



# Supplier Quality Assurance Requirements



Exacta Aerospace  
4200 W. Harry St.  
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# Revision Table

Rev Level	Effectivity Date	Description
New	08/26/2010	Initiated Procedure
A	01/27/2012	Updated procedure to incorporate changes made to the Purchase Order Terms and Conditions
B	02/21/2013	Removed Purchase Order Terms & Conditions, Supplier Performance & Rating Guidelines, Supplier Quality Systems Evaluation and Supplier Quality Assurance Standard from the Appendix and New Supplier Section. Incorporated Boeing & Gulfstream Customer specific quality clauses to the Appendix.
C	07/03/2013	Updated Nonconforming Material Control to include the use of Exacta Aerospace's form X-81 Supplier Rejection Notification
D	03/17/2014	Updated SQAR to remove Appendix A for the Business Size Certification. Incorporated the Supplier Performance CA Plan.
E	07/15/2015	Updated SQAR to support new process for the incorporation of our MRP/ERP system.
F	04/14/2016	Added Appendix K for Spirit Aerosystems' Customer flow down requirements
G	07/13/2016	Removed following sections from SQAR: Sub Contractor Control, Standard Hardware, Raw Material, & Certificate of Conformance
H	09/6/2017	Revised Supplier Performance Monitoring criteria
I	02/06/2018	Revised to work in collaboration with PCC's Supplier Quality Requirements (SQR) document and update form naming convention for standardization.



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## PURPOSE

This document along with PCC Aerostructures Supplier Quality Requirements (SQR) – 10000 establishes general, mandatory, and special quality assurance requirements for use on Purchase Orders from Exacta Aerospace. It is intended to clearly define all requirements for the Supplier to assure that all products delivered by the Supplier, on the Purchase Order, conform to Exacta Aerospace's specified requirements for quality, reliability, and integrity. The Supplier shall flow down the requirements to its own sources. Extended information on Exacta Aerospace's requirements for the Purchase Order is clarified on our Purchase Order Terms and Conditions (See PCCAero.com).

## INTRODUCTION

We at Exacta Aerospace are dedicated to being the leading supplier in the Aerospace Industry. We can only achieve our Customer's goals by expecting the best from our Suppliers. We ask that our Suppliers join us in providing the best products with respect to quality, delivery, and price. We believe a strong Supplier base will assist us in providing the best products for our Customers. Our objective is to support the development of future mutual goals for our organizations.

## NEW SUPPLIERS

Exacta Aerospace's Purchasing, Engineering, and Quality Assurance Team evaluates all new Suppliers. All new Suppliers, as applicable, must submit the following:

- |   |                          |
|---|--------------------------|
| 1. Supplier Quality System Questionnaire (AQS1001)        | (All Suppliers)          |
| 2. Exacta or PCC Aerostructure's Non-Disclosure Agreement | (All Suppliers)          |
| 3. Export Compliance Certification                        | (All Suppliers)          |
| 4. Supplier DPD/MBD Survey                                | (DPD/MBD Suppliers Only) |

After all the above information has been received, Exacta Aerospace's Quality Department reviews the information and makes the following determinations:

1. Add the Supplier to our Approved Supplier Database as approved or approved conditionally
2. Request additional information from the Supplier (if needed)
3. Eliminate the potential Supplier from further consideration

## EXISTING SUPPLIERS EVALUATION METHOD

Supplier approval for Exacta DPD/MBD software and capability shall be evaluated annually and re-approval through the questionnaire process will be evaluated every 3 years. Re-approval will be based on the supplier's quality performance, delivery performance, changes in the supplier's quality system, delegated inspection authority or changes based on the needs of the business.

It is the responsibility of the supplier to provide to Exacta Aerospace a written statement of any changes in the supplier's management, ownership, location or quality system. This notification should be sent to Exacta Aerospace's Supply Chain Manager, Quality Manager, and Quality Engineer. Upon receipt of this notification, Exacta Aerospace will determine what re-approval activities are required.

