

Supplier Quality Requirements Manual

SQRM

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1. Abstract

This Supplier Quality Manual is applicable for External Suppliers outside the Sonaca North America (SNA) Supplier Quality Requirements Manual (SQRM).

This document outlines the policies and procedures required by Sonaca North America quality system, for external suppliers who manufacture products as well as suppliers who perform services in accordance with purchase order requirements.

2. Scope

The quality requirements in this document are in addition to the contract between the Supplier and Sonaca North America or one of its subsidiaries, covering the items (Products) as described in the Purchase Order (PO). Supplier's acceptance of the PO shall constitute Supplier's agreement with the requirements in this document. In the event of any conflict between the PO or contract and the requirements set forth below, the terms and conditions of the PO or contract shall take precedence. Sonaca North America's Terms and Conditions can be viewed at the following website www.lmiaerospace.com under the "Supplier Management" tab or requested from the SNA Buyer representative.

3. Right of Access

Supplier will ensure right of entry to Sonaca North America Inc. or any governmental regulatory agencies and provide all reasonable facilities to inspect and evaluate Supplier's facilities, manufacturing process, testing, systems, data, equipment, personnel, storage or goods sold to SNA, pertinent documents and records related to the contract, subject to any limitations or controls required to ensure compliance to ITAR/EAR US Governmental regulations. SNA will provide advance notice to the Supplier (typically 48 hours minimum).

4. Normative References - Aerospace Standards publications

- AS/EN/JISQ 9100, Quality Management Systems – Requirements for Aviation, Space and Defense Organizations.
- AS/EN/SJAC 9120, Quality Management Systems - Requirements for Aviation, Space and Defense Distributors.
- AS/EN/SJAC 9102, Aerospace First Article.
- AS/EN/SJAC 9117, Delegated Product Release Verification.
- AS/EN/SJAC 9146, "Foreign Object Damage (FOD) Prevention Program – Requirements for Aviation, Space, and Defense Organizations.
- SAE standard AS5553, Counterfeit Electronic Parts, Avoidance, Detection, Mitigation, and Disposition.
- SAE standard AS6174, Counterfeit Material, Assuring Acquisition of Authentic and Conforming Material

5. Documents, Applications and Forms

Documents, applications, and forms referenced within this document may be accessed through the Supplier Portal www.lmiaerospace.com. Notify Supplier Quality Assurance Representative (supplierquality@sonaca-na.com) and / or Procurement Agent that supports your facility for any documents, applications, and forms that are listed within this document but not accessible will be provided upon request.

- Supplier Quality Requirements Manual (SQRM)
- General Purchase Order Terms & Conditions
- Receiving Dock Information
- Supplier Code of Conduct
- Conflict Minerals Policy
- Human Trafficking Policy
- Supplier Notifications
- DFARS Notifications

5.1. OEM Customer

Sonaca North America customer documents, applications and forms reference within this document are listed in Addendum A and can be accessed using customer requirements flow down addressed in the table. Notify Supplier Quality Assurance Representative (supplierquality@sonaca-na.com) and / or Procurement Agent that supports your facility for any customer documents, applications, and forms that are listed within this document but are not accessible.

6. Terms and Definitions

- Counterfeit Part - An unauthorized copy, imitation, substitute, or modified part (e.g., material, part, component), which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer.
- Customer Source Inspection – Source Inspection conducted on Supplier's product or services, completed by Sonaca North America Customer Quality representative or Sonaca North America designee, as applicable.
- Delegated Authority – Supplier meets the defined quality and overall performance standards required by Sonaca North America for a defined statement of work and have been granted permission to inspect their own product on behalf of Sonaca North America prior to shipment.
- Source Inspection – Source Inspection conducted on Supplier's product or services completed by a representative of Sonaca North America, Sonaca North America designee, or applicable government or regulatory agencies.
- Supplier Quality Assurance Representative – means the agent designated by Sonaca North America as the primary representative of SNA for matters concerning procurement quality.
- SNA – Sonaca North America
- OTIF – On Time in Full (also known as On Time Delivery)
- ASL – Approved Supplier List
- SCAR – Supplier Corrective Action Request
- SI – Source Inspection

7. Quality Management System Requirements

Sonaca North America Inc. requires the minimum QMS requirements as listed by supplier category in Table I. SNA may choose to use a Supplier that may not meet the minimum

requirements, based on business needs if it does not conflict with the customer requirements.

These quality requirements apply to Manufacturers, Distributors, and Special Processors providing parts/services. When this document is specified within Purchase Orders or Contracts issued by Sonaca North America. The purchase order flows down applicable Customer quality, required Engineering drawings and specifications.

