



**Revision Date: 04 Oct 2018**

The Supplier Requirements specified in this document by Global Parts (GP) are compliant to both the ISO 9001:2015 + AS9120 B and ASA-100 quality standards requirements. All are considered applicable to Global Parts Purchase Orders (PO) unless otherwise noted on the face of an applicable GP PO.

**A. PRODUCT/ARTICLE CONFORMITY**

- 1) **REQUIREMENTS FOR APPROVAL:** All product/articles/parts, procedures, processes and equipment are to be manufactured/maintained, per appropriate Federal Aviation Administration (FAA) and/or other relevant foreign Civil Aviation Authority (CAA) approved Type Design, Technical Standard Order Authorization (TSOA), or Parts Manufacturing Authority (PMA) technical data/specifications and acceptance criteria
- 2) **AIRWORTHINESS DIRECTIVE DOCUMENTED:** All airworthiness Directives (AD's) must be documented. Certification of compliance/return to service shall specify AD number, AD amendment number, date, and method of compliance.
- 3) **TRACEABILITY AND AIRWORTHINESS DOCUMENTATION:** All parts must ship with appropriate and applicable traceability documentation per FAA Advisory Circular AC: 0056B Appendix 1, Documentation Matrix. An appropriate maintenance release (FAA 8130-3, EASA Form 1, or 24-0078) is required for all overhauled or repaired items purchased traceable to an FAA authorized source.
- 4) **OVERHAULED, REPAIRED, MODIFIED, EVALUATED, INSPECTED, OR BENCH CHECKED PARTS:** Items identified as overhauled, repaired or modified must have appropriate signed or computer generated signature (not stamped or preprinted) and dated documentation attached to substantiate the condition of the part
- 5) **GOVERNMENT OR MILITARY USE:** Provide appropriate declaration regarding if parts were or were not obtained from any Government or military use
- 6) **PARTS EXPOSED TO EXTREME HEAT AND STRESS:** Provide appropriate declaration regarding if parts have or have not been subjected to conditions of extreme stress, heat, or environment and are or are not incident related.
- 7) **INSPECTION AND TEST EQUIPMENT.** When applicable, Supplier shall maintain inspection and test equipment to assure calibration traceable to a known national or international standard. Calibration records must be maintained and made accessible to Global Parts and regulatory agencies, if required.
- 8) **SHELF-LIFE PRODUCTS.** Supplier will provide product to Global Parts with greater than or equal to 50% of shelf life remaining, unless otherwise communicated via individual Global Parts purchase order.
- 9) **FOREIGN OBJECT DAMAGE.** Supplier shall control/prevent foreign object damage or contamination during manufacture, repair, assembly, inspection, storage and/or shipment.
- 10) **ELECTROSTATIC DISCHARGE (ESD):** For product/articles that are sensitive to damage from electrostatic discharge, items are to be handled, packaged, identified and shipped with appropriate ESD protection.

**B. QUALIFICATION OF PERSONNEL:** Suppliers will ensure that personnel performing work affecting conformity to product requirements are competent, qualified and aware of their contribution to product or service conformity, and to product safety, and the importance of ethical behavior.

