

Supplier Quality Requirements Document

Revision 03

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Purchase Order Attachment 1600

Hawker Beechcraft Corporation
Supply Chain Management Quality Assurance
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Approved by:



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Revision History

Revision No.	Revision Date	Release Date	Description
00	-----	10/06/2005	Initial Release for Comments
01	01/30/2006	02/01/2006	Section 5.2: Added definitions for Pass-thru Distributor, Quality Clause, Quality Note, and Special Processes. Section 6.1.3 d),e),f): Revised to address requirements for Distributors. Appendix A: Created Appendix A.
02	06/02/2006	06/30/2006	Section Added: 1.6 FAA Approved Repair Stations. Section 5.2: Revised definitions for Source Control drawing, Specification Control Drawing, Section 5.2 Added definitions: Vendor Item Drawing, TC, TSO, PMA. Section 7.4 Removed QAI-01-016, replaced with BS383. Section 7.5 Added: Burn Test Requirement C of C.
03	03/24/2007	03/26/2007	All sections: General content re-write and conversion of all Raytheon Aircraft Company references to Hawker Beechcraft Corporation. Section 1.2: Clarified applicability to TC, PMA, TSO, and supplier design authority suppliers. Incorporated the Supplier Delivery Requirements Specification as section 9.0.

1.0. INTRODUCTION and SCOPE

Hawker Beechcraft Corporation's Quality Policy is, "Maximize Customer Satisfaction through Teamwork, Continuous Improvement, and Product Excellence." The achievement of this policy requires a similar desire and commitment to excellence from our Supply Chain partners.

Hawker Beechcraft Corporation (HBC) Supply Chain Management Quality Assurance (SQA) has created this Supplier Quality Requirements Document (SQRD) to clearly communicate our requirements **for HBC designed parts/product** and the Web-based communication tools that have been made available to achieve this end.

1.1. Applicability – General

This document applies to all entities wishing to supply parts/product and services to Hawker Beechcraft Corporation for use in or with HBC's aircraft. This document is **not applicable** to supplies and services which are procured for purely commercial use with no air vehicle applications.

The function of the SQRD is to communicate to HBC's supplier base:

1. Requirements for supplier initial approval, surveillance, and re-approval.
2. General and specific quality system requirements for domestic & foreign HBC suppliers.
3. Practices for control of foreign suppliers in conjunction with the management practices of the UK-based Hawker Beechcraft Corporation Quality Support Company.
4. Specific forms and Web-based tools for day-to-day business with Hawker Beechcraft Corporation

Suppliers that do not hold production approval from FAA are subject to all terms and conditions of this document and all quality notes/clauses listed on the purchase order.

1.2. Applicability – Suppliers Holding FAA Production Approval

Suppliers holding engineering design authority (i.e., supplier-created engineering designs/drawings), suppliers holding an FAA product Type Certificate (TC) or Supplemental Type Certificate (STC), and suppliers manufacturing parts/product under FAA Product Manufacturing Authority (PMA) or Technical Standard Order (TSO) are exempt from the requirements in section 8.0 of this document.

TC, PMA, and TSO suppliers, and other suppliers holding engineering design authority, are exempt from having to use HBC-approved special process and raw material suppliers. However, these suppliers are strongly encouraged to use HBC-approved special process and raw material suppliers.

1.2.1. Responsibility of the Supplier to Notify HBC of Changes

As stipulated in our Production Certificate, HBC is required by FAA, for each model of aircraft, to exercise due diligence in evaluating the ongoing suitability of all parts/product to conform to the Type Design (TD). Therefore, all TC, PMA, and TSO suppliers, and all other suppliers holding engineering design authority, **must** notify HBC whenever one or more changes are made to the part/product being supplied to HBC. HBC Engineering Configuration Management will then review the changes and determine whether they represent a major or a minor change to HBC's Type Design. All shipments must include an appropriately completed FAA 8130-3 Airworthiness Approval Tag.

HBC's configuration management responsibility is to evaluate conformance to Type Design at the aircraft level. Suppliers cannot always anticipate the effects that changes could have at the aircraft level.

Therefore, all changes in fit, form, fit/function, and fabrication processes must be communicated to HBC through the HBC Data Submittal Process. HBC will perform an impact assessment at the level of the functional and physical interface between the supplier's part/product and the rest of the aircraft.

1.2.2 HBC Engineering Configuration Management Contact Information

HBC Engineering Configuration Management can be contacted at Supplier_Data@hawkerbeechcraft.com or can be mailed to: HBC CM Supplier Data, Dept 905, Building B6, 9707 East Central, Wichita KS 67207.

1.3. Burn Test Requirements

Suppliers that provide material that requires a burn test will denote compliance to requirements on the accompanying 8130-3 Airworthiness Approval Tag in accordance with FAA Order 8130.21, and/or denote compliance to requirements on the accompanying Certificate of Compliance.

1.4. Repair Stations

Repair Stations will be authorized by HBC to perform repair, overhaul, and maintenance work that is strictly limited to the scope of their 14 CFR Part 145 Air Agency Certificate.

2.0. STANDARDS and SPECIFICATIONS

2.1. ASTM

- ASTM D3951 Standard Practice for Commercial Packaging

2.2. Beech (Hawker Beechcraft) Specifications

- BS383, Materials, Equipment, and Requirements for Identification Marking
- BS23431, Electrostatic Discharge Sensitive Device Protection
- BS24405, Source Control for Electrostatic Discharge Sensitive Devices
- BS25116, Fracture Critical and Durability Critical Parts Control Requirements
- BS25691, Control of Product Manufacturing Processes for Suppliers and Outside Production
- BS25696, Fracture Critical and Durability Parts Control Listing and Identification/Serialization Requirements for Model 3000 T-6A Texan II

2.3. Federal and International Regulations, Requirements, and Standards

- 14 CFR. Title 14 of the U.S. Code of Federal Regulations; Federal Aviation Regulations (U.S. Federal Aviation Administration; FAA)
- 29 CFR. Title 29 of the U.S. Code of Federal Regulations (U.S. Occupational, Safety, & Health Administration; OSHA)
- 40 CFR. Title 40 of the U.S. Code of Federal Regulations (U.S. Environmental Protection Agency; EPA)
- 49 CFR. Title 49 of the U.S. Code of Federal Regulations (U.S. Department of Transportation; DOT)
- IATA. International Air Transportation Association (commercial standards for international air transportation)
- IMDG. International Maritime Dangerous Goods Code
- IMO. International Maritime Organization (commercial standards for international sea transportation)
- Order 8100.7, FAA Aircraft Certification Systems Evaluation Program (ACSEP)

2.4. International Organization for Standardization (ISO)

- ISO9001, Quality Management and Quality Assurance Standard

2.5. JEDEC Solid State Technology Association / Electronic Industries Alliance

- JESD625-A (revision of EIA-625), Requirements for Handling Electrostatic-Discharge-Sensitive (ESDS) Devices

2.6. Military Specifications

- MIL- STD- 129J, Section 20.30, Marking for Shipment and Storage of Sensitive Electronic Devices
- MIL- STD-2073-1, DOD Materiel Procedures for Development and Application of Packaging Requirements
- MIL-STD-2073-2, Packaging Requirement Codes

2.7. SAE International

- AS9100, Quality Management Systems – Aerospace – Requirements
- AS9102, Aerospace First Article Inspection Requirement



3.0. DEFINITIONS, TERMS, and ACRONYMS

3.1. Supplier Classifications

Classification	Supplier Attributes
(PROD) Production Supplier	<p>All of the following:</p> <ul style="list-style-type: none"> • Supplier working to drawings, specifications, etc., developed, controlled and supplied by Hawker Beechcraft Corporation. • Airborne software suppliers (software as an end product or as part of an end product). • Suppliers furnishing materials to Spec-Controlled drawings (SCD; HBC drawings which list an approved supplier who controls the detailed design). • Suppliers furnishing materials to Source-Controlled drawings. <p>For an explanation of SCD, see section 3.2. The Hawker Beechcraft Corporation Approved Vendor List is located on the Supply Chain Management Website.</p>
(SPEC) Special Processor	<p>A supplier performing processes such as chemical processing, coatings applications, composites fabrication, heat treating, non-destructive testing (NDT), non-conventional machining, surface enhancement (e.g., shot peening), or welding. HBC has prepared a complete list of controlled special processes. The supplier must be approved by HBC SQA for these processes before any work can be performed. The HBC Special Process Index and the HBC Approved Processor List are found on the Supply Chain Management Website at: http://hawkerbeechcraft.com/rac/about_us/supply_chain/ga/-processes. These suppliers are subject to stringent approval and control practices as described in this document.</p>
(PROS) Production supplier approved for special processes	<p>Production suppliers who are also approved to perform special processes. The HBC Approved Processor List is located on the Supply Chain Management Website at: http://hawkerbeechcraft.com/rac/about_us/supply_chain/ga/-processes.</p>
(RAW) Raw Material Supplier	<p>A supplier who produces raw materials (e.g., aluminium and steel sheet, plate, or bar stock; tubes) for Hawker Beechcraft Corporation. The HBC Approved Raw Materials Suppliers list is found on the Supply Chain Management Website at: http://hawkerbeechcraft.com/rac/about_us/supply_chain/ga/-processes. These suppliers are subject to stringent approval and control practices as described in this document.</p>
(RAWS) Raw Material Supplier	<p>Raw material suppliers who are also approved to perform special processes. These suppliers are predominately casting and forging facilities who build parts to Hawker Beechcraft Corporation drawing requirements. The HBC Approved Raw Materials Suppliers list is found on the Supply Chain Management Website at:</p>

