

CONTROLLED PROCEDURE

SOP 7.4.1

Revision IR

08/27/2024

TITLE: PRYER AEROSPACE SUPPLIER QUALITY REQUIREMENTS

PURPOSE/SUMMARY

Provide Quality Requirements from Pryer Aerospace to Supplier.

APPLIES TO

All Suppliers

MAINTAINED BY

Quality Department

Signature on file

Jeremy Wampler
Director of Quality

Date

SOP 7.4.1 REVISION CONTROL PAGE

Rev	Change Description	Revision Date	Author
IR	Initial Release, Changed from I7.4.1 Rev M	8/27/2024	T. Sieler

1.0 REQUIREMENTS PLACED ON SUPPLIER'S FACILITY

At a minimum, Suppliers shall meet the following requirements

- A. The Supplier shall maintain adequate records of all inspections, tests, and documents related to manufacturing or processing. These records must include, at a minimum, raw material certifications and evidence of receiving, in-process, and final inspection. All applicable records shall be retained for a minimum of ten (10) years and/or in accordance with specified end-user customer requirements.
- B. All measurement and test equipment used to verify products conformance must be calibrated and traceable to the National Institute of Standards and Technology (NIST).
- C. Supplier shall maintain an effective system for identifying the inspection status of product.
- D. Supplier shall maintain an effective system for controlling nonconforming product, including procedures for identification and segregation. Upon discovery of delivered nonconforming product or service, Supplier shall notify Pryer's Quality Director within 3 days via formal letter which shall contain the following:
 - a. Supplier name
 - b. Description of the nonconformance or defect
 - c. All affected part numbers
 - d. PO numbers
 - e. Quantities and dates delivered
 - f. Manufacturing date
 - g. Traceability information
 - h. Full root cause and corrective action or a committed completion date
- E. Supplier shall inspect, upon receipt, all subcontract products, processes and purchased product used in the contract.
- F. When specification or document revision level is not specifically and explicitly listed on the PO, the Supplier shall perform to the most current revision level as provided by the OEM. Supplier may request from Pryer current specifications as needed. PO specific drawing or other technical data will be supplied by Pryer.
- G. During period of performance, or thereafter if delivery issues warrant, Supplier shall provide access to Pryer, Pryer's customers and/or regulatory authorities (e.g. Federal Aviation Administration) to review any of the following:
 - a. Supplier's Quality Management System
 - b. Manufacturing Processes
 - c. Pryer product for purposes of inspection
 - d. Applicable records

2.0 PROTECTION OF PARTS AND/OR MATERIALS

- A. Supplier shall implement and maintain best practices to prevent or mitigate the risk of damage to Pryer product while in its possession, including material protection and separation within orders.

3.0 IDENTIFICATION AND TRACEABILITY

- A. Parts and material shall be marked and related documents and records maintained to ensure traceability of the order. Minimum information shall include Part Number; Purchase Order Number; Quantity; Pryer Job Number (if applicable); Material Heat Lot (if applicable); Serialization (if applicable)

4.0 FOREIGN OBJECT DEBRIS/DAMAGE (FOD) PREVENTION

- A. Supplier shall maintain an appropriate FOD Prevention Program appropriate to their capabilities and the type of work performed. See (NAS 412 Foreign Object Damage/Foreign Object Debris (FOD) Prevention)

5.0 TRANSFER PORTAL

- A. Pryer utilizes a secure file transfer portal to flow down current revisions of purchase order related data and requirements. Supplier shall provide the resources and personnel to retrieve data using this portal. Users must always comply with Pryer and portal security requirements. Users must not share account credentials with anyone.

PRYER AEROSPACE SUPPLIER CLAUSES

OFF THE SHELF ITEMS

- CLAUSE 1** Certificate of Conformance/Compliance (COC) to be supplied with order; COC must include purchase order number, part number, specifications cited or cited by purchase order, quantity and signature of an authorized agent of the manufacturer or distributor with job title. Authorized agent of the manufacturer or distributor is defined as any employee authorized to accept or reject product (including a member of management). COC must accompany each shipment.

STANDARD FASTENERS AND HARDWARE (NAS, MS. ETC.)

- CLAUSE 2** Hardware Manufacturer's Certifications must accompany shipment. Certification must include part number, description, lot or serial number, statement of compliance to applicable specifications, drawings, purchase order requirements, and government regulations, signature of an authorized agent of the manufacturer and position held. Authorized agent of the manufacturer is defined as any employee authorized to accept or reject product (including a member of management). Inspection, test data and/or material certifications shall be available for examination upon request.

RAW MATERIAL

- CLAUSE 3** Material Test Reports (applies to raw materials such as metals, paints, adhesives, etc.) Results of chemical and/or physical analysis, as applicable, are required for each lot or batch number and must accompany shipment.

NON-DESTRUCTIVE TESTING

- CLAUSE 4** Non-Destructive Test or Inspection: Test/Inspection report must identify process, type, level, extent as specified on purchase order, drawings, or referenced specifications. Records, film, or other

suitable documentation must accompany each shipment and must include the name of the agency that performed the testing or inspection.

MANUFACTURED ITEMS

CLAUSE 5 The First Article Inspection Report (FAIR) from Supplier must accompany shipment when required by AS9102.

