



**South Carolina**

# **Supplier Quality Manual**

**Rev: 9**

**Date Issued: 8/5/2024**

**Conforms to AS9100 Rev. D and ISO 9001:2015**

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## 0.0 REVISION HISTORY AND APPROVAL

Rev.	Nature of changes	Issue Date
NC	Original Issue of Document	09/13/2019
1	Changed Quality Manager name, Added "models" to Supplier flow down in section 4, major revisions to section 6 (Supplier Sourcing and Development) paragraph 1 ,Updated Delivery scoring in section 7 for Supplier Quality Rating, Corrected title of G-Q01.17 Q-Note in section 8 table, Minor revision to section 10 for APQP/PPAP, Minor revisions to section 11 for SCAR response requirements	09/13/2019
2	Changed Supply Chain Manager to Purchasing Manager, added note to section 2 for Supplier requirements, added note in section 4 for Supplier requirements flow down, Removed QNote G-Q10.09, Added Q-Note Q-C25.01, revised section 13	02/11/2020
2a	Revision to section 6 for DPD and Tooling approvals and procedures/forms, added procedure to section 13 *Highlights from last revision maintained	07/14/2020
2b	Change ownership of document from previous QA Manager, to current QA Manager.	08/21/2020
3	Revision to sections 6 (table) Section 12 (multiple SCAR audit process), and Section 13 (included DPD/Tooling).	06/15/2021
4	Formatting updates, including Table of Contents page • Sect 6: EHS Survey added to Document List table • Sect 6.1.) Not to upload Financial information or documents into TipQA. • Sect 12: Now is "P-BM Control of Work Transfer"; Was "P-PNL Control of Work Transfers"	11/2/2021
5	Revision to document layout. Changes to Procedure/Form names in line with GKN Aerospace South Carolina BMS. No change to content	09/01/2023
6	Sect 12 – Revision to SCAR processing requirements.	09/07/2023
7	Update Document Owner Add Design/Development information provided to suppliers in section 7	12/07/2023
8	Removed Honda/Winglet Programs	02/01/2024
9	Update Document Owner	08/05/2024

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## 1.0 SUPPLIER QUALITY SYSTEM REQUIREMENTS INTRODUCTION

This document applies to suppliers and all members of their supply chain who furnish product, material, processes and services.

GKN Aerospace South Carolina reserves the right to flow down additional requirements to satisfy specific customer and/or business requirements that apply.

GKN Aerospace South Carolina has the right to disapprove a supplier's Quality System as well as the Quality Management System of their subcontractors based on performance or audit scores. This will require the supplier (or sub-tier suppliers) to develop a plan for bringing the Quality Management System into compliance. GKN Aerospace South Carolina may also de-source the suppliers.

This document employs AS9100 (current revision) requirements and is supplemented by GKN Aerospace South Carolina requirements as defined herein.

GKN Aerospace South Carolina, their representatives, and their Customers shall have the right of entry into a supplier's facility or that of their subcontractors during normal business hours for audits, unless emergency situations arise. Entry shall provide for access to quality system documentation and quality records as well as the ability to conduct audits and verify product and processes.

## 2.0 PURPOSE

All Suppliers of Product or Product Service are required to comply with the content and requirements of this document unless otherwise specified in the Purchase Order. The purpose of this document is to provide a vehicle for Quality Flow Down requirements to GKN Aerospace South Carolina's Suppliers and sub-tier Suppliers.

This manual is intended to cover Quality requirements not defined or not fully defined in the Q-Notes (see Section 8).

## 3.0 SCOPE

GKN Aerospace South Carolina's Supplier Quality Manual outlines the policies, procedures, and requirements of GKN Aerospace South Carolina's Quality Management System. The system is structured to comply with the conditions set forth in AS9100 (current revision).

Suppliers and all members of their supply chain that provide GKN Aerospace South Carolina with product or product service shall be compliant to all applicable Quality Management System Requirements in this manual. Suppliers shall also meet all requirements stipulated via the GKN Aerospace South Carolina Purchase Order. The responsibility to meet all requirements remains regardless if GKN-SC has approved the supplier's system, procedures, work instructions, or have conducted inspection of products at supplier's facilities.

