



QUALITY SYSTEM MANUAL

Britt Aero Flow Down Requirements	SOP 8.4	ISO/AS9100: 8.4.3 AS13100: 8.4.1.4, 8.4.2.1, 8.4.2.3, 8.4.2.4, 8.4.3.1
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- I. **Purpose and Scope:** The requirements contained therein apply to all suppliers and sub-tier suppliers of Britt Aero. Acceptance of a purchase order from Britt Aero, binds the supplier to the Terms and Conditions listed in the purchase order as well as the requirements listed in this document. Suppliers are not authorized to outsource or transfer work pertaining to any fixed processes, unless specifically authorized by the Prime Customer, or in the absence of a Prime Customer, in writing by Britt Aero. If authorized by Britt Aero, supplier must flow down these requirements to any sub-tier suppliers. Note, that these requirements correspond with the requirements of Britt Aero's customers and with the requirements of AS9100D, Clause 8.4.3 and AS13100 supplemental requirements.
- II. **Responsibility:**
- A. It is the responsibility of the Britt Aero Purchasing Department to flow this document to all suppliers.
 - B. It is the responsibility of all suppliers and sub-tier suppliers to abide by Britt Aero's requirements defined in this document.
- III. **Procedure:**
- A. See purchase order for Britt Aero's requirements for relevant product, processes, and services to be provided, including but not limited to, relevant technical data (e.g., specifications, drawings, process requirements, work instructions, etc.)
 - B. Each shipment must be accompanied by one legible copy of a statement of conformance unless otherwise noted in the purchase order. A Certificate of Conformance (C of C) supplied with the shipment must provide at a minimum (if applicable): supplier name, part number, purchase order number, quantity of parts, lot or batch number(s), and title and name of authorized supplier representative. Traceability for raw materials is required and shall be retained and, provided to Britt Aero upon request. *(See section Q for additional Raw Material and Special Process test result verification requirements.)*
 - a. Conflict minerals: Supplier warrants that to its knowledge, no tantalum, tin, tungsten and/or gold (conflict minerals) contained in any good subject to this order, originated from the Democratic Republic of Congo or an adjoining country unless the conflict minerals were processed by a facility listed as compliant pursuant to the CFSI Conflict-Free Smelter Program. A copy of the raw material certification shall be submitted with the shipment that assures conformance to all applicable raw material specification requirements. These certificates must contain reference to the specification and revision to which the material conforms. All chemical, physical, and mechanical properties test results required by the specification shall be retained by the supplier. Traceability from the certification to the material submitted is required and shall be retained. Unless otherwise specified, material temper conditions must match the purchase order.



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- C. The supplier shall ensure trained competency of its workers, and any sub-tier suppliers, based on scope of work, in accordance with regulatory requirements and ISO 9001, AS9100D, and AS13100 standards as applicable. Britt Aero suppliers will fully comply with the requirements specified in the International Traffic in Arms Regulations (ITAR) 22 CFR 120 -130.
- D. In addition to the other requirements recorded within this document, suppliers shall hold all information received in confidence. No third-party request for more information will be authorized unless specifically approved by the Prime Customer, or in the absence of a Prime Customer, in writing by Britt Aero.
- E. Britt Aero evaluates its suppliers based on their quality commitments (on time delivery), quality of product and/or services, as well as their quality customer relations (communication, returns, corrective actions issued, etc.). Results will be reviewed at Management Review Meetings and additional action(s) may be required, including but not limited to, supplier on-site evaluation, supplier probation, or removal from Britt Aero’s Approved Supplier List.
- F. Britt Aero, its customers, and any applicable governing agency reserves the right of entry to perform on-site inspection and verification activities at the supplier’s premises. Britt Aero will give reasonable notification prior to on-site inspection. On-site inspection may include surveillance of the supplier’s facilities, procedures, production methods and processes, as well as the supplier’s Quality Management System. Further, Britt Aero, its customers, and any regulatory authorities reserves the right of access to any and all applicable areas of the facilities and to any applicable documented information, at any level of the supply chain. Acceptance of a Britt Aero purchase order is construed as acceptance of the right of entry terms as defined above. Supplier agrees to remedy restrictions to right of access prior to any on-site activities.
- G. All design and development projects, conceptual or otherwise, are considered proprietary information and therefore property of Britt Aero.
- H. Suppliers are responsible to maintain and perform required calibration on all measuring and test equipment per regulatory and industry specifications. When applicable, all gauges and instruments used to verify Britt Aero product shall be calibrated using standards whose accuracies are NIST traceable. All provided calibration certifications shall specifically state this traceability. The supplier shall maintain a quality/inspection system that shall ensure all goods and services conform to contract requirements whether manufactured or processed by the supplier or procured from sub-tier suppliers.
- I. Britt Aero suppliers are responsible for the test, inspection, and verification, including but not limited to production process verification, as applicable. *(See section Q for additional Raw Material and Special Process test result verification requirements.)*



