

SKQ 3420 Skills Inc. Supplier Quality Requirements

Rev L 8/19/21

QC #	Requirement
*	<p>The identified quality notes apply to all Skills Inc. issued purchase orders as applicable to the product and/or service being procured.</p> <p>(QC 2, 9, 10, 12, 17, 18, 20, 21, 22, 26, 27, 28, 29, 30, 31, 33)</p>
QC1	Obsolete
QC2*	<p>The Supplier should at a minimum, implement and maintain a documented quality management system that complies with the requirements of ISO 9000/AS9100 (AC7004 is acceptable for special processors, and ISO 17025 for material test and calibration laboratories), as determined by the nature of the subcontracted work. If the system is does not meet ISO 9000/AS9100 then the system is subject to review and/or approval by Skills Quality Assurance and/or Purchasing.</p> <p>Suppliers with ISO 9000/AS9100 must provide Skills with certifications. Suppliers shall provide Skills with written notification if certification/recertification is cancelled or has been rescheduled past the required certification date.</p> <p>This is not applicable to suppliers designated as maintenance or distributor.</p>
QC3	<p>A Certificate of Conformance (CoC) and/or Material Reports (MTR/CoA) is required per the purchase order, the vendor must provide all applicable information traceable to the Skills Purchase Order:</p> <ul style="list-style-type: none"> • Skills Inc. purchase order number • Quantity • Unit of measure • Manufacturer's part number • Batch/Lot • Material expiration date • Material/process specifications per purchase order • Any analysis/composition data per specification requirements • Quality statement certifying the contents meet the specified requirements. • The revision and/or configuration of all material and controlling specifications must be identified on the document <p>All documents shall be traceable through the purchase order number or similar means of material transfer identification.</p>
QC4	Obsoleted
QC5	<p>The suppliers of material shall provide material identification on each individual container as specified per applicable specifications.</p> <p>Material Identification shall include as applicable:</p> <ul style="list-style-type: none"> • Name of Material • Manufacturer of Material • Date of Manufacture (DoM) - for age-sensitive material, as applicable • Date of Expiration (DoE) - for age-sensitive material, as applicable • Batch/Lot

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QC6	Unless otherwise approved by Skills Inc. prior to shipment, the product should meet a minimum of 50% shelf life remaining at the time of delivery/receipt.
QC7	Obsolete
QC8	<p>Supplier's calibration system shall be compliant to applicable prevailing industry requirements in accordance with ISO 17025, ISO 10012 and/or (ANSI) Z540.</p> <p>Calibration certification to include as a minimum, the following:</p> <ul style="list-style-type: none">• Skills ID number and/or serial number & Nomenclature of instrument• Environmental conditions at the time of calibration• Statement of traceability to N.I.S.T, and traceability number• Statement that calibration services were performed in compliance with one or more of the following: ISO 10012, ANSI/NCSL Z540 or ANSI/ISO/IEC 17025• Signature & title of person performing calibration• Value of degree of accuracy• Statement of adjustment required or no adjustment required• Before & after readings of all values verified
QC9*	Supplier must keep different lots of the same part number separated through their process.
QC10*	In addition to drawing/specification requirements, all products must be identified and/or controlled.
QC11	Inspection status shall be recorded on the pack slip/Certification of Conformance. Evidence of inspection shall be documented and retained by the supplier. Product shall have a protective sleeve or equivalent protection to prevent damage. The parts must be boxed, banded, or shipped in a manner that ensures no damage will occur. External threads should have special protection against damage.
QC12*	Skills and/or Skills customer, regulatory, or government representatives will have the right to survey facilities and review all processes, subcontractors, contracted parts, procedures, and records.
QC13	Subcontracting of any kind without written consent of Skills Quality and Contracts Engineering is prohibited. Subcontracting parts, processes or work movement of any kind must be reported in writing to Skills and approved in advance of the implementation. A transfer of manufacturing location or facility relocation is considered work movement.
QC14	<p>All engineered drawings, PCM's, datasets, tooling, etc. (customer or Skills derived) and/or provided by Skills are to be treated as Skills property and must be handled in accordance with AS9100 8.5.3 Customer Property requirements and returned with the order.</p> <ul style="list-style-type: none">• Tooling should be handled in accordance with D33200-1 and D950-11059-1 as applicable.• PCM's should be handled & stored in accordance with D950-11288-1.
QC15	NADCAP Approval Required. Supplier shall be NADCAP approved per applicable AC document.
QC16	Obsolete

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QC17*	<p>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. At a minimum, the Supplier shall retain all quality records (11) years from the date of shipment under each applicable order for all product/part numbers.</p> <p>No quality records shall be destroyed without the written consent of a Skills Inc. Quality representative.</p> <p>This is not applicable to suppliers designated as maintenance or distributor.</p>
QC18*	<p>Contributions to Product and Service Conformity, Product Safety, and Ethical behavior- Products and services provided to Skills Inc. may be used in critical applications where supplier product conformity can have an impact on the safety and well-being of people.</p>
QC19	<p>Unless otherwise specified, process to current revision level as noted on Purchase Order.</p> <p>If current specification/certification revision states previous revisions are acceptable for use, previous revisions are allowed.</p>
QC20*	<p>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 at a minimum:</p> <ul style="list-style-type: none">• Affected Process(es) or Product Number(s) and Name(s)• Description of the nonconforming condition and the affected engineering requirement (I.E., What it is and what it should be)• Quantities, Shipping Dates, Purchase Orders and Destinations of delivered shipments Suspect/Affected Serial Number(s) or Date Codes, Lot Numbers, or other Part Identifiers when applicable. <p>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/SCAR) must be submitted within the allotted time.</p>
QC21*	<p>Suppliers shall notify Skills, Inc. with any changes to products, materials, supplier's location, process, equipment, sub-tiers suppliers, base/raw materials, etc.</p>
QC22*	<p>The Supplier is responsible for ensuring that all applicable requirements are flowed down to any Sub-tier Supplier used. Reference QC13 above.</p>