Sonaca North American may choose to approve a supplier that does not meet the minimum requirements based on business needs if it does not conflict with customer requirements.

Supplier shall notify the SNA buyer or SNA SQA in writing within 30 days if there are any change or loss to any 3rd party certifications.

Table I

SUPPLIER CATEGORY	CATEGORY DESCRIPTION	Quality System Requirements			
		AS/EN/JISQ 9100	AS/EN/JISQ 9120	NADCAP	OTHER
Indirect Subcontractors	A supplier provides products, parts and/or services intended for aerospace business but not to be used in the manufacturing of aerospace products and not relate to product conformity.	N/A			
Subcontractors	A supplier that fully or partially manufactures products in accordance with customer engineering specifications and/or drawings (build to print). Note: subcontractors using a sub-tier processor see "Processor requirements"	Accredited / Compliant			
Processors	A supplier that fully or partially processes products, tests, or performs special processes, in accordance with customer engineering specifications and/or drawings (i.e. special processing).			Accredited / Compliant	
Manufacturers	A supplier who manufactures the following products in accordance with industry standards and specifications (not customer directed): Standard Catalog Items, Raw Materials, Chemicals and/or consumables, Castings, Forgings. <u>NOTE:</u> If foreign metallic raw material mill producer is considered for procurement the supplier is to verify customer requirements prior to use. (i.e. ASL, D1-4226 etc.) Contact Sonaca North America Supplier Quality for any questions.	Accredited / Compliant			
Customer Specification Directed	A supplier that is directed by the customer specification (QML, QPL, AML, etc.) or customer contract.				Based on Customer specifications / Contract
Distributors	A supplier who resells as is new raw materials, hardware, products and parts. <u>NOTE:</u> It is acceptable for a Distributor to cut the material to the required length and width provided material configuration and traceability back to the original manufacture. No other material processing is allowed.	Can be used in lieu of 9120	Accredited / Compliant		
Tooling	A supplier who fabricates, reworks, and or modifies production tooling.	Accredited / Compliant			

Testing Laboratories	A supplier that provides testing services for that results will be used in product acceptance.			Accredited / Compliant (As applicable)	ISO10012, ISO17025 or ANSI Z540 (As applicable)
Calibration	A supplier that provides calibration services for that results will be used in product acceptance.				ISO10012, ISO17025 or ANSI Z540 (As applicable)

7.1. Supplier Set Up

To be set up as a SNA Supplier, the Supplier shall complete and or provide any documentation needed for onboarding.

All special processes must be performed by processors approved by SNA's customer (refer to Addendum A of this document for customer specific reference). Any questions regarding special process approvals should be directed to SNA through the SNA Buyer.

7.2. Changes to Supplier QMS

Supplier shall notify the SNA buyer and SNA Supplier Quality Manager in writing within 48 hours of any changes of status to its Quality Management System, relocation, or changes in top management including the Quality Management Representative. Suppliers shall notify the SNA Buyer in writing of any adverse action taken by a US Government entity (e.g. FAA, OSHA, DoD, EPA), or International Government Agency.

8. Supplier Competence

Suppliers will determine the necessary competence of person(s) doing work to ensure effectiveness of Supplier's Quality Management System. Suppliers ensure these people are competent based on appropriate education, training and experience. Additionally, Suppliers will retain appropriate documented information as evidence of employee competence.

9. Supplier Awareness

The Supplier shall ensure that employees are aware of:

- Their contribution to product or service conformity.
- Their contribution to product safety.
- The importance of ethical behavior.
- SNA Supplier Code of Conduct located on the <https://www.lmiaerospace.com> under Supplier Management.

10. Supplier Performance

Supplier shall maintain satisfactory OTIF (on time in full), also known as Delivery, and Quality Acceptance to remain on SNA's approved supplier list (ASL). Supplier's performance will be monitored monthly and is calculated on a 12-month rolling. SNA shall communicate the threshold requirements for OTIF and Quality performance. Suppliers not meeting performance standards may be subject to any of the following, as determined by subsequent review/evaluation:

- Initiation of a Supplier Corrective Action Request (SCAR)

- An on-site or desktop audit or at the Supplier's facility
- Supplier's placement on probation status
- Supplier's removal from ASL
- All performance scores will be held in the strictest confidence between the supplier and SNA Aerospace.

11. Product/Process Audits

When directed by Sonaca North America, Suppliers shall perform product audits on SNA products, to ensure compliance with requirements and adequacy of processes. The supplier shall ensure all purchase order elements are reviewed for compliance. Supplier shall provide results of audit to Sonaca North America Supplier Quality upon completion, inclusive of any findings and resulting corrective actions.

