# Definitions and Abbreviations

# belonging to the Supplier Quality Assurance Requirements ('SQAR')

**Document responsibility:**

If you have any queries about this document, then please contact your contracting manager within the GKN Aerospace Systems Europe and Asia (ASEA) organisation who will be able to put you in contact with the appropriate person(s).

**Scope:**

This Definitions and Abbreviations document is an addition to the Supplier Quality Assurance Requirements ("**SQAR**") and secures all users understand the definitions and abbreviations, used in the SQAR, in the same way.

## Record of Revisions

| Issue | Date | Summary And Reasons For Changes |
|---|---|---|
| 0 | January 01, 2020 | Initial Issue |
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## Purpose

This Definitions and Abbreviations document will provide all necessary details to secure that the supplier and GKN interpret the SQAR in the same way. This to provide misalignment and misunderstanding of the GKN ASEA expectations.

The words and definitions are aligned with the IAQG Dictionary to secure standardization within the Aerospace nomenclature. For further details see; https://www.sae.org/iaqg/dictionary/

## Definitions /Abbreviations

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| **ADP** | Article Data Package |
| **Agreement** | Any agreement or terms and conditions between GKN ASEA and the Supplier in relation to the Articles, materials or services that will be provided/delivered. |
| **Approval** | A formal notification from GKN ASEA to the Supplier that it meets the GKN ASEA Approval Standards in respect of an Article (or any part of it). Such approval may be limited in terms of scope or duration. |
| **Article** | 1. Material, Part, Article, Component, Assembly, or appliance which is listed by the Design Organisation (DO) as eligible for installation in a type certificated Article or included in the design and airworthiness data approved by the regulatory authority; not inclusive of standard parts. [ref. AS9107A]<br>2. Material, Part, Article, Component, Assembly, or appliance which is listed by the Approved Manufacturer as eligible for installation in a type certificated Article or included in the design data approved by the regulatory authority, not inclusive of standard parts. [ref. AS9114]<br>3. Material, Part, Component, Assembly, or appliance which is listed by the DO as eligible for installation in/on the Article or included in the design data approved by the authority. [ref. AS9110] [ref. AS9120]<br>4. A service provided to GKN ASEA. |
| **ASEA** | Aerospace Systems Europe & Asia |
| **ASL** | Approved Supplier List |
| **Auxiliary goods** | Articles used for production-maintenance needs and are not a part of a manufacturing output. |
| **BQLTC** | Business, Quality, Logistics, Technology, Cost |
| **CA** | Certification Authority: an authority that administers a certification system for qualification of standard products (e.g., ASD-CERT, SAE-PRI); acknowledged by the aviation, space, and defense industry Original Equipment Manufacturers (OEMs) and associated regulatory agencies [i.e., Federal Aviation Administration (FAA), European Aviation Safety Agency (EASA), or similar]. [ref. AS9133A] |
| **Class 1 part** | A part defined as “critical” by the relevant Design Organization Approval (DOA) in terms of safety, performance and service life. |
| **CoC** | Certificate of Conformity: Documented information that attests to Article conformity; conformance to defined process, design, and specification requirements. [ref. AS9120] |
| **Concession** | Written authorization from the customer to the internal or external supplier to use or release a product which does not conform to the specified requirements NOTE: Waiver/concession, in the future named Non-Confomity Reporting (NCR) and a Quality Escape differ with respect to the point in time when a nonconformance is detected during the product life cycle. A NCR is evident before delivery to the customer, while a Quality Escape is identified after delivery to the customer. [9131] |