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- a. Suppliers are not authorized to perform delegated product release, unless agreed upon in writing by Britt Aero. In such circumstances, product release verification methods must be approved by Britt Aero's customer and only if and when the supplier has completed delegated product release training per customer and standard requirements. Proof of completed training must be provided to Britt Aero and its customer prior to any delegated product release.

- J. The supplier shall use a sampling plan for product acceptance consistent with 100% inspection, unless process is proven and prior written authorization has been obtained by Britt Aero.

- K. Suppliers, whose products and services are intended for incorporation into Britt Aero's products and services, shall establish and maintain a Quality Management System appropriate to current industry standards and customer requirements, in accordance with the following table (See AS13100 Section 4.3):

Table 2 - QMS certification requirements

ORGANIZATION TYPE	QMS APPROVAL (MINIMUM REQUIREMENT)
Type 1: Make to Print and Type 2A: Design and Manufacture. Manufacture, inspect, test, and certify the conformance of semi-finished and/or finished products (installed on aerospace engines or a component of such a product) to proprietary engineering drawings whether customer design, or organization design.	9100 registration.
Type 2B: Design only. Contracted Design Responsible Organization/Partner/Supplier Tasks Organizations.	As defined by Customer's requirements.
Type 3: Distributor.	9120 registration.
Type 4: Special Process (2.3). As part of an Organizations manufacturing scope and/or Special Process Houses.	Nadcap or Customer's requirements.
Type 5: Raw Material. Manufacture, inspect, test, and certify the conformance of Raw Material to proprietary engineering specifications.	ISO 9001 registration.
Production Shop Assist Only. Offload of planned manufacturing operations.	Per Organizations Requirements based upon scope of work, unless specified by the customer.
External Calibration or Laboratory Service Provider.	ISO/IEC 17025 or National Equivalent, e.g., UKAS, COFRAC, NIST.
Industry Standard Part or Industry Standard Raw Material Manufacture.	ISO 9001 registration.
Castings and Forgings Produced to a Proprietary Design.	9100 registration.



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- L. Suppliers shall establish and maintain an effective FOD prevention program as appropriate to the organization type listed in Table 2. Suppliers applicable to AS9100D and AS13100 governed contracts shall maintain a FOD prevention program that complies to the requirements of AS9146.
- M. When applicable, suppliers shall use Britt Aero approved external providers, including but not limited to special processes. Supplier shall flow-down to all sub-tier suppliers all applicable requirements of purchasing documents, requirements, and specifications, including but not limited to key characteristics.
- N. Suppliers shall notify Britt Aero of any non-conforming product, processes, or services, and obtain approval for disposition. Non-Conforming product cannot be shipped without documented authorization from Britt Aero. If at any time, it is discovered that non-conforming product has shipped, the supplier shall notify the Quality Department at Britt Aero, in writing, immediately upon discovery.
- O. To prevent the purchase and unintended use of counterfeit parts, suppliers shall plan and implement control processes, appropriate to the organization. Counterfeit part prevention processes should include plans to report counterfeit or suspect counterfeit parts to Britt Aero's purchasing representative within 24 hours of discovery. Substitute parts are not permitted without written consent from Britt Aero. Suppliers shall require material certifications, as well as certificates of conformance when applicable, to ensure product identification and traceability. Suppliers may only utilize approved materials and/or processes as specified on provided blue prints or defined specifications.
- P. Suppliers shall notify Britt Aero of any change in ownership, management, location, product, or process that may affect Britt Aero product and services. Britt Aero will assess the impact of such changes and implement actions as appropriate, including but not limited to, notification to the customer.
- Q. Material and Special Process Test results shall reflect all requirements as well as conform to the specification(s) defined by the Britt Aero purchase order, or the applicable supplied customer drawing. Documented evidence of this conformity includes a listing of each material element or test results in the applicable test report.
 - a. The test report should be signed by a competent laboratory person, clearly confirming which of the following is correct:
 - i. All tests and inspections have been performed and the results meet all of the drawing and/or specification requirements.
 - ii. All tests and inspections have been performed and the results meet all of the drawing and/or specifications requirement, EXCEPT _____, which does not meet requirements.
 - iii. All tests and inspections have been performed and the results meet all of the drawing and/or specification requirements, except test(s) _____, which was not performed in accordance with the drawing and/or specification requirements.