approved for special processes	http://hawkerbeechcraft.com/rac/about_us/supply_chain/qa/-processes .
TOOL Tooling suppliers	Suppliers approved to supply ONLY tooling produced to Hawker Beechcraft Corporation drawings for control of HBC product. The HBC Approved Tooling Suppliers list is found on the Supply Chain Management Website at: http://hawkerbeechcraft.com/rac/about_us/supply_chain/qa/-processes .

3.2. Definitions

Term	Definition
Approval Category	A list of commodities, materials, and/or processes that the supplier has been approved to supply to Hawker Beechcraft Corporation. Lists for special processors and raw materials suppliers are at http://hawkerbeechcraft.com/rac/about_us/supply_chain/qa/-processes . Other suppliers shall refer to their current approval notification (i.e., letter of supplier approval) for a list of their approvals. Suppliers may not accept purchase orders for items unless they have approval for that category. Current supplier approvals can also be found on the HBC Website at: http://www.hawkerbeechcraft.com/rac/about_us/supply_chain/qa/-processes/ . Suppliers wishing to expand their list of approvals must follow the procedures described in Section 7.0.
FAA	Federal Aviation Administration
First Tier supplier	A supplier who receives purchase orders directly from Hawker Beechcraft Corporation; also known as a direct supplier.
Fracture Critical Part (FC) Durability Critical Part (DC) 	Part whose loss would compromise safety-of-flight and are judged by HBC Durability and Damage Tolerance Engineering to warrant classification as Fracture Critical or Durability Critical. The following designations signify Fracture Critical or Durability Critical parts: (FC) or (DC) prefix to the part number; or any of these symbols on the drawing:  Detailed definitions, categories and requirements for materials and processes, handling and storage, identification, and quality are outlined in these Beech Specifications and must be followed by all suppliers and sub-tier suppliers who accept purchase orders for parts designated as such on the drawing. <ul style="list-style-type: none"> • BS25116 Fracture Critical and Durability Critical Parts Control Requirements • BS383 Materials, Equipment, and Requirements for Identification Marking • BS25696 Fracture Critical and Durability Parts Control Listing and Identification/Serialization Requirements for Model 3000 T-6A Texan II
HBC	Hawker Beechcraft Corporation
Hawker Beechcraft Corporation Design	A part or process that is controlled by formal Hawker Beechcraft Corporation Engineering documents and is proprietary to Hawker Beechcraft Corporation.
ksi	Unit of pressure. 1 ksi = 1000 pounds per square inch.
MRB Authority	Material Review Board (MRB) Authority is the authority to disposition the use of parts that are nonconforming to approved type design requirements, even after rework or repair efforts. Authorizing the use of product with “repair” and “use-as-is” dispositions are considered MRB actions. Such authority resides solely with Hawker Beechcraft Corporation whenever HBC is the Production Approval Holder, Type Certificate holder, and/or the FAA Approved Design

	<p>Data Holder (regardless of who actually created the drawings). <i>This authority is not given to suppliers without an official letter from Hawker Beechcraft Corporation declaring the type and extent of MRB delegation with concurrence from the FAA.</i> Suppliers holding Supplemental Type Certification (STC), Product Manufacturing Authority (PMA), or Technical Standard Order (TSO) approval for their type certificated products already have such authority and do not require an MRB delegation from Hawker Beechcraft Corporation.</p> <p>The Variation Request, described in section 8.6 under Control of Nonconforming products, must be used for any MRB actions – where Hawker Beechcraft Corporation is the type certificate holder – prior to shipment if a supplier wishes to have non-conforming parts considered for acceptance. Suppliers may “scrap” parts as outlined in section 8.6 under Control of Nonconforming Product or “rework” parts by complete restoration to the approved type design definition (e.g., applicable engineering drawing).</p> <p>All changes to the FAA approved type design, including use of MRB actions to effect such changes, must be submitted for review and approval by the Type Certificate holder in accordance with existing agreements (e.g. General Terms and Conditions of Purchase, Master Procurement & Supply Agreement, or purchase order-invoked quality clauses or notes.) This applies even in cases where such type design definition was created by and/or resides within the possession or control of the supplier.</p>
Pass-Thru Distributors	Suppliers who purchase materials for resale and do not rework, process, or add value in any way except to change the quantities from the original shipment by dividing it into smaller quantities (known as “breaking bulk”) of the same original packaging without adversely affecting specification conformance, environmental protection, age control, traceability, or manufacturer's warranty.
PMA	Parts Manufacturer Approval. Parts Manufacturer Approval (PMA) is a combined design and production approval for modification and replacement parts. It allows a manufacturer to produce and sell these parts for installation on type certificated aircraft or products. PMA status is granted by the FAA. (see FAA Order 8110.42B & 14 CFR Part 21, Subpart K)
Quality Clause	A note on the purchase order referencing specific quality requirements for the part/product being purchased. Quality clauses shall be reviewed prior to acceptance of each purchase order. Purchase order acceptance includes the responsibility to adhere to the applicable clauses. Quality Clause designations take the form of xxxx-xxx, for example “1022-183”. Quality Notes serve the same purpose but have an alphabetic designation, such as “WJ”.
Quality Note	A note on the purchase order referencing specific quality requirements for the part/product being purchased. Quality notes shall be reviewed prior to acceptance of each purchase order. Purchase order acceptance includes the responsibility to adhere to the applicable notes. Quality Notes are designated by alpha characters, for example “WJ”. Quality Clauses serve the same purpose but have an numeric designation xxxx-xxx, for example “1022-183”
SQRD	Supplier Quality Requirements Document (this document)
SRS	Hawker Beechcraft Corporation's Supplier Rating System for measuring quality and delivery performance.
Source Control Drawing (SCD)	A Source Control Drawing is an engineering drawing in which the supplier is approved and specified by name on the face of the drawing. Such specified suppliers are the only suppliers from whom the subject part/product may be purchased.
Specification Controlled Drawing	A Specification Controlled Drawing identifies the specifications that a part/product must comply with, but HBC Supply Chain may purchase the part/product from any vendor whose parts/products meet these requirements. <u>This term is OBSOLETE and has been replaced by Vendor Item Drawing (VID).</u>
Special	Manufacturing processes that are identified as involving a series of precisely controlled steps

Processes	that encompass physical, chemical, or metallurgical transformation of materials and/or parts.
Sub-Tier Supplier	A supplier who provides materials or processes to Hawker Beechcraft Corporation's first tier suppliers; also known as an indirect supplier or subcontractor.
Supplier Design	A part/product or process purchased by Hawker Beechcraft Corporation that has been designed entirely by Supplier Engineering, these parts or processes are completed using the specifications and/or performance characteristics for the product of the cognizant engineering authority. The design or process is approved by Hawker Beechcraft Corporation for use on Hawker Beechcraft Corporation type certificated aircraft.
TC	Type Certificate. A type certificate is considered to include the type design, the operating limitations, the type certificate data sheet, records of regulatory compliance, and any other conditions or limitations prescribed for the aircraft or product. Type certificates are issued by the FAA. (see 14 CFR Part 21.41)
TD	Type Design. The type design consists of the drawings and specifications, and a listing of those drawings and specifications, including information on dimensions, materials, and processes necessary to define the structural strength of the product, necessary to define the configuration and the design features of an aircraft or product. Type designs are approved by the FAA. (see 14 CFR Part 21.31)
TSO	Technical Standard Order. A Technical Standard Order (TSO) is a minimum performance standard issued by FAA for specified materials, parts, processes, and appliances used on civil aircraft. Current TSOs are the approved FAA performance standard that the applicant must use to receive a TSO authorization. TSO authorizations are granted by the FAA. (see FAA Order 8150.1B, Advisory Circular 20-110L, & 14 CFR Part 21, Subpart O).
Vendor Item Drawing (VID)	Formerly known as Specification Controlled Drawings. Vendor Item Drawings (VIDs) provide an engineering description and acceptance criteria for purchased items. VIDs provide a list of approved, suggested manufacturers, the manufacturer's item identification, and sufficient engineering definition for acceptance of <i>interchangeable items</i> within specified limits. The suggested suppliers listed on a VID are not intended to be the only sources for the item. Any approved manufacturer's part/product, which meets the specified requirements, is acceptable.

