



UMBRA CUSCINETTI, INC.
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SUPPLIER QUALITY ASSURANCE REQUIREMENTS (SQAR's)

Printed versions may not be the latest. Suppliers shall utilize the latest version, which can be found on our website at Umbragroup.com.

INTRODUCTION:

Umbra Cuscinetti, Inc. (herein referred to as UCI) is responsible to ensure purchased products and services conform to specified Purchase Order requirements. UCI's Quality Management System (QMS) is based on the international standard, AS9100, which requires that we establish procedures for selecting Suppliers and for the periodic review and assessment of the effectiveness of the control of purchased materials. It is therefore of extreme importance that we use Suppliers who can consistently deliver high quality products and services.

Quality will assist Purchasing in the selection of qualified Suppliers. A primary consideration in the selection of qualified Suppliers will be the Supplier's ability to meet performance (quality and delivery) requirements of the Purchase Order. Surveys / Audits will be performed in accordance with UCI procedures to determine the potential Supplier's capability for supplying parts, or performing critical processes, as required. Selected audits and surveys by UCI and or its customers, including applicable Government agencies, will be performed on a scheduled basis to determine if Supplier's operations are in accord with contractual requirements. Results of the Surveys and Audits will be compiled, and all qualified Suppliers will be listed on UCI's Approved Supplier List.

All written and oral communication with the supplier, including supplier specifications, procedures and reports, shall be in English.

PURPOSE:

This Document contains the Supplier Quality Assurance Requirements (SQAR's) and is hereby incorporated to all UCI Purchase Orders and the Purchase Order Terms and Conditions (Attachment A-740-001).

APPLICABILITY:


SQAR's SECTION 1:

Requirements herein are imposed on all Purchase Orders for products and services provided to UCI, as applicable.

SQAR's SECTION 2:

Requirements herein are applicable on products and services provided to UCI, ONLY when referenced on the Purchase Order.


If you comply with this document, please sign the acknowledgement form on page 8 and return to your UCI buyer. Exceptions must be identified and explained in the comments section and approved by UCI Quality department.

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NEED ASSISTANCE? If you have any questions about the *SUPPLIER QUALITY ASSURANCE REQUIREMENTS (SQAR's)* applicable to a Purchase Order, please contact the UCI Buyer.

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SQAR's Section 1

1. Right of Access

UCI and its customers or their authorized representatives, including representatives of the United States Government or the Federal Aviation Administration, shall be granted access to Supplier's facilities, and shall be entitled to enter such facilities at any reasonable time during Supplier's normal operating hours to inspect Work In Process and/or conduct tests of processes or materials, and to monitor compliance with applicable specifications as contained in UCI Purchase Orders.

2. Quality Requirements Flow Down

a. The Supplier shall have a Quality System that complies with the specifications of AS9100/ISO9001 or acceptable to UCI. UCI reserves the right to verify said system. Neither surveillance, inspection and/or tests made by UCI or representatives at either the Supplier's or UCI's facility, nor the Supplier's compliance with all applicable product assurance requirements shall relieve the Supplier of the responsibility to furnish items which conform to the requirements of the purchase order.

b. Supplier shall not subcontract and shall not permit its first-tier suppliers or subcontractors to subcontract, the whole or any aspect of any Products or Services ordered by UCI without the prior written approval of UCI Procurement Agent. Any such approval shall not relieve the supplier of responsibility for flow down to sub-tier Suppliers, in writing, the applicable requirements of UCI's Purchase Order and UCI SQAR's, including key characteristics where required.

c. The Supplier must have a released work product relocation plan to permit the movement of work from their facility to another facility, without loss of manufacturing time, and allowing for the on-time delivery of work product to UCI, that can be quickly implemented after a catastrophic event, which shuts down the supplier's facility for an extended time. The plan will be made available for review upon request.

3. Record Retention


Unless otherwise specified, all records related to manufacture and inspection of delivered products and services shall be maintained for a minimum of ten (10) years after Purchase Order completion. Copies of these records shall be submitted to UCI upon request.

4. Control of Measuring and Test Equipment

Measuring and testing equipment used in the acceptance of the product supplied to UCI must be calibrated in compliance with ISO 17025, MIL-STD-45662, ISO 10012-1, ANSI/NCSL Z540-1 or equivalent industry standard. The system shall provide for notification to the Buyer if equipment is found significantly out-of-tolerance, impact to hardware will be evaluated by supplier.

When UCI furnishes tools/gages supplier assumes responsibility for the following:

- Validating calibration status, as applicable.
- Provide adequate protection to preclude damage or deterioration.

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- Provide periodic calibration or request UCI perform calibration at least 30 days prior to expiration date.

