



**WORLD CLASS PRECISION**

**MANUFACTURER AS9100**

**REGISTERED**

# Supplier Quality Requirements Manual

# SUPPLIER QUALITY REQUIREMENTS MANUAL

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## Section A - GENERAL QUALITY STANDARDS FOR PURCHASED MATERIAL AND SERVICES

### SQM 1.0 - Purpose

- SQM 1.1      Scope - This Supplier Quality Requirements Manual ("Manual") defines supplier quality requirements for **AeroMotion Textron Aviation** ("AeroMotion") and ensures that purchased products conform to drawing and specified purchasing requirements. This Manual also specifies procedures to ensure that farmout special services performed on applicable hardware result in product that conforms to drawing and specified purchasing requirements.

AeroMotion reserves the right to amend/update/revise this Manual at any time. AeroMotion is obligated to inform all suppliers when any revisions to this Manual are made.

- SQM 1.2      Applicability - This Manual applies to suppliers who directly provide material and services (raw materials, production services, component parts and assemblies) to AeroMotion, unless otherwise exempted by Contract, Purchase Order, or noted in this Manual. Facility (building) MRO (maintenance, repair and operations) items and general services are excluded from this process, except for the purchase order terms and conditions. This requirement does not apply to Standard Catalog Hardware; often referred to as Commercial-Off-The-Shelf (COTS). Standard Catalog hardware is defined as a part or material that conforms to an established industry or national authority published specification, having all characteristics identified by text description, National/Military Standard drawing or catalog item. In the event that the Purchase Order or Contract conflicts with the requirements of this document, the Purchase Order or Contract requirements will supersede the Manual.

### SQM 2.0 - Supplier Conduct Expectations

Suppliers are expected to conduct business in accordance with Textron, our parent company's Code of Conduct for Suppliers and Other Business Partners. Copies of the current Code can be found at:

[https://www.textron.com/assets/BCGs/Textron\\_Code\\_of\\_Conduct\\_Suppliers\\_Business\\_Partners.pdf](https://www.textron.com/assets/BCGs/Textron_Code_of_Conduct_Suppliers_Business_Partners.pdf).

The following conformity, safety, and ethics requirements are intended to supplement, but not replace, those specified in AeroMotion's Purchase Order Terms and Conditions and Textron's Code of Conduct

- SQM 2.1      Product / Service Conformity - All suppliers are expected to provide products and services that conform to all applicable engineering, regulatory, and Purchase Order requirements. In pursuit of conformity and continuous improvement, suppliers shall implement adequate systems

and processes to produce, evaluate, and improve the products and services provided to AeroMotion.

- SQM 2.2      Product and Personnel Safety - Suppliers shall protect the health, safety and welfare of all those affected by their activities maintaining a safe and clean working environment at their facility, and by complying with all applicable engineering, regulatory, and Purchase Order requirements. Suppliers are required to have systems and processes in place to ensure that the products they produce can perform to their designed and intended use without causing harm to persons and/or damage to property.
- SQM 2.3      Ethics Compliance - AeroMotion expects its suppliers to conduct business in accordance with the highest ethical standards. Our suppliers are partners and extensions of AeroMotion and Textron. Therefore, our suppliers must not conduct business in a manner that could damage AeroMotion or Textron's reputation or be in violation of any laws or regulations.

## SQM 3.0 Supplier Contact Information

All suppliers must provide AeroMotion with the contact information for their Sales, Customer Service, Material Control and Quality Departments. Updates to the contact information must be submitted every year and/or when any changes occur.

## SQM 4.0 Quality Systems

Requirements shall be in effect for all suppliers who directly supply materials, items/sub-components, services, and/or special processes to AeroMotion. This includes those suppliers identified as distributors (SQM-11.0), special process suppliers (heat treating, plating, welding, etc.) (SQM-9.0), calibration laboratories (SQM-4.1), and raw material suppliers (SQM-8.0).

- SQM 4.1      All suppliers must have established, documented, implemented, and maintained a quality management system in accordance with the requirements of ISO 9001 and/or AS9100. Calibration suppliers shall have a quality system that is compliant to ISO/IEC 17025 or ANSI/NCSL Z540.
- SQM 4.2      All suppliers must have an environmental, health and safety (EHS) program that meets all statutory and regulatory requirements appropriate to their business.
- SQM 4.3      All suppliers not meeting the above quality system requirements may be assessed at any time for reasons not limited to performance and may be liable for actual costs of such assessments.

