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SP: 3000

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QUALITY CLAUSES

1. PURPOSE:

The purpose of this Standard Procedure (SP) is to set the Quality Standards for Purchase Orders for Proponent Technical Services (PTS) which all raw materials, consumables, purchased and serviced items, as well as customer parts received into the Proponent Technical Services which will be referred as (PTS), Shipping/Receiving area are within PTS standard requirements.

2. SCOPE:

The Quality Clauses apply to parts and materials ordered and received on behalf of the Production Facility. The purpose of SP 3000 is to communicate specific requirements about parts, materials and services requested on purchase orders by PTS. The Standard Procedure shall encompass all procedures related to the purchasing of a production part and /or services. The Standard Procedure shall include, but not be limited to listing the specifications to the manufacture, process, package, part mark, and special handling of a part.

3. RESPONSIBILITY:

- 3.1. The Quality Manager shall be responsible for ensuring that part quality requirements follow the guidelines set forth in this specification and shall comply with current FAA standards for controlling and submitting all parts
- 3.2. The Supply Chain Manager shall be responsible for ensuring that all requirements are accessible to the supplier in the appropriate manner on the Purchase Order.

4. QUALITY SYSTEM REQUIREMENTS:

4.1. Quality Clauses

4.1.1 Manufacturing Suppliers

Shall maintain a quality management system compliant with at a minimum ISO9001, preferably AS9100. Production Approval Holder (PAH) Quality Systems per 21.137 will be considered and evaluated.

4.1.2 Outside Special Process Providers

For PAH design products shall utilize suppliers approved by their certified Quality System procedures.

4.1.3 Distributors or Brokers

Shall comply with requirements of FAA AC 00-56, ASA-100, or AS9120.

4.1.4 Communications

Methods of communication for any acknowledgement, update, requesting change, correction, or addition shall be in writing. Additional criteria regarding communications are as follows:

- a. All communications, requested documents, notifications, acknowledgements, certifications, or reports shall be in English.
- b. Suppliers shall inform PTS within 24 hours of discovery of suspected nonconforming product or material having been shipped regardless of destination.
- c. Suppliers shall inform PTS of any changes in its certification, registration, or accreditation within 48 hours of receiving notification of the change.
- d. Supplier Change Notification.

Suppliers shall notify PTS Quality Manager and Supply Chain Manager in the event of changes in location of a facility, company name, product and/or process, supplier/sub-contractor, or significant leadership change including Quality Management within 10 business days.

4.1.5 Corrective Action

Upon request from PTS, supplier shall complete a supplier corrective action notification (SCAN) and return within the period stated on the SCAN. Corrective action statements shall be furnished at no additional cost to PTS.

4.1.6 Sub-Tier Supplier Communication

Suppliers shall ensure that all relevant purchase order requirements are communicated to all sub-tier suppliers and that all requirements are met. Sub-tier suppliers are responsible for compliance with all PTS purchase order requirements.

4.1.7 Deviation from Requirements

Suppliers are required to notify PTS promptly of any deviations from compliance with engineering and/or PO requirements and obtain approval prior to manufacturing and delivery. The supplier shall submit proposed changes to the PTS Supply Chain Manager or PTS Quality Manager.

4.1.8 Right of Entry

PTS suppliers and their facilities are hereby subject to FAA surveillance and investigation. A "Right of Entry" clause is in effect for all contracts. This provision shall allow PTS, its customers, and regulatory agencies to determine and verify the quality of work, records, and material at any place, including the plant of the subcontractor.

4.1.9 Calibration

If the supplier is using measuring tools and equipment to determine product conformance, then a calibration system in compliance with ISO 10012-1 or ANSI/ASQC Z540 shall be utilized.

- a. Calibration and Test, Outside Resources selected and used to certify materials, test and calibration laboratory results for PTS shall be certified to NEN-EN-ISO/IEC 17025 by an accredited source. The source providing certification shall be verified as accredited. The following sites may be used to confirm accreditation: <https://portal.a2la.org/search/> for A2LA, <http://www.pjllabs.com/searchaccredited-labs> PJR, <http://search.anab.org/> ANSI-AClass.

