**GE Aviation, Supply Chain Services Supplier Quality Specification for Suppliers and Subcontractors**

 **Specification Number: S-SPEC-1038**

 **aeDMS #: S-485**

 **Issue Date: Aug 27, 2020 -**

*This specification is in addition to and in no way limiting, superseding, or abrogating any contractual obligation as required by the applicable procurement document.*

1. Purpose

This document defines the quality system standard for suppliers and subcontractors to GE Aviation Services. The applicable general and specific part(s) of this standard must be in place at the supplier or subcontractor to do business with GE Aviation Services.

This specification is intended to be a supplement to any applicable national aviation authority regulations, industry certifications, or process certifications. It is to be used in addition to and in conjunction with other requirements that may be referenced in the purchase order. Aviation regulations referenced in this specification do not apply to either military or marine and industrial articles. Where specific customer requirements are referenced in the purchase document, they apply to military and commercial aviation articles as well as marine and industrial articles. This standard addresses three categories of suppliers:

**Part I** - Addresses contractors from whom maintenance and alteration services are procured. For the purposes of this specification maintenance is defined as inspection, repair, overhaul, and test. Alteration is defined as a change to product or part from one approved configuration to another. Part I may be applied independently of Parts II and III.

**Part II -** Addresses suppliers of new articles, e.g. manufacturers and their approved distributors, suppliers of repaired or overhauled articles, e.g. Brokers and Surplus Parts Dealers and suppliers of raw materials as well as process materials. Part II may be applied independently of Parts I or III.

**Part III –** Addresses contractors employed for specialized machining, inspection, special process operations such as, dimensional restoration, NDT, welding, heat treatments, etc. or other processes, but who are not suppliers of the manufacture, repair, or alteration of a complete part or assembly. Part III may be applied independently of Parts I or II.

Vendors of other materials or services such as office supplies, janitorial supplies etc. are not addressed by this standard.

1. Procedure
	1. General
		1. All suppliers are required to have a Quality Program, which ensures quality products or services that comply with GE Aviation Services and their customer’s specifications and, where required, with the applicable national and international aviation regulations, or industry certifications. The supplier’s Quality Program shall be described in a Quality Control Manual or another appropriate document and shall be formally endorsed by the management of the supplier with overall responsibility for the operation of the business.
		2. Where the Quality Program is structured to comply with the rules of one or more National Aviation Authorities, the manual may be organized in a manner such that its contents are acceptable to all concerned authorities. This may require multiple manuals or supplemental documents to be used. Regardless of format the manual, as a minimum, shall provide a detailed description of the supplier’s:
			1. Quality organization
			2. Housing and facilities
			3. Training requirements
			4. Internal audit and surveillance process
			5. Procurement procedures
			6. Material control procedures
			7. Controls of age sensitive material
			8. Technical data control
			9. Inspection procedures
			10. Record keeping
			11. Control of measuring and test equipment (calibration)
			12. Work order system
			13. Product or process certification(s)
			14. Shipping procedures
			15. Scrap parts control

Regardless of format, the document(s) shall be kept current and shall be readily available to employees of the supplier/contractor as well as to regulators, registrars, and customer auditors or their designees.

* 1. Suppliers are subject to an audit at any time during normal working hours. The audit may encompass the entire administrative or technical portions of the supplier’s operation or any part thereof. GE Aviation Services will notify the supplier of the need for an audit and arrange it such that minimal interference with the supplier’s operation result. The supplier shall make accommodations for these audits.

**Note:** An acceptable audit result does not relieve the supplier of their duty to provide an acceptable product or service.