## SQM 5.0 Right of Access

The Supplier shall provide AeroMotion, its customer(s), and/or specified third party (statutory/regulatory agencies) the right of access to its facilities as well as all records related to products/services ordered by AeroMotion or its customer(s). AeroMotion, its customer(s), representative(s), and/or specified third party agencies reserve the right to perform audits or inspections at a supplier's facility to verify that supplied products or services conform to specified requirements. This verification does not absolve the supplier of the responsibility to provide conforming products or services and does not preclude subsequent rejection by AeroMotion or its customers.

## SQM 6.0 Confidentiality Agreement

By accepting the terms of an AeroMotion Contract and/or Purchase Order, supplier agrees to adhere to the confidentiality agreements stated herein. "Confidential Information" may include, but is not limited to:

- Customer-supplied documentation/records
- Customer-supplied product/property
- Customer furnished data used for design, production, and/or inspection
- Intellectual property including engineering drawings

SQM 6.1 NO USE - Supplier agrees not to use Confidential Information in any way, or to manufacture, test, and/or distribute any product embodying Confidential Information, except for the purpose set forth in the Purchase Order.

SQM 6.2 NO DISCLOSURE - Supplier agrees to use its best efforts to prevent and protect Confidential Information, or any part thereof, from disclosure to any person other than supplier's employees having a need for disclosure in connection with supplier's authorized use of the Confidential Information and production/process activities.

SQM 6.3 CYBER SECURITY - Supplier is required to follow policies and procedures for cyber security based on industry standards (e.g. ISO 27000, NIST 800-53) when sensitive information is shared.

SQM 6.4 PROTECTION OF SECRECY - Supplier agrees to take all steps reasonably necessary to protect the secrecy of Confidential Information, and to prevent the Confidential Information from falling into the public domain or into the possession of unauthorized persons.

SQM 6.5 TERM AND TERMINATION - The obligations of this Agreement shall be continuing until the Confidential Information disclosed to suppliers is no longer considered confidential.

SQM 6.6 SEPARATE AGREEMENT - Supplier agrees to execute a separate Supplier Confidentiality Agreement immediately upon request. Supplier further agrees to obtain Confidentiality Agreement, in form and content acceptable to AeroMotion, from any sub-tier supplier or third party whom

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supplier deems disclosure of Confidential Information necessary, it being understood that no disclosure of Confidential Information shall be made without prior written consent of AeroMotion.

## SQM 7.0 Raw Materials Suppliers

Unless otherwise specified, all raw material suppliers shall provide material certifications and test reports with all shipments. AeroMotion is responsible for validation of a supplier's reports and certifications for raw material to verify that all data contained in those reports and certifications are acceptable per applicable specifications and engineering drawing requirements.

## SQM 8.0 Special Process Suppliers

All special process suppliers shall have a quality system that is compliant to ISO 9001 or AS 9100 or accredited to AC7004 (PRI-Nadcap). All suppliers shall use only end user approved suppliers unless otherwise specified by the Purchase Order. AeroMotion participates in the NADCAP special process accreditation program administered by the Performance Review Institute (PRI). Any special process suppliers must have a non-disclosure agreement (NDA) with AeroMotion

**SQM 8.1** SPECIAL PROCESS TYPES - All special process suppliers must comply with end user NADCAP accreditation requirements unless otherwise specified on the purchase order. Special processes include:

- Chemical Processing: anodize, plating, paint and dry-film coatings, phosphate coatings, conversion coatings, etching, passivation and other surface treatments
- Non-Destructive Testing (NDT): Radiographic testing (RT), Ultrasonic testing (UT), Liquid-penetrant inspection (PT), and Magnetic particle testing (MT)
- Surface Enhancement (SE): Shot-peen (steel), Glass Beads (see SQM 8.3)
- Welding (WLD): Gas Metal Arc Welding (MIG), Gas Tungsten Arc Welding (TIG), Shielded Metal Arc Welding (SMAW or "Stick-Welding"), Oxy-Fuel Gas Welding and Brazing
- Heat Treating (HT) and Vacuum Furnace Brazing
- Composites (COMP): Fabrication of composite parts and assemblies
- Non-Conventional Machining (See SQM 8.2)