4.0. QUALITY SYSTEM FOUNDATION

The requirements set forth in this document are designed to assure that the supplier's quality practices are consistent with, and supportive of compliance with, the federal aviation regulations, aerospace industry standards, and Hawker Beechcraft Corporation practices, specifically:

- Title 14 of the U.S. Code of Federal Regulations (Aeronautics and Space), administered by the Federal Aviation Administration (FAA).
- The requirements of ISO 9001:2000, administered by the International Organization for Standardization (ISO).
- The requirements of Aerospace Standard AS9100 Revision B, administered by SAE International.
- The requirements of the Nadcap industry program, administered through the Performance Review Institute (PRI).
- Best industry practices for aerospace supplier quality management.
- Hawker Beechcraft Corporation specific requirements (e.g., specifications, standards, forms, processes, and practices).

The FAA requires that HBC ensure that its suppliers have an acceptable quality control system under 14 CFR Part 21.139. Although Part 21.139 explicitly refers to the production approval holder (PAH, i.e.,

HBC), it is understood by FAA to extend to the PAH's suppliers as well, as written in FAA Advisory Circular 21-20B, para. 5.a.

This document is intended to explain and supplement, but not to replace or nullify any specifications, standards, terms and conditions, purchase order terms, purchase agreements, or other contractual agreements. Any deviations to the requirements of this document must be approved with written consent of Supply Chain Management Quality Assurance.

5.0. FEDERAL AVIATION ADMINISTRATION REQUIREMENTS

All component parts, systems, and assemblies that are installed on a Type Certificated aircraft must be defined and described in an approved Type Design, and their manufacture must be sufficiently controlled to maintain conformity to the Type Design.

Adherence to these requirements is defined in a series of FAA and HBC Engineering, Quality Assurance, and Supply Chain Management policies and procedures, manuals, purchase order notes, clauses, and attachments, and HBC QA Instructions (QAIs) and Work Instructions (WIs). Failure to comply with these requirements carries consequences for the supplier. These consequences may include, but are not limited to, one or more of the following:

- Parts rejected at receiving.
- Revocation of supplier's authorization to ship completed parts/product.
- HBC-provided source inspection, conducted at the supplier's expense.
- Poor supplier ratings leading to reduced follow-on business.
- Removal of approved supplier status (removal from Approved Vendor List), prohibiting the issuance of future purchase orders.
- Removal of parts from aircraft and stock locations, and/or replacement/rework of such parts at the supplier's expense.

6.0. COMMUNICATING WITH SUPPLY CHAIN MANAGEMENT

6.1. Supply Chain Management Website

Hawker Beechcraft Corporation's Supply Chain Management (SCM) organization maintains a Website containing Web-based tools, forms, specifications, training, and other information important for doing business with Hawker Beechcraft Corporation Supply Chain Management. This Website, referenced throughout this document, can be accessed on the internet at www.hawkerbeechcraft.com by selecting About Us – Supply Chain. Some of the items available are:

Terms and Conditions	Approved Supplier Lists
Purchase Order Clauses and Notes	Supplier Rating System
Purchase Order Attachments	Variation Request (VR) system
Specifications	Supplier Training
Electronic Data Submittal	

6.2. Supply Chain Management Buyers

Documents, specifications, instructions, standards, and forms not available on the Website shall be obtained through the Hawker Beechcraft Corporation buyer. The HBC buyer is the supplier's primary contact for information and questions.

6.3. Supply Chain Management QA Contact Information

Contact information for HBC's Supply Chain Management Quality Assurance (SQA) organization is listed below. Unless otherwise specified in this document, surveys, notifications, and other quality-related communications shall be submitted to SQA through one of the following methods:

- **E-mail:** scm_ga@hawkerbeechcraft.com
- **Fax:** 316-671-3004
- **Address:** Hawker Beechcraft Corporation, Supply Chain Management Quality Assurance
101 S. Webb Rd. P.O. Box 2903 Wichita, KS 67201-2903

7.0. SUPPLIER ASSESSMENT and APPROVAL, SURVEILLANCE, and RE-APPROVAL

7.1. Supplier Assessment and Approval

7.1.1. Required Quality Documentation

Suppliers seeking first-time approval shall work with the Supply Chain Management buyer to submit the following documentation:

- HBC Form 75-32067, Supplier Preliminary Qualification Form, and all pertinent documentation called for in this form.
- Copies of current third party registration certificates, where appropriate: ISO 9001:2000, SAE AS9100, rev. B.
- A copy of all FAA certificates including Repair Station, PMA, TC, TSO (Air Agency Certificate), where appropriate.
- Copies of Nadcap Special Process certificates, where appropriate.
- An uncontrolled copy of the Quality Manual.
- A list of products and processes that the supplier seeks to provide to Hawker Beechcraft Corporation.
- A completed Hawker Beechcraft Corporation Form 78-31596, Supplier Quality System Survey, including a completed Attachment 1 Special Processes listing.
- Other documentation requested by HBC Supplier QA showing evidence of an effective quality system; for example, job routers, evidence of flowdown of HBC-specific requirements in purchasing documents, and complete and up-to-date calibration recall records.
- **All documentation submitted and required for supplier evaluations must be submitted in English.**

7.1.2. Nadcap Accreditation

Hawker Beechcraft Corporation recognizes and participates in Nadcap, an aerospace industry program designed to provide a cost-effective approach to the management of special processes within the aerospace supplier community. Suppliers who perform special processes for Hawker Beechcraft Corporation are required in most cases to be Nadcap accredited. Suppliers may learn more about Nadcap on the Nadcap Website <http://www.pri-network.org/Nadcap/>.

7.1.3. Supplier Assessment

HBC Supplier QA will assess the submitted materials according to the following criteria:

- Current Nadcap accreditation is required for suppliers who perform the following processes: Chemical processing, coatings (e.g., prime & topcoat, solid lubricants), composites fabrication, heat treating, non-destructive testing (NDT), non-conventional machining, welding, and surface enhancement (e.g., shot peening). This applies to the following types of suppliers:
 - Suppliers of HBC-designed production parts/product who also perform special processes
 - Suppliers of castings and forgings who perform special processes
 - Sub-tier suppliers who are subcontracted to perform special processes
 - Special processors who perform special processes directly for Hawker Beechcraft Corporation

- Current Nadcap Aerospace Quality Systems (AQS) accreditation may be accepted in lieu of ISO 9001:2000 and/or SAE AS9100 certification, at the discretion of HBC Supply Chain Management Quality Assurance.
- Special processors that are not Nadcap certified may be granted temporary approval from HBC Supply Chain Management Quality Assurance to perform special processes for a specified period of time until supplier has achieved Nadcap certification
- For Production suppliers, ISO 9001:2000 and/or SAE AS 9100 certification may be accepted in lieu of an onsite audit, at the discretion of HBC Supply Chain Management Quality Assurance.
- For Pass-Thru Distributors not holding ISO 9001:2000 and/or SAE AS9100 certification, the distributor must demonstrate compliance to one of the following standards as a minimum requirement: SAE AS7201, Nadcap AC7103.
- Suppliers who claim to be compliant to any of the standards listed above will be required to show proof of compliance.
- Hawker Beechcraft Supplier QA may require an onsite audit or teleconference (desk audit) prior to approval.

7.1.4. Supplier Approval

The supplier will receive formal written notification when the approval/disapproval decision has been made. The notification will include:

- Approval Category (SQA approval codes)
- Approval Duration
- Contact information for the Supplier QA Engineer who made the decision.
- Reason for disapproval, when appropriate.

Suppliers wishing to broaden the scope of their approvals must request through HBC Supply Chain Management a specific assessment for that part, material or process.

Approved HBC production suppliers who build to Hawker Beechcraft Corporation design **must** assure that their sub-tier special process and raw material suppliers are approved by Hawker Beechcraft Corporation.

Approval of a supplier does not guarantee or infer in any way an obligation for HBC to issue purchase orders to the approved supplier. Furthermore, HBC reserves the right to refuse approval to any supplier, at any time, at the sole discretion of Hawker Beechcraft Supplier QA.