Suppliers (that provide parts or assemblies) who receive a Purchase Order from GKN Aerospace South Carolina shall be certified to AS9100 (current revision) Quality Management System.

Certification to ISO 9001 (current issue) will be considered on a case-by-case basis, depending on the complexity and criticality of the product or service.

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Distributors or organizations whose scope of work does not impact product conformance may be certified to the AS9120 (current revision) QMS Requirements for Aviation, Space and Defense Distributors.

Calibration service providers shall be accredited to ISO 17025 (current revision) by A2LA, ANAB, ILAC or equivalent, unless the provider is an OEM of the equipment being calibrated, or a calibration provider officially authorized by the OEM.

Suppliers and all members of their supply chain whose scope is limited to providing special processes may be accredited to NADCAP in lieu of AS9100.

Service Suppliers (i.e.: MRO items, Facility maintenance, etc.) will not be required to meet the requirements of any Aerospace standard.

## 4.0 TERMS AND DEFINITIONS

1. Advanced Product Quality Planning (APQP) – Reference AS9146 for more information
2. Approved Supplier List (ASL)
3. Corrective Action Board (CAB)
4. Counterfeit Part – An unauthorized copy, imitation, substitute, or modified part, material or component which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer. See SAE AS6174 for details.
5. Foreign Object Debris/Damage (FOD) - Protection of product from being invaded and/or damaged by foreign objects during manufacturing, assembly, test, packaging and transportation.
6. Key Characteristics – An attribute or feature whose variation has a significant effect on product fit, form, function, performance, service life or producibility, that requires specific actions for purpose of controlling variation.
7. Material Review Board (MRB)
8. NADCAP - An aerospace industry managed accreditation program administered by the Performance Review Institute.
9. Production Part Approval Process (PPAP) – Reference standard AS9145 for more information.
10. Supplier Corrective Action Request (SCAR)
11. Special Process – Process in which the resulting output cannot be verified by subsequent monitoring or measurement, where deficiencies become apparent only after the product is in use has been delivered.
12. Sub-Supplier / Sub-tier Supplier – sub-tier vendor to the GKN Aerospace South Carolina primary seller
13. Supplier – primary seller to GKN Aerospace South Carolina
14. Vendor Material Review Request (VMRR) - This is the formal communication between supplier and GKN Aerospace South Carolina, when a supplier has identified a nonconformance, and the subsequent processing afterwards
15. GKN Aerospace’s Zero Defects Manufacturing initiative (ZDM) (APQP/PPAP)

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## 5.0 FLOW DOWN OF CUSTOMER REQUIREMENTS

Purchase Orders from GKN Aerospace South Carolina to the Supplier will be the formal method of communicating scope of work and requirements. The purchase order will reference applicable drawings, specifications, and other documents (including Customer requirements) with which the supplier must comply/conform to successfully complete the work.

The supplier is responsible to flow down any changes in GKN Aerospace South Carolina requirements that may affect the processing performed by a sub-tier supplier. This includes assuring that sub-tier suppliers have the latest revisions of the necessary drawings and specifications including GKN Aerospace specifications.

1. Any inconsistencies in the requirements shall be resolved in the following order of precedence:
  - a. Purchase Order
  - b. GKN Aerospace South Carolina Supplier Quality Manual / Q Notes
  - c. Drawings/models
  - d. Specifications
  - e. All other documents referenced in the PO
  
2. Suppliers are responsible for ensuring that their employees and sub -tier Suppliers are aware of:
  - a. their contribution to product or service conformity;
  - b. their contribution to product safety;
  - c. the importance of ethical behavior (refer to GKN Aerospace Supplier Code of Conduct.)
  