**SQM 8.2** NON-CONVENTIONAL MACHINING - Non-conventional machining is defined as any machining process that doesn't use a physical tool that directly contacts the workpiece. Non-conventional machining is not permitted unless noted on the purchase order or engineering drawing. Some examples of non-conventional machining include Electrical Discharge Machining (EDM), Laser Beam Machining/Cutting, and Water-jet Machining. If a supplier wishes to use any type of non-conventional machining in their process that is not currently permitted, the supplier must submit a supplier deviation request for each part number. (see SQM 22.3)

- SQM 8.3      **USE OF GLASS BEADS** - Glass beads are prohibited from use in processing or manufacturing of any AeroMotion parts unless specified on the engineering drawing or AeroMotion purchase order. Any request to use glass beads on a part/process for which they are not permitted requires supplier to submit a supplier deviation request for each part number (see SQM 22.3). Suppliers using glass beads in their normal processing are required to have an effective method of segregation to prevent contamination of AeroMotion hardware.

## SQM 9.0 Sub-Tier Supplier Farmout: Selection and Control

There may be instances in which a Direct (Tier 1) supplier must outsource work to a sub-tier supplier to fulfill the requirements of a purchase order/supplier contract issued by AeroMotion. Should this occur, AeroMotion reserves the right to specify and/or approve sub-tier suppliers chosen by its Tier 1 suppliers. Use of sub-tier suppliers for AeroMotion job orders without notification and/or prior approval is prohibited and could result in termination of a Tier 1 supplier's contract with the AeroMotion. Tier 1 suppliers shall flow down to all sub-tier suppliers: all relevant quality requirements imposed by this Manual, purchasing documents, and applicable contract requirements, including government and Department of Defense (DoD) requirements. Per the requirements of SQM 8.0 of this Manual, any Tier 1 supplier who outsources special processes to a sub-tier supplier must verify that an NDA with AeroMotion is in place prior to outsourcing work.

## SQM 10.0 Distributor and Manufacturer Requirements

A **distributor** is defined as a supplier that procures parts, materials, or assemblies and sells such products to a customer without affecting product characteristics or conformity.

A **manufacturer** is defined as a supplier that produces components through various processes that do and will affect product characteristics and conformity.

The basic difference is that manufacturing involves the creation of products and distribution involves the movement and sale of products to reach the end user.

Distributors of aerospace commodity items must employ a documented quality system that is compliant to (AS/EN/JISQ) 9120 Aerospace Requirements for Stockist Distributors or (AS/EN/JISQ) 9100 Quality Management Systems - Aerospace - Requirements.

Manufacturers of aerospace commodity items must maintain a quality management system that complies with AS9100

Copies of the Aerospace (AS) standards can be purchased from SAE International at [www.sae.org](http://www.sae.org).

## SQM 11.0 Counterfeit Parts Control

It is the responsibility of all manufacturers and distributors to ensure that only **approved, genuine, conforming** parts make their way into the supply chain. In recent times, the constant concern of counterfeit "black market" or "bogus" parts infiltrating the supply chain has reached heightened levels. This Manual includes requirements that when effectively implemented, shall assist AeroMotion to minimize the risk of such activity. AeroMotion and its suppliers must comply with **AS6174** standards to ensure that no counterfeit material is procured for use in AeroMotion parts.

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Suppliers of electrical, electronic, and electromechanical components are required to develop and implement a counterfeit control plan that complies with **AS5553** - Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition.

Definitions of **counterfeit parts** may include but are not limited to:

- Unauthorized copies or substitutes of an Original Equipment Manufacturer (OEM) or Original Component Manufacturer (OCM)
- Parts without sufficient traceability to an OEM to ensure authenticity in OEM design and manufacture
- Parts that do not contain proper external or internal materials or components required by the OEM and are not constructed in accordance with OEM design
- Parts that have been re-worked, re-marked, re-labeled, repaired, refurbished but are represented as OEM authentic, new parts, or parts that have not successfully passed all OEM required testing, verification, screening, and quality control processes.