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| **CoS** | Condition of Supply |
| **Cpk** | The process capability index or process capability ratio. Capability =<br>1) Ability of an organization, system, or process to produce an Article that will fulfill the associated design characteristics defined for that Article. [ref. AS9102]<br>2) The natural limits of a process. Typically, the range of six standard deviations of the values in a process having no changes in its mean or any other characteristic of its distribution; the inherent variation in a stable process. More precisely, a metric that characterizes the output of a stable process following a statistical distribution. [ref. AS9138]<br>NOTE: For purposes of establishing a natural variation limit, the distribution is of a continuous variable. |
| **Customer** | 1) Organization, legal entity, or person that receives an Article or Service (e.g., consumer, client, end-user, retailer, beneficiary, purchaser). [ref. AS9145]<br>2) The organization which identifies Critical Items (CI's) and/or provides Article or System Key Characteristics (KC's) via engineering drawings, specifications, or purchase order/contract requirements. For example, a customer may be an internal engineering department for a company which has design authority, in addition to the external customer who specifies system KC's. [ref. AS9103]<br>3) The recipient of a direct ship Article (owner/operator, repair station, distributor, etc.) [ref. AS9114]<br>4) The recipient of an Article provided by an internal/external supplier or sub-tier supplier. [ref. AS9131]<br>5) The buying entity that is the issuer of a contract to a supplier. [ref. AS9138]<br>NOTE: All aviation, space, and defense suppliers are also customers to their suppliers. Protection to the customer is the key goal of this standard.<br>6) The organization's immediate contract source; this may be a prime/first-tier supplier or subsequent contractor in the supply chain who flows this document to their suppliers as a requirement. [ref. AS9017] |
| **Disposition** | The documented response made to a Non Conformity Report (NCR) request submitted by the Supplier. |
| **DOA** | Design Organization Approval: An organization with formal authority for the design, validation, and service support of an Article.<br>NOTE: In civil aviation, this is the organization responsible for the design of articles or for changes thereto that is the holder of a design approval granted by a regulatory authority [i.e., Type Certificate (TC), Supplemental Type Certificate (STC), Parts Manufacturer Approval (PMA), Technical Standard Order (TSO)/Joint TSO/European TSO, European Part Approval (EPA) or equivalent]. [ref. AS9116] |
| **DRPV** | A process whereby a supplier is delegated the authority to act on behalf of the delegating organization to verify and release Articles/services for GKN ASEA [ref. AS9117] |
| **EASA** | European Aviation Safety Agency: an agency of the European Union (EU) with responsibility for civil aviation safety. It carries out certification, regulation, and standardisation, and also performs investigation and monitoring. It collects and analyses safety data, drafts and advises on safety legislation, and coordinates with similar organisations in other parts of the world. |

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| **EEE parts** | Electrical, Electronic or Electromechanical parts<br><br>Examples of electrical parts include resistors, capacitors, inductors, transformers, and connectors. Electronic parts include active devices, such as monolithic microcircuits, hybrid microcircuits, diodes, and transistors. Electromechanical parts are devices that have electrical inputs with mechanical outputs, or mechanical inputs with electrical outputs, or combinations of each. Examples of electromechanical parts are motors, synchs, servos, and some relays. |
| **Electronic signature** | Symbol or other data in digital form that is controlled and traceable to the formal statement or acknowledgment by a specific individual (e.g., acknowledgment of completion of a task, receipt of a document, etc.) [ref. SCMH Section 3.12] |
| **End Item** | The item that is ultimately delivered to the end user (e.g., vehicle, propulsion system). [ref. AS9116] |
| **End user** | An organization purchasing aviation, space, and defense qualified standard Articles. Could be an OEM, OCM, and/or government agency purchasing standard Articles to be utilized within an assembly, part, or finished Article. [ref. AS9133A] |
| **ESD** | Electronic Static Discharge |
| **FAA** | Federal Aviation Administration: is a national authority of the United States with powers to regulate all aspects of civil aviation. These include the construction and operation of airports, air traffic management, the certification of personnel and aircraft, and the protection of U.S. assets during the launch or re-entry of commercial space vehicles. |
| **FAI / FAIR** | First Article Inspection/Report;<br>1) A planned, complete, independent, and documented inspection and verification process to ensure that prescribed production processes have produced an item conforming to engineering drawings, Digital Article (Product) Definition (DPD), planning, purchase order, engineering specifications, and/or other applicable design documents [ref. AS9102]<br>2) A planned, complete, independent, and documented inspection and verification process to ensure that prescribed production processes have produced an item conforming to engineering drawings, Digital Article (Product) Definition (DPD), planning, purchase order, engineering specifications, and/or other applicable design documents as defined by the AS9102 standard. (9133A) |
| **FOD / FOd** | Foreign Object Damage (FOD);<br>Any damage attributed to FOd that can be expressed in physical or economic terms, which could potentially degrade the Article or system's required safety and/or performance characteristics. [ref. AS9146]<br><br>Foreign Object Debris (FOd);<br>Any Foreign Object (FO) that has entered and/or migrated into/on the Article or system, and could potentially cause FOD, if not removed and controlled. [ref. AS9146] |
| **GD&T** | Geometric Dimension & Tolerancing<br><br>Is a system for defining and communicating engineering tolerances. It uses a symbolic language on engineering drawings and computer-generated three-dimensional solid models that explicitly describe nominal geometry and its allowable variation. It tells the manufacturing staff and machines what degree of accuracy and precision is needed on each controlled feature of the Article. |