7.2. Supplier Surveillance

7.2.1. General

Hawker Beechcraft Corporation Supply Chain Quality Assurance will perform surveillance activities with suppliers during their approval duration. These activities may include, but are not limited to:

- Onsite audits or visits to assure ongoing compliance to requirements
- Supplier Development Visits to help improve performance
- Supplier improvement programs to address specific issues

Special process suppliers are required to maintain current Nadcap accreditations throughout the duration of their approval.

Hawker Beechcraft Corporation reserves the right of entry to the facilities of suppliers and their sub-tier suppliers for inspections, tests, and audits as deemed necessary by Hawker Beechcraft Supply Chain Management Quality Assurance. The supplier must allow entry and provide reasonable facilities and access as described in HBC's General Terms & Conditions, which can be found at: http://www.hawkerbeechcraft.com/rac/about_us/supply_chain/info/terms/.

No process changes will be allowed on HBC-designed parts/product without the written consent of HBC Engineering. All special processing suppliers are required to flow down the HBC Engineering requirements for machining and processing of HBC-designed parts/product to their sub-tier suppliers.

7.2.2. Castings and Forgings Suppliers

Suppliers of castings and forgings who perform their own special processes are required to maintain current Nadcap accreditations. Suppliers who meet or exceed HBC's limit of 5 major findings, 10 minor findings, or 12 total findings, or who fail a Nadcap audit for processes performed for HBC, will be subject to intervention from Hawker Beechcraft Corporation until they regain their Nadcap accreditation. These activities include, but are not limited to:

- Request for an Impact to Product analysis
- Notification of other suppliers who may have used the supplier
- For all product determined to be adversely affected, the location of each product affected must be identified and the product quarantined.

All Hawker Beechcraft Corporation forgings and castings suppliers are required to follow the HBC Engineering specifications called out on the purchase order engineering document, and quality clauses or notes that affect the final forged or cast product.

7.3. Supplier Re-Approval

Re-approval for existing suppliers will be required on a periodic basis. The frequency may be changed at the discretion of HBC Supply Chain Management Quality Assurance. The following general guidelines apply to re-approval frequency:

- Special Processors and Raw Material Suppliers: Three years, or upon expiration of Nadcap or 3rd party certifications.
- Suppliers of Fracture Critical parts: One year.
- Direct Ship Authorization (DSA) suppliers: One year.
- Production Suppliers: Three years, or upon expiration of 3rd party certifications.

Re-approval activities will consist of the following:

- The supplier shall submit updated versions of all the materials listed in section 7.1.3.
- The materials will be reviewed
- The supplier's performance history will be reviewed
- A teleconference and/or onsite audit may be scheduled

Current Nadcap Aerospace Quality Systems (AQS) accreditation may be accepted in lieu of ISO 9001:2000 and/or SAE AS 9100 certification, at the discretion of HBC Supply Chain Management Quality Assurance.

Suppliers will be notified in writing of their re-approval status.

Re-approval of a supplier does not guarantee or infer in any way an obligation for HBC to issue purchase orders to the approved supplier. Furthermore, HBC reserves the right to refuse re-approval to any supplier, at any time, at the sole discretion of Hawker Beechcraft Supplier QA.

7.3.1. SPECIAL NOTE: DELINQUENCY

Suppliers failing to submit the required quality documentation in the time frame requested will be blocked from future purchase orders.

8.0. HAWKER BEECHCRAFT-SPECIFIC QUALITY REQUIREMENTS

8.1. Adherence to Special Manufacturing Requirements

8.1.1. BS25691 Requirements

All suppliers to Hawker Beechcraft Corporation, both first-tier (direct) and sub-tier (indirect, subcontract), must adhere to the manufacturing and processing requirements presented in Beech Specification BS25691, Control of Product Manufacturing Processes for Suppliers and Outside Production.

Suppliers holding engineering design authority (i.e., supplier-created engineering designs/drawings), suppliers holding an FAA product Type Certificate (TC) or Supplemental Type Certificate (STC), and suppliers manufacturing parts/product under FAA Product Manufacturing Authority (PMA) or Technical Standard Order (TSO) are exempt from the requirements in section 8.0 of this document.

BS25691 is an HBC Engineering specification and its use as a manufacturing control document is stipulated in every HBC Engineering drawing and engineering data package through HBC Engineering Drawing No. 130450, Standard Practice Notes.

Hawker Beechcraft Corporation holds its first-tier suppliers accountable for controlling and for flowing down all HBC quality and technical requirements to all of their sub-tier suppliers. Therefore, all first-tier (direct) HBC suppliers **must flow down BS25691** to all of their sub-tiers by specifying compliance to this engineering document on each purchase order. Flow down of BS25691 ensures that purchase order and technical requirements are imposed and maintained throughout the supply chain.

The latest revision of BS25691 can be found on HBC's Website at:
http://www.hawkerbeechcraft.com/rac/about_us/supply_chain/info/specs/.

8.1.2. Hawker Beechcraft Corporation Special Processes Index

All suppliers to Hawker Beechcraft Corporation, both first-tier (direct) and sub-tier (indirect, subcontract), who perform special processes must be approved by HBC Supplier QA to perform those special processes. Suppliers are not authorized to begin work without prior approval.

Special processes requiring prior approval to perform are listed in the HBC Special Processes Index. The Special Processes Index can be found on HBC's Website at:
http://www.hawkerbeechcraft.com/rac/about_us/supply_chain/ga/.

8.2. General Requirements

General Requirements for: All Suppliers		
All Requirements in ISO 9001:2000 and SAE AS9100 Rev B Section 4 and:		
General Requirements for: All Suppliers	Ref. ISO 9001:2000, Para. 4.0	
The Quality Management System shall also address the requirements contained in this document.		
Quality Manual Requirements for: All Suppliers	Ref. ISO 9001:2000, Para. 4.2.2	
The supplier's Quality Manual will be submitted to Hawker Beechcraft upon request as part of the (re)approval process. Whenever the Quality Manual is changed or updated, the supplier shall submit a copy of the revised document to Hawker Beechcraft Corporation Supply Chain Management Quality Assurance using the e-mail address scm_qa@hawkerbeechcraft.com or other communication methods listed in section 6.3.		
Control of Records for: All Suppliers	Ref. ISO 9001:2000, Para. 4.2.4	
Quality Records must be maintained indefinitely for serialized parts and a minimum five (5) years for non-serialized parts. Under no circumstances shall records be disposed of outside these guidelines.		
Quality records include but are not limited to:		
First Article Inspection Results	Purchase Order	Shop Traveller / Shop Router
Rework or Repair Logs	Final Inspection Criteria	Final Inspection Results
Any Waivers Granted	Shipping Documentation	Test Results
Raw Material Certification	Special Process Certification	Non-conforming material/part documentation


8.3. Management Responsibility

Management Responsibility Requirements for: All Suppliers	
All Requirements in ISO 9001:2000 and SAE AS9100 Rev B Section 5 and:	
Management Review Input: All Suppliers	Ref. ISO 9001:2000, Para. 5.6.2
Management review must be performed annually at a minimum, and must include a review of data from Hawker Beechcraft Corporation's Supplier Rating System (see this document section 8.6; ISO 9001:2000 Para. 8.2.1) internal and external nonconforming material produced for Hawker Beechcraft Corporation and the effectiveness of any corrective and preventive actions taken.	

8.4. Resource Management Requirements

Resource Management Requirements for: All Suppliers	
All Requirements in ISO 9001:2000 and SAE AS9100 Rev B Section 6 and:	
No additional requirements at this time.	

8.5. Product Realization

Product Realization Requirements for: All Suppliers	
All requirements in ISO 9001:2000 and SAE AS9100 Rev B Section 7 and:	
Review of Requirements Related to the Product	Ref. ISO 9001:2000, Para. 7.2.2
<p>The supplier shall perform a formal contract review upon receipt of each Hawker Beechcraft Corporation purchase order and upon each production release until the purchase order has been satisfied. Review shall include, at a minimum:</p> <ul style="list-style-type: none"> • Identification of any Fracture Critical or Durability Critical parts as designated on the Hawker Beechcraft Corporation drawing. The following designations signify Fracture Critical or Durability Critical parts: (FC) or (DC) prefix to the part number; or any of these symbols on the drawing: . The supplier must assure that all requirements listed in Engineering Specification BS25116, Fracture Critical and Durability Critical Parts Control Requirements, and BS25696, Fracture Critical and Durability Parts Control Listing and Identification / Serialization Requirements for Model 3000 T-6A Texan II are present throughout the supplier's planning processes. • Verification that the supplier is approved by Hawker Beechcraft Corporation to supply any raw materials or perform special processes as required for the order. See section 3.2, Definitions – Approval Category. The supplier should verify their approval status by reviewing the Approved Processor List or the Approved Raw Material Supplier list on HBC's Website at: http://www.hawkerbeechcraft.com/rac/about_us/supply_chain/qa/-processes. • Verification that any sub-tier suppliers of raw materials or special processes are also Hawker Beechcraft Corporation approved suppliers. See section 3.2, Definitions – Approval Category. The supplier should verify their approval status by reviewing the Approved Processor List or the Approved Raw Material Supplier list on HBC's Website at: http://www.hawkerbeechcraft.com/rac/about_us/supply_chain/qa/-processes. • Verification that current revisions of all Hawker Beechcraft Corporation drawings, parts lists, specifications, and standards listed on the purchase order have been received from the Supply Chain Management Website or the Hawker Beechcraft buyer. If the revision level is not listed on the purchase order, the supplier shall call the Hawker Beechcraft Corporation buyer to verify current 	

revision levels.