**A Manufacturer Certificate of Conformance is required for each item delivered** to ensure that the product provided is as specified in the AeroMotion procurement document.

## SQM 12.0 First Article Production Approval

When required by contract, First Articles shall be performed by suppliers as per **AS9102** requirements or other similar/proven methods. The designated quantity of components, randomly selected from a significant production run, must be produced utilizing production tooling, processing and cycle times. This approval must include dimensional and performance requirements and, in some cases, may also include specific visual and functional approvals.

## SQM 13.0 Purchased Part Control


Suppliers must certify, as part of sample submission, compliance with current constraints on restricted substances as specified by purchase order or contract, especially toxic and hazardous substances. Guidance on responsible sourcing of minerals can be found on page 4 of Textron's Supplier Code of Conduct.

## SQM 14.0 Process Control for Key Characteristics

A **key characteristic (KC)** is defined as an attribute or feature whose variation has a significant influence on product fit, performance, service life, or producibility; that requires specific action for the purpose of controlling variation.

When required by the purchase order or contract, suppliers must implement a process compliant with SAE spec **AS9103** - Variation Management of Key Characteristics.

Suppliers may be asked to provide process capability data for KC's showing a Cpk value of 1.33 or better. Unless otherwise noted, 100% inspection of all features identified as KC's is required by both suppliers and AeroMotion.

 Unless otherwise specified, key characteristics will be defined on all AeroMotion drawings with the KPC symbol to the left.



## SQM 15.0 Material Identification

Supplier is required to establish a documented system for the control of all materials. The inspection and test status of all materials must be easily identifiable by the system, and documentation must include a description of any applicable containment areas and/or devices. Parts or products removed from the normal process flow must be segregated and clearly marked.

## SQM 16.0 Sampling Plans

A supplier may use sampling plans when historical records indicate that a reduction in inspection can be achieved without jeopardizing the level of quality, such as capability data showing a Cpk value of 1.33 or better for a given feature. Sampling may not be used to justify the existence of known defectives or discrepancies in a lot. Suppliers may use their own internal sampling plan as long as the plan meets **AS9138** requirements. AeroMotion utilizes a C=0 inspection requirement meaning when a non-conforming feature is found, 100% inspection of the discrepant feature is required rather than the sample size. Suppliers shall maintain quality records in sufficient detail to establish evidence that any sampling was representative, the required tests and verifications were properly performed, and only material meeting specified requirements has been accepted for production and delivery to AeroMotion. These records shall be available for review by AeroMotion or a AeroMotion authorized representative, as required and copies of individual records shall be furnished to AeroMotion upon request.

## SQM 17.0 Control Plans

Upon request, suppliers shall develop control plans to address possible or known quality issues. The supplier shall provide a copy of the control plan to AeroMotion and maintain continued compliance to the plan. The supplier shall not implement changes to the control plan without providing prior notification to AeroMotion. Changes to established control plans must be reviewed and approved by the Quality Manager and Supplier Quality Assurance Engineer for AeroMotion.

## SQM 18.0 Drawing and Change Control

All suppliers must use the most current revision of any applicable engineering drawings and specifications unless otherwise noted on purchase order. A supplier's quality management system must ensure that the latest drawings and specs are available at the manufacturing, test, and/or inspection locations. Written procedures should indicate the method(s) utilized for receipt, review, or distribution of all changes and the method(s) of recalling and disposing of an obsolete item. A review process, conducted at least once each calendar year, must be established in the system for confirming that all drawings and specs are at the latest revision level with the issuing source. Suppliers must coordinate and document all changes with AeroMotion. This may involve the customer and/or regulatory authorities in accordance with contract or regulatory requirements.

## SQM 19.0 Record Retention

Suppliers must retain adequate quality system records, including all production planning documents, process guidelines, laboratory test instructions, gauge/test equipment verification and calibration, and performance test methods. In addition, supplier must retain quality performance records, including control charts, and inspection and test results, where

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appropriate. At a minimum, supplier must retain the records for the periods indicated and make such records available for review as required:

- Quality system records: 10 calendar years (unless otherwise specified)
- Quality performance records: 10 calendar years (unless otherwise specified)

In the event that a supplier discontinues business operations, the supplier shall agree to transmit to AeroMotion those records maintained in support of AeroMotion's contract agreements.

