General Requirements for all External Providers

1. Quality System Requirements

Unless otherwise designated, suppliers shall maintain a Quality Management System (QMS) suitable to the products and services provided to FCP. The system shall be certified by an accredited third-party certification body to the latest version of one or more of the following, as applicable.

1.1. Distributors - shall establish and maintain a QMS that is in compliance with AS9120/EN9120, AS/EN/JISQ9100 or ISO 9001

1.2. Calibration Suppliers - shall establish and maintain a measurement management system that is in compliance with either ANSI/NCSL Z540.3 or ISO/IEC 17025: General Requirements for the Competence of Testing and Calibration Laboratories

1.3. Special Process Suppliers - shall establish and maintain a QMS that is in compliance with AS/EN/JISQ9100, AS9003 or PRI/NADCAP AC7004.

1.4. Commercial-Off-The-Shelf Suppliers (COTS) - Suppliers that provide commercial products shall establish a QMS in compliance with ISO 9001, or equivalent.

1.5. All Other Suppliers - shall establish and maintain QMS that is in compliance with AS/EN/JISQ9100, and a measurement management system which meets the requirements of either ANSI/NCSL Z540.1 or ISO 10012.

1.6. Suppliers registered in accordance with AS9104 shall be listed in the SAE OASIS database.

1.7. In the absence of third-party certification, depending on the product, its application, value, and criticality, the FCP Quality Manager may authorize the acceptance of other evidence of compliance. This may include second-party audit or first-party (self) assessment to the applicable criteria above, or to a set of alternative basic quality requirements.

1.8. The Supplier maintains objective evidence of Certification Body certification on file at Supplier's facility. Objective evidence must include: a. The accredited AQMS certificate(s); b. The audit reports, including all information pertaining to the audit results in accordance with the applicable certification scheme; c. Copies of all Certification Body finding(s), objective evidence of acceptance of corrective action, and closure of the finding(s). Note: Certification records must be maintained in accordance with contractually specified quality record retention requirements.

1.9. FCP recognition of Supplier's AQMS certification does not affect the right of FCP to conduct audits and issue findings at the Supplier's facility. FCP reserves the right to provide FCP identified quality system findings, associated quality system data, and quality performance data to the Supplier's Certification Body.

2. Quality Management System Documentation

2.1. Upon request, the Supplier shall furnish FCP with documented evidence of the Supplier's Quality Management System, which is to be current and approved by the Supplier's management, and shall include or make reference to related documents. The quality management system documentation shall include Supplier's statements of a quality policy and quality objectives.

2.2. The Supplier shall promptly notify FCP of any substantive changes to the Supplier's quality management system or personnel.

General Requirements for all External Providers

3. Compliance to Contractual Requirements

Upon accepting a FCP contract, the Supplier is responsible for compliance to all contract (e.g., engineering drawing, specification, purchase order) requirements. All documents, drawings and specifications, regardless of origin, are applicable to the Supplier when specified in the contract or documents referenced in the contract, and are required to be used at all levels of the supply chain. Documents referenced on the Purchase Order are regarded with the same force and effect as if set forth in full text, and made a part of the order as applicable. Unless otherwise specified in the contract, the document revision in effect on the date of issue of the contract applies to the contract. Neither audit, surveillance, inspection or tests made by FCP, representatives of FCP or its customer(s), at Supplier's facilities, at any sub-tier facilities, or upon receipt at FCP, relieves the Supplier of the responsibility to furnish acceptable products or services that conform to all contract requirements; nor does it preclude subsequent rejection by FCP or its customers.

4. Acceptance of Product

FCP determines lot acceptance based on MIL-STD-1916 with C=O criteria unless stated differently on the purchase order. Non-conforming parts that have been returned to the supplier cannot be comingled with new production. Non-conforming parts that have been reworked must be submitted to FCP identified with the NCR number issued by FCP.

5. Customer Access Rights

FCP, FCP Customers and regulatory agencies reserve the right to have access to the Supplier's and relevant sub-tier supplier’s facility and records as necessary. The Supplier is subject to initial and periodic reviews including but not limited to onsite audits, offsite reviews of quality documents, quality system surveys and source inspections in order to verify and validate the effectiveness of the quality management system. The Supplier shall provide all necessary information, facilities, equipment, documentation and personnel required to perform said activities at no additional cost to FCP. These reviews will be used to determine the approval status of applicable FCP suppliers. Failure to accommodate the above mentioned reviews may result in the disqualification of the Supplier for future FCP PO's.

6. Traceability Documentation Required

An unbroken chain of objective evidence shall be available upon request traceable back to the OEM and/or the raw material origin. Raw material certifications of chemical and physical must be from the supplier who performed the analysis. Analysis data transcribed to an intermediate distributor's letterhead is not acceptable objective evidence of traceability. Manufactured items must have an unbroken traceability back to the OEM or authorized OEM distributor. COTS items are exempt from this requirement if it is available as a catalogue or commercial list item and it is unmodified in the supplied condition. FCP purchase orders may require additional requirements, but not limited to, country of origin, approved or accredited analysis or test data. Documentation shall be retained by the supplier for a minimum of ten (10) years after the final payment under the contract.

7. Measuring And Test Equipment

The supplier shall have a documented system for gage calibration and recall. Gages and other measuring and testing equipment used for product acceptance shall conform to specified technical requirements and shall be calibrated in accordance with ANSI/NCSL Z540.1 or ISO 10012. The supplier shall be responsible for assuring that the sources providing calibration services, other than National Institute of Standards and Technology or DoD laboratories, are capable of performing the required service to the satisfaction of this ISO standard. Gages and other measuring and testing equipment used for product acceptance shall have a 10:1 accuracy ratio to the tolerance measured. If a 10:1 cannot be achieved, a minimum accuracy ratio of 4:1 is permitted.