Suppliers may further be subject to on-site audit by Sonaca North America and government authorities or representatives. Suppliers shall complete corrective actions in accordance with section 31.

12. Configuration Management

Supplier shall comply with engineering, specifications and/or condition of supply stated on the purchase order, including customer specifications, industry, association, society, regulatory and United States Government specifications and standards. Any questions regarding requirements should be directed to the SNA Buyer.

12.1. Notification of Rejection

In the event of a conflict between this document and the purchase order requirements, the purchase order will take precedence. In cases of conflict between the revision of engineering requirements listed under webpage www.lmiaerospace.com or revisions listed in the Sonaca North America purchase order the supplier shall reject the Sonaca North America purchase order and provide notification to the Sonaca North America buyer requesting resolution.

12.2. Change Control

Suppliers shall maintain a change control management and verification system for documents and electronic media, including applicable government, association, society, industry and customer furnished configuration data.

12.3. Sub-tier Control

Suppliers shall not enter in a sub-contract for the procurement of any SNA goods, in their complete or substantially complete form, without prior written consent of the SNA Buyer. Suppliers shall control the management revisions, verification and flow down all applicable engineering drawings, including industry, association, society, regulatory and Government specifications and standards to sub-tier suppliers. Suppliers shall use customer designated or approved external sub-tier processors (i.e. special processes). The Supplier is responsible for ensuring Supply Chain flow down and compliance to the requirements in this document to sub-tier suppliers.

All special processes must be performed by processors approved by SNA's customer (refer to Addendum A of this document for customer specific reference). Any questions regarding special process approvals should be directed to SNA through the SNA Buyer.

13. Digital Product Definition (DPD)/ Model Based Definition (MBD)

When Design Digital Product Definition (DPD) / Model Based Definition (MBD) data is utilized in manufacturing, inspection and sub-tier flow down of product definition, supplier shall have a quality system to control DPD/MBD data to the extent necessary to fulfill program / SNA / OEM customer requirements.

13.1. DPD/MBD DATA Sonaca Approval

When digital-product or model-based definition media are provided by SNA, the Supplier must ensure that SNA has provided DPD/MBD approval prior to purchase order acceptance. This is to ensure compliance with customer requirements.

13.2. DPD/MBD DATA Change Notification

Supplier shall notify SNA SQA or Buyer when any change in DPD/MBD software. Supplier shall allow SNA SQA the evaluation of DPD/MBD software to customer software requirements when applicable.

14. Material Substitutions

No material substitutions, omissions or modifications that are not covered under engineering/specifications will be allowed without prior approval from SNA engineering /SNA customer and accompanied by written consent of the SNA Buyer.

15. Transfer of Work

Supplier shall notify SNA Buyer, Commodity Manager or SNA SQA, in writing, at least 90 days in advance of any transfer or relocation of manufacturing operations.

The supplier is to provide the following information:

- Product identification.
- Change description.
- Reason for change.
- Product change implementation start.
- Risk identification and mitigation status.
- Associated schedule.

16. Raw Material

The Supplier is required to verify the correct material type, and temper (where applicable), to engineering prior to fabrication of product. Evidence of verification shall be on the Supplier's shop traveler, work order, planning, or other inspection status (including FAI) documentation. Supplier is required to procure raw material from inside the United States unless approved by Sonaca North America quality representative or Customer approved source.

17. Critical Components

Parts designated as Fracture Critical, Fatigue Critical, Durability Critical, or Maintenance Critical by the PO, SNA/Customer/OEM engineering or specifications, require the submittal of the Supplier's manufacturing plan to the Buyer, at least 30 days prior to start of production.

Upon SNA's approval of the Supplier's manufacturing plan, the Supplier shall control all processes as stated in the plan.

No deviation from the approved plan is permitted without written approval from SNA and/or SNA's customers, through the SNA Buyer.

Reference Section 37 for record retention requirements for Critical Components.

18. Counterfeit Part Prevention Electronic/Non-electrical Parts

The Supplier shall have a counterfeit detection process for all electrical, electronic, electro-mechanical and electro-optical component parts that meets the intent of SAE standard AS5553, Counterfeit Electronic Parts, Avoidance, Detection, Mitigation, and Disposition.

For all non-electrical standard parts, like fasteners, nuts, washers, springs, O- rings, inserts, and pins, the supplier must have a certificate from the Original Component Manufacturer (OCM)/ Original Equipment Manufacturer (OEM) or Authorized Aftermarket Manufacturer (AAM) or authorized distributor.