1. Definitions
	1. **Alteration** - A change to product or part from one approved configuration to another.
	2. **Contractor** - An entity from which a facility purchases a service.
	3. **Distributor** - Any person engaged in the sale or transfer of parts for installation in appliances and type- certificated aircraft, aircraft engines, or propellers.
	4. **Maintenance** - Inspection, repair overhaul, preservation and the replacement of parts, but excludes preventive maintenance.
	5. **Manufacturer** - An entity that makes parts or materials complete, or who assembles parts into a subassembly includes casting and forgings.
	6. **Overhaul** - The restoration of an aircraft engine or component by inspection and replacement in conformity with an approved standard to extend the operational life of that aircraft or aircraft component.
	7. **Parts Manufacturer Approval** - The system described in 14 CFR 21.303 and in FAA Order 8110.42 whereby a company may obtain FAA approval for the design and production of replacement parts. In addition, the FAA PMA system provides for approval of parts designed and produced to support a modification approved under an FAA Supplemental Type Certificate (STC).
	8. **Quality System** - The total network of administrative and technical data and detailed procedures required to maintain the product and parts thereof to specified airworthiness standards. In addition, refers to the supplier's total network of administrative and detailed procedures implemented to ensure that the product satisfy the customer's aviation quality requirements and, that the parts documentation accurately reflects the criteria identified in the purchase order.
	9. **Quality System Standard** - Criteria developed by various suppliers that provide a means to ensure that the supplier’s quality system provides an acceptable level of control.
	10. **Repair** - The restoration of a defect in an aircraft engine or component by inspection and replacement in conformity with an approved standard to extend the operational life of that aircraft or aircraft component.
	11. **Supplier** - Sources including GE Aviation Services facilities that, supply raw material, finished parts, and consumable materials for incorporation into GE Aviation, CFMI, and EA products.
	12. **Traceability** - The ability to track parts, processes, and materials to the original manufacturer or other acceptable source to meet the requirements of the installer.
2. Appendix
3. Additional Requirements for Part I Suppliers

Part I Suppliers are contractors from whom maintenance and alteration services are procured. For the purposes of this specification maintenance is defined as inspection, repair, overhaul, and test. Alteration is defined as a change to product or part from one approved configuration to another.