General Requirements for all External Providers

8. Approval of Sub-Tier Suppliers

Where specified by contract, any FCP supplier that is procuring FCP parts from a sub-tier supplier shall obtain FCP approval prior to placing the purchase order. A change from one approved sub-tier supplier to another, within that commodity type requires FCP notification and approval.

9. Control of Sub-Tier Suppliers:

9.1. The Supplier, as the recipient of the contract, is responsible for meeting all requirements, including work performed by the Supplier's sub-tier Suppliers (also known as Sub-Suppliers or subcontract Suppliers). When the Supplier uses sub-tier sources to perform work on products and/or services scheduled for delivery to FCP, the Supplier shall include (flow-down) on contracts to its sub-tier sources, all of the applicable technical and quality requirements contained in the FCP contract. This includes quality system requirements, regulatory requirements, the use of FCP designated sources, and the requirement to document and control 'key characteristics' and/or 'key processes,' and to furnish certifications and test reports as required. FCP, its customers, and Regulatory Authorities reserve the right of entry to sub-tier facilities, subject to proprietary considerations.

9.2. Risk Management: The Supplier shall establish a risk management program in accordance with the guidelines established by SAE ARP9134 (or equivalent) to effectively assess those elements from all aspects of the business that could affect the quality of the products and/or services scheduled for delivery to FCP. A copy of the Supplier’s risk management program shall be furnished to the FCP upon request.

10. Special Process Suppliers

Supplier and sub-tier suppliers shall attain and maintain special process accreditation through Nadcap for thermal processes (e.g., heat treating), anodizing, chemical film, passivation, non-destructive test processes, and welding/brazing, where such processes are required by FCP drawings. Suppliers listed on customer required approved processors lists for the specific processes or customer approved documentation are exempt from this requirement as are those suppliers that have been audited and approved by FCP for the special processes listed.

11. Process Changes or Work Transfers

Process that are not clearly defined by Industrial or International Specifications shall be documented and approved by FCP before work commences by the supplier in accordance with FCP-13-639, Vendor Declared Processes. Changes in manufacturing processes, materials, location of manufacturing, or activities affecting fit, form, or function need written approval from FCP before implementation by the supplier in accordance with OP-18-036, Control of Work Transfers.

12. Foreign Object Damage Control

Suppliers shall use best practices to prevent Foreign Object Debris/Damage (FOD). Any parts received with burrs, contamination, excess material, or sharp edges that could result in a FOD event are subject to rejection.

13. Suspect Counterfeit Material Avoidance Procedure

Suppliers shall have a documented procedure to identify and react to any Suspect Counterfeit Material in accordance with SAE-AS6147.

14. Control of Nonconforming Outputs

14.1. Suppliers shall ensure that product which does not conform to requirements is identified and controlled to prevent its unintended use or delivery.

14.2. **SUBMISSION OF REWORKED ARTICLES:** Articles rejected by the FCP and subsequently resubmitted to FCP shall be clearly and properly identified as resubmitted articles. Reworked items shall not be combined with new items. Contractors shipping document shall contain a statement that articles are replacement or reworked articles and shall also refer to FCP'S rejection document number.

14.3. If the supplier becomes aware of a non-conformance after delivery, appropriate written documentation shall be sent to FCP with a full description and extent of the issue.

15. Control and Release of FCP Furnished Documents

Documents furnished by FCP to the Supplier are furnished solely for the purpose of doing business with FCP. Proprietary documents may be furnished to the Supplier in hard copy, electronic or other media. The Supplier is responsible for controlling and maintaining such documents to preclude improper use, loss, damage, alteration and/or deterioration. Unless authorized by FCP in writing, the Supplier may not transmit or furnish any FCP furnished documents, or copies of such documents, to anyone outside the Supplier's business organization except to a sub-tier source used by the Supplier for performance of work on the FCP contract.

16. Electronic Documents

The accuracy and authenticity of electronic documents and forms submitted to FCP is of highest importance. The following rules apply and may be subject to review by FCP at Suppliers facilities:

16.1. The issue of electronic documents and application of electronic signatures must be under the direct control of the individual whose name appears on the electronic document

16.2. The electronic signatures may only be applied at the place where the individual is located and the individual must have direct access and responsibility for the products or services described in the electronic document

16.3. The application of the electronic signature certifies that the signature (individual) represents an authorized company representative

17. Personnel Awareness

Since the actual end use of any parts or services are often obscured by layers of processes and procedures the supplier shall ensure their employees and sub-tier suppliers are aware of: their contribution to product or service conformity, to product safety, and the importance of ethical behavior. Unintended consequences of even a minor escape can impact a final product’s purpose or safety.

18. Business Continuity

The Supplier shall have a business continuity plan which would allow for the safeguarding, storage and recovery, of engineering drawings, electronic media, and production tooling in the event of damage or loss. This plan should also contain contingency plans to satisfy FCP requirements in the event of significant utility interruptions, labor shortages, equipment failure and field returns.

General Requirements for all External Providers

19. Record Retention

Records documenting the requirements set forth above shall be retained for a period of ten (10) years after the final payment of the PO FCP may state other retention requirements in the contract. Destruction of such documentation requires FCP approval.