18.1. Conflict of Procurement

In the event a part is not directly available from the OCM/OEM/AAM authorized distributor, purchase from independent distributors (electronics and non-electronics) may be made but the evidence of supply chain traceability (chain of custody) back to the OCM/OEM/AAM shall be provided. The certification shall clearly identify the name and location of all supply chain intermediaries from the original manufacturer to the final source of the product delivered to SNA.

NOTE: Distributors shall, in addition to the above, include their company's certification for each part number shipped. Reference Section 35 Certificate of Conformance.

18.2. Traceability

Supplier's that deliver next higher assemblies shall flow this requirement down to all their sub-tier Suppliers to prevent the inadvertent use of counterfeit parts and materials. Component certifications from the OCM/ OEM/ AAM must be readily retrievable and made available upon request.

If evidence of supply chain traceability (chain of custody) to the OCM/ OEM/AAM is not available, the supplier must notify the SNA Buyer upon discovery, to gain authorization to use the purchased item, for production/assembly of product sold to SNA (excluding tooling and fixtures).

18.3. Detection of Counterfeit parts

The following actions must be taken when counterfeit parts are detected.

Containment

Confirmed counterfeit parts will be segregated from conforming parts and controlled until rendered unusable by physical destruction. Suspect or confirmed counterfeit parts may not be returned to the Supplier for refund or replacement except under controlled conditions which would preclude the resale or re-introduction into the supply chain. The Supplier shall be notified by Sonaca North America personnel with authorization to scrap prior to product being destroyed.

Notification

Supplier shall notify SNA buyer or SNA SQA with Confirmed counterfeit parts which will be reported by SNA to the Government Industry Data Exchange Program (GIDEP) and applicable US Government investigative authorities.

Liability

Suppliers shall be liable for all costs relating to the removal and replacement of Counterfeit Work, including without limitation SNA's and SNA's customers' costs of removing counterfeit items, of reinserting replacement Work and of any testing necessitated by the reinstallation of items after counterfeit items have been exchanged.

19. Designs, Tools, Dies, Customer Provided Material, Etc.

Supplier shall supply all materials, equipment, tools/fixtures and facilities required to perform the requirements of the PO at the Supplier's cost unless otherwise agreed upon within the PO/Contract.

Supplier shall comply with the provisions of FAR Subpart 245.5, "Management of Government Property in the Possession of Contractors" for all property used on US Government contracts.

Property must be permanently identified showing the Government prime contract number (if one is indicated on the PO), the part number, and tool code number.

Upon completion or cancellation of purchase order the supplier shall return all designs, drawings, blueprints, mylars, tooling or tools/fixtures furnished by SNA and used to produce product.

19.1. Property Rights

Title to, and the right of immediate possession of, all property furnished by SNA to the Supplier shall remain with SNA, except that title to such tooling or material which is identified as Government property shall remain with the Government.

SNA provided designs shall not be used by Supplier in the production of materials for any third party without SNA's written consent. Such designs involve valuable property rights and proprietary information and shall be held confidential by Supplier.

Material, tools, equipment, etc., furnished by SNA shall be used solely in the performance of work ordered by SNA. or the Government if the Government has title or rights in the property. Suppliers shall perform inspection upon receipt, routine maintenance and provide

preservation/protection of SNA furnished tooling as required to ensure performance for intended use.

19.2. Property Condition

The Supplier shall have a list of all tools accountable to or under the control of the supplier which may be provided upon request.

SNA furnished and/or owned property condition shall be identified, maintained and monitored regularly for suitability of use. Supplier shall notify SNA buyer, SNA SQA or Commodity Manager immediately if the property is unsuitable, lost, stolen, loss of identification or unfit for use for any reason.

Disposition for Rework or Repair - Property shall be subject, always, to disposition as SNA may direct. Supplier shall maintain inventory control of all such tooling and property and to furnish inventories thereof when required by SNA.

Shipping - When a Supplier elects to ship accountable tools, the Supplier shall inform the SNA buyer in writing. Notification must be provided thirty (30) days prior to shipment to allow for coordination with SNA Supplier Quality Tooling. Suppliers may, at their option and expense, ship tools to sub-tier suppliers; however, the supplier will retain accountability and responsibility for the tools and provide notification to SNA buyer.

Liability - Unless otherwise specified, Supplier shall be liable for any loss or destruction or damage to property furnished to Supplier by SNA. Supplier shall be responsible for returning property in a suitable for use condition as when received at a time specified in accordance with the provisions of the PO.

20. First Article Inspection

First Article Inspection Report (FAIR) shall be compliant with the latest revision of AS9102 and the "SNA Aerospace AS9102 FAI Report Guideline (FAI_STD-001)", which references SNA Customers' FAIR requirements, located at: <http://www.lmiaerospace.com/supplier-management/supplier-quality-requirements/>.