4.1.10 Statistical Sampling

Suppliers shall have a Statistical Sampling in accordance with ANSI/ASQC-Z1.4, or other statistically sound sampling plan. If non-conforming product is found during sampling inspection, or if sampling inspection is not utilized, 100% inspection must be performed equivalent to a sampling plan of C=0 as applicable.

4.1.11 Lot / Batch / Heat Traceability

If the shipment contains multiple processed lots/batches/heats within each manufactured lot/batch, then each processed lot/batch/heat must be segregated and identified to maintain complete traceability in each shipment.

4.1.12 Nonconforming Product

The supplier shall ensure that nonconforming products are identified and controlled to prevent its unintended use or delivery. If nonconforming products are identified after delivery to PTS, the supplier must notify PTS within 24 hours of discovery and disclose the nonconformance. At a minimum, a description of the nonconformance, the part number, PO number, and the date shipped shall be provided to PTS. If nonconforming product is identified prior to delivery, the PTS buyer must be immediately notified and written authorization obtained, prior to delivery to PTS.

4.1.13 Record Retention

Suppliers shall retain product quality/inspection/test, radiographic film, and process control records per the following:

- a. Non-serialized parts and radiographic films, fifteen (15) years unless an alternate term is approved.
- b. Serialized parts, fifteen (15) years.
- c. Quality records must be available per PTS request within 48 hours of request.
- d. Mercury-Free

Products/Material provided under this order/contract, shall be free from mercury contamination.

- a. Mercury bearing instruments and equipment which might have caused mercury contamination shall not be used in the manufacture, fabrication, and assembly or testing.

4.1.14 Reach Compliance

PTS is committed to compliance with the European Union's Registration, Evaluation, and Authorization of Chemicals Directive (REACH) that came into force on June 1, 2007. The objective of REACH is to improve the protection of human health and the environment by placing greater responsibility on industry to identify and manage the risks from certain substances and to provide safety information on those materials. Its scope covers goods imported to or produced within the European Union (EU). In particular, REACH requires registration when certain materials, whether used alone or within an article, are imported into or produced within the EU to the extent that the amount of any such material exceeds 1 metric ton per year and the material is present in concentrations above 0.1% wt/wt per article. At present, the materials subject to this directive are those that were identified by the European Chemical Agency (ECHA), on their list of substances considered "Substances of Very High Concern" (SVHC).

PTS has completed a preliminary evaluation and believes that none of our products contain any of the identified SVHCs in amounts that exceed those thresholds, thus NO REGISTRATION IS REQUIRED. However, as a responsible supplier we will continue to monitor our products, processes, and vendors for compliance on an ongoing basis, and are committed to meeting the spirit of this regulation for shipments worldwide, including shipments to countries beyond the EU. Should you be aware of any of your products having registration or other reporting requirements specified in REACH please contact the Supply Chain Manager with details. Otherwise, we are taking the position that your products are unaffected. If you require further information on the REACH directive and how it may affect our products, please contact us.

4.1.15 Conflict Minerals Compliance

Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act, and the Securities and Exchange Commission Rules adopted in connection therewith, require certain corporations to report the use of "Conflict Minerals" in the manufacture of their products. Generally, Conflict Minerals collectively refers to cassiterite, columbite, tantalite, gold, wolframite, or their derivatives, including tantalum, tin, and tungsten, which originate from the Democratic Republic of the Congo or specified adjoining countries. PTS, as a privately held corporation, is not subject to the Conflict Minerals rules and reporting requirements. However, we understand that our customers may be, and we are committed to helping our customers comply with their reporting requirements. In order to determine if our manufactured products contain Conflict Minerals, we have conducted a survey of our key suppliers to ascertain their use of any Conflict Minerals in the materials they supply to us. The results of that survey demonstrate that our key suppliers do not use Conflict Minerals in the materials they supply to us. Consequently, we can in turn represent that, to the best of our knowledge, our products do not contain Conflict Minerals. We will continue to work with our key suppliers to ensure that we are able to identify the use of Conflict Minerals in our supply chain, and the representations made in this compliance statement remain accurate. To that end, we reserve the right to amend this statement at any time based on subsequent developments or information. Should you become aware of any of your products having Conflict Minerals please contact the Supply Chain Manager with details. If you have any other questions or concerns regarding this statement, please do not hesitate to contact us.