3. Customer-specific requirements will be listed on the PO or in the GKN Aerospace South Carolina Q Notes.

It is the responsibility of the Supplier and Sub-tier Suppliers to review the required information listed in this manual or in any of the other sources listed. Where applicable, hyperlinks have been provided. Some specifications and other documents may require to be purchased from the document owner(s).

Also refer to the following link below for additional GKN Aerospace requirements and information:

[GKN Aerospace Supplier Portal](#)

## 6.0 GKN AEROSPACE SOUTH CAROLINA COMMITMENT

It is the philosophy of GKN Aerospace South Carolina to assess the commitment of each supplier and to build a long-term relationship with those who both meet and maintain adherence to requirements. Each GKN Aerospace South Carolina supplier will be required to meet the appropriate Quality Management System requirements prior to contract eligibility.

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## 7.0 SUPPLIER SOURCING AND DEVELOPMENT

The Supplier Sourcing and Development Process is a process flow of requirements that takes the GKN Aerospace South Carolina Supplier from a potential Supplier through a process of Development, Qualification, and Release to Production and Monitoring.

Sourcing (Minimum requirements for approved suppliers)

1. A potential Supplier will complete and return all forms received from GKN Aerospace South Carolina

Document List	Production Supplier*	Service Supplier**	Comments/Notes
F-PUR Supplier Audit Survey	Required	-----	Surveys may be based on GKN Aerospace South Carolina generated requirements of requirements flowed down from customers.
On-Site Audit	Required	-----	Digital Product Definition, Tooling and SRM Audits. Audits may be based on GKN Aerospace South Carolina generated requirements of requirements flowed down from customers.
F-PUR Supplier Add	Required	Required	
F-PUR Vendor E-Pay Request	Required	Required	
W-8 or W-9 Tax Form	Required	Required	
FinScan (Performed at GKN)	Required	Required	
AS9100 Certificate	Required	-----	
F-PUR Contractor Questionnaire	Required	Optional	

\* Production Suppliers – Detailed/assembly part suppliers, special process suppliers, calibration/testing labs, tooling, or any other supplier that affects the quality of the product(s) supplied.

\*\* Service Suppliers – MRO items, Facility Maintenance, etc. Services or items provided that have no impact on product quality.

Customer-designated sources will be considered approved through Customer requirements Documentation requirements will still apply.

Other GKN sites will be considered approved sources for GKN Aerospace South Carolina, Documentation requirements will not apply.

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Documents will be reviewed by GKN Aerospace South Carolina Quality for completion and then approved. Finance will review and approve financial information. Once approvals are completed, documents are uploaded into TipQA for record of approval, **except** any/ all Financial information or documents.

2. For Suppliers receiving Digital Product Definition (DPD) data, additional approval will be required.  
 Additionally, Tooling Suppliers will be required to be approved for both DPD and Tooling (design or repair).  
 The processes for DPD and Tooling are outlined in **P-PUR Supplier Management** and subordinate documents.  
 For design and development, GKN Orangeburg will provide suppliers with specifications to be used. Suppliers must provide parts or tooling that are in compliance with such specifications. Compliance with these specifications must be assured and documented. For any parts or tooling that is an input to GKN Orangeburg under AS9100D, the Supplier shall provide all information required by GKN Orangeburg to meet the requirements of AS9100D
3. A D&B report will be ordered for new suppliers with substantial contractual commitments or as otherwise determined by the Purchasing Manager or designee, as required. Any D&B report indicating a high-risk supplier will need approval from the Purchasing Manager.
4. Once approved, the Supplier will be added to the GKN Aerospace South Carolina ASL. Approval is granted with the understanding that GKN Aerospace South Carolina may discontinue approval at any time. The ASL is monitored according to GKN Aerospace South Carolina procedure **P-PUR Supplier Management**.

