TITLE	Quality Requirements for Suppliers
REFERENCE	QRS-01
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Hyde Aero Products

INTEGRATED MANAGEMENT SYSTEM

AMENDMENT RECORD

This is a Controlled Document, changes shall be implemented through Hyde Aero Products Group Quality in accordance with Change Request Form HYDE/QUAL/FM/013 and shall result in an up-issue of the document.

ISSUE No	DATE OF ISSUE	REASON FOR CHANGE	AMENDED BY
1	01/11/2007	First Issue of Document	P. Anderson
2	04/03/2016	Mission statement & Sections 1, 3, 4, 5, 6 & 7 amended to remove reference to Hyde Supplier Quality	B. Lougher
3	27/10/2021	Review carried out. Additional sections added – 7.1, 7.2 & 7.9	J. Boylin

DISTRIBUTION

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1. SCOPE

This document contractually applies when referenced on Purchase Orders or Contracts issued by Hyde Aero Products. The Purchase Order shall flow down applicable Hyde Aero Products and / or Customers Engineering Drawings, Specifications and Requirements.

The Hyde Aero Products Quality Manager must approve deviations to the requirements included herein. Requests for deviation shall be documented and submitted to HAP Quality. In the event that the Purchase Order / Contract conflicts with the requirements of this document, the Purchase Order/ Contract requirement shall supersede this document.

2. INTRODUCTION

This document establishes Hyde Aero Products quality system requirements for suppliers who design, manufacture and control respective parts and assemblies as well as suppliers who manufacture products and perform services in accordance with Hyde Aero Products requirements.

The Hyde Aero Products Quality Requirements shall apply to:

- Engineering Parts Manufacturers
- Sub-contractors
- Component Off The Shelf Suppliers
- Distributors
- Repairers
- Tool Suppliers
- Service Providers

when this document is specified by inclusion on a Purchase Order or Contract issued by Hyde Aero Products.

In addition, Special Processors shall achieve and maintain NADCAP accreditation in order to be listed as a HAP preferred Special Processor. NADCAP accreditation is required in the following disciplines:

- Chemical Processing – AC7108 (painting, plating, anodize, etch and various other wet processing)
- Heat Treatment – AC7102
- Measurement and Inspection – AC7130
- Non-Destructive Testing – AC7114 (RT, EC, UT, PT, and MT)
- Welding and Brazing – AC7110

3. Hyde Aero Products Supplier Approval

Hyde Aero Products shall flow down their Customers quality requirements and may define additional inspection requirements. In addition, it advises suppliers that their quality system, facilities, and those of any sub-tier supplier are subject to site evaluation/audits by customers and Hyde Aero Products.

Documented evidence of compliance to the appropriate Quality System Standard is required prior to production. A successful on-site Hyde Aero Products Quality Audit, to evaluate the prospective suppliers' compliance to the documented quality system, may also be required at the discretion of the HAP Quality Manager.

Suppliers' Quality systems shall comply with the appropriate Quality Systems Standard along with the Hyde Aero Products specific quality requirements for Manufacturers, Distributors and Special Processors as applicable.

Suppliers of multiple part components (assemblies) and parts requiring special processing may be required to present to Hyde Aero Products Quality a documented plan prior to production. The plan must include how the Hyde Aero Products Quality requirements will be flowed down during the production process. Additionally, a Special Process Pre-Audit may be required for new suppliers prior to production.

4. Hyde Aero Products Supplier Re-Approval

Supplier's AS/ EN 91XX approval will be monitored by Hyde Aero Products Quality. The individual Business Units are responsible for periodically (3 yrs) checking their suppliers NADCAP, ISO and customer approvals and advising Hyde Aero Products of any issues

Re-approval will be subject to Hyde Aero Products Business Units Quality analysis regarding the supplier's quality performance history and/or any significant changes in the supplier's Quality system.

It is the responsibility of the supplier to provide to Hyde Aero Products a written statement of any changes in the supplier's management, ownership, location/address, and/or quality system. Any of these changes may require Hyde Aero Products Quality re-approval.

This notification shall be sent to the Hyde Aero Products Quality Management. Upon receipt of this written notification, Hyde Aero Products shall determine what type of re-approval activity is required.

5. Supplier Performance Monitoring

Hyde Aero Products Business Units shall evaluate supplier performance in the areas of Quality, Reliability, Schedule and Cost as applicable.

6. Quality Systems Audit and Source Inspection Responsibility

Hyde Aero Products Business Units are responsible for monitoring supplier performance to ensure compliance to Quality requirements.

The supplier is responsible for complying with Quality System requirements noted herein and for meeting Quality performance expectations. Failure to comply with Quality System requirements or to achieve an acceptable Quality performance level may result in an on-site audit or additional source inspection oversight being required by Hyde Aero Products, at the supplier's expense.

Hyde Aero Products reserves the right to debit or invoice supplier accounts to compensate for inspection or related activities that take place as a result of Hyde Aero Products directed inspections, including source inspections.

7. QUALITY SYSTEM REQUIREMENTS Manufacturers:

Hyde Aero Products requires new suppliers to have a quality management system that is compliant with the requirements outlined in this document and the current requirements of (AS/EN/JISQ) 9100 / 9110 / 9120 as applicable.

Suppliers shall identify the Company and/or location on the Release documentation and Certification. This shall include sub-tier suppliers and facilities within the contracted supplier's own organization that are utilised and are at locations other than from where the parts / material are being Released.