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QC23	<p>(Including ITAR, EAR, and regulations and orders administered by the Treasury Department's Office of Foreign Assets Control collectively, 'Export Control Laws') Important/Confidential: This PO (and any drawings and/or attachments accompanying it) may contain confidential information, including information 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. Note: No subcontracting of this PO is allowed (See QC Note 13) and Skills Incorporated does not maintain any Manufacturing Licensing Agreements (MLA), Technical Assistance Agreements (TAA) or Manufacturing Agreements (MA) in regards to this PO.</p>
QC24	Suppliers utilizing Skills Inc. supplied Digital Product Definition (DPD) for the purposes of manufacturing and/or inspection of product must have DPD approval from Skills Inc.
QC25	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*	<p>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:</p> <ul style="list-style-type: none">• Electronic parts• Raw Materials suppliers• Distributors <p>This is not applicable to suppliers designated as maintenance.</p>
QC28*	<p>Supplier should maintain a FOD prevention program.</p> <p>This is not applicable to suppliers designated as maintenance or distributor.</p>
QC29*	<p>In addition to meeting Skills Inc. SKQ_3420 Skills Inc. Quality Requirements, the Supplier is required to meet SKQ_3415, Skills Inc. Customer's Terms and Conditions as flowed down on Skills purchase order. Both documents may be located by contacting the Skills Inc. Buyer or on the Skills website under "Suppliers"</p> <p>https://www.skillsinc.com/about/suppliers/</p>

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QC30*	<p>If required Supplier shall take appropriate action and respond to Skills Inc. with a formal corrective action report, either using Skills Inc. form SKQ_3151 or the Suppliers internal form meeting the intent of SKQ_3151, Corrective Action Report, unless otherwise approved by Skills Inc. Quality or Purchasing representative.</p> <p>Supplier shall respond within ten (10) business days unless otherwise approved by Skills Inc. Quality or Purchasing representative.</p>
QC31*	<p>Supplier shall comply with the AS9100 requirements and 14CFR Part 21.2 regarding the application of the Acceptance Authority Media (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:</p> <ul style="list-style-type: none">• 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.) <p>This is not applicable to suppliers designated as maintenance.</p>
QC32	<p>Seller hereby acknowledges that the parts and/or materials being shipped under this order are intended for use under Boeing's Federal Aviation Administration (FAA) issued Production Certificate (PC) 700 and no articles (or constituent parts thereof) or the accompanying paperwork (e.g., packages, shippers, etc.) contain any Federal Aviation Administration-Parts Manufacturer Approval (FAA-PMA) markings.</p>
QC33*	<p>Supplier performance will be monitored and communicated by Skills Inc. to remain on the Skills Inc. Approved Supplier List, suppliers should maintain a Quality/OTD rating above 89%. Quality and OTD ratings below 89% may require corrective action or lead to removal of supplier from the Skills Inc. ASL.</p> <p>This is not applicable to suppliers designated as maintenance.</p>
QC34	<p>When not specified on purchase order, no grain orientation requirements apply.</p>

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Revision History

Rev	Change Description
E	Remove QC statement - The manner and location of this identification and segregation shall be agreed upon with Skills Engineering and/or Skills Quality.
F	Added Supplier written notification to QC 2 and QC21
G	Moved from Excel to Word. Obsoleted QC1, Revised QC2, 3. Obsoleted QC4, statement will be added to PO's. Reworded QC5, Obsoleted QC6. Merged QC7 with 11 and obsoleted QC7. Obsoleted QC8 and add to PO's. Obsoleted original QC9 and replaced with sentence two of QC10. QC9 and 10 Revised. Added * to QC9 and 10. Reworded QC11 and merged with QC7. QC12, 13, 14, 15, 16, 17, 19 no change. Minor rewording of QC18 and 20 no change to intent of note. Reworded QC21. QC22, 23, 24, 25, 26, 27, 28, no change. Reworded QC29, added link and made always required. Revised QC30 and updated form # to SKQ_3151. QC31, 32, and 33 no change. Moved "*" description to the top of the document. Add note for all */always required qc notes
H	QC2, 17, 28 not applicable to distributors or maintenance suppliers, QC19 updated to include previous revisions, QC24 note to remove must have Boeing Approval, QC27, 31, 33 not applicable to maintenance suppliers.
I	Added AC7004 and ISO 17025 to Q2, removed Distributors requirements for Q3, QC13 not applicable on all POs, QC19 removed customer specific callout.
J	Updated QC8 calibration requirements.
K	Added QC34 for Raw Material grain direction requirements.
L	Clarified QC 3 for documentation, QC 5 for container identification, and re-used QC 6 for shelf life requirements.