Development, After Sourcing (primarily for new suppliers and/or new parts/programs)

1. The Supplier will be monitored for Product Quality, On-Time Delivery, Corrective Action Responses, and Periodic On-Site Audits.
2. Maintaining certification, approval status, and Supplier surveys;
  - a. Any Suppliers with an expiring survey will be re-surveyed
  - b. Any Suppliers with a third party certificate will be required to supply a new certificate to GKN Aerospace South Carolina. The Supplier will grant GKN Aerospace to the assessment results data contained with the IAGQ database.
  - c. Any Suppliers with expired surveys or third party certificates that cannot be renewed will be disapproved on the ASL. This results in no new purchase orders being placed with the Supplier.
  - d. Annual approval of DPD and tooling processes.
3. Risk Management – GKN Aerospace Supply Chain shall periodically review a supplier’s financial health using the D&B rating report for all key suppliers. GKN South Carolina’s system will generate an automatic D&B monthly alert when a change to a supplier’s financial ratings, changes adversely. GKN Aerospace South Carolina will review and put together an action plan as required for any high risk suppliers. Upon notification of risk of financial failure, the

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Purchasing Manager will hold a meeting or teleconference to discuss the financial stability of the supplier and assess financial risk. If risk is high, a plan to mitigate will be developed.

4. The Supplier must be re-approved through the new supplier approval process if not used within a two-year time span.

## 8.0 SUPPLIER QUALITY AND DELIVERY RATING

GKN Aerospace South Carolina established the current supplier performance via a weighted scoring method. The scoring method measures the cumulative performance of the supplier. The score consists of the following:

Supplier Rating Scoring	Quality Rating Weights	Overall "Blended" Rating Weights
Receiving Inspection Delivery Weight (PCS Received / PCS Late) / PCS Received	---	100
Receiving Final Nonconformance weight (Pcs Received - Pcs Rejected) / Pcs Received	80	---
Supplier Corrective Action Final Response weight $100\% - [(\# \text{ of CA's} * 5) + (\# \text{ of Late Responses} * 10) + (\# \text{ of Late Actions} * 15)]$	20	---
<b>Total</b>	<b>100</b>	<b>100</b>

Quality – 99.5% overall target score

Delivery – 99.5% overall target score (based on date received)

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The scores will be reported as Quality score and a “Blended” score for Delivery (the overall “blended score is weighted 100% for Delivery and 0% weighting for Quality).

Supplier Delivery Performance will be scored on the following:

- a. Domestic Suppliers – 5 days early/0 days late
- b. International Suppliers – 10 days early/0 days late

For dormant periods where no products or services are received, the Supplier’s score will be displayed as “-1”. Suppliers will be considered dormant after 24 consecutive inactive months (no receipts of product).

**Blended Ratings**

Date Range / TO / Group By Supplier

Overall 1 Month -1  
 Supplier V0000  
 Supplier Name  
 Supplier Type V  
 MRP Status A  
 Rating Last Calculated 7 2019

(Example)  
(Example)

Year	Month	Activity	RI Delivery Rating	RI Quality Rating	NC Receiving Rating	NC Production Rating	Final CA Rating	Quality 1 Month	Quality 3 Month	Quality 6 Month	Quality 12 Month	Overall 1 Month	Overall 3 Month	Overall 6 Month	Overall 12 Month
2019	7	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2019	6	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2019	5	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2019	4	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2019	3	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2019	2	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2019	1	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2018	12	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2018	11	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2018	10	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2018	9	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2018	8	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2018	7	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2018	6	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2018	5	N	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
2018	4	A	100	100	100	100	100	100	100	100	100	100	100	100	100

Supplier Name  
 Supplier Type V  
 MRP Status A  
 Rating Last Calculated 7 2019

(Example)