- For special processors, raw material suppliers, and Hawker Beechcraft Corporation suppliers who build to Hawker Beechcraft Corporation design, verification that BS25691 Control of Manufacturing Processes for Suppliers and Outside Production was flowed down.
- Assurance that the requirements of all purchase order clauses or notes are understood and implemented throughout supplier planning and clearly communicated to sub-tier suppliers for inclusion in their planning. Hawker Beechcraft Corporation purchase order clauses are listed in Attachment 1022 or other attachments located at:
http://hawkerbeechcraft.com/rac/about_us/supply_chain/info/attachments/.
- Verification of purchase order flow down of all the applicable drawings, parts lists, specifications and standards to all approved sub-tier suppliers. This includes the following information at a minimum:
 - All Hawker Beechcraft Corporation requirements and data included with the original purchase order to the first-tier supplier.
 - Use of Hawker Beechcraft Corporation-approved special process & raw material suppliers.
 - Identification of Hawker Beechcraft Corporation as the end user.
 - All engineering drawings, planning, specifications & standards, purchase order clauses or notes, with revision levels verified.
 - Identification of manufacturing process/method & special process requirements.
 - Identification of material type (alloy), strength (ksi), and thermal condition (e.g., heat treated, annealed, or normalized).
 - Previous and subsequent processing operations and certifications.
- Rework purchase orders flowed to sub-tier suppliers for special processes must reference:
 - Previous special processes such as heat treat, etc.
 - Work order number from the original special process order.

Control of Design and Development Changes: All Suppliers

Ref ISO 9001:2000, Para. 7.3.7

The supplier must submit all changes in design and process to Hawker Beechcraft Corporation Engineering for approval. Hawker Beechcraft Corporation reserves the right to determine which changes affect form, fit, and function. Electronic submittal can be made utilizing a Web-based tool at http://www.hawkerbeechcraft.com/rac/about_us/supply_chain/info/Default.aspx - data. The Web-based tool provides status tracking and e-mail responses to the supplier.

Submit the change request to: supplier_data@hawkerbeechcraft.com or, if mailing, attach the completed Data Submittal Form with the documents being submitted and mail to the following address:

Hawker Beechcraft Corporation
B6 Dept. 905 CM
9709 E Central
Wichita, KS 67201

Control of Processes for Production and Service Provision: Special Processors

Ref ISO 9001:2000, Para. 7.5.1

Suppliers who manufacture to HBC design and/or perform the special processes listed in the Hawker Beechcraft Corporation Special Processes Index, or who contract these special processes to sub-tier suppliers, must assure adherence to HBC processing specifications at all times.

Control of Production Process Changes: All Suppliers

Ref ISO 9001:2000, Para. 7.5.1.2

The following types of production process changes require notification using Change Notification Form 78-33806:

- Movement or change of critical equipment for manufacturing, processing, testing, and/or inspection (critical changes to equipment include those which could affect capability to produce, inspect, or test product).
- Manufacturing relocation.
- Changes in ownership or major personnel changes, to include Chief Executive Officer, Plant Manager, and Quality Director or Manager.

Movement of equipment or manufacturing location also requires a written plan indicating how the supplier intends to address the following:

- Qualification of equipment for manufacturing, inspection, and test.
- Qualification of personnel.
- Contingency or recovery planning.

Change Notification Form 78-33806 is found in the Appendix of this document and should be submitted using the e-mailed address scm_qa@hawkerbeechcraft.com or other communication methods listed in section 6.3.

First Article Inspections (FAI): Hawker Beechcraft Corporation requires 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. The procedure and responsibilities for completing a First Article Inspection Report (FAIR) are outlined in HBC Work Instruction 04-04-010 Supplier First Article Inspection. This set of documents and forms can be found on the HBC Website at: http://www.hawkerbeechcraft.com/rac/about_us/supply_chain/info/specs/. A new first article shall also be required if the supplier has not manufactured/produced HBC parts for 12 months.

Although HBC has its own forms for First Article Inspection, the supplier is strongly encouraged to use the practices and reporting format of Aerospace Standard AS9102, Aerospace First Article Inspection Requirement.

Production process changes involving critical process parameters such as, but not limited to, processing times, temperatures, chemicals, or test methods must be submitted for approval via the Data Submittal web-based tool at http://www.hawkerbeechcraft.com/rac/about_us/supply_chain/info/Default.aspx - data. Submit to the e-mail address supplier_data@hawkerbeechcraft.com or if mailing, attach the completed Data Submittal Form with the documents being submitted and mail to the following address:

Hawker Beechcraft Corporation
 B6 Dept. 905 CM
 9709 E Central
 Wichita, KS 67201

**Control of Work Transferred Outside the Organization’s Facilities:
 All Suppliers**

Ref ISO 9001:2000, Para. 7.5.1.4

Work transferred to approved sub-tier supplier facilities must be clearly identified with “Hawker Beechcraft” as the final customer.

Identification and Traceability for: All Suppliers

Ref ISO 9001:2000, Para. 7.5.3

All parts must be traceable to raw material, configurations, production personnel, machine utilized, and inspectors.

Inspection status of parts shall be maintained through use of inspection stamps or signatures. Use of inspection stamps is preferred. Stamps must be unique to the individual inspector. Procedures for storage, issue, and control of stamps must prevent unauthorized use. Stamps shall not be reassigned until at least one year after last use by the former inspector.

All parts are to be individually marked with the following:

Vendor Name	Hawker Beechcraft Corporation purchase order number & part number	Manufacturing Lot
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Final Inspection Stamp	Serial Number (if applicable)	Test Stamp (if applicable)
<p>Vendor part number may be included but not substituted. Parts too small to be individually marked shall be packaged and each package shall be marked with the information listed above. Marking must also comply with Beech Specification BS383, Materials, Equipment, and Requirements for Identification Marking. BS383 can be obtained from the HBC buyer.</p>		
<p>Suppliers manufacturing tooling for Hawker Beechcraft Corporation shall document the detailed design electronically and shall place an identification placard on the tool. These requirements are outlined in detail in Work Instruction 04-04-019 Supplier Fabricated New/Reworked Tooling. A copy of this document can be obtained from the HBC buyer.</p>		
<p>Any additional requirements for part identification are listed in clauses and notes on the Hawker Beechcraft Corporation purchase order and must be adhered to and flowed down to all sub-tier suppliers. For more information, see Attachment 1022 on HBC's Website at: http://www.hawkerbeechcraft.com/rac/about_us/supply_chain/info/attachments/.</p>		
<p>Customer Property Requirements for: Suppliers utilizing Hawker Beechcraft Corporation-owned tooling</p>		<p>Ref ISO 9001:2000, Para. 7.5.4</p>
<p>Suppliers are required to notify Hawker Beechcraft Corporation using Form 78-33806 in the appendix of this document regarding the status and location of Hawker Beechcraft-owned tooling, including:</p> <ul style="list-style-type: none"> • Initial receipt • Movement outside of the supplier's facility • Final disposition • Repair • Remastering and Calibration <p>These requirements are further detailed in the following work instructions:</p> <p>WI 04-04-016 HBC Tooling at Suppliers</p> <p>WI 04-04-018 Supplier Maintenance Repair of HBC Tooling</p> <p>WI 04-04-017 HBC Tooling Re-mastering/Dimensional Verification at Suppliers</p> <p>Submit the required information using the e-mail address scm_qa@hawkerbeechcraft.com or other communication methods listed in section 6.3.</p>		

8.6. Measurement, Analysis, and Improvement

<p>Measurement, Analysis and Improvement Requirements for: All Suppliers</p> <p>All Requirements in ISO 9001:2000 and SAE AS9100 Rev B Section 8 and:</p>	
<p>Customer Satisfaction Requirements for: All Suppliers</p>	<p>Ref ISO 9001:2000, Para. 8.2.1</p>
<p>Hawker Beechcraft Corporation expects all suppliers to monitor their performance regularly (preferably monthly) on the Web-based Supplier Rating System (SRS) located at www.raytheon.com/srs. Suppliers are expected to continually improve their quality and delivery performance. Data will be refreshed at the end of each month. Suppliers who believe they have a reason to contest individual Quality Notifications must do so prior to the last day of the month.</p> <p>It is the supplier's responsibility to maintain the accuracy of their SRS rating. Any discrepancies should be discussed and resolved with the Hawker Beechcraft Corporation buyer.</p>	
<p>The minimum acceptable SRS rating is 95%. Suppliers with ratings below the minimum acceptable rating may be issued a Corrective Action Request and may receive additional intervention and surveillance from Hawker Beechcraft Corporation for quality, delivery, or both.</p>	

Any Corrective Action (CA) requests will be made to the supplier in writing with any supporting documentation included. Written responses are due in 30 days. The supplier will be notified in writing when the CA is accepted and closed.