## SQM 20.0 Change in Manufacturing Process Control

Our continuous improvement philosophy encourages process improvements both internally and at our supplier's facilities. However, prior to any such "modification", to a process being implemented, supplier must complete all required/necessary verifications and tests to ensure that any new process continues to yield product/services that meet AeroMotion specifications. First Article requirements per AS9102 apply.

## SQM 21.0 Foreign Object Debris/Damage (FOD) Prevention Program

Supplier shall assure cleanliness of products/services provided. When designated on Purchase Order, delivered product must be clean and free from any debris, such as machined chips, burrs, grinding dust, forming materials, corrosion, oil, and other foreign material on surface to prevent F.O.D. entrapment.

## SQM 22.0 Nonconforming Material and Unapproved Processes / Materials.

**SQM 22.1** GENERAL RULES FOR NON-CONFORMING PRODUCT - All products or processes found to be nonconforming by the supplier to the engineering drawings, specifications, or Purchase Order, shall be identified, segregated and reworked or replaced with conforming products or processes prior to delivery to AeroMotion. If supplier generated non-conforming hardware is found at AeroMotion, a Supplier Non-conforming Product Report (NPR) will be issued to the supplier highlighting the non-conforming feature(s) and the Material Review Board (MRB) disposition of those features. AeroMotion understands the importance of making suppliers aware of non-conformances in a timely manner. If the MRB disposition will take some time, an NPR will initially be issued to the supplier for the n/c only. The supplier must implement and provide AeroMotion with a containment plan within 24 hours of the non-conformance discovery. Upon completion of the disposition, an updated NPR will be communicated to the supplier. All possible dispositions and outcomes are listed as follows:

- **Use AS-IS:** Parts are acceptable for use under the conditions of the MRB disposition.
- **Rework:** Parts can be brought into conformance by means within the normal process for the given job as permitted by applicable drawings and specifications.
- **Repair:** Parts can be made conforming by alternate means that may fall outside of applicable drawings and specifications. Unlike reworks, a repair requires prior engineering approval before any processing can take place.

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- **SCRAP:** MRB process has determined the discrepant feature(s) have rendered the hardware unfit for use, and no rework or repair exists to bring hardware into conformance.

If a SCRAP disposition is given, a debit memo will be issued to supplier in addition to the NPR. If a rework or repair disposition is given, the hardware will be returned to the supplier to complete the rework/repair unless critical production needs dictate otherwise. If production critical, the hardware will be reworked / repaired in-house at AeroMotion. A debit memo may also be issued on a rework or repair disposition to make sure AeroMotion is not billed for any rework or repair charges resulting from supplier generated non-conformances. If AeroMotion chooses to not send hardware back to supplier based on production needs, a debit memo for rework / repair charges may be issued on a case-by-case basis. If a use as-is disposition is given, the NPR will be for supplier reference and awareness.

**Use as-is, Rework, and Repair dispositions do not relieve supplier of the legal responsibility and liability for such products/processes.**

- SQM 22.2      **ROOT CAUSE / CORRECTIVE ACTION (RCCA) - Nonconforming products identified:**(1) at a supplier's facility;(2) returned from AeroMotion's facility; or (3) through performance testing, and/or field failures must be systematically analyzed to determine the root cause(s) of the nonconformance. Any time an NPR is issued to a supplier regardless of the MRB disposition, the supplier is expected to perform a Root Cause Analysis of the non-conformances and implement the proper Corrective Action to mitigate and prevent reoccurrences. A section on the NPR form issued by AeroMotion provides a location for the supplier to document these actions. Under normal circumstances, the supplier is expected to complete RCCA and return completed form to AeroMotion within 30 days of the NPR being issued. There is flexibility if more time is needed. Failure to respond to a Corrective Action Request may result in punitive action up to and including removal and/or suspension from the AeroMotion's Approved Supplier List/Register.
- SQM 22.3      **SUPPLIER FLAGGED NON-CONFORMANCES WITHOUT PRIOR NOTIFICATION -** If a supplier returns hardware to AeroMotion that is tagged as discrepant or non-conforming without any prior notification, this situation will be treated as if the non-conforming hardware was found internally by AeroMotion. An NPR will be issued to supplier. If the discrepant feature(s) are deemed suitable for rework or repair, hardware will be returned to supplier for rework/repair unless the job/lot is considered production critical. If the hardware is dispositioned as SCRAP, the supplier will receive a debit memo for the unusable non-conforming pieces.
- SQM 22.4      **SUPPLIER DEVIATION REQUESTS -** In the event that hardware found to be non-conforming by a supplier cannot be brought into conformance by rework, the supplier will need to submit a Supplier Deviation Request (SDR). The SDR form is requested and submitted through the **Purchasing Department**. **Section A: General Information** on the SDR form will be