**Note:** Part I and its requirements may be applied independently of Parts II and III.

1. National Aviation Authority certifications.
	1. Maintenance providers under Part I of this specification must be certified as maintenance organizations with proper ratings and authorizations, issued by their governing national aviation authority, for any work contracted to them by GE Aviation Services.
	2. When release to service documents from more than one national aviation authority (NAA) are required by contract or purchase order, maintenance providers must hold the proper certifications and authorizations for the requested work from each NAA and must be authorized to provide release to service for that work.
	3. Under no circumstances shall a maintenance provider accept work from GE Aviation Services for which they do not have release to service authorization from the national aviation authorities requested by contract or purchase order.
	4. Those maintenance providers that are FAA certificated repair stations located in the United States must have in place an active, FAA approved Antidrug and Alcohol Misuse Prevention Program that complies with 14 CFR part 120 subparts d), e). The plan may be the supplier’s plan or a consortium plan to which the supplier subscribes. Suppliers shall hold either Operations Specifications A-449, Antidrug and Alcohol Misuse Prevention Program or provide proof of their program registration with the FAA Drug Abatement Division. Letters of registration must be from the Drug Abatement Branch Office of Aviation Medicine, Washington, DC not from regional offices.
	5. All maintenance providers that are FAA certificated repair stations shall ensure their US based subcontracted maintenance providers, at all tiers (both certificated and non-certificated), are actively participating in US Department of Transportation anti-drug and alcohol misuse prevention program as required per 14 CFR Part 120 Subparts d), e). Contractors shall obtain proof of compliance for each provider, in a stand-alone format, and retain such proof for a minimum of three (3) years from date of work performance.
	6. Maintenance providers shall provide GE Aviation Services with copies of certifications, ratings and authorizations upon renewal or changes to the documents and upon request by GE Aviation Services personnel.
	7. Maintenance providers shall immediately notify GE Aviation Services of any revocation, suspension or other certificate action taken by any nation aviation authority against the business.
	8. Within the United States each maintenance provider (or person performing maintenance or preventive maintenance functions for it) shall relieve each person performing such work from duty for a period of at least twenty-four consecutive hours during any seven consecutive days, or the equivalent thereof within any one calendar month. (see 14 CFR 121, subpart L, 121.377)
2. The use of DER (Designated Engineering Representative) approved repair data and locally developed repair schemes is not allowed without the written approval of GE Aviation Services.
3. The use of PMA parts other than those contained in the manuals and Service Bulletins issued by the manufacturer is not allowed without the written approval of GE Aviation Services.
4. The use of locally manufactured articles that are consumed during a repair other than those defined in the manuals and Service Bulletins issued by the manufacturer is not allowed without the written approval of GE Aviation Services.
5. In cases where a maintenance provider chooses to use equivalent tools or test equipment, a documented process must be in place to make the determination of equivalency, including drawings, materials, and sufficient checks to ensure the equivalent tool performs the function required by the manual, Service Bulletin or another manufacturers’ document. The documentation and final determination of equivalency must be made by an individual qualified and authorized to make such a determination.
6. Consumable materials shall be purchased using the information provided in the Consumable Products Manual(s) published by the Type Certificate Holder. If a maintenance provider wishes to use an equivalent consumable material, a documented process must be in place to make the determination of equivalency, including comparison of specifications, chemical analyses, and side by side testing of materials.
7. Maintenance providers shall have a documented Work Order system that provides positive identification of articles throughout maintenance process. The work order system shall identify ownership, provide part name and part number/serial number, the technical data to be used for the work to be performed along with the revision of that data. Maintenance providers must not perform any work if they do not have the data for work, or if the data held is not current.