5. Special Processes

Special Processes such as painting, plating, heat treating, non-destructive testing, surface enhancement etc., shall be in accordance with specification(s) and standards stated on the drawing and or Purchase Order. Customer Approved suppliers should be used for Special Processes, unless otherwise directed by a UCI supplemental quality requirement. The Supplier shall provide certification of all special processes performed with each shipment. The Supplier's certification(s) shall include, but not limited to, name of the Special Process performed, part number, Purchase Order number, governing process specification number, identification of the process method used as the acceptance criteria document, and evidence of acceptance including applicable reports. All certifications must reflect the then current governing document revision level. Questions regarding approved Special Process Suppliers should be directed to the applicable UCI Procurement Agent.

6. Control of Nonconforming Product, Concessions & Root Cause Corrective Action


- Supplier must notify UCI of any nonconforming products verbally and in writing as soon as nonconformance is detected.
- Requirement for concession should be identified by the supplier at contract review or production planning. Suppliers shall contact UCI procurement representative indicated on the Purchase Order for the Concession Request. The request must include root cause, containment action and the proposed corrective action to eliminate the cause and prevent recurrence. Approved Concessions are considered permission to produce an item that deviates from design data. Product being reviewed under a concession request shall not be shipped until disposition has been communicated to Supplier.
- Suppliers are required to notify UCI buyer in writing immediately, not later than within 24 hours, of discovering any nonconformance that could potentially affect hardware that has previously been shipped to UCI.
- In response to UCI-initiated corrective action requests, Supplier shall advise UCI of root cause determination, corrective action taken to prevent recurrence of reported problems and/or discrepancies, and effectivity dates of the planned corrective action(s).

7. Latest Revisions

Unless otherwise specifically directed by UCI via an issued Purchase Order, all products being manufactured and/or service being performed shall be completed per then current revision of the related governing document.

8. Identification & Traceability

The Supplier shall provide means of end item traceability. The Supplier shall maintain the identification and revision status of UCI's specifications, drawings, process requirements, inspection/verification instructions and other relevant technical data. Unless otherwise specified by PO or drawing, supplier will use current revision of all required documentation. Duplication of Lot/Date Code/Serial numbers is prohibited.

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9. Part Preservation, Packaging & Identification

The Supplier shall maintain proper control of packaging and shipping operations to assure that items are: 1) Shipped in correct quantities and accompanied by the proper certifications and other related paperwork. 2) Properly preserved and packaged to protect items from corrosion, contamination and damage in transit. Boxes or containers, as applicable, should be selected to the extent necessary to provide protection from physical and environmental damage during shipping and handling. Cushioning materials shall be applied, as required, to protect and to restrict movement of the item(s). For those Supplier's providing a service to UCI using UCI supplied products and or materials, and such products and or materials are provided to the Supplier by UCI in dedicated and reusable containers, the Supplier shall utilize these containers when returning items to UCI after the Supplier's services have been performed.

All packages and paperwork shall be marked with UCI part number, Purchase Order number, line number where applicable, date, suppliers name and lot number where applicable.

10. Shelf Life/Time Sensitive Material

In addition to the standard identification requirements, supplier must identify each item, package, or container of shelf life material with its manufacture date, expiration date, and any special storage and handling conditions. The supplier must certify that a minimum two thirds of the useable shelf life is available at time of delivery. If exception is taken and approved, it will be noted on the PO. Product older than 3 years shall not be provided. Temperature-sensitive materials shall be maintained within the limits prescribed in the applicable document during storage and shipment. Material 40° F or less requires special temperature labels to be attached to the exterior of each package. The label shall reflect the words "temperature sensitive material" and the maximum material storage temperature allowed.

11. Control of UCI Property

Material supplied by UCI to be used in Supplier's delivered product shall be inspected upon receipt to ensure no shipping damage occurred and lot identification was maintained. Supplier shall maintain traceability throughout manufacturing process, assuring that items manufactured by the Supplier are identifiable to the material lot number provided by UCI. Supplier must ensure that a statement is included on the shipment certification and/or shipper identifying "UCI Supplied Material".


When Engineering Drawings are supplied, they shall be returned upon completion of work or for the duration of the contract, as specified on PO.

12. Inspection System

The Supplier must have an inspection system to assure compliance with the requirements of the UCI purchase order. This system must provide for examination of the Supplier's product to assure compliance with the purchase order, engineering drawing, specification and any other applicable requirements. Any inspection performed by the Supplier shall be performed by competent inspection personnel. The system must meet good aerospace practices. Evidence of such inspections shall be subject to review and auditing by UCI Quality Assurance.

