



## **1.0 Purpose & Scope**

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The Composite Approach (CA) quality requirements apply to vendors and partners who supply items that go directly into our products and that might affect the quality and/or timely delivery of our products.

These requirements are in addition to the standard CA Purchase Order Terms & Conditions, and any quality terms that have been specified by our customer as part of the conditions detailed on our Purchase Order.

## **2.0 General Quality System Requirements**

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The supplier is required to have a documented quality management system that ensures CA's requirements are met. This includes:

- Controls to prevent the use of counterfeit parts.
- The use of only customer-designated or approved suppliers for outsourced processes or materials.
- Training of personnel to be aware of their contribution to product conformance and product safety, and the importance of ethical behavior.

## **3.0 Certificates of Analysis, Conformance, and/or Test Reports**

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Suppliers of critical materials must provide proof of Certificate of Analysis (CoA), Certificate of Conformance (CoC), and/or Test Reports. These must include the following information:

- Name and address of manufacturer
- CA Purchase Order or contract number
- Statement attesting that goods and services conform to all contract and associated drawing requirements
- Part number(s), as applicable
- Drawing number and revision level to which goods were manufactured
  - Signature by supplier's responsible representative and date

See SOP-04 section 3.0 for tables that provide examples of critical vs. non-critical suppliers and materials.

## **4.0 Nonconformances**

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The supplier must submit a written deviation request prior to shipment of any known nonconformance that they will not scrap or rework in house. Nonconforming material must be clearly identified and segregated to prevent unintended use.

*Prior to shipment*, the supplier must have written approval (for example: a PO amendment, approved NCR, fax, e-mail) from CA for the deviation.



After approval, the non-conforming product must be clearly identified from any other product in shipment, and the documented approval must be attached to the shipping paperwork.

*In the case of CA-supplied items:* if there is evidence of damage, non-conformances or paperwork discrepancies, the supplier must notify CA within three (3) working days of discovery. The CA Material Review Board will determine what action is required.

## **5.0 Packaging & Contamination**

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Components, materials, and assemblies shipped to CA or drop-shipped to other CA suppliers (if applicable) must be:

- Free of oil, grease, dirt, oxidation, metal shavings, sharp edges, burrs, or other Foreign Object Debris (FOD).
- Packaged in a manner to prevent any sliding, distortion, bending, or other damage during transit.
- Easily identified by part or assembly number.

Shipping documents and product labeling must include clear identification of contents, including: purchase order number, part numbers, revisions, and serial numbers.

Documents (including: packing list, SDS, and inspection sheets) that are attached to the outside of the container must be attached in a way that allows damage-free removal.

## **6.0 Changes in Product or Process**

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After the supplier has established its process approved with a First Article Inspection Report (FAI), they must notify CA of any changes in the product or process used in the manufacture or processing of the product.

CA reserves the right of approval of the product, parts and/or materials used; processes performed; or equipment used by the supplier to fulfill CA's purchase order.

## **7.0 Right of Access**

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When requested, the supplier must agree to the right of entry and access for CA personnel, CA's customers, or regulatory agencies into its facilities, and for access to all records at any level of the supply chain involved in the fulfillment of the purchase order or contract.

## **8.0 Record Retention**

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The supplier must maintain records providing evidence of the conformity of products produced under CA's purchase order for a minimum of 7 years from the date of manufacture. Upon request, these records must be made available to CA, CA's customers, or regulatory agencies.



**9.0 Flow Down Requirements**

Suppliers are fully responsible for controlling quality of their suppliers of subcontracted materials and processes, including the responsibility to conform to the Quality Requirements of **CA** or **CA's** customers.

**10.0 First Article Inspections**

When required by the purchase order, the supplier must perform a first article inspection per the AS9102 (Rev B) standard prior to release of the first production product to verify that all dimensions, features, and product attributes meet specified requirements. The supplier must submit documentation of the first article inspection for review and approval by CA Quality prior to, or included with, the first production shipment.

First article inspection must be performed at the first production run of a new part, or following any subsequent change that invalidates the previous first article inspection result. In the case of changes to an existing part, a partial first article is acceptable, unless stated otherwise on the purchase order.

First article characteristics found to be nonconforming are to be handled per Section 3 of AS9102.

**11.0 Revision History**

<b>Rev</b>	<b>Brief description of this revision</b>	<b>Approval</b>
A	Original issue	DCO 001
B	Add clarification to section 3.0; requirements for suppliers of critical materials	DCO 21-41
C	Edited for clarity. No technical or content changes were made.	DCO 22-28