8. Where work is continued from one shift to another there shall be a system of documentation that assures continuity of the work and that the entire bill-of-work is accomplished.
9. Maintenance providers must stop work when conditions that are departures from the technical data on articles undergoing maintenance are discovered and notify the purchaser and request disposition on how to address the non-conformance. The supplier shall follow the disposition provided.
10. Maintenance providers that discover that articles with a non-conforming condition have been shipped shall notify the purchaser immediately. The maintenance provider shall cooperate with the purchaser in determining the severity of the non-conformance and shall make notifications to customers and regulars in coordination with GE Aviation Services.
11. Maintenance providersthat deal in non-aircraft parts, materials, or maintenance activities shall segregate the aircraft function from other functions to preclude getting unapproved parts or materials on an aircraft unit.
12. Maintenance providers shall maintain records of maintenance or alterations performed for GE Aviation Services a minimum of 3 years or life of part for all LLP hardware.
13. Articles shall be returned to the purchaser in an appropriate shipping container or one required by the customer. Packaging shall be in accordance with ATA 300. A packing list shall be generated and included in the shipment that identifies all items in the package.
14. Additional Requirements for Part II Suppliers

Part II Suppliers are suppliers of new and repaired/overhauled articles, i.e. manufacturers and their approved distributors, Brokers dealing in as removed, repaired or overhauled articles, and suppliers of Standard Parts, raw material, direct material and consumable material.

**Note:** Part II may be applied independently of Parts I or III.

The Supplier shall have an established quality system to assure a quality product that complies with purchasers’ specifications. The supplier’s quality system and operations shall be described in detail in a quality manual or another appropriate document. The document shall include, but is not limited to, a detailed description of the following elements. Where any quality system element is not applicable to a supplier those elements shall be included in the supplier’s quality manual and annotated as “Not Applicable.” This will ensure that the element has not been overlooked when preparing the Manual.

1. QUALITY ORGANIZATION
	1. The supplier’s organization shall be depicted in an organization chart showing the relationship of the quality department to the rest of the organization.
	2. Personnel who are responsible for the quality systems must be identified by title.
	3. The quality manual or document shall be kept current, identifying the standards to which it was written, and shall be readily available to employees and to the customer's auditor or designee.
	4. The supplier shall maintain a current roster of personnel authorized to perform specific inspection functions and identify the inspections each person is authorized to perform.
	5. A distributor of new aircraft parts shall maintain a current list of those manufacturers (Type Certificate Holders) that have officially authorized it as a distributor.
	6. Suppliers of standard parts, raw materials, consumable materials, chemicals, etc. shall maintain a current list of those manufacturers for which it is an authorized it as a distributor.
2. INSPECTION PROCEDURES
	1. Inspection shall verify that incoming parts and materials are free of defects and are in a good state of preservation.
	2. All suppliers under this part shall maintain an inspection program which includes periodic verification of the technical specifications applicable to the parts/materials. The suppliers shall insure that adequate specifications are available to support the inspection process, and that these specifications are current. Suppliers shall maintain a record of inspections and tests used to make this verification. Suggested programs include sample tests of physical and chemical properties and checks of manufacturer's test reports.
	3. A receiving inspection program shall be in place to verify that materials received are of appropriate quality and are from the same lot or batch number as indicated on accompanying certifications and test reports, if applicable.
	4. Receiving inspection for aircraft fasteners and raw stock shall include a visual check for general workmanship and the presence of the certifications and test reports.
	5. If inspection stamps are used, a procedure must be in place to control stamp usage and replacement. The procedure must include the following:
		1. A facsimile of each stamp
		2. A means of identifying to whom stamps have been issued
		3. A policy for stamps that are lost or stolen
		4. A requirement that stamps are retired for a period of not less than six months after an inspector ceases performing inspection functions.
3. SHIPPING PROCEDURES