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| **GR&R** | Gauge Repeatability & Reproducibility: A study used to determine the degree of variability within a measurement system, and to separate this variability into components associated with the gage and the use of the gage. [ref. AS9138] |
| **GKN ASEA Approval Standards** | The minimum standards and/or requirements that GKN ASEA requires a Supplier to meet. |
| **GKN ASEA Personnel** | GKN ASEA's employees, agents and/ or representatives, customers, DRPV personnel, sub-contractors and suppliers other than the Supplier. |
| **GKN ASEA Property** | Any free issue materials, jigs, fixtures and gauges that have been provided or loaned to a Supplier by, or on behalf of, GKN ASEA for use in the Supplier's Article, including any tooling supplied, bailed and/or otherwise owned or supplied by GKN ASEA or GKN ASEA's Customer to the Supplier. |
| **GKN ASEA Quality Approval Process** | On-going GKN ASEA approval process to ensure that all Suppliers meet the criteria required to be able to supply Articles to GKN ASEA. |
| **HS&E** | Health, Safety & Environment |
| **ISO** | International Organization for Standardization |
| **Infrastructure** | Anything that is associated with the manufacture of the Articles, including but not limited to machinery, buildings and environment. |
| **ITAR** | International Traffic in Arms Regulations: is a United States regulatory regime to restrict and control the export of defense and military related technologies to safeguard U.S. national security and further U.S. foreign policy objectives. |
| **KC** | Key Characteristic<br>1. An attribute or feature whose variation has a significant effect on Article fit, form, function, performance, service life or producibility, that requires specific actions for the purpose of controlling variation. [ref. AS9100] [ref. AS9116] [ref. AS9003]<br>2. The definition in AS9100, clause 3.3, applies with the following clarification for software. Key characteristics in software are those measurable attributes where variability can be measured by the project and can, if left unchecked, adversely impact the project or Article in areas (e.g., memory utilization, response time, functionality, reliability, usability, efficiency, maintainability, portability). [ref. AS9115]<br>3. An attribute or feature whose variation has a significant influence on Article fit, performance, service life, or producibility; that requires specific action for the purpose of controlling variation [ref. AS9100] [ref. AS9110]. This definition is further explained as follows:<br>• KC's for a part, subassembly, or system are those selected geometrical, material properties, functional, and/or cosmetic features; which are measurable, whose variation control is necessary in meeting customer requirements and enhancing customer satisfaction.<br>• Process KC's are those selected measurable characteristics of a process whose control is essential to manage variation of part or system KCs.<br>• Substitute KC's may be identified when a customer-defined KC is not readily measurable within the production/maintenance setting and other characteristics may need to be controlled to ensure conformance<br>NOTE: Design output can include identification of critical items that require specific actions to ensure they are adequately managed. Some CIs shall be further classified as KCs because their variation needs to be controlled. |