20.1. NET-INSPECT

All First Article Inspection reports shall be submitted via Net Inspect unless otherwise waived by SNA site quality manager. Suppliers can acquire a "limited use" license from Net Inspect, for FAI submittal to SNA, at no cost. Go to the Net Inspect website at <https://www.net-inspect.com/> to acquire the "limited use" license. Use the "Request an Account" button in the lower left section of the site to proceed with the acquisition. Be sure to provide the appropriate SNA Aerospace facility's name/location, as your customer's name. The SNA PO depicts the "LMI/SNA" customer location.

21. Open

22. Acceptance

If any goods that are found to be defective or otherwise not in conformance with the requirements of the PO, SNA may, in addition to its other rights and remedies, reject such goods and require their prompt correction or their replacements at the Supplier's expense,

including shipping and packaging charges. Alternatively, SNA may repair or replace such non-conforming goods at the Supplier's expense.

Fabricating in advance of Supplier's proposed lead time or 12 weeks (excludes hardware, forgings, or raw material which routinely exceed 12 weeks) before the stated due date is at the Supplier's risk.

23. Sampling

The Supplier shall perform 100% inspection of products being delivered. Sampling may only be performed when authorized, in writing by SNA SQA, through the SNA Buyer. Note: Sampling plans may need to be approved by the OEM customers.

24. Nondestructive Testing (NDT)

Supplier shall review the PO and associated drawings, notes and related documents to determine if NDT is required. Submittal to and approval of NDT general procedures and part-specific techniques by the Customer is required prior to performing NDT. After initial approval, any changes to subject documents must be resubmitted to the Customer for approval.

Suppliers using outside sources for NDT shall ensure that the selected NDT sub-tier has Customer approval for the NDT procedure/technique used. On-site validation of procedures/techniques to verify specification compliance may be performed at the discretion of the Customer.

25. Calibration Requirements

Supplier's calibration system shall comply with the requirements of ISO 10012-1, ISO 17025, and/or ANSI/NCSL Z540-1 as applicable and responsible to flow down requirement to their sub-tiers.

Measurement standards and test equipment shall be calibrated, adjusted, and used in a controlled environment based on the standards and equipment manufacturer's recommendations to ensure valid measurement results.

26. Non-Conforming Material

The Supplier shall submit a Nonconformance report in a timely manner to the SNA Buyer and Supplier Quality at supplierquality@sonaca-na.com for all nonconforming/suspect product/material that requires review/disposition and is still within their facility.

26.1. Supplier Containment

The supplier shall ensure that containment actions on all parts in work, finished and shipped are completed and all nonconforming product/material are identified and controlled to prevent their unintended use or delivery. Shipped product/material identified with possible nonconforming will require NOE submittal see section 28.

26.2. Nonconformance Report

Supplier shall submit a nonconformance report that contains at a minimum:

- A clear description of nonconformity (drawing requirement, specification requirement, or any other product definition process has been violated)
- Supplier Name

- Part number(s) affected
- Serial/batch/lot/work order numbers traceable
- Quantities
- Date of shipments
- Picture of part mark
- Packing sheet numbers
- List of all related work in process and finished goods
- Any applicable objective evidence that will aid in the review of the nonconformance

26.3. Disposition and Acceptance

SNA Quality designee will provide a SNA rejection report containing the disposition. Upon the completion of the disposition and prior to shipping, the supplier will notify the SNA Quality designee with objective evidence of the completion of disposition. SNA Quality designee will review the objective evidence and inform the supplier of acceptance. The disposition may include adding the nonconformance tag number in the part mark and or on specified delivery documents.

26.4. Delivery of Nonconforming Product

The Supplier shall notify the Buyer in writing, within 24 hours, if the disposition actions taken influence the ability to deliver product as specified or agreed upon.

27. Supplier Disposition Authority

Supplier disposition authority for non-conforming product is limited to *Rework, Return-to-Vendor, and Scrap of Supplier owned material.

If material is procured solely by the Supplier, they retain the authority to Scrap at their discretion.

*NOTE: Rework is defined as a process performed entirely within the confines of the drawing and referenced specifications that will result in characteristic(s) that conforms completely to the drawings, specifications, and contract requirements.