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- R. Suppliers shall establish control methods when product acceptance authority media are used such as stamps, electronic signatures, passwords, etc. These controls should be put in place to avoid misuse, establish traceability to an authorized user, avoid duplication, align responsibilities and authorities as defined within the supplier's Quality Management System, and to maintain good condition and legibility of Quality Records.
- S. When requested by Britt Aero or its customers, suppliers shall provide test specimens for inspection, verification, investigation, and/or auditing purposes. Suppliers and all sub-tier suppliers shall comply with all applicable customer and industry specifications and revisions that are current at the time of the purchase order.
- T. Suppliers shall retain documented information in accordance with end user and end use requirements, as well as current industry standards (See latest revision of AS9100 and AS13100).
 - a. Note: The use of the term record denotes documents that are necessary to provide evidence of conformity. These documents include but are not limited to: Certifications, documented processes and/or procedures, test reports, inspection records, and radiographs.

Record Retention Requirements:

GE Aviation: (See S-1000 Latest Revision)
Serialized Rotating Part(s): Permanently UOS
Serialized Static Part(s) or Main Engine Bearing(s): 25 Years UOS
Other: (See AS13100 Latest Revision)

Pratt & Whitney: (See ASQR-01 Latest Revision)
Flight Safety, Safety, Flight Critical, or Frozen Process Part(s): 40 Years UOS
Other: (See AS13100 Latest Revision)

Other: (See AS13100 Latest Revision)
Critical Safety Part(s): 40 Years UOS
Non-Critical Safety Part(s) (Serialized or Non-Serialized): 10 Years UOS



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- U. Suppliers will ensure that employees and people working on its behalf are aware of their contribution to product and or service conformity, their contribution to product safety, and the importance of ethical behavior.
 - a. Suppliers must be committed to the highest standards of ethics and business conduct. Suppliers must comply with the law, honor commitments, act in good faith, and be accountable. Suppliers must strive to maintain full compliance with all laws and regulations applicable to the operation of the business and customer relationships. Suppliers must not offer, promise, authorize or provide, directly or indirectly anything of value (including business gifts or courtesies) with the intent or effect of inducing anyone to engage in unfair business practices. Suppliers will avoid involvement in activities that may be perceived as a conflict-of interest. Suppliers will respect the legitimate proprietary rights and intellectual property, rights of customers and suppliers, and take proper care to protect sensitive information, including confidential, proprietary, and personal information.
 - b. Suppliers will support product safety by ensuring robust management of special requirements, critical items, and key characteristics. If there are concerns to product safety, suppliers will communicate them to Britt Aero. If there is a concern at the supplier's premises with respect to safety during the manufacture of product, suppliers will notify its own employees of the concern and whenever possible, mitigate the concern.



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Revision:	Description:	Initials & Date:
OI	Created Supplier Flow Down Requirements	RLH 10/28/2022
A	Added additional Flow Down Requirements per AS13100 Sections: 8.4.1.4, 8.4.2.1, 8.4.2.3, & 8.4.2.4	RLH 11/30/2022
B	Updated: Purpose & Scope, Section D: Third-Party Request for Access, Section K: Supplier QMS Expectations, and Section T: Record Retention to broaden wording and include Prime Customers.	RLH 2/23/2023