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| | 4. An attribute or feature whose variation has a significant influence on Article fit, performance, service life, or producibility; that requires specific action for the purpose of controlling variation [ref. AS9103]. This definition is further explained as follows:<br>• KC's for an article, subassembly, or system are those selected geometrical, material properties, functional, and/or cosmetic features; which are measurable, and whose variation control is necessary for fulfilling customer requirements and enhancing customer satisfaction.<br>• Process KC's are those selected measurable characteristics of a process whose control is essential to manage variation of part or system KC's.<br>• Substitute KC's may be identified when a customer-defined KC is not readily measurable within the production/maintenance setting and other characteristics may need to be controlled to ensure conformance [ref. AS9145] |
| **Kit list** | A list of items that form a kit of Articles and has been supplied under a single Article number described as a kit. |
| **KPI** | Key Performance Indicator: Measures associated with goals or targets showing how well an organization is achieving its objectives or critical success factors for a particular project. KPI's are used to objectively define a quantifiable and measurable indication of the organization's progress towards achieving its goals.<br><br>NOTE: KPIs relating to an organization's financial performance are not in the scope of the 9101 standard; however, economic measures (e.g., sales quotas, scrap value reduction) can be considered acceptable measures for process improvement. [ref. AS9101] |
| **LAIR** | Last Article Inspection report, equal definition as FAIR where a LAIR is performed on the last article manufactured. |
| **MSA** | Measurement Systems Analysis: A study of the effects of selected elements of a measurement process (i.e., people, machines, tools, methods, materials, environment) on accuracy, precision, and uncertainty of measurement. [ref. AS9145]. This also includes a Gauge Repeatability & Reproducibility study. |
| **NAA (or CAA)** | National Aviation Authority or Civil Aviation Authority is a government statutory authority in each country that maintains an aircraft register and oversees the approval and regulation of civil aviation. |
| **NADCAP** | National Aerospace and Defense Contractors Accreditation Program: is a global cooperative accreditation program for aerospace engineering, defense and related industries. |
| **NDT** | Non-Destructive Testing: Technique of testing material properties without impairing their future usefulness. [ref. AS9138] |
| **OCM** | Original Component Manufacturer: Company or organization manufacturing standard Articles requiring qualification approval from a Certification Authority (CA). [ref. AS9133A] |
| **OEM** | Original Equipment Manufacturer: A manufacturer of an end user item, system, or subsystem [e.g., an airframe, power system (engine), auxiliary power unit]. [ref. AS9133A] |
| **PDP** | Product (Article) Data Package |
| **Non Conformity Report** | Written authorization from the customer to the internal or external supplier to use or release an Article which does not conform to the specified requirements<br>NOTE: Waiver/concession and Article quality escape differ with respect to the point in time when a nonconformance is detected during the Article life cycle.<br>Waiver/concession is evident before delivery to the customer, while an Article quality escape is identified after delivery to the customer. [ref. AS9131] |