Year	Month	Activity	RI Delivery Rating	RI Quality Rating	NC Receiving Rating	NC Production Rating	Final CA Rating	Quality 1 Month	Quality 3 Month	Quality 6 Month	Quality 12 Month	Overall 1 Month	Overall 3 Month	Overall 6 Month	Overall 12 Month
2019	7	R	98.98	100	100	100	100	100	100	100	100	99.59	99.88	99.87	97.13
2019	6	R	100	100	100	100	100	100	100	100	100	100	100	100	96.52
2019	5	R	100	100	100	100	100	100	100	100	100	100	100	99.54	96.63
2019	4	R	100	100	100	100	100	100	100	100	100	100	100	96.47	96.78
2019	3	R	100	100	100	100	100	100	100	100	100	100	100	95.8	96.58
2019	2	R	100	100	100	100	100	100	100	100	100	100	99.31	95.08	96.08
2019	1	R	100	100	100	100	100	100	100	100	100	100	94.58	95.05	95.69
2018	12	R	91.53	100	100	100	100	100	100	100	100	96.61	87.48	90.93	93.28
2018	11	R	57.32	100	100	100	100	100	100	100	100	82.93	84.04	90.42	92.54
2018	10	R	0	100	100	100	100	100	100	100	100	60	97.5	97.78	97.88
2018	9	R	100	100	100	100	100	100	100	100	100	100	97.55	98.79	98.79
2018	8	R	100	100	100	100	100	100	100	100	100	100	97.89	98.69	98.69
2018	7	R	76.82	100	100	100	100	100	100	100	100	90.74	97.96	98.1	98.1
2018	6	R	100	100	100	100	100	100	100	100	100	100	100	100	100
2018	5	R	100	100	100	100	100	100	100	100	100	100	100	100	100
2018	4	R	100	100	100	100	100	100	100	100	100	100	100	100	100

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Suppliers Quality and Delivery performance will be tracked and reviewed monthly to determine if there is risk to the business and if a mitigation plan needs to be developed. The monthly Supplier Quality Ratings will show a score for a 3-month rolling average, 6-month rolling average, 12month rolling average, and the month-to-month score. *(NOTE: 3-month, 6-month, & 12-month rolling averages are calculated from the raw data and is not displayed on the report. Contact GKN South Carolina Supplier Quality to request the data.)*

The GKN Aerospace Purchasing Manager will determine the frequency of meetings with the Supplier to include GKN Aerospace South Carolina Buyers, Supplier Quality, and other Management as required. These meetings will be either on-site at the Supplier’s location or at GKN Aerospace South Carolina’s facilities. These meetings will be to discuss current product/processing issues, performance, or other business issues as needed.

## 9.0 SUPPLIER QUALITY REQUIREMENTS (Q-NOTES)

GKN Aerospace South Carolina uses Supplier Quality Notes “Q-Notes” to define the requirements to Suppliers in specific categories. The categories are broken out as follows:

- Detail Parts Assembly – Suppliers that perform or outsource manufacturing/fabrication, product installation, servicing, additional inspection or test, physical re-identification, product assembly, and/or kitting processes.
- Age Control – Products that have a time constraint on their usage. (i.e.: shelf life, expiration date, etc.)
- Processing/Testing – Critical processes/services provided by outsourced third parties that affect product requirements or performance.
- Hardware – Distributors carrying out the purchase, storage, splitting or sale of products without affecting the original manufacturer’s product characteristics or conformity.
- Raw Material – Basic substance in its natural, modified, or semi-processed state, used as an input to a production process for subsequent modification or transformation into a finished good.
- Calibration – Services provided by a laboratory or testing facility for measuring or monitoring.

Each “Q-Note” Clause describe the actions to be taken for that particular product/service. To access the “Q-Notes”, follow the link to [Orangeburg South Carolina – Quality Information](#).

Q-Note Titles	Q-Note Code
VENDOR MATERIAL REVIEW REQUEST (VMRR) BOEING	SC-Q02
DELEGATION OF PRODUCT VERIFICATION	SC-Q03
OPERATOR SELF VERIFICATION PROGRAM	SC-Q05
QMS CERTIFICATION: AS9120 FOR DISTRIBUTORS	SC-Q06