28. Notice of Escapement (NOE)

The Supplier shall notify the Buyer in writing, within 24 hours of discovery of any non-conforming product that has left their QMS system. Supplier shall perform immediate containment in the following stages: work in progress, finished goods and shipped product. Supplier shall perform all actions on any product that did not leave their QMS. Supplier shall submit a nonconformance report that contains at a minimum:

- A clear description of nonconformity (drawing requirement, specification requirement, or any other product definition process has been violated),
- Supplier Name
- Part number(s) affected,
- Serial/batch/lot/work order numbers traceable
- Quantities
- Date of shipments
- Picture of part mark
- Packing sheet numbers

- List of all related work in process and finished goods
- Any applicable objective evidence that will aid in the review of the nonconformance.

29. Supplier Delegation of Authority

Certain suppliers that meet defined requirements may be delegated by Sonaca North America's Supplier Quality Assurance team to verify and release products/services.

If Supplier obtains an official delegation from Sonaca North America's Supplier Quality Assurance team such delegation may be revoked by Sonaca North America at any time in Sonaca North America's sole and absolute discretion. Factors that SNA may consider in granting or revoking a delegation of authority include safety, quality, operational disruption, and delivery performance. SNA Quality Assurance reserves the rights to conduct Product integrity audits, quality system assessments, to verify Supplier's conformance to contracting SNA sites delegation program requirements, and to revoke delegation authorization(s).

30. Source Inspection

SNA retains the right to invoke source inspection of product, processes and goods at the Supplier or sub-tier Supplier's facility. Source Inspection requirements may be a result of the Supplier's quality performance or other mandates, at SNA's discretion.

When invoked, the requirement for Source Inspection will be noted on the LMI/SNA PO, or a notification to the Supplier will be provided in writing by SNA Commodity Manager, Supplier Quality or designee.

When Source Inspection is inspecting a First Article Inspection, the complete FAIR package will be presented by the supplier to the SNA Source Representative at the time of Source Inspection. The Supplier will include all supporting documentation, with the submission of the FAIR to the Source Inspector.

The Supplier shall provide adequate resources to the SNA Source Representative when requested, while verifying conformance to requirements.

The cost of such services may become the responsibility of the Supplier.

31. Supplier Corrective Action

If the Supplier is issued a Supplier Corrective Action Request (SCAR), the Supplier's will implement a corrective action plan at its sole cost and expense and response shall be submitted to SNA SQA, SNA buyer or Site Quality personnel, within the date specified in the SCAR notification.

Requests for an extension may be submitted to SQA for consideration. The supplier must provide the following in the request:

- Status of SCAR at the time of request.
- Circumstance to justify the extension.
- Proposed completion date(s), for the remaining section(s) of the SCAR.

Failure of a Supplier to respond may result in a change in approval status. At a minimum, a meeting will be held with the supplier to review the issues.

32. Cost Recovery

Notwithstanding and in addition to any other provisions, and without limiting any of Buyer's rights and remedies, Seller shall be liable for Buyer's actual costs, expenses and damages related to or arising from nonconforming goods.

33. Part Mark

33.1. FAA Parts Manufacturer Approval (PMA)

Unless explicit contractual direction is given to the contrary, no articles (or constituent parts thereof) ordered by Sonaca North America purchased under this agreement shall contain any Federal Aviation Administration Parts Manufacturer Approval (FAA-PMA) markings and the accompanying paperwork (e.g., packages, shippers, etc.) shall not contain any FAA-PMA markings.

33.2. General Part Mark Information

Unless otherwise stated in purchase order, the information shall be applied in this order under for part mark requirement and traceability:

- Part Number directed on PO
- PO number, Supplier Code and Manufacture date.
- Supplier's Serial and Batch/Lot/Work Order/Traveler Number (whichever is applicable).
- Country of Origin when manufactured outside United States.
- SNA non-conformance document number (when applicable).

Method of part mark application shall be compliant to customer engineering.

NOTE: Additional SNA customer requirements may apply by program, part type, and criticality and shall be flowed down to the supplier in the purchase order.

34. Foreign Object Damage (FOD) Control

The supplier shall have provisions for the prevention, detection and removal of foreign objects into the final product.

Reference: AS9146 Foreign Object Damage (FOD) Prevention Program - Requirements for Aviation, Space, and Defense Organizations.

35. Certificate of Conformance

When an SNA Certificate of Conformance (COC) document form is not specified on the PO, the Supplier may use their COC if it contains the following minimum requirements:

- Supplier's name and address
- Part number
- Purchase Order number and line-item number.
- Quantity
- The number used by the Supplier to provide traceability of their quality records (e.g., Serial Number, Lot Number, Control Number, Work Order/Traveler Number)
- A certification statement that meets the intent of the following: "(Supplier) certifies that these parts were purchased, and/or manufactured, and/or processed, and/or

assembled, and inspected and meets all applicable OEM customer and Buyer requirements.”