4.1.16 Class I Ozone Depleting Chemicals

Class I Ozone depleting chemicals (as defined by the EPA) are not to be used nor incorporated in any items to be delivered under this contract. This prohibition supersedes all specification requirements but does not alleviate any product requirements. Substitute chemicals must be submitted for approval unless they are authorized by the specification requirements.

4.1.17 Proprietary Data Protection

Prior to PTS's release of proprietary information to a supplier, all suppliers must review, sign, and return (Nondisclosure Agreement).

4.2 Fasteners/Hardware

For items (bolts, nuts, studs, screws, inserts, pins, washers, and rivets):

- a. Shall comply with the United States Fastener Quality Act as applicable.
- b. Bolts and Screws having external threads shall be packaged to protect threads from damage. Protective sleeves are recommended for threaded diameters greater than .25 inches. When bulk packaging is used, smaller bulk quantities are to be used to reduce potential of mass thread damage.

4.1.18 Certificate of Conformance

Each shipment to PTS shall include the Supplier's Certificate of Conformance.

Section 1. Manufacturer

Manufacturer Certificates of Conformance supplied directly to PTS shall include the following without exception:

- a. PTS purchase order number (Section 1 requirement only)
- b. Part number as ordered on the PTS purchase order
- c. Revision level - should be latest available version from the responsible design entity, unless otherwise specified in PTS purchase order. PTS will assist supplier in obtaining current revision of all documentation otherwise it is the responsibility of the supplier to obtain current revisions of all documentation directly from the type design holder or design entity.
- d. Quantity shipped
- e. Lot/Batch number, Cure Date, and/or Date Code as applicable Serial number (If applicable)
- f. Statement of conformity indicating that the parts/material conform to all applicable purchase order, drawing and specification requirements
- g. Shelf-life requirements (If applicable)
- h. Signature/Stamp of authorized organizational representative
- i. Statement of country of origin is required if manufactured outside of the United States

Section 2. Distribution

If product is provided by a distributor, a distributor's certificate of conformance showing traceability to the manufacturer certificate of conformance, as well as providing a copy of the manufacturer's certificate of conformance is required. Complete product traceability must be provided. Supplier will provide product per latest revision at the time of manufacture.

Section 3. Airworthiness Approval

If an Airworthiness Approval Tag (8130, EASA form 1, or equivalent) is provided, a Packing List can be provided in-lieu of an MFR C of C if the chain of custody is maintained. All certificates of conformance shall be legible and reproducible.

4.1.19 Certified True Copy

An accurate duplication or copy of a document that is certified as such by the distributor or manufacturer. The distributor's/manufacturer's certification need not be formal, it can be any statement indicating that the copy is an accurate copy.

4.1.20 Consolidated Shipments

When suppliers consolidate shipments (Example: multiple part numbers shipped together), the paperwork should be separated and placed inside the box with the parts. Please do not ship the paperwork all together as one paperwork package.

4.2 Material and Process Certifications

The supplier shall provide material, physical and chemical certifications with actual physical and/or chemical results with each shipment as required by the specification. The supplier shall also provide process certification for any special process (heat treat, plating, etc.) as required by the specification. The certifications must meet the following requirements:

- a. Be on company letterhead
- b. Contain signature and title of an authorized representative of the organization
Include specification(s)
- c. Revision level(s). Revisions must be to the latest level at the time that the material or the process was completed unless current revision disallows a former revision's use. Certification statement showing conformance to applicable material and/or processes
- d. Lot/Heat number for material certs

All material and process certifications must be completely legible and reproducible. Material will be procured, and processes will be performed from an approved supplier when required by design authority.

If required PTS Quality Manager will assist supplier in determining approved sources.

The supplier shall ensure approved sources and specifications are used for each production run or shipment.

4.3 Test Report –Rubber or Rubber Like Products

A test report in accordance with the material specification is required with each shipment.

Certifications/Test Reports must include the following:

- a. Lot/batch number
- b. Cure Date (example: 4Q08 format only)
- c. Shelf-life
- d. Expiration date (example: 4Q08 format only)
- e. Test reports must show actual values as required by the specification including applicable revision level
- f. Revisions must be to the latest level at the time that the material was completed unless current revision disallows former revisions use.
- g. All lots/batches must be segregated and identified to maintain batch and cure date traceability
- h. Contain a signature and title of an authorized representative of the organization performing the testing Material will be procured from an approved supplier when required by design authority.

