SKQ_3420 Skills Inc. Supplier Quality Requirements
Rev R (8/7/26)

QC #	Requirement
*	**The identified quality notes apply to all Skills Inc. issued purchase orders as applicable to the product and/or service being procured.** **(QC 2, 9, 10, 11, 12, 13, 17, 18, 20, 26, 27, 28, 29, 30, 31, 33)**
QC1	Obsoleted
QC2*	Supplier should, at a minimum, implement and maintain a documented quality management system that complies with the requirements of ISO 9000, AS9100, AS9120, AC7004, or ISO 17025, as appropriate for the nature of the subcontracted work. AC7004 is acceptable only for special processors, and ISO 17025 for material test and calibration laboratories. If the quality management system does not meet the above requirements, it will be subject to review and/or approval by Skills Quality Assurance and/or Purchasing. Suppliers shall provide Skills with written notification, if certification/recertification is cancelled or has been extended past the certification expiration date. This requirement does not apply to suppliers designated as maintenance providers.
QC3	A Certificate of Conformance (CoC) and/or Material Reports (MTR/CoA), as required per the purchase order, must be provided by the supplier with all applicable information traceable to the Skills Purchase Order. Required information includes • Skills Inc. purchase order number • Quantity • Unit of measure • Manufacturer's part number • Batch/Lot number • Material expiration date • Material or process specifications, or engineering requirements with revisions per purchase order, as applicable • Any analysis or composition data required by the specification • A quality statement certifying that the contents meet all specified requirements • Inspection status documented on the pack slip and/or CoC All documents must be traceable to the purchase order number or an equivalent material transfer identifier to ensure compliance with applicable quality and regulatory requirements.
QC4	Obsoleted

QC5	Suppliers providing material must ensure that each individual container is labeled with material identification as required by the applicable specifications. Material Identification must include, when applicable: • 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
QC6	Unless otherwise approved by Skills Inc. prior to shipment, products should have at least 50% of their shelf life remaining at the time of delivery or receipt.
QC7	Obsoleted
QC8	Supplier's calibration system must comply with applicable industry requirements in accordance with ISO 17025 and/or ISO 10012, unless the provider is an OEM of the equipment being calibrated or is an OEM authorized calibration service provider. Calibration certificates must include, at a minimum: • Skills ID number and/or instrument serial number and nomenclature • Environmental conditions at the time of calibration • Statement of traceability to N.I.S.T, including the traceability number • Statement confirming that calibration services were performed in compliance with ISO 10012 or ISO/IEC 17025, as applicable • Signature and title of the individual performing calibration • Degree of accuracy • Statement indicating whether an adjustment was required or not • Before and after readings for all values verified
QC9*	The supplier must ensure that manufacturing lots of the same part number remain segregated throughout the entire production process.
QC10*	In addition to meeting all drawing/specification requirements, all products must be properly identified and/or controlled.
QC11*	Parts and materials must be handled and packaged in a manner that prevents damage.
QC12*	Skills and/or its customers, regulatory agencies, or government representatives reserve the right to survey supplier facilities and review all processes, subcontractors, contracted parts, procedures, and records.
QC13*	Subcontracting parts, processes or any form of work movement is prohibited without prior written approval from Skills Inc. A transfer of manufacturing location or facility relocation is considered work movement. If such approval is granted, supplier is responsible for ensuring that all applicable requirements are flowed down to any sub-tier supplier involved.

QC14	All engineered drawings, PCMs, datasets, tooling, and related items (whether customer-provided or Skills-derived) are considered the property of Skills Inc. and must be managed in accordance with AS9100 8.5.3, Customer Property. These items must be returned with the completed order. • PCMs should be handled and stored in accordance with D950-11288-1, available on the BoeingSuppliers.com website: Microsoft Word - D950-11059-1_
QC15	NADCAP Approval is required. Supplier must hold valid NADCAP accreditation in accordance with applicable AC program requirements.
QC16	Obsoleted
QC17*	Supplier must maintain quality and manufacturing records at their facility that are fully traceable to the conformance of all products or part numbers delivered to Skills Inc. These records must be made available to customers, regulatory authorities, and authorized Skills representatives upon request. At a minimum, the supplier shall retain all quality records for eleven (11) years from the date of shipment under each applicable order and part number. No quality records may be destroyed without the written consent from a Skills Inc. Quality representative. This requirement does not apply to suppliers designated as maintenance providers.
QC18*	Products and services supplied to Skills Inc. may be used in critical applications, suppliers are responsible for ensuring product conformity, maintaining safety, and upholding ethical business practices.
QC19	Unless otherwise permitted by the applicable engineering specification allowances or authorized during the implementation revision period, all material or processing shall be performed to the current revision level specified on the Purchase Order. In accordance with D1-4426, Appendix D, all special processes must be performed to the latest approved revision in effect at the time of processing, including all applicable Process Specification Deviations (PSDs).
QC20*	Nonconforming products that deviate from drawings, purchase orders, specifications, or procurement requirements must be documented and submitted to Skills, Inc. The documentation should state the following, at a minimum: • Affected Process(es) or Product Number(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. Unless otherwise directed, the supplier must return all nonconforming product.