13. First Article Inspection (FAI)

The Supplier shall perform a First Article Inspection (FAI) of one item from the first production lot, or as required by UCI. The FAI shall be performed in accordance with AS9102. The first article item shall be

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clearly identified by a tag attached to the item or a label applied to the bag, and a copy of the FAI shall accompany the First Article part. UCI reserves the right to verify any or all the characteristics documented on the FAI report at the Supplier's facility.

14. Sampling

Supplier shall perform 100% inspection. Any sampling plans must be submitted to UCI Quality dept for review and approval prior to use. Approval shall be obtained in writing from UCI Director of Quality, or designee. When specified on the purchase order or Engineering Drawing, 100% inspection will be performed on all key characteristics. Data will be processed in accordance with AS9103 and provided with the order.

15. FOD (Foreign Object Damage/Debris) Prevention Program

Supplier is required to establish and maintain a FOD Prevention Program.

16. Statement of Conformity

The Supplier shall submit a "Statement of Conformity" on the packing list/shipper or on a separate document, reflecting compliance to all Purchase Order requirements. The "Statement of Conformity" must be legible and in the English language and be signed and dated by the Supplier's authorized Quality Assurance Representative.

17. Test Reports

When required, a legible and reproducible copy of the actual test results identifiable with the test parameters and products submitted must accompany the shipment. These reports must be traceable back to batch/lot and contain the signature and title of the authorized representative for the agency performing the test and must conform to specific requirements.

18. Counterfeit Parts


Supplier shall detect and prevent the use of counterfeit, suspect counterfeit, unapproved, or suspect unapproved parts. Suppliers should utilize and reference AS6174 for guidance.

19. Product Safety & Ethics

Suppliers shall ensure their team members are aware of their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior.

20. Acceptance Authority

When applicable, suppliers shall maintain their approval process and acceptance media in accordance with Boeing Quality Purchasing Data Requirements (X31764). Evidence of conformance must be maintained.

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SQAR's Section 2

21. Source Inspection

When specified on the purchase order, UCI source inspection is required prior to shipment from the Supplier's facility. Upon request, the Supplier shall provide personnel and equipment to assist any UCI representative during inspection of products or services. On site product acceptance by UCI and/or customer personnel does not absolve the Supplier of the responsibility to provide acceptable product, nor shall it preclude subsequent rejections by UCI.

22. International Traffic in Arms Regulations (ITAR)

When specified on the purchase order, the Supplier and all its' sub-contractors shall adhere to all ITAR requirements. Questions regarding ITAR, contact UCI or access the US Department of State Website: <http://www.pmdtc.org/consolidateditar.htm>

23. Key Characteristics


When specified on the purchase order, or defined on the Engineering Drawing, the Supplier and all sub-tier contractors shall inspect all key characteristics 100% and provide the recorded data.

24. Maintenance, Repair, and Overhaul Special Requirements

Suppliers performing MRO work shall be a certified repair station.

Revisions

REV.	DATE	DESCRIPTION OF CHANGE	AUTHORIZED BY
NEW	10-24-2006	ORIGINAL RELEASE	Russell R. Preston Quality Manager
A	01-14-2013	Updated Sections 3, 5, 9, 13, and 15	Randy Wood Quality Systems Manager
B	03-01-2014	Added section 29 for the Repair Station	Randy Wood Quality Systems Manager
C	04-01-2016	Overall review, reworded. Removed Section 20. Latent Defect Reporting. Added Section 20. FOD Prevention Program, 25. Subcontracting, 26. Counterfeit parts.	Shannon Younger Director of Quality
D	11-21-2019	Overall review, reformatted. Removed previous sections: 5, 11, 12, 16, 17, 19, 21, 22, 25. Added/modified references to: Concession Requests, Product Safety, Control of Measuring and Test Equipment and Acceptance Authority	Chatt Rhodes U. S. Director of Quality

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SUPPLIER QUALITY ASSURANCE REQUIREMENTS (SQAR's)
Acknowledgement and Acceptance Form

Instructions:

1. The attached Supplier Quality Assurance Requirements (SQAR) is to be reviewed, signed and dated by a responsible member of your Quality Assurance organization, and returned to your applicable Umbra Cuscinetti, Inc. Buyer.

ACKNOWLEDGEMENT AND ACCEPTANCE

I have read and accept the terms provided in UCI's SQAR Accept

Company _____

Name _____

Title _____ Date _____

Email _____ Phone No. _____

COMMENTS

Latest versions of UCI's Supplier Quality Assurance Requirements (SQAR) Attachment A-740-002 can be accessed through Umbragroup.com Supplier Link.