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filled out by Aeromotion Purchasing. Under the Deviation Type field in Section A, "Non-conformance concession" will be selected for any situations involving supplier generated non-conforming product". The supplier is responsible to segregate and contain all nonconforming product at their location while awaiting SDR approval. Once completed, a copy of the SDR form will be returned to supplier showing final disposition. As part of the SDR submission, the supplier will be required to perform an RCCA before any final disposition is given by AeroMotion. Once the SDR is approved, the supplier may return accepted hardware to AeroMotion. For scrap/rejected hardware, processing instructions will be given in the disposition.

- SQM 22.5      LABEL/TAGGING AND SEGREGATION OF DISCREPANT HARDWARE  
All hardware accepted on deviation/concession must be labeled/tagged by the supplier with the SDR number referenced. If any additional labeling/tagging instructions are required, AeroMotion will include these instructions in the disposition. If an SDR includes multiple discrepant conditions and not all articles have the same condition, then the applicable Letter from Section B on the SDR form must also be noted on the label/tag. All parts covered by an SDR must be segregated and packaged separate from any fully conforming hardware. The supplier must also include a copy of the completed SDR form for the given job/lot in the certification paperwork when hardware is returned to AeroMotion.
- SQM 22.6      OTHER SITUATIONS REQUIRING SDR - In addition to non-conforming hardware, an SDR is required in the following 4 situations: As with non-conforming hardware, Section A (including Deviation type) will be filled out by AeroMotion Procurement. The same labeling & tagging requirements will apply in these situations.
- SQM 22.7      PROCESS TYPE DEVIATIONS - If a supplier desires to use an alternate process that is not permitted by the purchase order or engineering drawing for the specific part number, the supplier is required to submit an SDR. On the SDR form, please check "process type deviation" under the deviation type field in Section A. The supplier is required to record the unapproved process & provide justification for its use in Section C of the SDR form.
- SQM 22.8      MATERIAL SUBSTITUTIONS - If a supplier desires to use an alternate material that is not permitted by the purchase order or engineering drawing for the specific part number, an SDR is also required. On the SDR form, please check "material substitution" under the deviation type field in Section A. The supplier is required to record the alternate material and provide justification for its use in Section C of the SDR form.
- SQM 22.9      REQUEST TO PROCEED - Should a supplier encounter an abnormality they feel needs authorization from AeroMotion in order to proceed in their process, the supplier will need to request authorization by submitting an SDR. Please check "request to proceed" under the deviation type field in Section A. The supplier will provide a description of the hardware concern

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for which they are requesting approval to proceed in Section D of the SDR form.

**SQM 22.10 REQUEST FOR DESTRUCTIVE TESTING** - Should a supplier encounter a situation for which additional destructive testing is required beyond the scope of the purchase order to properly validate conformance, this request will be made using an SDR. Please check “destructive testing” under the deviation type field in Section A. The supplier will provide a summary for why additional destructive testing is needed in Section D of the SDR form.

## SQM 23.0 Notification of Escapes

An **escape** is defined as a situation where a defect goes unnoticed during the manufacturing and inspection process at a given facility and is later discovered after the product has left that facility. It is the responsibility of the supplier to notify AeroMotion immediately of any items that were provided and later discovered by supplier to be defective. This Notification of Escape shall include, at a minimum, purchase order number, part number, suspected quantity and discrepancy noted. As much information as possible will better assist AeroMotion in containment of the suspect hardware on our end. Immediately following the receipt of Notification of Escape, a complete Root Cause Analysis, including containment action, corrective action, and preventive action with completion dates shall be provided to AeroMotion.