The supplier will be required to provide a detailed and thorough root cause analysis for the non-conformance that initiated the Corrective Action request. A detailed corrective action plan, including verification of effectivity, will also be required. He supplier is strongly encouraged to use a standard root cause analysis technique, such the 5 Why Analysis, in their root cause investigations.

Inspection Documentation for: All Suppliers

Ref ISO 9001:2000, Para. 8.2.4

All shipments must be accompanied by a Certificate of Compliance (C of C). Certificates of Conformance shall be included inside the shipping container. Any specific requirements for the C of C will be listed in Purchase Order Attachment 1022 Quality Clauses or Quality Notes. Where required to demonstrate product qualification, the supplier shall ensure that the C of C provides evidence that the product meets the defined requirements.

The C of C will validate the material and/or processes performed and it shall be completed in accordance with Hawker Beechcraft Corporation engineering requirements up to and including final inspection.

The Certificate of Conformance shall be printed on the supplier's letterhead and shall include the following statement:

- “[Supplier name] hereby certifies that this shipment complies with all applicable specifications and the terms and conditions of the purchase order.”

When specifically requested in Purchase Order Attachment 1022 Quality Clauses or Quality Notes, the supplier must retain original processing, testing, and raw material certifications on file and submit a one-page Certificate of Conformance to Hawker Beechcraft Corporation on their letterhead. The supplier may use the form as supplied in Appendix A of this document as a reference for developing a similar form on their own company letterhead. **The one-page certificate must include all the information shown in the example format in the appendix.** Adherence to all purchase order clauses, quality notes, and attachments shall be indicated with stamp/signature approval.

Control of Nonconforming Product for: All Suppliers

Ref ISO 9001:2000, Para. 8.3

Both known and suspected non-conforming material/parts/product shall be segregated and clearly marked as such within the supplier's facility.

The supplier shall notify Hawker Beechcraft Corporation in writing as soon as possible upon discovery of nonconforming or suspected nonconforming material/parts/product inadvertently shipped to Hawker Beechcraft Corporation. The Quality Alert Notification Form in the appendix of this document shall be used to explain the situation and identify the material/parts/product. Submission and receipt of this form will trigger a Product/Process Investigation during which cooperation between the supplier and Hawker Beechcraft Corporation shall be required to assess the potential impact to product and determine any required actions.

If the supplier has reason to believe that material/parts/product do not conform to Hawker Beechcraft Corporation engineering requirements, but may still be acceptable for use, the supplier may complete a Form 78-33431 Variation Request (VR) or submit the request via the Supply Chain Management Website through the [Service Network Login](#). **The nonconforming parts shall not be shipped unless Hawker Beechcraft Corporation Engineering or Supplier QA approves the request.** If approved, a copy of the approved request shall accompany each shipment until the approved quantity has been shipped complete. Training for using and for obtaining a login for the web-based VR is located at:

http://www.hawkerbeechcraft.com/rac/about_us/supply_chain/files/variation_request.pdf.

Substitution of material alloy, temper, controlling specification, thickness or diameter, and/or product form, other than those allowed by BS25691 Control of Manufacturing Processes for Suppliers and Outside Production, is strictly forbidden without written approval from Hawker Beechcraft Corporation Process Engineering. Requests for such approval shall be submitted using the Raw Material Modification Form 183938 found in the appendix of BS25691. The form shall be submitted for approval using the e-mail address scm_qa@hawkerbeechcraft.com or other communication methods listed in section 6.3.

The supplier must positively assure the destruction of scrap material to prevent unintended use. This may take the form of a record signed or stamped by the person who witnessed the destruction/mutilation, or a log indicating the means of destruction.

The supplier may not submit materials to Hawker Beechcraft Corporation which have been repaired or modified as new materials without an approved Variation Request. This does not apply to "rework to print" items which are identical to new.

Suppliers who fail to contain nonconforming material in their facility on a repeated basis, and who show inability to control their processes may be subject to Hawker Beechcraft Corporation personnel performing inspections at the supplier's site and at the supplier's expense with the subsequent potential removal of Hawker Beechcraft Corporation approval status.

9.0. SUPPLIER DELIVERY REQUIREMENTS

9.1. Objective

This section describes the general packaging, marking/labelling, documentation, and transportation and delivery requirements for suppliers to Hawker Beechcraft Corporation (HBC) and Rapid Aircraft Parts Inventory and Distribution (RAPID). This section serves as the primary source for direction in this area, unless specifically directed otherwise on the purchase order. All questions should be directed to the HBC/RAPID Buyer.

The primary objective of this section is to promote the use of standard packaging and delivery practices among HBC/RAPID suppliers which will eliminate damage to parts, increase product reliability, reduce goods receipt issues that adversely affect supplier payment and improve the time and adequacy with which parts are delivered and received at HBC/RAPID.

9.2. Minimum Packaging Requirements

The supplier and all their subcontractors must provide adequate packaging that protects parts/product from damage, whether it be physical, environmental, or anything the parts/product may be adversely exposed to during transportation, handling, and storage that could cause damage. The supplier is ultimately responsible for the proper packaging of all materials/parts/product shipped to Hawker Beechcraft and RAPID.

9.2.1. Packaging

9.2.1.1. Packaging Material

Shredded paper, paper, plastic, bubble wrap, and foam are **acceptable types** of packaging material. Loose polystyrene material (i.e., peanuts, chips) and starch materials (i.e., edible popcorn) are **unacceptable** types of packaging material except in cases where it is specifically required to ship hazardous materials. Packaging materials should be limited to materials that can be recycled, safely destroyed, or are degradable/biodegradable upon disposal.

9.2.1.2. Plastic Bag Closure

Plastic bags used for inner packaging shall be closed by heat sealing, folding, and/or fastening, or equivalent sealing techniques. The closure shall be adequate to retain the items held within, and prevent intrusion of contaminants or foreign objects. The bag closure shall be adequate to prevent escape of any contained liquids.

9.2.1.3. Cleanliness

Items should be free of dirt and other contaminants that would require removal by the customer (e.g., a 1st tier supplier) or Hawker Beechcraft. Coatings and preservatives applied for corrosion or degradation damage are not considered contaminants.

9.2.1.4. Preservation

Items susceptible to corrosion or environmental degradation shall be provided protection such as preservative coatings, corrosion inhibitors, or desiccants.

9.2.1.5. Cushioning

Items requiring protection from physical and mechanical damage, or which are fragile by nature, shall be protected by wrapping, cushioning, packing compartmentalization, or other means to mitigate mechanical shock and vibration during shipment and storage.

9.2.1.6. Electrostatic Discharge Sensitive (ESD) Parts/Product

Devices and assemblies that might be sensitive to, or damaged by, Electrostatic Discharge (ESD) shall be packaged to prevent accidental discharge of static electricity to or from the sensitive components. Items and components shall be protected by the use of the ESD-protective materials described in the appropriate documents listed in Section 2.0.

Intermediate/inner and exterior packages are to be identified with sensitive electronic device caution labels.

All ESD sensitive items shall be handled in accordance with BS23431 and BS24405.

9.2.2. Shipping Containers

9.2.2.1. Fiber-board Cartons

Corrugated fiber-board cartons are the preferred shipping container. Carton construction shall be a US DOT-approved design for use as a shipping container.

9.2.2.2. Water Resistant Containers

A water-resistant container should be used for shipping items subject to water damage.

9.2.3. Container Weight Limitations and Size

9.2.3.1. Raw Stock

Skid, bundle, or palletized Raw Stock material shall not exceed 4,000 pounds per unit of pack and the pallet height shall not exceed six (6) feet.

9.2.3.2. Purchased Parts

Skid, bundle, or palletized Purchased Parts shall not exceed 2,000 pounds per unit of pack and the pallet height shall not exceed four (4) feet.

