



Supplier Quality Requirements		FRM 8.4.2	Rev H
Approved By:	Quality Manager	October 25, 2020	

1.0 Purpose - The objective of this document is to convey to TACHWA Enterprises (TEI), suppliers the quality requirements and contractual conditions that must be met when providing goods and/or services to TEI. This document is applicable to all TEI suppliers which provide products, processes or services that form part of, or contribute to, a deliverable end item.

2.1 Procurement Communication - The TEI Purchase Order (PO), together with referenced drawings, specifications and this document shall define all TEI requirements applicable.

2.2 TEI suppliers are responsible to ensure that all clauses, terms and conditions specified or referenced within the PO and this document are understood and complied with.

2.3 All written and verbal communications associated with TEI PO's are to be initiated through the Purchasing department.

3.0 Order of Precedence - If there are any conflicts or inconsistencies in the requirements of an order, then the following order of precedence shall apply. The purchase order, engineering drawings and associated documents, product and process specifications, work statements, Standard practices.

4.1 Quality System Requirements - Suppliers must maintain a quality system that complies with the requirements of AS/EN/JISQ 9100.

4.2 Distributors or organizations carrying out the purchase, storage, splitting and sale of products and not transforming, assembling, or otherwise modifying purchased product shall be certified to AS/EN/JISQ 9100 or AS/EN/JISQ 9120.

4.3 Calibration suppliers shall meet the applicable requirements of ISO 10012, ISO 17025 or ANSI/NCSL Z540.3 and have a system of traceability to national or international recognized standards. A certificate of calibration must be included with each instrument calibrated.

4.4 Customer authorized special process suppliers shall be utilized. Approval of a supplier's special process may be granted by TEI on an as-required basis. All Suppliers that provide special processes for Sikorsky Aircraft parts shall be certified to Nadcap AC7004 or AS/EN/JISQ 9100.

4.5 Certification Status - When supplier certification to AS/EN/JISQ 9100, AS/EN/JISQ 9120, ISO9000 or NADCAP is specified by TEI, the supplier is responsible to notify TEI in writing within 5 working days of any changes in Quality System status, including extensions or reductions in scopes of approval, third party and/or regulatory Quality Approvals that are either gained or withdrawn.

5.1 Quality Requirements - Unless otherwise directed by the Purchase Order, the following quality system requirements apply:

5.2 Specialty Metals - Material must comply with the requirements of DFARS Clause 252.225-7008, Restriction on Acquisition of Specialty Metals and DFARS Clause 252.225-7009, Restriction on Acquisition of Certain Articles Containing Specialty Metals.

5.3 Conflict Minerals - All suppliers are required to abide by the requirements of the Conflict Minerals (Dodd-Frank Act, Section 1502) and The International Traffic in Arms Regulations (ITAR).

5.4 DPAS Priority Rating - A DPAS Priority Rating on a PO indicates that the order is subject to the provisions of the Defense Priorities and Allocations Systems Regulation (15 CFR 700) and must be flowed down to all sub-tiers.

5.5 Sikorsky Aircraft Parts - Any purchase order annotated with "Sikorsky Aircraft Part" is subject to Sikorsky Aircraft SSQR-1, Supplementary Quality Management System Requirements.



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5.6 Record Retention – Suppliers shall retain quality records for minimum of (15) years from the date of shipment, unless a longer period is otherwise specified. If original records are not maintained, electronic records shall be created. Quality records shall be made available to TEI or its customer upon request. When records contain sensitive information (such as design detail, proprietary info, ITAR restricted info, etc.), they shall be disposed by irreversible destruction methods such as shredding, or “erasure”/reformatting for electronic/magnetic media.

5.7 Changes - The TEI buyer must be notified in writing prior to any changes in product, manufacturing location, or process definition that were not requested by TEI, in writing.

5.8 Requirements - Suppliers are expected to meet all requirements defined or referenced within the PO. No changes or repairs can be made without written authorization from TEI.

5.9 Ownership - In the case of a change in ownership or relocation of your company, TEI Purchasing department must be notified within 30 days.

6.1 Supplier Control - It is the Policy of TEI to procure goods and services only from those suppliers who are approved by TEI. New suppliers are requested to complete a Supplier Quality Questionnaire (SQQ) and TEI may elect to conduct an on-site facility survey. TEI shall re-evaluate suppliers on a periodic basis to ensure continued compliance and performance.