## SQM 24.0 Certificate of Conformance (CoC)

Each shipment shall include a Certificate of Conformance (CoC) unless otherwise specified by Purchase Order. The CoC must contain a statement that all inspections, processing, and tests have been performed as required by the drawing requirements and/or Purchase Order. Products controlled by heat numbers, certification numbers, batch numbers, or cure dates must be linked to the Certificate of Conformance by the controlling number and show physical and chemical values when applicable. If any hardware in a given job / PO is attached to a Supplier Deviation Request (SDR), the CoC must reference the given SDR number.

## SQM 25.0 Shipment and Packaging Requirements

Supplier shall comply with all requirements for shipping, packaging, and labeling. In the absence of specific requirements, suitable protection from corrosion, contamination, and handling damage during transit is required (see SQM-33.3).

## SECTION B - SUPPLIER APPROVAL

### SQM 26.0 Introduction

The approval process is an ongoing, comprehensive supplier-monitoring and feedback procedure that optimizes total cost and quality and minimizes process variation. Approval requires performance and process capability measurements as well as reporting and communicating with the supply base. AeroMotion's supplier approval process features methods of recognizing high-performance suppliers. Suppliers that are currently on an approved

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suppliers list of an AeroMotion customer may automatically be added to AeroMotion's Approved Suppliers List/Register. Approval does not, in any way, infer an obligation for AeroMotion to issue a Purchase Order.

## SQM 27.0 AeroMotion Register of Approved Suppliers: Requirements

In order to retain active status as an approved supplier to AeroMotion, a supplier must maintain an approved Quality Management System (QMS) and acceptable performance / process capability levels. AeroMotion reserves the right to audit a supplier's QMS based on changes in their performance or capability trends.

## SQM 28.0 Supplier Performance Requirements

SQM 28.1 KEY PERFORMANCE METRICS - While the key metrics below are targeted goals for qualification, it is expected that AeroMotion suppliers will strive for continuous improvement to meet zero defects for quality and 100% on-time delivery.

- Quality = 2% or less rejects
- Delivery = 95% on time or greater

SQM 28.2 ADDITIONAL SUPPLIER RESPONSIBILITIES - In addition to these performance metrics, supplier is also responsible to provide timely corrective action response and demonstrate commitment to continuous improvement through improving performance trends. A supplier causing product quality escapes to AeroMotion and its customers may be placed in a probationary or disapproved status regardless of performance trends. A supplier that consistently exceeds either or both of AeroMotion's Quality and Delivery limits may be placed on probation. Probation status requires the supplier to submit a Corrective Action Plan acceptable to AeroMotion. Once accepted, supplier must show significant improvement toward meeting the required measurable limits within a reasonable period of time as defined by AeroMotion. A supplier that fails to show improvement may be removed from AeroMotion's Approved Supplier List/Register.

SQM 28.3 SUPPLIER PERFORMANCE CALCULATIONS - Product quality will be calculated using the following formula:

$$\frac{\text{Number of defective parts}}{\text{Number of parts received}}$$

On-time delivery percent will be calculated using the following formula:

$$\frac{\text{Purchase Order line-item quantity on time}}{\text{Total Purchase Order line-item quantity due}}$$

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SECTION	DATE	REV.	PAGE(S)	DESCRIPTION	APPROVAL
Section 2 – Scope, SQM-18.0	06/28/2017	8	All	Clarified Scope. Increased Record Retention to 35 years	Carrie Cygan Gasta
All Section	07/26/2022	9	All	Update Company Name Change to <i>AeroMotion by Textron Aviation</i>	T. Russell/ C. Cygan Gasta
Section C	7/22/2024	10		Removed Section C. It is now replaced by Textron Terms and Conditions	C. Cygan Gasta
All Section	02/05/2025	11	All	Verbiage & Procedure updates across most sections to better align w/ Textron Aviation SQM. Record retention changed to 10 years unless otherwise specified.	
SQM 22.0		12	10,11, 12,13	Verbiage & Procedure updates to best align with the Supplier Deviation Request (SDR) Form	