestic Specialty Metals for Defense Programs – Specialty Metals delivered under this PO shall be melted or produced in the United States, its outlying areas, or a qualifying country. DFARS 252.225.7009

***QC26** Seller agrees not to make any change in materials, processes or design details of the part without written approval from Skills Inc. This shall include changes in materials, processes or design details. In addition to these changes, changes that would affect the part or any component part thereof with regard to (a) part number identification, (b) physical or functional interchangeability, and (c) repair and overhaul procedures and processes and material changes which affect these procedures without prior written approval of Skills is prohibited.

***QC27** Counterfeit Parts – Supplier shall put in place a program to avoid, detect, and mitigate counterfeit parts and materials. Suppliers should reference AS6174 for guidance. Suppliers should also flow down counterfeit parts programs requirements to their sub-tiers, especially but not limited to:



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- Electronic parts
- Raw Materials suppliers
- Distributers

***QC28** FOD Prevention Program- Supplier shall maintain a FOD prevention program in accordance with AS9146, Foreign Object Damage (FOD) Prevention Program to the extent necessary as determined by Skills Inc. supplier monitoring of risk.

QC29 Non DPD approved suppliers-Suppliers not meeting **QC24** will be audited By Skills Inc. to determine compliance with Skills Inc. DPD Procedure 422-201-000 and to determine the level of capability. Capabilities/limitations will be documented in accordance with Skills Inc. ASL.

***QC30** Corrective Action-If required Supplier shall take appropriate action and respond to Skills Inc. with a formal corrective action report either using Skills Inc. form 852-101-001 or their internal form meeting the intent of 852-101-001 Corrective Action Report. Supplier shall respond within ten (10) business days.

***QC31** Acceptance Authority Media (AAM) – Supplier shall comply with the AS9100 requirements and 14CFR Part 21.2 regarding the application of the AAM requirements. Supplier shall ensure that the use of AAM is clearly defined within its processes/systems. Supplier shall, upon Skills Inc. request, be able to demonstrate evidence of communication to its employees. The use of AAM must be considered as a personal warranty of compliance and conformity. The Supplier should assess AAM as follows:

- Authority Media Application Errors (i.e. Omission, Typos, Legibility, etc.)
- Authority Media Application Untimely Use (i.e. Documentation is not completed as planned, “Stamp/Sign as you go”, etc.)
- Authority Media Application Misrepresentation (i.e., Uncertified personnel, Falsification of documentation, Work not performed as planned, etc.)
- Authority Media Application Training Deficiencies (i.e. Ethics, Culture awareness, Proper use of authority media, etc.)

* The identified quality notes apply to all Skills Inc. issued purchase orders as applicable to the product and/or service being procured. Refer to Skills Form 742-101-002, Terms and Conditions for supporting details.