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CERTIFICATE OF CALIBRATION	SC-Q08
QMS CERTIFICATION: AS9100	G-Q01.03
TRANSLATION OF DOCUMENTATION	G-Q01.04
NOTIFICATION OF SUBCONTRACT OF KEY FEATURES	G-Q01.014
INSPECTION IMPLEMENTATION	G-Q01.15
SUB TIER FLOW DOWN	G-Q01.16
PRODUCT CONFORMANCE	G-Q01.17
CHANGE NOTIFICATIONS	G-Q01.20
NADCAP, NDT, PERSONNEL CHANGE NOTIFICATION	G-Q01.24
MANUFACTURING PLANS: GENERAL	G-Q02.03
MANUFACTURING PLANS: BOEING	G-Q02.04
MANUFACTURING PLANS: CRITICAL PARTS	G-Q02.05
INSPECTION PLAN	G-Q02.07
RE-INSPECTION	G-Q02.11
BOEING COMMERCIAL REQUIREMENTS	G-Q02.13
STANDARD HARDWARE: BOEING	G-Q03.01
CUSTOMER APPROVED SOURCES: RAW MATERIALS AND HARDWARE	G-Q03.03
CUSTOMER APPROVED SOURCES: SPECIAL PROCESSES	G-Q03.04
MASTER SPECIFICATION LISTING	G-Q03.05
COUNTERFEIT PARTS PREVENTION	G-Q03.11
REVISION CONTROL	G-Q05.01
OBSOLETE DOCUMENTATION	G-Q05.02
BOEING DIGITAL DATA CONTROL	G-Q05.03
RIGHT OF ENTRY	G-Q06.01
COMMERCIAL: ADDITIONAL INSPECTION, SURVEILLANCE & TEST	G-Q06.04
GOVERNMENT: ADDITIONAL INSPECTION, SURVEILLANCE & TEST	G-Q06.15
CONTROL OF GKN PROPERTY: MATERIAL, GAUGES, TOOLING	G-Q07.01
BOEING TOOLING DOCUMENT D33200-1	G-Q07.02
CONTROL OF FIXTURE, JIGS, INSPECTION & TEST EQUIPMENT	G-Q07.03
BOEING WORK TRANSFER	G-Q07.05

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PRODUCT IDENTIFICATION	G-Q08.01
PART SERIALIZATION AND TRACEABILITY	G-Q08.02
DOCUMENTATION TRACEABILITY	G-Q08.03
PRODUCT CERTIFICATIONS	G-Q09.01
CERTIFICATE OF COMPLIANCE	G-Q09.03
QUALITY ACCEPTANCE OF SHIPMENTS	G-Q09.12
SAMPLING PLANS	G-Q10.04
SOURCE INSPECTION: PRODUCTION	G-Q10.05
GO/NO-GO GAUGE USEAGE	G-Q11.01
GAUGE R&R/ACCURACY/RESOLUTION	G-Q11.02
GKN MANDATED TOOLING	G-Q11.06
INSPECTION STATUS: INSPECTION STAMPS	G-Q12.01
INSPECTION STATUS: PRODUCT	G-Q12.02
CONTROL OF NONCONFORMING MATERIAL	G-Q13.01
VENDOR MATERIAL REVIEW REQUESTS (VMRR): GENERAL	G-Q13.02
NOTIFICATION OF ESCAPES (NOE)	G-Q13.03
CORRECTIVE ACTION	G-Q13.04
FOREIGN OBJECT DEBRIS/DAMAGE	G-Q14.01
DAMAGE AND CORROSION PREVENTION	G-Q15.01
INVENTORY CONTROL	G-Q15.02
CUSTOMER PROPERTY: EXCESS INVENTORY CHECK	G-Q15.03
CUSTOMER PROPERTY: GENERAL	G-Q15.04
TIME AND TEMPERATURE SENSITIVE. AGE CONTROL MATERIALS	G-Q15.05
RECORD, DOCUMENT RETENTION	G-Q16.02
QUALITY RECORD TRACEABILITY	G-Q16.09
SELF-AUDIT: GENERAL	G-Q17.01
SELF-AUDIT: DPD/MBD	G-Q17.02
PERSONELL TRAINING	G-Q18.01
PERSONNEL CERTIFICATION	G-Q18.02
FIRST ARTICLE INSPECTION: GENERAL	G-Q19.01
FIRST ARTICLE INSPECTION: SOURCE INSPECTION	G-Q19.02