9.3. Marking/Labeling and Documentation

9.3.1. Box/Package Marking

9.3.1.1. First Article Inspection

All shipments containing First Article Inspections (FAI) must be marked with HBC-supplied FAI identification stickers. If there are several orders in the shipment, **each order** containing an FAI must be marked with HBC-supplied FAI identification stickers. Place sticker(s) on the side of the package, not on the top or bottom, so that if packages are stacked, HBC personnel can easily locate the visual cue. FAI stickers may be obtained from the HBC buyer.

9.3.1.2. Source Inspected Items

All shipments containing Source Inspected items must be marked with HBC-supplied Source Inspected identification stickers. If there are several orders in the shipment, **each order** containing source-inspected items must be marked with HBC-supplied Source Inspected identification stickers. Place sticker(s) on the side of the package, not on the top or bottom, so that if packages are stacked HBC personnel can easily locate the visual cue. Source Inspected stickers may be obtained from the HBC buyer.

9.3.2. Documentation

When Certificates of Compliance (C of C), FAA forms, FAA/EASA 8130 tags, tests, and/or reports are specified as a requirement on the purchase order, these documents must be placed in a sealed plastic bag, and be affixed in a conspicuous location on the outside of the package. Place document(s) on the **side of** the package, **not** on the top or bottom, so that if packages are stacked, HBC personnel can easily locate the documentation.

9.3.2.1. Certificates of Compliance

When specified as a requirement on the purchase order, Certificates of Compliance must accompany each shipment to Hawker Beechcraft.

9.3.2.2. Tests and Reports

Unless otherwise specified in the purchase order, a full certification package, including raw material mill test reports and electronics test reports and certifications, is only required to be sent to HBC with the First Article Inspection Report. However, the supplier must maintain all original test reports and certifications on file at their facility and make these available to HBC upon request. For all other shipments, the supplier shall furnish the HBC buyer with either lot test reports or certificates containing the statement "Test results are on file subject to examination."

When specified in the purchase order that chemical, physical, and/or mechanical test reports are required, one (1) copy shall accompany each shipment.

Original test reports and/or certifications for materials supplied to HBC shall be retained by the supplier for a period not less than seven (7) years after shipment of materials. **All tests and reports must be written in English.** The supplier agrees to furnish written reports regarding schedule compliance at the request of the HBC buyer. Data that has been copied or otherwise transcribed onto the documentation by the supplier will **not** be accepted.

9.3.2.3. Packing Sheet Requirements

At a minimum, the following information is required to be on each packing sheet:

- Name and Address of the Supplier
- Hawker Beechcraft Purchase Order Number
- Hawker Beechcraft Part Number as it appears on Purchase Order
- Quantity Shipped and Unit of measure
- Rejection Tag Number (if applicable).

9.3.2.4. Bill of Lading Requirements

The following information must be on the Bill of Lading:

- Name and Address of the Supplier
- Carrier Routing
- Description of Freight according to the applicable freight classification
- Hawker Beechcraft Purchase Order Number
- Number and Type of Containers
- Total Weight of Shipment

9.3.3. Barcoding

9.3.3.1. Requirement

Barcodes are mandatory unless directed otherwise on the Purchase Order.

9.3.3.2. Specification

In addition to other required markings/labels, each shipment must be identified with a barcode as defined in the HBC Receiving Bar Code Label Specification.

9.3.3.3. Software and Hardware Operating Requirements

Software enabling the supplier to print barcodes may be obtained through contact with the HBC buyer or may be downloaded off the Hawker Beechcraft internet site http://www.hawkerbeechcraft.com/rac/about_us/supply_chain/tools/. Requirements for use of this software include:

- Microsoft® Windows Operating System

- Inkjet or Laser Printer

9.3.4. Hazardous Materials

9.3.4.1. Compliance

Hazardous materials shipped to HBC/RAPID must be packaged in compliance with OSHA, EPA, and DOT requirements. Hazardous materials shipments must also be compliant with IATA/ICAO (air transportation), IMDG (International Maritime Dangerous Goods), and AFJMAN 24-204 (military air transport), when applicable.

9.3.4.2. Marking and Labelling

Supplier shall mark and identify each shipment package with the following:

- Proper Shipping Name (Assigned)
- Hazard Class (1-9)
- Identification Number (UN, ID, NA)
- Packing Group (I, II, III or None)
- Orientation markings or other applicable markings
- Diamond-shaped special warning labels, when appropriate
- Rectangular-shaped handling labels (cargo aircraft only label), when appropriate
- Containers of hazardous materials must be labelled in accordance with the requirements of OSHA's Hazard Communication Standard (29 CFR 1910.1200).

Whenever hazardous materials containers are packaged in inner packaging (e.g., dual packaging or overpack situations), such inner packaging shall also be compliant with all applicable US DOT requirements.

9.3.4.3. Material Safety Data Sheets

All shipments must include an Material Safety Data Sheet (MSDS) for each hazardous material in the shipment (see 29 CFR 1910.1200) and, when required, for any non-hazardous material, which must accompany the packing slip on the outside of the box. A new MSDS is required each time the hazardous components or compositions change, or every three years if no change has been made.

9.3.4.4. Packaging

All hazardous materials must be packaged to meet or exceed the UN standard and required US DOT and/or IATA performance tests.

9.3.5. Labelling for RAPID

When specified in the purchase order, the supplier shall provide a properly completed form for each part shipped with the exterior carton clearly marked "**8130 Tag/Documentation enclosed**".

9.4. Customs and Foreign Suppliers

9.4.1. Marking Requirements

Follow shipping instructions as printed on the purchase order.

9.4.2. Special Marking Requirements for Imported Merchandise

The supplier will comply with U.S. Customs marking requirements by marking both the article and its container with the country of origin (country of manufacture). If it is disallowed or impractical to mark the article itself, the outside of the innermost container must be marked.

The packing slip shall reference the purchase order number, part(s) shipped, country of origin. The packing slip and a copy of the commercial invoice must be on the outside of container.

At Hawker Beechcraft's sole discretion, non-compliance with U.S. Customs marking requirements may result in rejection and return of the shipment at supplier's expense. The supplier will be debited in the full

amount of any fines or penalties levied against Hawker Beechcraft Corporation by U.S. Customs for failure to comply with U.S. Customs regulations.

9.4.3. SPECIAL NOTE: SCHEDULED DELIVERY DATE

The required date shown on the face of the purchase order is the "Contractual Delivery Date" and indicates the date material is required at Hawker Beechcraft Corporation. All shipments must be at the freight forwarder seven (7) working days prior to the contractual delivery date to insure on-time delivery to HBC, unless otherwise directed or authorized. Hawker Beechcraft suppliers who ship to Hawker Beechcraft's freight forwarder in the United Kingdom will be subject to air freight expediting charges for shipments received late by the freight forwarder. Late delivery occurs when the supplier's shipment is not delivered to the freight forwarder a minimum of seven (7) days before the scheduled delivery date specified on the purchase order.

9.5. Transportation and Delivery

9.5.1. Delivery Points

The matrix below references the various HBC/RAPID delivery points and their individual details. Refer to the purchase order for exact ship-to location. If the ship-to location is not defined on the purchase order, contact the HBC buyer for clarification and further instructions.

BUILDING NAME & NUMBER	BUILDING LOCATION	TRUCK SIZE, TYPE	DOCK SIZE, TYPE, HEIGHT, UNLOAD CAP.	DELIVERY TIMES (1)	RESTRICTIONS & LIMITATIONS
COMPLETION CENTER, B84	201 S. GREENWICH, WICHITA, KS, 67206	ALL TYPES	N/A	7:00 AM TO 3:00 PM	NO SIDE UNLOADING OR DOCK LEVELERS
N/A, B89	201 S. GREENWICH, WICHITA, KS, 67206	ALL TYPES	DOCK LEVELER AVAILABLE	7:00 AM TO 3:00 PM	NONE
JPATS/ PLANT 5, B90	201 S. GREENWICH, WICHITA, KS, 67206	SEMI	N/A	7:00 AM TO 3:00 PM	NO SIDE UNLOADING OR DOCK LEVELERS
RAW STOCK, B65	370 N. WEBB, WICHITA, KS, 67206	ALL TYPES	SIDE UNLOADING	7:00 AM TO 3:00 PM	NO SIDE UNLOADING OR DOCK LEVELERS
SUPPORT COMPLEX, B94	201 S. GREENWICH, WICHITA, KS, 67206	SEMI	N/A	7:00 AM TO 3:00 PM	NO SIDE UNLOADING OR DOCK LEVELERS
PLANT 4, B80, B80A, B80B	201 S. GREENWICH, WICHITA, KS, 67206	SEMI	N/A	7:00 AM TO 3:00 PM	NO SIDE UNLOADING OR DOCK LEVELERS
PLANT 2	9600 E. KELLOGG, WICHITA, KS,	SEMI	N/A	7:00 AM TO 3:00 PM	NO SIDE UNLOADING OR DOCK