The supplier’s quality system shall require components and parts be shipped in an ATA-300 specification container or equivalent as appropriate for the unit being shipped, or as specified by the customer. The item should be packed in the container in a manner that will preclude damage to parts or components due to rough handling of the container.

Appropriately trained personnel shall conduct a complete visual inspection of all items being shipped. Inspection shall include, but not limited to:

* 1. A check for any obvious physical damage.
	2. Verifying that all appropriate plugs and caps are installed.

**Note:** Tape shall not be used to cover electrical connections or fluid fittings/openings. Adhesive residue can insulate electrical connections and contaminate hydraulic or fuel units.

* 1. Verifying that the quantity, part numbers (including dash numbers and letters), model numbers, serial numbers, etc. of the items being shipped match the accompanying documentation and the customer's request/purchase order.
	2. Verifying the packing slips contain all information required by the customer.
	3. Verifying the shipping container and packing is appropriate to for the items being shipped.
	4. Verifying that all appropriate required documentation (airworthiness approval, material certification, traceability documents, etc.) are at hand, properly completed and signed.
	5. Verifying materials classified as “HAZARDOUS MATERIAL” have been inspected by appropriately trained personnel.
1. TECHNICAL DATA CONTROL
	1. Any necessary technical data shall be maintained in a manner that ensures such data is current and accessible to employees as appropriate. The technical data shall be stored in a manner that will protect it from dirt and damage. Hand entries in, or hand corrections to, technical data are not acceptable.
	2. A used parts broker shall have a system to verify AD status at time of last certificated maintenance and shall provide that status at the time of sale. No parts with an unknown AD status are to be provided without prior written approval of the purchaser.
	3. Where technical data is on microfilm, microfiche, or an electronic device, appropriate viewing devices must be maintained in good working order, be protected from damage and must be available to persons using the data.
2. RECORDS CONTROL
3. A new parts distributor shall have in place a system governing the storage, distribution, and retrieval of documents confirming that the physical and chemical properties of fasteners and raw stock aircraft materials (materials that are installed on and become part of the aircraft) are in conformance with applicable technical specifications.
4. Records confirming aircraft fastener integrity, including physical and chemical test reports shall be retained for a minimum of three years after the sale.
5. Suppliers shall maintain traceability documentation and all certifications for at least three years from the time of sale to the customer.
6. Suppliers must have documented in its quality control manual a system that demonstrates the ability to trace parts to the source of production, or to an FAA/NAA certificate holder. Additionally, the supplier must be able to provide, upon request, information pertaining to the approval status of each part in accordance with section 21.303 of the Code of Federal Regulations.
7. All life limited parts shall have records from the previous operator confirming their life-limited status, i.e. times and cycles from as new to current removal.
8. Documentation that traces any item(s) solely to a Distributor, Parts Broker or another non-certificated source is not acceptable.
9. Records shall be protected against damage, alteration, deterioration and loss.
10. The supplier shall provide a return to service document (for only the work performed) for each part indicating the status of the article, i.e. inspected/tested, repaired, overhauled or altered (not applicable to new parts unless work or test was performed on the part). The document must contain an airworthiness approval for return-to- service signed by an authorized employee of the maintenance facility. Inspection stamps, symbols or printed/stamped names are not acceptable. The airworthiness approval document shall be physically attached to the unit. This includes the part number and serial number (as applicable) of the affected item.
11. The supplier shall provide the original maintenance records received with the serviced component. These records shall list technical data used, and functional tests performed, as appropriate and as required by the customer. A list of significant parts replaced shall be included, which may be on the teardown report or on the repair station’s invoice.
12. Articles from an aircraft or aircraft engine subjected to extreme stress or heat (e.g. major fire or submersion in saltwater) must be identified as coming from such an aircraft or engine.
13. Articles that have been operated by a military organization must be identified as such.
14. TRAINING
15. Personnel shall be properly trained and competent to perform inspections, parts handling, and record-keeping procedures required by the quality system. This applies to personnel performing supervisory or receiving and shipping inspector functions.
16. Inspection personnel must be properly trained and authorized. Such persons must be knowledgeable of inspection techniques, methods and equipment used to determine part quality. Authorization criteria shall be identified in the manufacturer’s/distributor’s manual.
17. Shipping personnel shall be trained and competent in the recognition, packaging, identification, and proper handling of Hazardous Materials.
18. All training, both classroom and on-the-job (OJT) shall be documented and the records maintained for a minimum of two years after the employee leaves the company.
19. Training records shall include:
	* 1. A description of the training.
		2. Date and number of hours of instruction.
		3. Name of instructor and student and/or signature of both.
		4. Name of the organization conducting the training if performed by an outside agency.
20. AGE SENSITIVE MATERIALS