## SUPPLIER PERFORMANCE MONITORING

Exacta Aerospace evaluates supplier performance in the areas of quality, reliability, schedule and cost as applicable. Performance tracking is accomplished by utilizing our MRP/ERP system. The supplier will be provided a quarterly scorecard through their FTP site.

It is Exacta's expectation of suppliers to achieve 100% on-time delivery and quality. Suppliers whose ratings fall below 98% quality rating for three consecutive months, the supplier will be required to provide a formal Corrective Action Plan. This plan must address the root cause(s) and demonstrate sufficient corrective action. Successful implementation of this plan must be completed within 60 days.

The supplier will be placed on probation at the discretion of the Quality Manager/Procurement Manager if consecutively the performance remains to fall below 95% delivery and/or 98% quality rating and the corrective action(s) provided is deemed ineffective. Disapproval can be initiated at any time at the discretion of the Quality Manager/Procurement Manager when the performance threshold is continuing to fall below 95% delivery and/or 98% quality rating.

The supplier is responsible for complying with quality system requirements noted herein and for meeting performance expectations. Failure to comply with requirements or to achieve an acceptance performance level may result in an additional on-site or product audit.

To ensure that our Supplier's quality systems conform to Exacta's quality system requirements, Exacta Aerospace Inc., our customers, and/or their authorized Inspection Agency, or Regulatory Authorities shall have the right to send representatives to the supplier's facilities or its sub-tier suppliers to determine contract compliance by either monitoring, witnessing, and/or performing such activities as inspections, test witness or other system, process and/or product evaluations and verifications as necessary to determine product acceptability to contractual requirements.

## FIRST ARTICLES

First Article Reports are required for the first time build by a supplier and shall be required for any subsequent builds at a new drawing revision, existing part ordered from new source, if the last fabrication was more than 2 years prior or as indicated by the Purchase Order.

Supplier First Article Inspection (FAI) shall be performed using Net-Inspect or the latest revision AS9102 and comply with all first article inspections. Additional First Article requirements are listed in PCC Aerostructures Supplier Quality Requirements (SQR) – 10000.

## CONTROL OF NON-CONFORMING PRODUCTS

The Outsource Supplier shall submit all nonconforming material to Exacta Aerospace.

Exacta Aerospace will notify the Supplier of a nonconformance with a Corrective Action Report (**EXA-F-1020-001**). A CAR (Appendix D) can be issued for a part as a result of receiving inspection rejections, missing paperwork, defective parts in stock or found defective during our assembly process. The Supplier will have 10 days from the day the nonconformance is issued to return a completed CAR.

Additional requirements regarding Control of Non-Conforming Product is listed in PCC Aerostructures Supplier Quality Requirements (SQR) – 10000.

**PART MARK**

Part mark shall be performed per the customer's requirements and contain at least the following information:

Supplier Mfg. Cage Code and/or Stamp  
Part Number  
Job Number  
Exacta's Mfg. Cage Code (7U434)  
Date  
Inspection Stamp

## APPENDIX A: Supplier Performance CA Plan



### SUPPLIER APPROVAL, PERFORMANCE AND RATING GUIDELINES CORRECTIVE ACTION REQUEST

Dear Valued Supplier,

PCC Aerostructures – Exacta Aerospace evaluates supplier performance in the areas of quality, reliability, schedule and cost as applicable.

Our suppliers are required to maintain 95% delivery and 98% quality each month. Any supplier that falls below 95% delivery or 98% quality rating for two (2) successive months will be sent a quality notification. If the ratings maintain below 95% delivery and 98% quality rating for four consecutive months, the supplier will be required to provide a formal Corrective Action Plan. This plan must address the root cause(s) and demonstrate sufficient corrective action. Successful implementation of this plan must be complete within 60 days. Special circumstances that cause a supplier to fall below the required levels will be evaluated on a case by case basis.

The supplier will be placed on probation at the discretion of the Director of Quality or Quality Manager if consecutively the performance remains to be fall below 95% delivery and 98% quality rating and the corrective action(s) provided is deemed ineffective. Disapproval can be initiated at any time at the discretion of the Director of Quality or Quality Manager when the performance threshold is continuing to fall below 95% delivery and 98% quality rating.