If required PTS will assist supplier in determining approved sources. All material and process certifications must be completely legible and reproducible.

4.4 Packaging and Preservation

The supplier must ensure that all items are packaged adequately to ensure that items are delivered to PTS undamaged. The supplier will be responsible for repackaging at their expense if required. If there is damage due to inadequate packaging the items shall be subject to rejection.

The following requirements also apply to packaging:

- a. Product must be protected against corrosion, rust or any elements which may cause a visual rejection or product failure
- b. Silver plated parts or parts/assemblies containing silver components shall be protected from sulfur- laden fumes, or other sources that can tarnish
- c. Electro-static discharge (ESD) product must be protected in ESD packaging

Thread Protection

When print or specification requirements do not already mandate explicit thread or packaging protection, threads must then be sleeved or otherwise individually packaged to prevent damage. For fasteners and fastener hardware

Lubrication Requirements (Bearings/Pulleys/etc.)

If lubrication is required, all lubrication dates must be current within six (6) months of the shipping date to PTS.

Shelf Life

If product is shelf life sensitive, there must be a minimum of 80% shelf life remaining on product at time of receipt at PTS, unless waiver provided by PTS in writing.

Foreign Object Damage (FOD)

Supplier shall have a FOD program compliant to AS9146. All product received at PTS will be free of FOD.

4.5 Regulatory Approval of Articles – Documentation Requirements

The item purchased herein was purchased to a civil government regulatory approval such as but not limited to: FAA approval (TSO, PMA, PC, Direct Ship Authority, etc.) or equivalent EASA (POA, ETSO etc.) or other National Aviation Authority approval, and requires an FAA Form 8130-3, EASA Form 1 or other NAA Airworthiness tag as applicable.

- a. When tags are not available on a case-by-case basis, supplier must contact the Supply Chain Manager prior to accepting PO for approval to avoid any possible difficulty upon receipt.
- b. All Aircraft Parts Documentation must be completely legible and reproducible.

FAA Form 8130-3 Airworthiness Approval-Article(s) on this shipment certified under FAAPMA, may subsequently be “split” and exported to a European Union country and a certified true copy of your original airworthiness tag supplied with the split shipment. Therefore, we make the following optional request. We request, as required in the U.S. / European Union Aviation Safety Agreement Technical Implementation Procedures, if the 8130-3 Airworthiness Approval Tag your organization supplies with this shipment could contain in block 12 one of the following statements as applicable: "This PMA part is not a critical component" or "Produced under licensing agreement with the TC holder". We fully understand this is not an export tag, but our experience has shown that one of the aforementioned statements in block 12 makes our certified true copy of the original airworthiness tag acceptable to most European customers. You may decline to add any of the statements requested and follow normal protocol for block 12 on an airworthiness approval tag. Thank you for your consideration to this request.

4.5.1 Regulatory Approval of Articles

In the event that a regulatory approved article is to be purchased ensure the products/parts/articles supplied under this purchase order have civil government regulatory approval such as but not limited to: C of C, FAA approval (TSO, PMA, PC, Direct Ship Authority, etc.) or equivalent EASA (POA, ETSO etc.) or other National Aviation Authority approval.

All Aircraft Parts Documentation must be completely legible and reproducible.

4.6 Fraudulent/Counterfeit Parts requirements

In response to a significant and increasing volume of fraudulent-counterfeit parts entering the aerospace chain, posing significant performance, reliability, and safety risks. All product supplied on this Purchase Order are to meet all the requirements of AS5553, AS6081 and AS6174.

5. EQUIPMENT AND MAINTENANCE:

None

6. SAFETY PRECAUTIONS:

None

7. QUALITY ASSURANCE PROVISIONS:

7.1. This Standard Procedure shall be a process that shall be a part of the PTS continuous improvement model. Through audits, relationships with our suppliers, and the FAA, this document shall be updated as needed.

REVISIONS		
0	04-11-24	Original issue.
1	02-05-25	Reidentified numbering order for quality clauses in Section 4