21. The suppliers shall document and maintain a program to assure the identification and proper handling of age sensitive materials.
22. This program shall also include component assemblies containing shelf life-limited items.
23. MEASURING AND TEST EQUIPMENT
24. Test equipment, measuring devices and gages used to verify conformance to applicable standards or specifications, shall be calibrated periodically to maintain accuracy per the National Institute of Standards and Technology (NIST), or other government, or Manufacturers standards.
25. The supplier shall have procedures to prevent tools/equipment, which are past due calibration from being used.
26. Current documentation of calibration status shall be maintained.
27. PROCUREMENT
28. The supplier shall maintain a procurement system such that approved quality materials are purchased, and proprietary and licensing rights are observed.
29. The supplier shall have a system in place to assure that special requirements are adequately communicated to the distributor's sources.
30. Suppliers of new aircraft parts shall purchase materials directly from approved manufacturers or from distributors authorized by the manufacturer to sell the product. Deviations from this policy must be disclosed to and approved by the purchaser prior to part shipment.
31. Suppliers shall maintain a list of their approved suppliers and a quality history for each source.
32. MATERIAL CONTROL
33. Material shall be handled in an appropriate manner and shall be protected from damage and deterioration.
34. Special packaging shall be maintained as necessary. The storage area for aircraft parts should be periodically checked for overall effectiveness of storage and identification methods.
35. A closed loop system shall exist to implement corrective action following the detection of substandard or otherwise nonconforming parts. Rejected materials must be identified as such and segregated from usable stock. The system shall include a method to notify purchasers within 24 hours of any part that exited the distributor's quality system that does not conform. Suppliers shall provide a method to recall or rectify the problem. Any Unapproved aircraft or aircraft engine parts should be reported in accordance with FAA Advisory Circular 21-29, Detecting and Reporting Suspected Unapproved Parts
36. Aircraft parts, and parts that could be reasonably assumed to be sold for aircraft use, shall be segregated from non-aircraft parts.
37. Batch segregation shall be maintained for aircraft fasteners and all other aeronautical parts and materials. Additionally, the supplier must maintain records indicating the quantities sold from each batch to each buyer. Purchases, less sales, should equal inventory that must balance batch/lot numbered inventories.
38. Whenever practical, materials shall be stored and delivered in the manufacture's original packaging.
39. Packaging shall identify the manufacturer, distributor, seller, part number, lot or batch number (if applicable), and the quantity.
40. Flammable, toxic, or volatile materials shall be stored in a safe manner per manufacture's recommendations or as specified by local fire regulations.
41. Materials subject to damage from electrostatic discharge shall be packaged, handled and protected with necessary precaution and in accordance with requirements for handling electrostatic sensitive devices.
42. The supplier shall ensure that no part number ambiguity exists. Parts shall not be labeled with multiple part numbers if such labeling may cause confusion as to the part's manufacturer or applicable specification.
43. The alteration or replacement of a data plate or manufacturer's part number, by the supplier, is unacceptable.
44. The used Parts Brokers shall have a system to segregate and identify serviceable from unserviceable units in a manner that will preclude inadvertently issuing an unserviceable part.
45. HOUSING AND FACILITIES
46. Appropriate facilities shall be maintained to ensure that storage does not damage inventory.
47. If the supplier engages in aircraft component maintenance as well as parts sales, the storage area must be secured to prevent cannibalizing by maintenance personnel.
48. INTERNAL AUDIT AND SURVEILLANCE
49. The supplier shall have an internal audit and surveillance function that:
50. Periodically audits programs to verify procedures are in place that assure compliance with customer specifications, regulatory requirements and good industry practice.
51. Verifies that operations are being conducted in accordance with these programs.
52. Audits shall be performed in accordance with written procedures or checklists that determine the effectiveness of the quality program. Audit results shall be documented including corrective action of noncompliance. Corrective action shall:
53. Be appropriate and prompt
54. Correct the discrepancies reported
55. Locate and correct similar discrepancies, if they exist, in areas not audited
56. Correct the root cause of the problem evidenced by the discrepancies
57. Implement follow-up action(s) to eliminate recurrence
58. SCRAP PARTS PROCEDURE
59. There shall be a documented procedure in place to mutilate scrapped parts by drilling, grinding, cutting, or other appropriate means. Mutilation shall be to the extent that will preclude the possibility of them being restored and returned to service.
60. The supplier shall maintain a record of all life-limited parts scrapped. The record shall contain a description of the part, its part number, serial number, the date the part was scrapped and the reason for scrap. The distributor shall retain this record for at least two years.
61. The procedure shall identify, by position or title, the individual responsible for verifying that parts were adequately mutilated before being discarded.
62. The distributor shall impose this same requirement on their subcontractors and/or repair facilities with which they do business.
63. CERTIFICATION FORMS
64. The quality manual shall contain instructions for, and samples of, forms used by the supplier to certify or show traceability of each product manufactured/distributed.
65. If practical, the instructions for completing the forms may be written on the forms.
66. Additional Requirements for Part III Suppliers