The supplier is responsible for complying with quality system requirements noted in PCC Aerostructures Supplier Quality Requirements (SQR) 10000 and Exacta Aerospace's Supplier Quality Assurance Requirements (SQAR) and for meeting the performance expectations. Failure to comply with the requirements or to achieve an acceptance performance level may result in addition on-site and/or product audits (as applicable).

This notification is to inform that \_\_\_\_\_ has received an unacceptable performance consecutively for \_\_\_\_\_ months. As part of our SQAR requirements, it is required that \_\_\_\_\_ :

- Is provided a Quality Notification
- Provides a Formal Corrective Action Plan by \_\_\_\_\_.

Attached is the supplier scorecards and detailed information supporting the quality and delivery performance for \_\_\_\_\_. If you have any questions, please do not hesitate to contact me.

Your cooperation is greatly appreciated,

Kinsey Galbraith  
Sr. Quality Manager  
PCC Aerostructures – Exacta Aerospace  
4200 W. Harry St.  
Wichita, KS 67209  
(316) 941-4200

EXA-F-840-001

Rev. B

Date: 02/06/2018

## APPENDIX B: Supplier Quality System Questionnaire



### SUPPLIER QUALITY SYSTEM QUESTIONNAIRE

Dear Valued Supplier (Potential Supplier):

Please complete the following questionnaire and submit to sender. It is preferred that the completed questionnaire be submitted via email with signed hardcopy of cover sheet following by regular mail.

#### SUPPLIER PROFILE

Company Name: (parent if applicable)		Date:	
Address:		Supplier Number:	
City:		Telephone Number:	
State & Country:		Fax Number:	
Zip or Postal Code:		Quality Manager:	
Quality Dept. E-Mail Address:		Size: Total Area	
Total Quality personnel		Total Personnel:	

Suppliers Core Competencies:

Product Type (S) Supplied From This Location:

Products Supplied To PCC: (If Any)

Major Customers: (Greater Than 20% Of Business)

Union Affiliation: (If Any)

Contract Expiration

Business Type:  (LB) Large Business

(SB) Small Business  (SDB) Small Disadvantaged Business  (WOSB) Woman Owned Small Business

(HUBZone) Certified Historical Underutilized Business Zone  (VOSB) Veteran Owned Small Business

(SDVOSB) Service Disabled Veteran Owned Small Business  (ANC) Alaskan Native Corporation  (IT) Indian Tribe

North American Industry Classification System (NAICS)-6 digit code:

Type Of Ownership:

Individual  Partnership  Corporation

Quality System Registration:

AS9100  ISO9001  Nadcap (list certifications)

(Attach copy of current certification and only answer questions in Section 1 & 2)

Other, describe i.e. AC7004:  None

Management Structure:

(Attach Quality organizational chart)



## APPENDIX C: Supplier DPD/MBD Survey



### EXACTA AEROSPACE SUPPLIER DPD / MBD SURVEY

Company Information	
Company Name:	
Street:	
City, State, Zip:	
Phone:	
Fax:	

DPD/MBD Administrator or Engineer Completing This Survey	
Name:	
Title:	
Phone / Ext:	
E-mail:	
Notes:	

DPD Capability				
	YES	NO	N/A	QUESTIONS
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your company have a documented DPD System?
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, has your DPD system been approved by a major customer (Boeing, Spirit, Grumman, Lockheed, etc.)?
List the major customers who have approved your DPD system below:				
List here:				
Notes:				

**If your company's DPD system has been approved by a major customer, please submit the approval documentation to Exacta Aerospace with this survey.**

WHAT PAS SOFTWARE DO YOU USE AT YOUR FACILITY?	
Fixed Coordinate Measuring Machine - CMM	
Laser Scanner	
Laser Tracker	
Photo or Video-grammetry - V-Stars Metroner	
Theodolite	
Numerical Control Machine - NC Inspection	
Portable CMM - Faro Arm	
Other - Please list	