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| **PFA** | **P**ermit for Alternative, this procedure describes the process of request up to and including authorization, configuration management and maintenance of Permits for Alternative or equivalent customer specific methods for the use of alternatives for specified processes, standard parts or (supporting) material |
| **POA** | Production Organization Approval |
| **PO** | Any purchase agreement or contract between the corporation and an external entity. Could also be a contract or purchase contract. |
| **PPE** | Personal Protective Equipment like Safety glasses, safety footwear and ear defenders |
| **QMS** | Quality Management System |
| **QP** | Quality Procurement |
| **Quality Plan** | Documented evidence that all aspects of Supplier's Process is assessed by the Supplier for any risks to Article quality/integrity, and that any risks identified are mitigated. |
| **RFI / RFQ** | Request for Information and Request for Quotation.<br><br>Request to supplier for a new Article or services. Information by return should at least contain feedback on pricing, capacity, capabilities, availabilities, restrictions and risks. |
| **SAT** | Supplier Account Team |
| **SCAR** | Supplier Corrective Action Report |
| **SPC** | Statistical Process Control: A process operating with a constant system of causes that result in a stable probability distribution of outcomes. [ref. AS9138]<br><br>NOTE 1: Evidence of statistical control is provided by observations or observational statistics (e.g., average, range, standard deviation, maximum) appearing within limits calculated from extremes of the estimated stable distribution.<br><br>NOTE 2: Control charts depict graphically the observations and limits over time. Observational statistics within control limits are equivalent to failing to reject the null hypothesis that the process outputs come from a stable distribution.<br><br>NOTE 3: Tolerance limits do not enter into calculations of control limits or determination of statistical control. |
| **Specification** | Specification of the design definition, data file, drawings, models, process specifications etc., standard that the Articles is required to meet |
| **Special Process** | 1. A process where the resulting output cannot be verified by subsequent monitoring or measurement and as a consequence, deficiencies become apparent only after the Article is in use or has been delivered. [ref. AS9116]<br>2. Any processes for production and service provision where the resulting output cannot be verified by subsequent monitoring or measurement and, as a consequence, deficiencies become apparent only after the Article is in use or the service has been delivered. [ref. AS9102] |
| **Supplier Personnel** | Supplier's employees, agents and/or representatives, subcontractors and suppliers. |
| **SQE** | Supplier Quality Engineer, The interface with supplier for all Quality related subjects. Works in or with the Procurement organisation. |
| **Supplier Personnel** | Supplier's employees, agents and/or representatives, subcontractors and suppliers. |
| **Supplier** | 1. The entity or party that supplies Article(s) or services to a customer in accordance with contract requirements.<br>NOTE 1: Articles and services may include: designs, production materials, production/service parts, assemblies, special processes (e.g., heat treatment, welding), or services to a customer per a contractual agreement. |

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| | NOTE 2: The term supplier is synonymous with the term contractor, producer, seller, or vendor. [ref. AS9145]<br>2. The furnisher of articles or related services, at any tier, to an approved manufacturer. [ref. AS9114]<br>3. An organization that enters into a contract with the acquirer for the supply of a system, software Article or software service under the terms of the contract.<br>NOTE: The term supplier is synonymous with contractor, producer, seller, or vendor. [ref. AS9005]<br>4. The entity or party that supplies Article or services to a customer in accordance with contractual requirements. [ref. AS9138]<br>5. Organization or person that provides a Article or service [ref. AS9117]<br>NOTE 1: A supplier can be internal or external to the organization.<br>NOTE 2: In a contractual situation, a supplier is sometimes called "contractor". |
| **Supplier's Facility** | Premises owned or leased by the Supplier for the purpose of performing its obligations in connection with the Articles |
| **SVHC** | Substance of Very High Concern: a chemical substance (or part of a group of chemical substances) for which it has been proposed that the use within the European Union be subject to authorisation under the REACH Regulation. |
| **TC** | Type Certificate; a certificate issued by a regulatory agency which states that a type design conforms to airworthiness requirements. Each type certificate is considered to include the type design, the operating limitations, the type certificate data sheet, the applicable regulations with which the (FAA) Administrator records compliance, and any other conditions or limitations prescribed for the Article. [ref. ASCFR 21, Section 41]. [ref. AS9034] |
| **TS** | Technical Specification: a specification identified on the Article standard that defines the procedures, technical requirements, manufacturing process(es), and testing and inspection requirements to be performed on an Article manufactured by an OCM. It defines the Article's key attributes that must be achieved by testing and inspection at the initial Article qualification review and for each production batch of Articles manufactured. [ref. AS9133A] |
| **Value Added Distributor** | A manufacturer or distributor designated and monitored by the qualified Original Component Manufacturer (OCM) to complete the final assembly of the constituent components of a qualified Article and act as a distributor of the finished Article assembled on behalf of the qualified OCM. [ref. AS9133A] |