Part III contractors are employed for specialized machining, inspection, special process operations such as, dimensional restoration, NDT, welding, heat treatments, etc. or other complex or special processes; but are not suppliers of a complete part or assembly.

 **Note:** Part III may be applied independently of Parts I or II.

The contractor shall have an established quality system to assure a quality product that complies with purchasers’ specifications. The supplier’s quality system and operations shall be described in a quality manual or another appropriate document. The document shall include, but is not limited to, the following elements. Where any quality system element is not applicable to a supplier those elements shall be included in the supplier’s quality manual and annotated as “Not Applicable.” This will ensure that the element has not been overlooked when preparing the Manual:

QUALITY SYSTEM

* 1. The quality manual or document shall be kept current, identifying the standards to which it was written, and shall be readily available to employees and to the customer's auditor or designee.
	2. The supplier’s organization shall be depicted in an organization chart showing the relationship of the quality department to the rest of the organization.
	3. Personnel who are responsible for the quality systems must be identified by title.
	4. Those contractors that perform NDI e.g. Liquid Penetrant Inspections, Eddy Current Inspections, Radiographic Inspections, etc. shall certify their personnel and systems to NAS410, NAS Certification & Qualification of Nondestructive Test Personnel.
	5. The contractor shall maintain a current roster of personnel authorized to perform specific inspection functions and identify the inspections each person is authorized to perform.
	6. Those contractors performing work defined as safety sensitive under 14 CFR part 120 on commercial aircraft engine articles must have in place an active, FAA approved Antidrug and Alcohol Misuse Prevention Program that complies with 14 CFR part 120 subparts d), e). The plan may be the contractor’s plan, or a consortium plan to which the contractor subscribes. Contractors must provide proof of their program registration with the FAA Drug Abatement Division. Letters of registration must be from the Drug Abatement Branch Office of Aviation Medicine, Washington, DC not from regional offices.
1. INSPECTION PROCEDURES
	1. Inspection shall verify that incoming purchaser supplied articles:
		1. Are free of handling or transit damage,
		2. Match the supplied documentation regarding part number, serial number (where applicable) and other information on the purchase document or work order.
	2. Contractors under this part shall ensure that all materials used in the processing of articles are purchased to the appropriate technical specifications from the suppliers as stated in the purchase document or in the technical data for the process being performed. The contractor shall maintain records of certifications for any materials used for a minimum of three years. In addition to Certificates of Conformance certifications must be accompanied by sample tests of physical and chemical properties and manufacturer's test reports.
	3. A receiving inspection shall be in place to verify that materials received are accompanied by proper certifications.
	4. If inspection stamps are used, a procedure must be in place to control stamp usage and replacement. The procedure must include the following:
		1. A facsimile of each stamp
		2. A means of identifying to whom stamps have been issued
		3. A policy for stamps that are lost or stolen
		4. A requirement that stamps are retired for a period of not less than six months after an inspector ceases performing inspection functions.

3. SHIPPING PROCEDURES

The contractor’s quality system shall require components and parts be shipped in accordance with instructions provided in the purchase document. If no specific instructions are given the contractor shall use an ATA-300 specification container or equivalent as appropriate for the unit being shipped. The item should be packed in the container in a manner that will preclude damage to parts or components due to rough handling of the container.

1. Appropriately trained personnel shall conduct a complete visual inspection of all items being shipped. Inspection shall include, but not limited to:
2. A check for any obvious physical damage.
3. Verifying that all appropriate plugs and caps are installed.

**Note:** Tape shall not be used to cover electrical connections or fluid fittings/openings. Adhesive residue can insulate electrical connections and contaminate hydraulic or fuel units.