Any Special Processor completing processing on a Hyde Aero Products Contract shall require an approval to the appropriate NADCAP discipline and be approved for the process by the end user prior to completion of any of the processes. To achieve approval by Hyde Aero Products Quality, an on-site audit may be required of the suppliers QMS (Quality Management System) and processes, at the discretion of the HAP Quality Manager.

The QMS audit may be waived for suppliers accredited to (AS/EN/JISQ) 9100 performed by registrars that are approved and listed in the IAQG Oasis database. It is the Supplier's responsibility to ensure that HAP Quality is notified regarding any change of Certification status.

7.1 Configuration Control

The supplier shall implement controls to ensure documented information and product identity and traceability is maintained throughout the product lifecycle.

7.2 Risk Management

The supplier shall ensure there are adequate controls in place to address the management and mitigation of risk.

7.3 Stamp Control

An inspection stamp system shall be established and maintained for the control of Hyde Aero Products parts in accordance with the following requirements:

a) Inspection stamps shall be designed to be identifiable to the supplier and the supplier's inspector who affixes the stamp.
b) Stamps shall be used to verify in-process manufacturing and inspection operations.
c) For all HAP parts, acceptance by the Supplier of items to be delivered to HAP shall be indicated by means of the Supplier's final acceptance stamp on all parts.
d) When direct use of the in-process inspection, or final acceptance stamp is impractical due to size, construction, oil or finish-paint, the stamp shall be applied to an attached tag, label, plate, or bag containing the part.
e) For all Supplier-controlled Parts, acceptance by the Supplier of items to be delivered to HAP shall be indicated by means of the Supplier's Quality representative certifying compliance with approved engineering requirements. Documentation of this certification shall be included with each shipment.

7.4 Quality Access

The Supplier shall guarantee the right of access to their facilities and quality related data, to the regulatory authorities and HAP Company. This right of access is extended to all sub -tier and raw material suppliers.

7.5 Quality Records

The supplier shall establish and maintain a record system to retain records for a minimum of seven (7) years after product shipment. Records shall not be destroyed without the specific authority in writing of Hyde Aero Products Quality Manager.

7.6 First Article Inspection

The Supplier shall perform a first article inspection, on a part from each first lot shipment of parts, to verify all engineering characteristics. The First Article process shall be in accordance with Hyde Aero Products Contract requirements that shall reference the end Customers process, as applicable, or first article inspection shall be in accordance with AS 9102.

a) Suppliers shall comply with AS 9102 for all first article inspections, except as stated above. The FAIR (First Article Inspection Report) shall be retained as a Quality Record at the supplier's facility and a copy shall be submitted to Hyde Aero Products along with the first lot / shipment.

b) A HAP source inspector at the Supplier's facility may verify FAIR's.

c) FAIR's verified by HAP source inspectors, do not need to be forwarded to Hyde Aero Products.

d) The Supplier is required to keep on file the first article inspection reports in accordance with HAP record retention requirements.

7.7 Nonconforming Material Control

Non-conforming Product/Material shall not be shipped to HAP.

7.7.1 HAP Material Review Board

HAP's Material Review Board disposition is required when material/product is found to depart from Purchase Order requirements and cannot be reworked without affecting form, fit, or function.

To obtain HAP MRB disposition the Supplier shall initiate a Supplier Rejection Report, in accordance with their Company Procedures for articles that are nonconforming, and notify HAP.

7.8 Latent Defect Reporting

In the event a condition is discovered that affects previously delivered product, Hyde Aero Products shall be notified in a timely manner of the condition.

Notification shall be in the form of letters addressed to the attention of Hyde Aero Products Supply Chain Management and Hyde Aero Products Quality Department.

These letters must include all pertinent information concerning the condition (i.e. part numbers, serial number, quantities, time frame, description of condition, etc.) and the corrective action taken to prevent recurrence.

7.9 Prevention of Counterfeit Articles

The supplier shall implement controls to prevent the use of counterfeit parts / articles. This shall include training of appropriate personnel in the awareness and prevention of counterfeit parts / articles.

Should the supplier detect or suspect parts / articles are counterfeit after delivery to HAP the supplier shall report the findings to the HAP Quality Manager in line with the requirements set out in Section 7.6.

7.10 Process Control Plans

Process Control Plans shall be supplied that depict the flow of materials/components during the manufacturing stages. All in-house production inspection / test, quality control inspection / test and manufacturing steps should be depicted.

(Sub-tier suppliers that are feeding the process by providing material, hardware, manufacturing and special processing shall also be identified as part of the Process Control Plan.)

7.11 Cause and Effect Matrix

The Cause and Effect Matrix (C&E Matrix), where required, should be used to help identify the key inputs that are identified in the Process Flow Map. The C&E Matrix should also list the Customer (HAP) expectations in a ranked fashion. The C&E Matrix is a tool that will help the supplier identify potential manufacturing process failures and the respective impact to HAP. The ranking of the potential failures within the C&E matrix can then be copied into the FMEA.

7.12 Failure Mode and Effects Analysis

Failure Mode and Effects Analysis (FMEA) shall be utilized to identify all potential failure modes associated with the manufacturing and processing associated with the product. Process FMEAs should be completed by supplier cross-functional teams.

7.13 Action Item List

The Action Item list shall be used as the means of communication between the Supplier and HAP of closed items that were identified in the FMEA. Every Action Item must have the responsible person identified as well as an expected closure date. The Action Item List will be reviewed during a set meeting (as determined by both HAP and the Supplier).

The initial Process Control Plan shall be submitted along with the initial FMEA. These documents will be reviewed by HAP and will be utilized in the source selection process.

The returned RFP/RFQ, which is accompanied by a Process Control Plan, shall not assume acceptance by HAP.