- If applicable, log the SNA NMD number on the CoC and include a copy of the NMD with the delivery.
- An authorized Quality Assurance stamp (where applicable), signature and date.

Note: The Supplier may incorporate the CoC requirements into other shipping documentation, such as a Packing Sheet, at their discretion (Reference Section 36).

36. Packaging and Delivery Documentation

36.1. Packaging Specifications

When a packaging specification or specific convenience is not provided by an engineering drawing, customer specifications or PO, the packaging shall be in accordance with:

- Commercial: ASTM-D3951, Standard Practice for Commercial Packaging
- Military: MIL-STD-2073-1D, Standard Practice for Military Packaging

Shipping control fixtures directed for use by SNA shall be adhered to unless a waiver for each shipment is provided to the supplier by SNA buyer. Supplier shall provide evidence of waiver when requested by SNA for corrective actions.

36.2. Documents for shipments

Supplier shall provide the following documentation for each package in a shipment. Packing Sheet for each separate shipment that includes as a minimum:

- Supplier's name and address
- PO number and line-item number
- Part number and quantity
- Engineering drawings/models and revision levels, engineering drawing changes (ADCN, EO, etc.), as provided on the PO.
- Certification of Conformance for each product
- Foreign Suppliers shall additionally provide:
 - Customs Declaration Letter
 - Declaration of Origin

36.3. Bar Codes

If bar coded shipping labels are utilized, they shall be affixed on the outside of each package shipped to SNA. Use Code 39 bar code font, with no start/stop characters. The following items are an explanation of the requirements and a sample bar code label:

- SNA/LMI PO number: Usually a letter followed by five numbers.
- Line Item: Usually, three or four digits. The fourth digit (usually a letter) is used on non-reoccurring items, and it indicates the PO line-item type.
- Part Number: Part number as reflected on the PO.
- Quantity: Reflects how many items are in the package
- Shipment Number: Indicates if this is a first, second, third, etc. shipment against a specific PO

- Box of for the PO/Line Item being shipped.

Sample Bar Coded Label

From: Supplier Name		To: LMI Aerospace	
Address		Address of Delivery Location	
City, State, Zip		City, State, Zip	

LMI Purchase Order Number: G12345	
	
Item Number: 001T	
	
Part Number: 00222112211222	
	
Quantity: 5	Shipment Number: 1
	
Box 1 of 3	

37. Records and Retention

Quality records, material, and process certifications that are created and/or retained by the Supplier must be complete, legible and identifiable to the corresponding product. The records shall be maintained for a period of not less than ten years + one calendar year from the date of shipment. These records will be made available upon request by SNA or its customers at no charge.

Quality records, material and process certifications will be maintained in English, unless written authorization from SNA and/or SNA's customer is provided.

Prior to disposal of quality records, SNA shall be notified. SNA's written consent, including method of destruction, must be obtained prior to disposal. SNA may request shipment of the records, at no cost to SNA. Certificate or record of calibration performed will be maintained by the supplier for at least 10 years.

Addendum A *

Customer	Customer Information
Bell Textron	https://www.bellflight.com/suppliers/quality SQRM-001 Bell Supplier Quality Requirements Manual BPS 4050 Product Identification BPS 4102 Handling, Storage, and Packaging requirements
Boeing (BCA) / Boeing Defense, Space & Security (BDS)	https://www.boeingsuppliers.com/become/quality#quality X31764 Quality Purchasing Data Requirements (BCA), D6-87282 D6-82479, D6-51991, D1-4426, D950-11059-1 IDS, DPAS, D33200, D37522-6.
Bombardier Aircraft	https://bombardier.com/en/suppliers/supplier-portals QD4.6-40 Quality Requirements for Suppliers
Embraer	https://www.embraersuppliers.com/esuppliers/#/en-US EQRS Embraer Quality System Requirements for Suppliers
Gulfstream	https://assets.gulfstream.aero/images/resource/SQAR-AS-9100-rev-A.pdf SQAR-9100, SQAR-001, GA270 Quality Codes, GA-0802 Certificate of Conformance, GA560 Heat Treat Data sheet.
GKN Aerospace	https://www.gknaerospace.com/en/utilities/gkn-aerospace-suppliers/
Honda Aircraft Company	https://hondaweb.com HACI P 10-1 Supplier Requirements Manual
Honeywell	https://honeywell.supplierone.co/ SQR-004 Supplier Requirements Manual
Lockheed Martin	https://www.lockheedmartin.com/en-us/suppliers/business-area-procurement/aeronautics/quality-requirements/quality-appendices.html
Middle Rivers Aircraft Systems	https://mras-usa.com/supportservices/supplier-resources/ MRAS-9000 Supplier Quality System Requirements.
Northrop Grumman	https://www.northropgrumman.com/Suppliers SQAR Supplier Quality Assurance Requirements
Sikorsky Aircraft (Lockheed Martin Company)	https://www.lockheedmartin.com/en-us/suppliers.html Procure-2-011 Supplier Quality Requirements
Spirit AeroSystems	https://www.spiritaero.com/suppliers/ MAA1-10042-1 Supplier Quality Assurance Manual
DAHER	https://www.daher.com/en/supplier-partner/
QARBON	https://qarbonaerospace.com/supplier-portal/ QA-MAN-002 Supplier Quality Assurance Manual
*Documents listed do not reflect all flow-down requirements from the SNA customer. Any issues with access or document retrieval can be addressed by contacting SNA SQA.	