CLAUSE 5A Pryer must approve FAIR prior to starting production on remaining parts order: First article part(s), quantity dictated by Pryer via PO, shall be submitted to Pryer for evaluation. Pryer Quality shall notify Purchasing of First Article evaluation results. Purchasing shall notify the Supplier in writing of First Article acceptance. After acceptance of first article part(s), the supplier must maintain fabrication methods and processes to ensure repeatability and continued compliance.

FAIRs must include all dimensions/tests and results specified on the purchase order, drawings, and specifications referenced by the purchase order or drawing. Each report must also include the following:

- a. Purchase Order Number
- b. Part Number
- c. Date of Inspection
- d. Supplier inspector stamp
- e. Specification and/or drawing numbers and revisions used for the inspection/testing
- f. Report identification as "First Article".

CLAUSE 6 Order with prior approved Supplier FAIR: Inspection requirements and corresponding records shall be sufficient to assure conformance to purchase order and product definition data requirements. Supplier shall maintain traceability between the Pryer purchase order and internal inspection records and make those inspection records available upon request. A Certificate of Conformity shall be provided with the order.

CLAUSE 7 100% inspection required on all parts for the order. Evidence of dimensional inspection shall be created and maintained with the build and inspection records. Inspection reports shall be provided to Pryer upon request.

CLAUSE 8 Pryer Aerospace Furnished Material (PFM): Material provided to Supplier for fabrication and/or processing must be controlled so that the furnished material is used only for Pryer Aerospace products.

SPECIAL PROCESSES (PAINTING, PLATING, PASSIVATION, ETC.)

CLAUSE 9 If this order is not governed by an OEM approved supplier, NADCAP approval required when applicable.

CLAUSE 10 Specific Purchase Order Test Results required: Results of testing as specified on purchase order, drawings, or specifications referenced by purchase order or drawings. A copy of the test report is required with each shipment and must include the test laboratory and Processor's name.

- CLAUSE 10A** Welding Procedure Qualification Records (PQR) returned to Pryer Aerospace must contain all the parameters listed on the qualifying Weld Procedural Specification (Weld Schedule) and the purchase order.
- CLAUSE 11** Qualification Testing Results Required: A copy of the test report is required with each shipment and must include the test laboratory and Processor's name.
- CLAUSE 12** Certificate of Processing (C.O.P.): A Certificate of Processing must accompany each shipment. It must include Processor name, part number, specifications referenced by purchase order, quantity and signature of an authorized agent of the process and their position held.

SOURCE INSPECTION AND SELECTIVE EVALUATION

- CLAUSE 13** Pryer Source Inspection Required: Source Inspection is required prior to shipment from the Supplier's facility. Upon receipt of this order, promptly contact the Pryer point of contact from Pryer Purchase Order.
- CLAUSE 14** FAA or DCMA Conformity Inspection: FAA or DCMA Inspection is required. Upon receipt of this order, promptly contact the Pryer point of contact from Pryer Purchase Order so appropriate notification and scheduling can be arranged. This could include FAA conformity inspection at the Supplier's facility.

SUPPLIERS WHO SUPPLY CALIBRATION SERVICES

- CLAUSE 15** Supplier shall provide a calibration report containing the following:
- a. Calibration method or procedure
 - b. Report of any out-of-tolerance conditions
 - c. Acceptance criteria
 - d. Required accuracy or precision
 - e. Standards used and traceability of standards to national standards
 - f. If service provided is found nonconforming Supplier must notify Pryer's Quality Assurance Department in form of letter, including description of non-conformity.

USE OF SUBCONTRACTORS BY SUPPLIER

- CLAUSE 16** **Fabricated Parts and Services** - All purchase orders issued by the Supplier for subcontracting parts of the Pryer Purchase Order must flow down the information and requirements stated on the Pryer Purchase Order. When subcontractors are used, the subcontractor's name, processes performed, and required certification must accompany shipment.

Special Processes - Pryer shall approve the use of all subcontractors performing special processes. Contact Pryer Purchasing Department for a list of approved Suppliers prior to subcontracting work.

- CLAUSE 17** **Tooling** - Supplier is required to maintain asset identification (e.g. tool tags/placards) for all tools that belong to Pryer or its customer. Supplier is required to complete periodic inspection (at least annually), if those tools remain in Supplier possession for more than one year continuous as part of PO or ongoing POs. If the periodic inspection cannot be completed by Supplier, the tool(s) shall be provided to Pryer for said inspection. Evidence of periodic inspection shall be maintained and provided to Pryer upon request.

OEM REQUIRED FLOWDOWNS

- J. For Lockheed Martin parts, refer to Lockheed Martin Quality Clause Q6R, Section A,B,C,D, & E and Lockheed Martin Appendix QX located at http://www.lockheedmartin.com/us/aeronautics/materialmanagement/scm-quality/scm-quality_qualityappendices.html. DFARS clauses apply on all international sourcing.
- K. For Bombardier parts, only use approved sources for material and processing. Refer to Bombardier Quality requirements for suppliers QD4.6-40. Any supplier shall notify Bombardier 6 months in advance before any transfer of operations and allow sufficient time for Bombardier review and approval.

Note: Suppliers processing Nordam parts shall adhere to Supplier Quality Manual MN-TNG-QA-02, which may be obtained from Pryer Buyer.