6.2 Subcontract - TEI Suppliers are not authorized to subcontract any portion of the TEI PO without TEI’s express permission. In the event that such approval is granted suppliers are responsible to effect the necessary controls on the supplier to ensure compliance with the applicable provisions of the TEI PO. TACHWA Enterprises reserves the right to independently verify sub-tier suppliers.

6.3 Prohibited Sources - TEI suppliers and/or sub-tier suppliers, are prohibited from using any source listed on the US government Excluded Parties List System (EPLS) (ref. <https://www.sam.gov>) in the production of products to be delivered to TEI.

6.4 FOD - Suppliers shall maintain a Foreign Object Debris/Damage (FOD) control program in accordance with the requirements of NAS 412, Foreign Object Damage/Foreign Object Debris (FOD) Prevention, available from <http://www.aia-aerospace.org>

6.5 Counterfeit Materiel - All suppliers shall comply with the requirements of AS6174, Assuring Acquisition of Authentic and Conforming Materiel and AS5553, Fraudulent/Counterfeit Electronic Parts, as applicable to the products or services being supplied.

6.6 Right of Entry - TEI, TEI’s customer, and regulatory authorities shall be afforded the right to all applicable areas of facilities and to applicable documented information, at any level of the supply chain to verify that subcontracted product conforms to specified requirements.

6.7 Certificate of Compliance - When a certificate of compliance is required it must contain, as applicable, the TEI PO number, part number, part revision level, quantity, part name, process specifications & revisions, cure date, serial number(s), company name, name of authorizing individual and specific certification information referenced on the TEI PO. Original certifications are required for Subcontract orders. Copies are acceptable for Material orders.

6.8 Responsibility for Conformance - Acceptance of product shall not be used as evidence of effective control of quality by the supplier, and shall not absolve the supplier of responsibility for acceptable products or preclude subsequent rejection by TEI customers.

7.0 Product Acceptance Requirements - Prior to shipment, the supplier is responsible for ensuring that 100% of all attributes on all parts produced are in accordance with the TEI requirements. Products delivered to TEI are required to meet all applicable



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drawings, specifications and/or PO requirements.

8.0 Source Inspection - TEI may elect to conduct source inspection of items at your facility before shipping. Source inspection may be applied to a greater or lesser degree at the discretion of TEI Quality Manager. When source inspection is applicable, it will be identified as a requirement on the PO. Prior to source inspection by TEI, suppliers are required to ensure that all items have successfully passed required inspections and/or tests and that all the supporting documentation is complete and available for review by the QAR. As a TACHWA Enterprises supplier you are to provide the facilities and the assistance that may be reasonably required by the TACHWA Enterprises QARs in the performance of their functions. TEI acceptance of an item at a supplier facility is not to be interpreted as final acceptance nor does it relieve the supplier of their responsibility for overall quality.

9.0 Destination Inspection - Products delivered to TEI are subject to inspection. The extent and range of inspection shall be dependent on the type of product supplied. Suppliers are required to ensure that all items have successfully passed required inspections and/or tests and that all the supporting documentation is complete and forwarded with the product. The acceptance of an item by TEI does not relieve the suppliers responsibility for quality and/or from any subsequent customer initiated rejection.

10.0 First Article Inspection - In the event that the PO is subject to a First Article Inspection (FAI) requirement, the supplier shall provide a process for the inspection, verification and documentation of a representative item from the first production run of a new part or following any subsequent change that invalidates the previous first article inspection result. FAI reports are to conform to AS9102.

11.1 Nonconforming Product - Nonconforming material discovered at any stage of TEI inspection or manufacture will be returned to the supplier for rework/repair/replacement or, if mutually agreed upon, the nonconformities may be corrected by TEI at the suppliers cost.

11.2 Nonconforming Product Notification - Suppliers shall notify TEI of non-conforming products and shall ensure the nonconforming product is identified and segregated. Unless otherwise agreed to, all nonconforming product manufactured from TEI supplied material shall be returned to TEI.

11.3 Nonconformance Reports (NCR) - NCR's shall be used by TEI as a means of advising suppliers of an observed nonconformance. Suppliers response to an NCR is expected within 30 days, unless otherwise specified on the report. Should additional time be required, suppliers are requested to inform TEI of the reason for the extension and the estimated date of completion. Within the response suppliers are to identify the corrective action taken to eliminate the cause of the discrepancy. The effect on items already delivered must also be addressed within the supplier response.

