

**WARNING**

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## 1 Scope

### 1.1 Purpose

To define general requirements for UCF suppliers.

### 1.2 Applicability

The requirements contained herein apply when referenced on the UCF purchase order, and are in addition to the standard UCF terms and conditions.

*NOTE: In general, the SQR apply to all UCF suppliers that contribute to manufacturing or repairing UCF products. Further, in general, this typically does not apply to nondevelopmental items<sup>i</sup> or commercial off-the-shelf (COTS)<sup>ii</sup> products.*

## 2 Quality Management System

### 2.1 Foundation

This document employs [AS9100<sup>ii</sup>](#) as a foundation.

### 2.2 General Requirements

UCF suppliers are expected to comply with, or be certified to, AS9100 requirements.

### 2.3 Records

Supplier shall maintain documented evidence of compliance, and retain these records for a minimum of five years.

### 2.4 Right of Access

Upon request, supplier will provide entry to its facilities, access to documentation (e.g., quality manual, QMS records, UCF drawings), or both. This right of entry/access will be granted to UCF, its customers, or regulatory agencies, as appropriate. Supplier personnel must be made available to support entry/access.

### 2.5 Flow Down

Supplier is responsible for controlling quality of sub-tier suppliers, including the responsibility to flow down requirements contained in this document or UCF's customer quality requirements.

### 2.6 Control of Counterfeit Parts

Supplier quality management system shall include a policy to prevent the use of counterfeit parts.

## 2.7 Supplier Approval

Supplier shall maintain a procedure and list of approved suppliers, and provide this to UCF upon request. When required by purchase order, supplier must amend or append the approved supplier list used for UCF products.

## 2.8 First Article Inspections (FAI)

When required by purchase order, supplier must perform an FAI per [AS9102B](#) prior to authorization to release the first production product. The FAI must verify that all dimensions, features, and product attributes meet specified requirements. Documentation of FAI must be submitted to UCF for review and approval prior to, or included with, the first shipment of production articles.

## 2.9 Certificate of Conformance (CoC)

Supplier shall provide a CoC containing, at a minimum, the following information:

- **Supplier Information.** Supplier name, supplier address
- **Purchase Information.** UCF PO number, revision and date
- **Product Information.** Part number and serial number(s), as applicable
- **Drawing Information.** Drawing document number, revision, and date, representing the specification to which the goods were manufactured, reworked, or reconfigured.
- **Signature.** CoC must be signed and dated by supplier's responsible party.

## 2.10 Non-conformances

Supplier must submit a deviation request, in writing, and receive approval, in writing, prior to shipment of any known nonconformance. Further, nonconforming material must be clearly identified and segregated to prevent unintended use.

## 2.11 Packaging

All materials, parts, components, and assemblies ("parts") shipped to UCF, or drop-shipped to other UCF suppliers or to UCF customers, must be, at a minimum:

- packaged to prevent any damage during transit
- free of any dirt, oil, grease, sharp edges or burrs
- easily identifiable by part number, model number, or assembly number
- each shipping container must include at least one packing list, affixed to the outside of the container such that it allows damage-free removal
- not contain a mix of conforming and nonconforming items in the same shipping container

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<sup>i</sup> For definition see [48 CFR §2.101 Definitions](#) for definition of COTS, nondevelopmental item, and other terms generically defined by the federal acquisition regulations (FAR).

<sup>ii</sup> Society of Automotive Engineers (SAE) Aerospace Standard AS9100 Quality Management Systems - Requirements for Aviation, Space, and Defense Organizations [[link](#)]