- C. **QUALITY MANAGEMENT SYSTEM:** Supplier shall provide and maintain a quality management/ inspection system, which will assure that all delivered products conform to Purchase Order requirements. Supplier shall maintain controls and perform all inspections and tests required to substantiate product conformance to requirements.
- D. **IDENTIFICATION AND REVISION STATUS:** The name, description, part number or other positive identification, and applicable issues of specifications, drawings, process requirements, work instructions, applicable statutory & regulatory requirements, inspection instructions and other relevant technical data (e.g., revision level) of the product will be documented.
- E. **PRODUCT ACCEPTANCE:** Where appropriate, supplier shall ensure that design, test, inspection, verification, use of statistical techniques for product acceptance and related instructions for acceptance by Global Parts is adequate to meet product specifications and/or requirements.
- F. **NOTIFICATION OF NONCONFORMING PRODUCT:** Supplier to notify via email or hard copy letter on company letterhead, notification of nonconforming product. Notification shall be communicated to the Global Parts Director of Quality and Global Parts Director of Purchasing, per the contact information provided at the end of this document
- G. **NONCONFORMING PRODUCT DISPOSITION:** Prior to purchase order fulfillment, supplier shall obtain Global Parts approval for nonconforming product disposition.
- H. **NOTIFICATION OF CHANGES:** Where appropriate, supplier shall notify Global Parts of changes in product and/or process definition, changes of suppliers, change of manufacturing facility location and obtain Global Parts approval prior to purchase order fulfillment. Notification shall be communicated to Global Parts Director of Purchasing and Global Parts Director of Quality, per the contact information provided at the end of this document
- I. **FLOW DOWN OF REQUIREMENTS:** Where appropriate, supplier shall flow down to the supply chain applicable requirements product and customer requirements to the purchase order.
- J. **RECORDS RETENTION.** The Supplier shall maintain records of work performed for and/or products sold to Global Parts. Records shall include the certificate provided to Global Parts as well as all records that substantiate the certificate, documentation and traceability. These records shall be maintained in any format for a minimum of ten (10) years.
- K. **RIGHT OF ACCESS.** With minimum of 24 hour notification, supplier shall allow Global Parts representatives, Global Parts customers, and regulatory agencies right of entry into the applicable areas of all facilities, at any level of the supply chain, involved in the order, to determine and verify product, personnel, material, procedures, systems, along with all applicable records, and requirements for a certificate of conformity, test reports, and/or airworthiness certificate as applicable.
- L. **VERIFICATION ACTIVITIES AT SUPPLIERS PREMISES:** Where specified in a contract GP PO, the customer or the customer's representative is afforded the right to verify at the supplier's premises and the company's premises that subcontracted product conform to specified requirements. Where GP or its customer intends to perform verification at the supplier's premises, GP shall state the intended verification arrangements and method of product release in the purchasing information of the GP PO.
- M. **SUBCONTRACTING/APPROVED SUPPLIERS.** Any Global Parts supplier may purchase products to fulfill a Global Parts order from another supplier provided that Global Parts is provided with the same rights and protection as contained in the Right of Access clause. All applicable requirements in the Global Parts Purchase Order must be flowed down to the sub-tier suppliers. Suppliers must use sources capable of fulfilling applicable Global Parts purchase order requirements
- N. **CUSTOMER-APPROVED SPECIAL PROCESS SOURCES:** Where/when required by the Customer, Global Parts and all suppliers use customer-approved special process sources as communicated via GP Purchase Order requirements
- O. **ON TIME DELIVERY/SHIPMENT.** Shipments or deliveries, as specified in a Global Parts Purchase Order, shall be in accordance with specified quantities and due dates. It is requested that Supplier notify Global Parts of any anticipated or actual delay.
- P. **PACKING AND SHIPPING.** Supplier shall prepare and package product for Global Parts to prevent damage and deterioration during shipping. ATA-Spec 300 may be used as a reference.

- Q. SUPPLIER PERFORMANCE: Shipments will be evaluated for product conformity, order accuracy, completeness/accuracy of certificates of conformity/airworthiness & traceability documentation, and On-Time-Delivery (OTD); as part of GP's control & monitoring of supplier performance.
- R. COUNTERFEIT & UNAPPROVED PARTS PREVENTION: Supplier shall prevent counterfeit or suspect counterfeit part use and their inclusion in products delivered to GP. Supplier shall prevent the release of unapproved and suspected unapproved parts.

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Global Parts.Aero contact information:

Mr. Nin George  
Vice President of Quality  
Global Parts.Aero  
901 Industrial Road  
Augusta, KS 67010  
<mailto:NinGeorge@globalparts.aero>

Mr. Matthew Wolken  
Director of Supply Chain  
Global Parts.Aero  
901 Industrial Road  
Augusta, KS 67010  
[mailto: MatthewWolken@globalparts.aero](mailto:MatthewWolken@globalparts.aero)