12.0 Appearance Requirements - Parts should have consistent appearance with respect to color, texture, machine marks, etc., unless allowed by drawing, specification or a visual standard. Parts should be free of random marks, blemishes or touch-ups unless allowed by specification or drawing.

13.0 Preservation and Packaging - Parts shall be preserved and packaged appropriately to prevent corrosion and handling damage during manufacture and shipment to TEI.

14.0 Shelf Life Control - Age sensitive materials which require control from the date of cure or date of manufacture must be delivered to TEI with at least EIGHTY-FIVE PERCENT (85%) of the shelf life remaining. Material with shelf life requirements shall have the shelf life/expiration date clearly marked on the packaging and the shipping paperwork.

15.0 SDS - All chemicals shall be accompanied by a relevant Safety Data Sheet (SDS) (formerly called Material Safety Data Sheet (MSDS)) with each shipment.



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16.0 TEI Supplied Material - Suppliers are responsible for verifying quantity and evaluating damage due to transport at time of receipt of TEI supplied materials and for the appropriate controls and periodic inspection of the supplied material during storage, handling and processing. Any variation in quantity or damage must be communicated to TEI prior to the commencement of work.

17.0 TEI Supplied Documentation - It is the suppliers responsibility to ensure that the latest issue of TEI drawings and specifications as stated on the PO are available and maintained within your facility. Any missing or additional documentation can be obtained through the TEI purchasing department upon request. Upon order completion, all TEI supplied engineering documents shall be returned or destroyed.

18.0 Drop Shipped Material - Suppliers are to notify TEI upon receipt of any TEI supplied material that has been drop shipped from any supplier. All drop shipped material must be accepted by TEI prior to its use. Strict segregation and control of TEI material is required. No material substitution is permitted without prior TEI written approval. All TEI supplied material must be fully accounted for. Any scrapped parts or unused material must be returned to TEI upon PO completion.

19.0 Export Control Notice – Provided technical Information may be subject to export control. The export of controlled technical information is restricted by the Arms Export Control Act (Title 22, U.S. C., Sec 2751, et seq.) or the Export Administration Act of 1979, as amended, Title 50, U.S.C., App. 2401 et seq. Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoD Directive 5230.25. Suppliers must comply with all appropriate Government regulations such as the International Traffic in Arms Regulations (ITAR), and Export Administration Regulations (EAR).

20.0 Controlled Information – Covered Defense Information (CDI), and Controlled Technical Information (CTI), is subject to the requirements of NIST 800-171. “Controlled Technical Information” means technical information with military or space application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or dissemination. Controlled technical information would meet the criteria, if disseminated, for distribution statements B through F using the criteria set forth in DoD Instruction 5230.24, Distribution Statements on Technical Documents. The term does not include information that is lawfully publicly available without restrictions. “Covered Defense Information” means unclassified controlled technical information or other information, as described in the Controlled Unclassified Information (CUI) Registry at <http://www.archives.gov/cui/registry/category-list.html>, that requires safeguarding or dissemination controls pursuant to and consistent with law, regulations, and Governmentwide policies.

21. Software Renewals – All subscription based software must be purchased and renewed by a TEI purchase order. The purchase order shall define the agreed subscription period. All subscriptions shall be considered cancelled by TEI unless the provider has submitted a new invoice for a future term and has received purchase order from TEI acknowledging the new subscription period and contractual term & conditions.

REV LEVEL	REV DATE	DETAILS		DESCRIPTION OF CHANGE
		Page	Para.	
0	03/01/2003	All	All	Original Issue.
A	09/03/2004	5	6.3	Added Right of Entry clause.
B	10/27/2004	5	6.4	Added Product or Process Changes clause.

REV LEVEL	REV DATE	DETAILS		DESCRIPTION OF CHANGE
		Page	Para.	
C	05/02/2007	3	5.1	Amended to request questionnaire.
		3	5.2	Added re-evaluation clause.
		3	5.3	Deleted paragraph.
		3	5.4	Deleted paragraph.
		6	8.7	Deleted paragraph.
D	10/04/2010	2	4.7	Added re-evaluation clause.
		6	8.4	Deleted paragraph.
E	04/18/2016	5	6.5	Deleted paragraph.
F	12/01/2016	7	11.5	Deleted paragraph.
G	07/03/2017	All	All	Deleted paragraph.
H	10/25/2020	4	5.2 19.0 20.0 21.0	Revised DFARS requirements. Added paragraph 19.0 Export Control Notice. Added paragraph 20.0 Controlled Information. Added paragraph 21.0 Automatic Order Renewals