APPENDIX D: Supplier Corrective Action Request



**Corrective Action Report**

Issue Number 0001

Problem Solving Summary Type			
Select only one:      Internal <input type="checkbox"/> Customer <input type="checkbox"/> Supplier <input checked="" type="checkbox"/>			
Part Information			
Date Initiated:		RCCA Due Date:	
Part Number:		Rejection Tag #:	
Job Number:		MRR #:	
Department		Purchase Order #:	
Qty Rejected		Supplier Name:	
Problem Statement / Description of Discrepancy			
Immediate Corrective Action / Containment Plan			
Completed By:		Date:	
Cause of Defect / Root Cause Analysis			
REQUIRES OBJECTIVE EVIDENCE TO BE ATTACHED			
Long Term Corrective Actions			
Completed By:		Date:	
Implementation and Verification of Long Term Corrective Actions			
Completed By:		Date:	
Follow-Up Action Plan / Review of Effectiveness of Corrective Action			
			Is RCCA Effective?
Completed By:		Date:	
Objective Evidence Attached			
CA Submitted By:		Date:	
FOR EXACTA QUALITY ONLY:			
RCCA Approved By:		Date:	

## APPENDIX E: Exacta Aerospace's Non-Disclosure Agreement

### MUTUAL CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT

Exacta Aerospace ("PCC"), and [REDACTED] ("Company") would like to commence discussions regarding a possible business relationship between the parties ("Project"). In connection with the Project, each of the parties may disclose confidential information to the other. To further the goals of the Project through open discussions and exchanges of information, the parties agree as follows:

#### 1. Confidential Information

- a) "Confidential Information" as used herein means all information in any form that is disclosed by PCC or Company, respectively, or that is obtained by one party from the other party in connection with the Project, including but not limited to technical know-how, concepts, ideas, formulas, methods, processes and procedures of manufacturing and operations; customer and supplier information including contracts; product information, development, research and plans; and cost and pricing information. Each Party will make reasonable efforts to mark such information as confidential and proprietary, although the failure to mark information will not render information non-confidential or non-proprietary. "Confidential Information" does not include any information that (i) is now or becomes publicly available by lawful means and without breach of any confidentiality obligation; (ii) was known to the party receiving the information prior to the date of disclosure; or (iii) is lawfully obtained from any third party.
- b) Information which is specific shall not be deemed to be within the foregoing exceptions merely because it is embraced by more general information in the public domain or in the possession of the receiving party. Further, any combination of information shall not be deemed to be within the foregoing exceptions merely because individual pieces of the information are in the public domain or in the possession of the receiving party, unless the combination itself and its principle of operation are in the public domain or in the possession of the receiving party.
- c) Nothing in this Agreement places on either party any obligation to disclose any specific information. Each party reserves for itself the right to determine which, if any, of its confidential information it will disclose under this Agreement.

#### 2. Nondisclosure and Nonuse

- a) Nonuse. Confidential Information disclosed hereunder by one of the parties (hereinafter the "Disclosing Party") will not be used by the other party (hereinafter "Recipient") for any purpose other than in connection with the goals of the Project. Recipient will not copy, transmit, reproduce, summarize, quote or make any other use of Confidential Information.
- b) Nondisclosure. Recipient will keep confidential all Confidential Information it receives from the Disclosing Party. Recipient will not disclose Confidential Information directly or indirectly to any third person (including a parent, subsidiary, affiliate or related party) without the Disclosing Party's express written consent. Each party will take all reasonable steps to protect the confidentiality of received Confidential Information, including informing its employees of the confidential nature of the information, requiring its employees to keep the said information confidential, and all steps that the Recipient uses to protect its own confidential information. Employees of each party shall also include employees of contract labor companies that provide temporary technical and administrative services for each party. Notwithstanding anything herein to the contrary, neither Party may use the Confidential Information of the other Party for any other purpose, including without limitation to design, manufacture or repair spare or replacement parts for either Party's products, to compare such parts to one another or to designs of such parts, or to obtain FAA Parts Manufacturer Approval or other government approval to manufacture such parts, without the Disclosing Party's express written consent.
- c) Subpoenas. If Recipient receives a subpoena calling for disclosure of Confidential Information, or if Recipient is otherwise required by law to disclose Confidential Information, Recipient will immediately, before disclosure, notify the Disclosing Party and provide it with such information as may be necessary so that the Disclosing Party may take appropriate action to protect its interests.
- d) Delivery of Materials. Upon termination of the Project, Recipient will, at the Disclosing Party's request, deliver to the Disclosing Party all materials, including (without limitation) documents, records, drawings, prototypes, models and schematic diagrams, which describe, constitute, or in any way relate to Confidential Information.