	67206				LEVELERS
PLANT 3, B36	370 N. WEBB, WICHITA, KS, 67206	SEMI	N/A	7:00 AM TO 3:00 PM	NO SIDE UNLOADING OR DOCK LEVELERS
PROCUREMENT , B99	101 S Webb Rd, WICHITA, KS, 67201	ALL TYPES	N/A	7:00 AM TO 3:00 PM	NO SIDE UNLOADING OR DOCK LEVELERS
FACILITIES, B15	370 N. WEBB, WICHITA, KS, 67206	N/A	NO DOCK AVAILABLE	7:00 AM TO 3:00 PM	NO DOCK AVAILABLE
LITTLE ROCK	2400 GRUNDFEST DR., LITTLE ROCK, AR, 72206	SEMI	N/A	7:00 AM TO 3:00 PM	N/A
CENTRAL RECEIVING, B57	370 N. WEBB WICHITA, KS, 67206	ALL TYPES	N/A	7:00 AM TO 3:00 PM	NO SIDE UNLOADING OR DOCK LEVELERS
CHEMICAL RECEIVING, B20	370 N. WEBB, WICHITA, KS, 67206	ALL TYPES	N/A	7:00 AM TO 3:00 PM	NO SIDE UNLOADING OR DOCK LEVELERS
SALINA	2656 SCANLAN AVE., SALINA, KS, 67401	ALL TYPES	DOCK LEVELER AVAILABLE	7:00 AM TO 3:00 PM	N/A
RAPID	HERITAGE BUSINESS PARK, BLDG. 4, 801 INDUSTRIAL BLVD., GRAPEVINE, TX, 76051	ALL TYPES	DOCK LEVELER AVAILABLE	24 HRS.	N/A

1. NO DELIVERIES AFTER 3:00 PM WITHOUT PRIOR HBC MANAGEMENT APPROVAL. APPROVALS MAY BE OBTAINED THROUGH THE HBC BUYER.

9.5.2 Point of Use Deliveries

Point of Use deliveries are specified on the purchase order as requiring delivery to addresses or locations other than 9709 E. Central, Wichita, Kansas. Directions to delivery points may be obtained at the facility security gate.

9.5.3. Bulk Chemicals, Compressed Gases, and Petroleum Products

The delivery of bulk chemicals, compressed gases, and petroleum products (e.g., fuel oil, gasoline, etc.) into above or below ground tanks at an HBC facility must be supervised by a qualified and knowledgeable HBC employee to minimize the potential for release of hazardous substances during delivery. Deliveries will be accepted only during normal working hours (7:00 a.m. - 4:30 p.m.) unless previous arrangements

have been made. *Definition: Bulk is defined as a product delivered in a transport container and transferred at HBC to a storage container. Generally, quantities are greater than one (1) drum.*

9.6. Shipping Instructions

Unless otherwise specified on the purchase order, the following shipping and routing instructions will apply on all shipments to **Hawker Beechcraft Corporation at Wichita and Salina, KS; Little Rock, AR, and the RAPID Warehouse in Dallas, TX.** Failure to follow these instructions will result in a debit of supplier's account for the full amount of unauthorized freight charges incurred. The Hawker Beechcraft purchase order number must be on all packing slips and shipping documents, including carrier freight bills (air carrier and motor freight). The purchase order number on UPS shipments must be on or near the address label of each carton.

- **Consolidate** all shipments in any one-day and ship on one bill of lading. **Do not** insure shipments unless you are specifically authorized by Hawker Beechcraft to do so.
- When the aggregate weight is 150 lbs. or less, valuation \$5,000 or less, ship via **United Parcel Service (UPS)** collect.
- Shipments weighing 151 lbs. and over must be routed via **Yellow Freight System** unless your shipping facility is located in KS, MO, OK, AR, NE, IA, SD, ND, MN, CO, IL, or TX, in which case use **USF Dugan**. Canadian suppliers should use **Yellow Freight System**.
- You will be authorized by telephone, telefax, mail, or purchase order when to ship via air freight. When shipping by an air carrier, route shipments via **Airborne Express** for shipments up to 74 lbs. (Dimensional weight as well as gross weight). Shipments 75 lbs. and over must be routed via **Menlo**. Canadian suppliers should use **Menlo**.
- Suppliers local to our facilities in Wichita should use **SS Air Express**.
- Unless otherwise directed, all items shipped in one day from and to a single location must be consolidated on one bill of lading or airbill, as appropriate. No charges will be allowed for packing, crating, freight, local cartage, and/or any other services unless so specified in the purchase order.
- For material purchased F.O.B. origin, the supplier shall not insure or declare a value except when transportation rates are based on "released value," in which case the supplier shall annotate on the bill of lading the lowest released value provided in applicable tariffs.
- The supplier shall at all times comply with the HBC buyer's written shipping instructions.
- The supplier shall submit all required shipping papers to the HBC buyer prior to final payment.

Appendix

Quality Alert Notification Form

Change Notification Form 78-33806

One Page Certificate of Conformance Format

DRAFT



QUALITY ALERT NOTIFICATION FORM

To: Hawker Beechcraft Corporation
 Supply Chain Management Quality Assurance
 101 S. Webb Road, Bldg. 99
 Wichita, KS 67207
 316-676-0902 phone
 316-676-0151 fax
scm_qa@hawkerbeechcraft.com

From: Company:
 HBC Supplier Code:
 Address:
 City:
 State: Zip:
 Phone:
 Fax:
 E-Mail Address:
 Contact Person:

REASON FOR ALERT

Use this form to notify Hawker Beechcraft Corporation as soon as possible upon discovery of confirmed or suspected part or processes non-conformances after shipment to Hawker Beechcraft Corporation. Submission and receipt of this form will trigger a Product/Process Investigation.

Use a separate form for each part number affected. Reason for Alert:

- | | |
|--|--|
| <input type="checkbox"/> Raw material issues | <input type="checkbox"/> Service Bulletin |
| <input type="checkbox"/> Dimensional issues | <input type="checkbox"/> FAA Advisory Circular |
| <input type="checkbox"/> Wrong process condition | <input type="checkbox"/> Field Failure |
| <input type="checkbox"/> Unapproved supplier used for raw material | <input type="checkbox"/> Other |
| <input type="checkbox"/> Unapproved supplier used for special processing | |

Part Number Affected: _____ Total Quantity Affected: _____

Full Description of Issue:

Purchase Order	Ship Quantity	Ship To Address	Ship Date	Batch/Lot Code	Date of Mfg.	Serial Number(s)



CHANGE NOTIFICATION

To: Hawker Beechcraft Corporation
Supply Chain Management Quality Assurance
101 S. Webb Road, Bldg. 99
Wichita, KS 67207
316-676-0902 phone
316-676-0151 fax
scm_qa@hawkerbeechcraft.com

From: Company:
HBC Supplier Code:
Address:
City:
State: Zip:
Phone:
Fax:
E-Mail Address:
Contact Person:

REASON FOR NOTIFICATION

Manufacturing/Quality Change Notification

- Move manufacturing location Move/relayout manufacturing equipment
 Management Change (*Change in company ownership, CEO, or Quality Director/Manager*)
 Quality Policy/Quality Manual Change

Description of Change(s): _____

Part Number(s) Affected: _____

Tooling Status Notification (Hawker Beechcraft-Owned Tooling)

- Initial Receipt Date:
 Movement Outside Supplier's Facility Date:
 Request HBC Disposition Date:
 Repair Date:
 Remastering/Calibration Date:

HBC Buyer Name:

Tool Serial:

Tool Code:

Tooling Part Number:

Description of Status Change:

- Request for Disposal of Quality Records**

Please wait for HBC written approval before discarding records

Type of Records:

Age of Records:

Certificate of Conformity

This one-page format is to be used when specifically authorized on the
Hawker Beechcraft Corporation purchase order

Company Name _____
Address _____

PO Number _____ Part Number _____
Quantity _____ Drawing Revision _____

<u>Quality Clause/ Quality Note</u>	<u>Description</u>	<u>QA Stamp</u>

Raw Material	Supplier Name	HBC Supplier Number	Supplier's Lot Number	Comments

Special Process	Supplier Name	HBC Supplier Number	Supplier's Job Number	Processing Spec & Special Requirements

Tests Performed	Supplier Name	HBC Supplier Number	Supplier's Job Number	Test Result	Spec Requirements
Mil-DTL-5688					
100% Hardness Test					
Rockwell Reading					
Conductivity Reading					

I hereby certify that this shipment complies with all applicable specifications and the terms of the purchase order.

Authorized Signature: _____ Date: _____