Revision Summary

REV AH

Sonaca North America – PROPRIETARY

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Non-Technical Data ECCN EAR99

Rev Level	Description of Revision	Date	Approved By:
R	Revised wording in 20.1 for clarification Added Section 21.0 NDT Added Triumph requirements for marking and hardness and conductivity to 29.2 – 29.3 Revised wording in 37.7 for clarification Added 39.1 for Embraer EQRS	02/12/13	C. Cue
S	20.3 Added Clarification for when a re-submittal of FAI is required. 33.1 APB – Added “The CATIA (CATPart) is the sole geometric dimensional authority except as defined by drawing” to APB requirements 33.16 / 33.1.7 APB – Added Inspection Plan requirements and clarification.	05/15/13	C. Cue
T	Extensive changes throughout document	7/14/2015	N. Armstrong
U	Revised Addendum A to add missing Israeli Aircraft Programs & Products in Rev T.	8/21/2015	N. Armstrong
V	Changes throughout- note change bars.	4/15/2016	N. Armstrong
W	Added Ferra as a Customer	5/25/2016	N. Armstrong
X	Added Net Inspect requirement for FAI submittals to LMI; added FACC to addendum; other changes through-out the document made for clarity. Addendum Reduction. Reference to record retention appendix.	4/18/2017	J. Meyer
Y	Administrative changes only	7/18/2017	E. Hunnicutt
Z	Administrative changes only	7/25/2017	K. Crawford
AA	Extensive Administrative changes throughout document	08/06/2018	J. Meyer
AB	Revised Scope 1.1 to exclude “non-aerospace” suppliers; Revised Table 1; Added 14.3 to Part Mark req’ts; removed ref. to FAI APP-001 from Section 24.0 and minor clerical admin; Added Section 29.0 Change of Charge. Added 19.1.1, 19.1.2, 19.3 to Sikorsky requirements in the Addendum (moved the original 19.3 to 19.4).	01/27/2020	J. Meyer
AC	Administrative change to 27.1 and remove hyperlink. Updated Appendix A – 10.0 Gulfstream.	05/06/2021	J. Meyer
AD	Updated document per SQA review.	12/07/2021	J. Peterson
AE	Logo change – Owner change, Section 19 change to include quality personnel and NMD to rejection tag. Extensive format and document change.	10/1/2024	C. Baird
AF	The SQRM abstract and scope have been updated to reflect <u>external suppliers</u> .	5/14/2025	C. Baird
AG	Addendum A – Boeing updated to add D6-87282 and website.	12/4/2025	C. Baird

AH	Updated for clarity Section 1, 2. Section 3 removed paragraph due to repetition. Section 5.1 typo fixed. Table I changed for clarity. Section 7.1 changed to remove the callout for the form and added "documentation". Section 8 updated for clarity. Section 9 updated to remove excess wording. Section 11 updated for clarity and duplication of statements. Section 13. removed 13.1 and 13.2 and information changed to stated approvals. Section 14 subcontracting, 14.1, 14.2 and 14.3 statements were clarified in Section 12.3 sub-tier control. Section 17 removed record retention it is covered in section 37. Section 18.1 changed to state authorized distributors. Section 20 First Article inspection - removed all subsections 20.2, 20.3, 20.4, 20.5 information is repetitive information stated in the FAI_STD-001. Section 21 changed to not applicable. Section 22 removed "Some shipment or delivery dates on SNA's PO may extend beyond the current engineering level protection time frame." form the paragraph time frame not defined. Section 25.1 and 25.2 removed repetitive information in the standard. Section 26.3 removed part id repetitive already stated in Section 33. Section 37 changed calibration focal to Supplier. Updated Addendum A to current customers.	4/2/2026	C. Baird
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