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FIRST ARTICLE INSPECTION: CONFIGURATION CHANGES	G-Q19.03
KEY CHARACTERISTICS	G-Q20.01
DETERMINANT ASSEMBLY CHARACTERISTICS	G-Q20.04
ETCH CLEANING	G-Q22.01
AECA, ITAR	G-Q24.01
OZONE DEPLETING SUBSTANCES	G-Q25.01

Additional requirements may apply for final Customer. These will be conveyed where applicable in the “Q-Notes”, through other documents listed in the GKN Aerospace Supplier Portal (see link above), or through formal communication from GKN Aerospace South Carolina.

## 10.0 DOCUMENTS, RECORDS, AND DOCUMENTATION REQUIREMENTS

### First Article Records:

- FAIR Form 1 – Is used to properly identify the part undergoing FAI, including subassembly or detail parts (if applicable).
- FAIR Form 2 – Is used when Material, Special Processes, and/or Functional Testing are defined as a design requirement.
- FAIR Form 3 – Is used to record inspection results for the design characteristics and to document and applicable nonconformances.
- Engineering Drawing or derived Digital Product Definition
- Configuration Matrix (if applicable)
- Purchase Order
- Parts and Data Lists (P/L & D/L, if applicable)
- Engineering or Change Orders (if applicable)
- Supplier material certifications (if applicable)
- Supplier certificates of compliance/conformance (if applicable)
- Vendor planning or Operation Sheets (if applicable)

### Certificate of Compliance: *(required information)*

- Customer Name
- Part Number
- Part Drawing / MBD Revision
- Part Description
- Part List Revision / Drawing List Revision
- Serial or Lot Number
- Quantity
- Purchase Order Number

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- Purchase Order Line Item
- Material Heat Lot
- Material and Special Process List
- Specification(s) and Deviations
- Supplier Name and Address
- Customer Approved Source Code
- Supplier's Designated Quality Representative Signature (or digital signature), Acceptance Stamp (*if applicable*), and Date

**Inspection & Testing Results:** (*Supplier's format is acceptable*)

- Supplier's production/in-process inspection results
- Supplier's final inspection results
- Supplier's testing results (*can also be from third-party testing*)

## 11.0 APQP/PPAP (GKN AEROSPACE ZDM)

AS9145 Requirements for Advanced Product Quality Planning and Production Part Approval Process (current revision). Any additional Customer requirements or GKN Aerospace South Carolina requirements will be communicated (additions or deviations from AS9145) to the Supplier. Suppliers will be notified through the purchase order when APQP/PPAP is required.

Additional information, guidance, and documentation is available from the International Aerospace Quality Group (IAQG) under the **Supply Chain Management Handbook (SCMH)**. (Must register on IAQG website to log in. Registration is free.)

## 12.0 SUPPLIER CORRECTIVE ACTION REQUEST (SCAR)

When Supplier product is found at GKN Aerospace South Carolina to be nonconforming, the Supplier will be notified and a Supplier Corrective Action Request may be issued (**F-CI Supplier Corrective Action Request**). This form is an 8-D format. The required sections are noted for the Supplier to complete.

Supplier Corrective Action Requests can be issued for the following conditions:

- Nonconforming product that is found at GKN Aerospace's Customer's location that is a direct result of the Supplier's product or services.
- More than two nonconformances for the same issue at GKN Aerospace South Carolina in a 6month period.
- More than three nonconformances for multiple issues at GKN Aerospace South Carolina in a 3month period.
- Failure of the Supplier or sub-tier supplier to notify GKN Aerospace of process changes or changes to sub-tier suppliers.

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- Failure to meet requirements defined and flowed down from GKN Aerospace. (May or may not be the result of a product nonconformance)
- More than three requests for VMRRs in a 3-month period.
- Nonconformance(s) or potential nonconformance(s) as a result of an on-site audit by GKN Aerospace or GKN Aerospace designee.