QC21	Obsoleted
QC22	Obsoleted
QC23	This purchase order (and any accompanying drawings or attachments) may contain confidential information, including information protected under United States Government regulations such as ITAR, EAR, and the regulations and orders administered by the Department of the Treasury's Office of Foreign Assets Control (collectively referred to as "Export Control Laws"). This information is intended solely for the designated recipient(s). Providing this purchase order to anyone other than the intended recipient(s) does not waive any privilege or alter its confidential status. If you are not the intended recipient, or if you received this purchase order in error, do not read, disclose, reproduce, distribute, or otherwise use this information. Instead, please promptly notify the sender by phone or e-mail, and then destroy all copies of the purchase order and any attachments. Note: Skills Inc. does not hold any Manufacturing Licensing Agreements (MLA), Technical Assistance Agreements (TAA) or Manufacturing Agreements (MA) related to this purchase order.
QC24	Suppliers using Skills Inc. provided Digital Product Definition (DPD) for manufacturing and/or inspection must be approved by Skills Inc. for DPD and comply with the requirements outlined in Skills Inc. SKQ_3240, DPD Quality Assurance Plan.
QC25	Specialty metals delivered under this purchase order must be melted or produced in the United States, its outlying areas, or a qualifying country, in accordance with DFARS 252.225.7009.
QC26*	The seller may not make any change to materials, processes or design details of the part without written approval from Skills Inc. This requirement includes any changes that could affect the part or any of its components with respect to: (a) part number identification, (b) physical or functional interchangeability, and (c) repair and/or overhaul usage.
QC27*	Supplier should put in place a program to prevent, detect, and mitigate counterfeit parts and materials. Suppliers should refer to AS6174 for guidance. Counterfeit prevention requirements should also be flowed down to sub-tier suppliers, especially but not limited to: • Electronic parts • Raw Materials suppliers • Distributors This requirement does not apply to suppliers designated as maintenance providers.
QC28*	Supplier should maintain an effective Foreign Object Debris (FOD) prevention program. This requirement does not apply to suppliers designated as maintenance providers.

QC29*	In addition to complying with Skills Inc. SKQ_3420, Skills Inc. Quality Requirements, the supplier is also required to meet SKQ_3415, Skills Inc. Customer's Terms and Conditions, as flowed down on Skills purchase order. Both documents can be obtained by contacting the Skills Inc. Buyer or by visiting the Skills website under "Suppliers." https://www.skillsinc.com/about/suppliers/
QC30*	If required, supplier must take appropriate action and provide Skills Inc. with a formal corrective action report. This may be submitted using Skills Inc. form SKQ_3151 or the supplier's internal form, provided it meets the intent of SKQ_3151, Corrective Action Report, unless otherwise approved by Skills Inc. Quality or Purchasing representative. Supplier must respond within ten (10) business days unless an alternate timeframe is approved by a Skills Inc. Quality or Purchasing representative.
QC31*	Supplier shall comply with the AS9100 requirements and 14CFR Part 21.2 regarding the application of the Acceptance Authority Media (AAM). The supplier must ensure that the use of AAM is clearly defined within its processes and systems, and must be able to demonstrate evidence of employee communication upon request from Skills Inc. Use of AAM is considered a personal warranty of compliance and conformity. The Supplier should evaluate AAM practices in the following areas: • Authority Media Application Errors (e.g., omission, typographical errors, legibility issues) • Authority Media Application Untimely Use (e.g., documentation is not completed as planned, "stamp/sign as you go") • Authority Media Application Misrepresentation (e.g., uncertified personnel, falsification of documentation, work not performed as documented) • Authority Media Application Training Deficiencies (e.g., ethics, culture awareness, proper use of authority media) This requirement does not apply to suppliers designated as maintenance providers.
QC32	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.
QC33*	Supplier performance will be monitored and communicated by Skills Inc. To remain on the Skills Inc. Approved Supplier List (ASL), suppliers should maintain a combined Quality/On-Time Delivery (OTD) rating above 89%. Ratings below 89% may result in required corrective actions or removal from the ASL. This requirement does not apply to suppliers designated as maintenance providers.
QC34	When grain orientation is not specified on purchase order, no grain orientation requirements apply.
QC35	Obsoleted
QC36	All suspected or confirmed security breaches should be reported to Skills Inc. in accordance with Skills Inc. Terms of Use and Cybersecurity Supplement, available on our website at www.skillsinc.com/about/suppliers.

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Revision History

Rev	Change Description
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 Distributor's 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.
M	Moved QC11 Inspection requirements to QC3, updated QC11 for Part Handling/Protection, and added Skills Inc. DPD Quality Assurance Plan to QC24.
N	Added QC note 35 for D1-4426 approved suppliers.
P	Added QC note 36 for cybersecurity policy.
Q	Update QC8 for Equipment OEM Suppliers provide calibration services.
R	Revised QC13 to incorporate QC22, revised QC14 and 23, revised QC26 to incorporate QC21, Revised QC19 to incorporate 35, obsoleted QC 21, QC22, and QC35.