1. Verifying that the quantity, part numbers (including dash numbers and letters), model numbers, serial numbers, etc. of the items being shipped match the accompanying documentation and the customer's request/purchase order.
2. Verifying the packing slips contain all information required by the purchaser.
3. Verifying the shipping container and packing is appropriate to for the items being shipped.
4. Verifying that all appropriate required documentation (e.g. certificates of conformance, material certification, traceability documents, etc.) are at hand, properly completed and signed.
5. Verifying any materials classified as “HAZARDOUS MATERIAL” being shipped have been inspected by appropriately trained personnel.
6. TECHNICAL DATA CONTROL
7. Any necessary technical data shall be maintained in a manner that ensures such data is current, appropriate and applicable to the article being processed and accessible to employees as appropriate. The technical data shall be stored in a manner that will protect it from dirt and damage. Hand entries in, or hand corrections to, technical data are not acceptable.
8. RECORDS CONTROL
	1. Contractors shall have in place a system governing the storage, distribution, and retrieval of documents confirming that the physical and chemical properties of all aircraft engine materials (materials that are installed on and become part of the aircraft engine) are in conformance with applicable technical specifications.
	2. Suppliers shall maintain traceability documentation and all certifications for at least three years from the time of sale to the customer.
	3. Records shall be protected against damage, alteration, deterioration and loss.
9. TRAINING
10. Personnel shall be properly trained and qualified to perform the processes, inspections, parts handling, and record-keeping procedures required by the quality system. This applies to all personnel performing supervisory, operator, inspector and shipping and receiving functions.
11. Inspection personnel must be properly trained and authorized. Such persons must be knowledgeable of inspection techniques, methods and equipment used to determine part quality. Authorization criteria shall be identified in the quality system documentation.
12. Shipping and receiving personnel shall be trained and competent in the recognition, packaging, identification, and proper handling of Hazardous Materials.
13. All training, including classroom, online and on-the-job (OJT) shall be documented and the records maintained for a minimum of two years after the employee leaves the company.
14. AGE SENSITIVE MATERIALS
15. The suppliers shall document and maintain a program to assure the identification and proper handling of age sensitive materials.
16. This program shall also include component assemblies containing shelf life-limited items.
17. MEASURING AND TEST EQUIPMENT
18. Test equipment, measuring devices and gages used to verify conformance to applicable standards or specifications, shall be calibrated periodically to maintain accuracy per the National Institute of Standards and Technology (NIST), or other government, or Manufacturers standards.
19. The contractor shall have procedures to prevent tools/equipment, which are past due calibration from being used.
20. Current documentation of calibration status shall be maintained.
21. PROCUREMENT
22. The contractor shall maintain a procurement system such that approved quality materials are purchased, and proprietary and licensing rights are observed.
23. Contractors shall maintain a list of their approved suppliers and a quality history for each source.
24. The contractor shall have a system in place to assure that special requirements are adequately communicated to the contractors approved suppliers.
25. MATERIAL CONTROL
26. Material shall be handled in an appropriate manner and shall be protected from damage and deterioration.
27. Special packaging shall be maintained as necessary. The storage area for aircraft engine parts should be periodically checked for overall effectiveness of storage and identification methods.
28. A closed loop system shall exist to implement corrective action following the detection of substandard or otherwise nonconforming parts. Rejected materials must be identified as such and segregated from usable stock. The system shall include a method to notify purchasers within 24 hours of any part that exited the distributor's quality system that does not conform. Contractors shall provide a method to recall or rectify the problem.
29. Aircraft engine parts, and parts that could be reasonably assumed to be sold for aviation use, shall be segregated from non-aircraft parts.
30. Flammable, toxic, or volatile materials shall be stored in a safe manner per manufacture's recommendations or as specified by local fire regulations.
31. Articles subject to damage from electrostatic discharge shall be processed packaged, handled and protected with necessary precaution and in accordance with requirements for handling electrostatic sensitive devices.
32. The contractor shall ensure that no part number or serial number ambiguity exists. In the case of a questionable or illegible part or serial number contact the purchaser for instructions on how to proceed.
33. HOUSING AND FACILITIES
34. Appropriate facilities shall be maintained to ensure that storage does not damage inventory.
35. The contractor’s storage area must be secured to prevent unauthorized entry.
36. INTERNAL AUDIT AND SURVEILLANCE
37. The contractor shall have an internal audit and surveillance function that:
38. Periodically audits programs to verify procedures are in place that assure compliance with customer specifications and good industry practice.
39. Verifies that operations are being conducted in accordance with these programs.
40. Audits shall be performed in accordance with written procedures or checklists that determine the effectiveness of the quality program. Audit results shall be documented including corrective action of noncompliance. Corrective action shall:
41. Be appropriate and prompt.
42. Correct the discrepancies reported.
43. Locate and correct similar discrepancies, if they exist, in areas not audited.
44. Correct the root cause of the problem evidenced by the discrepancies.
45. Implement follow-up action(s) to eliminate recurrence.
46. NON-CONFORMING MATERIAL
47. The contractor shall report to the purchaser any non-conformances resulting from or discovered during processing and place the part(s) on hold and wait for the purchaser’s instructions. The non-conformance description shall contain as a minimum the following information:
48. A description of the non-conformance.
49. The drawing or process requirement.
50. The amount the non-conformance exceeds the requirement.
51. Quantity of parts affected.
52. If the purchaser allows the contractor to scrap articles locally, the contractor shall have a documented procedure in place to mutilate scrapped parts by drilling, grinding, cutting, or other appropriate means. Mutilation shall be to the extent that will preclude the possibility of them being restored and returned to service. The contractor shall provide a certificate of destruction for any material scrapped to the purchaser.
53. Records of any Life Limited article scrapped by the contractor shall be maintained. The record shall contain a description of the part, its part number, serial number, the date the part was scrapped and the reason for scrap. The distributor shall retain this record for at least two years.
54. The procedure shall identify, by position or title, the individual responsible for verifying that parts were adequately mutilated before being discarded.
55. Certification Forms
56. The quality manual shall contain instructions for, and samples of, forms used by the supplier to certify or show traceability of each product manufactured/distributed.
57. If practical, the instructions for completing the forms may be written on the forms.