Supplier response required within:

- 2 days (48 hours) for containment actions (D3 on SCAR form). For work stoppage, line down situations, or escapes, containment actions may be required within 24 hours.
- 5 days for root cause (D4 on SCAR form), and
- 15 days for corrective action implementation, permanent corrective action, and prevent reoccurrence (D5, D6, & D7 on SCAR form).

The Supplier will be responsible for completing the SCAR and returning it to GKN Aerospace South Carolina Supplier Quality Engineer in no more than 20 working days. Extensions may be requested through the GKN Aerospace Supplier Quality Engineer prior to the defined due dates by providing the following:

- Justification for extension request
- Requested extension due date
- Populated SCAR to current state

The GKN Aerospace South Carolina Supplier Quality Engineer will review the response and/or extension request and provide disposition if the SCAR/Extension request is accepted, rejected, or if additional work/clarification is required.

For the purpose of SCARs, GKN Aerospace sites that supply product, processing, or services to GKN Aerospace South Carolina will be considered Suppliers.  
Contact GKN Aerospace Supplier Quality Engineer or Buyer with any questions.

If two SCARS are issued for escapements for the same process within a 6-month period, GKN-SC SQE may require entry and perform a process audit. This audit will include process review, work instruction review, Gemba Walk, GAP Analysis to be performed by supplier to fix gaps and issues within their internal processes.

## 13.0 WORK TRANSFER

For Boeing Work Transfers, see GKN-SC Q-Notes G-Q07.05

For all other Customers, the following applies:

Aviation, Space & Defense companies continuously change the source of supply or manufacturing of a component, a component package or assembly across a company or its external supply chain. Such

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movement of the work (products and associated activities) from one manufacturing site to another (internal or external) is referred to as “Work Transfer”.

Possible reasons for deciding to launch a transfer of work include;

- Capacity increase
- Procurement strategy (e.g. Need for second source to secure the supply chain)
- Cost reduction
- Performance improvements
- New technology

Work Transfer types:

- From a customer (currently the manufacturer) to its supplier: Make to Buy
- From a supplier to its customer (becoming the manufacturer): Buy to Make
- Change from Supplier A to Supplier B: Buy to Buy
- Change of site in same organization: Make to Make

Note: These types of transfer are equally applicable to any level of sub -tier suppliers.

A thorough flow down of documentation, manufacturing, quality and contractual requirements ensures conformity of the end item by providing an auditable trail for parts through the supply chain, and ensuring all quality and manufacturing objectives are understood and fulfilled. Elements of this should include;

- Requirements related to the product or service
  - o Defined
  - o Implied
  - o Key Characteristics
- Special requirements / processes
  - o Use of approved supplier
  - o Use of approved sources
  - o Use of approved processors
- Quality Management System
- Rights to access
- Flow down of requirements to Sub Tiers
- Records retention
- Raw material
  - o Documentation and

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- o Sources
  - Planning
  - Product acceptance
  - Nonconforming product
    - o Reporting
    - o Control
  - Delivery and Post Delivery Activities
    - o Schedule
    - o Certificate of Conformance
- Statutory / Regulatory Requirements

All documentation and questions shall go through GKN Aerospace Supplier Quality or GKN Aerospace Purchasing. (GKN personnel refer to internal procedure **P-PMGT Control of Work Transfer**).

## 14.0 SUPPLIER AUDITS

The GKN Aerospace South Carolina audit schedule for each calendar year will be developed using the following:

- Top Suppliers based on the dollar amount of business done with GKN Aerospace South Carolina from the previous year.
- Criticality of parts supplied
- Risk to GKN's business
- Delivery Performance
- Quality Performance (including SCARs, VMRRs, Tags, and Escapes)
- Customer requirements for monitoring GKN's supply base and sub-tier suppliers
- DPD/Tooling Requirements.

A new audit schedule will be developed yearly and communicated to relevant suppliers prior to any audit being requested.

Supplier Audits will be performed per GKN-SC procedure **P-PUR Supplier Management** and associated checklists.

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