## APPENDIX F: PCC Aerostructure's Non-Disclosure Agreement

### MUTUAL CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT

PCC Airframe Products on behalf of itself and its locations as established in this Nondisclosure Agreement ("PCC") and [REDACTED] ("Company") would like to commence discussions regarding a possible business relationship between the parties ("Project"). In connection with the Project, each of the parties may disclose confidential information to the other. To further the goals of the Project through open discussions and exchanges of information, the parties agree as follows:

#### 1. Confidential Information

- a) "Confidential Information" as used herein means all information in any form that is disclosed by PCC or Company, respectively, or that is obtained by one party from the other party in connection with the Project, including but not limited to technical know-how, concepts, ideas, methods and procedures of operations, customer information, supplier information, product information or plans. "Confidential Information" does not include any information that (i) is now or becomes publicly available by lawful means and without breach of any confidentiality obligation; (ii) was known to the party receiving the information prior to the date of disclosure; or (iii) is lawfully obtained from any third party.
- b) Information which is specific shall not be deemed to be within the foregoing exceptions because it is embraced by more general information in the public domain or in the possession of the receiving party. Further, any combination of information shall not be deemed to be within the foregoing exceptions merely because individual pieces of the information are in the public domain or in the possession of the receiving party, unless the combination itself and its principle of operation are in the public domain or in the possession of the receiving party.
- c) Nothing in this Agreement places on either party any obligation to disclose any specific information. Each party reserves for itself the right to determine which, if any, of its confidential information it will disclose under this Agreement.

#### 2. Nondisclosure and Nonuse

- a) Nonuse. Confidential Information disclosed hereunder by one of the parties (hereinafter the "Disclosing Party") will not be used by the other party (hereinafter "Recipient") for any purpose other than in connection with the goals of the Project. Recipient will not copy, transmit, reproduce, summarize, quote or make any other use of Confidential Information.
- b) Nondisclosure. Recipient will keep confidential all Confidential Information it receives from the Disclosing Party. Recipient will not disclose Confidential Information directly or indirectly to any third person (including a parent, subsidiary, affiliate or related party) without the Disclosing Party's express written consent. Each party will take all reasonable steps to protect the confidentiality of received Confidential Information, including informing its employees of the confidential nature of the information, requiring its employees to keep the said information confidential, and all steps that the Recipient uses to protect its own confidential information.
- c) Subpoenas. If Recipient receives a subpoena calling for disclosure of Confidential Information or if Recipient is otherwise required by law to disclose Confidential Information, Recipient will immediately, before disclosure, notify the Disclosing Party and provide it with such information as may be necessary so that the Disclosing Party may take action to protect its interests.
- d) Delivery of Materials. Upon termination of the Project, Recipient will, at the Disclosing Party's request, deliver to the Disclosing Party all materials, including (without limitation) documents, records, drawings, prototypes, models and schematic diagrams, which describe, constitute, or in any way relate to Confidential Information.

3. Remedies. The parties recite as facts that breach of this Agreement will cause irreparable harm, and that unauthorized use or disclosure by Recipient of any portion of the Confidential Information disclosed is a misappropriation of valuable trade secrets. Therefore, if Recipient breaches these obligations, the Disclosing Party is entitled to specific performance, including an immediate temporary restraining order or preliminary injunction enforcing this Agreement, in addition to any other remedies provided by law. Recipient will also indemnify, hold harmless and defend the Disclosing Party against any liability or loss,