

**General Purchase Order  
Quality Provisions  
(Q-Codes)**

**GENERAL QUALITY REQUIREMENTS – Applies to All Purchase Orders / Contracts**

Q001	Certificate of Conformance – Signed/Stamped	Seller’s Certificate of Conformance (C of C)—signed or stamped by seller’s authorized agent—is required with each shipment stating that the item supplied meets all applicable purchase order / contract requirements and is genuine, new and unused unless otherwise specified in writing; is suitable for the intended purpose; is not defective, suspect, or counterfeit; has not been provided under false pretenses; and has not been materially altered, damaged, deteriorated, or degraded. Seller’s C of C information may be included as part of seller’s established packing / shipping document. Data supporting the C of C must be kept on file and made available to Field Aerospace upon request.  Note: FAA Form 8130-3 Airworthiness Approval Tag may be provided to satisfy C of C requirement if signed / stamped by a FAA approved / authorized individual within the scope of such an approval / authorization.
Q005	Declaration of Supply Source	When shipment includes a non-standard—not designed or manufactured to a recognized industry or military specification—article or material (including, but not limited to, electrical, electronic, electromechanical, mechanical, hydraulic, pneumatic components or assemblies), seller shall provide a statement declaring that the item delivered and/or items used in the manufacture of the deliverable article is from the original manufacturer, manufacturer franchised distributor, or authorized aftermarket manufacturer. Items shall not be acquired from independent distributors or brokers unless specifically authorized in writing by Field Aerospace. Seller’s declaration may be included as part of seller’s established C of C and/or packing / shipping document. Data supporting the declaration must be kept on file and made available to Field Aerospace upon request.
Q010	Exact Item Part Number	Seller shall provide exact item part number(s) as listed on the purchase order. Alternate items shall not be substituted or shipped without first obtaining written authorization from Field Aerospace.
Q015	Purchasing Information Flowdown	Seller shall flow down all applicable requirements of this purchase order / contract, including this provision, to sub-tier suppliers to insure conformance with all specifications, drawings, quality systems requirements (i.e., ISO 9001, AS9100, or other), regulations, public laws and other requirements as may be specified in the purchase order / contract.
Q020	Record Retention	Seller shall retain traceability, inspection and quality records of all items / services delivered to Field Aerospace for a minimum of five (5) years from delivery date (unless otherwise specified in the purchase order / contract). Records can include, but are not limited to, purchase orders, certificate of conformance, raw material certifications, work instructions, process records, calibration records, inspection and test data.
Q025	Life Limited Item Records	When shipment includes a Life Limited article (item for which a mandatory replacement limit is specified in the type design, the Instructions for Continued Airworthiness, or the maintenance manual), a copy of the historical and operation records that identify article’s usage, repairs, overhauls, service bulletins incorporated and Airworthiness Directive compliance shall be provided. Records shall also include the total elapsed time or cycle for each operation, cumulative time or cycles starting with the first functional test, and remaining time or cycles. Records shall be traceable to the individual article by part number and serial number.

Q030	Shelf life Data	When shipment contains material that deteriorate with age (such as rubber, plastics, sealants, epoxies, cements, chemicals, adhesive tapes, hoses or seals containing elastomeric materials), seller shall mark the item, or otherwise identify on the item's packaging, with the shelf life expiration date and/or cure date as applicable. Include on accompanying documentation the storage temperature and special handling conditions as applicable. Purchase order /contract may specify minimum acceptable shelf life remaining on item(s) at date of shipment. Seller shall not ship any item with less than the specified shelf life remaining without written permission from Field Aerospace.
Q035	Hazardous Material Data	When shipment includes hazardous material, seller shall provide applicable Safety Data Sheet (SDS) or Material Safety Data Sheet (MSDS).
Q040	CAD Model	When Field Aerospace provides a computer-aided design (CAD) model, the seller may use the model at their own risk. The model is "Reference Only" and the definition may not match the drawing; the model is not authorized for design, manufacture or inspection. Final product conformance will be based on the requirements of the provided drawing.
Q045	Specifications	Unless otherwise noted on purchase order / contract and/or reference documents, latest specification revisions apply.
Q050	Repair / Use-As-Is	Seller must request, prior to shipment, written authorization from Field Aerospace regarding all repair or use-as-is dispositions of non-conforming items intended for delivery to Field Aerospace. Field Aerospace is under no obligation to approve such requests.
Q055	Corrective Action	Seller shall perform, upon request from Field Aerospace, a corrective action investigation when a discrepant item is delivered to Field Aerospace. Seller shall provide a written report, within a reasonable time period, of the investigation including cause analysis and the corrective action to be taken to prevent reoccurrence of the discrepancy.
Q060	Packing and Packaging	<p>Seller shall ensure all articles and materials are protected against potential damage from shipping, ESD (Electrostatic Discharge), FOD (Foreign Object Debris), corrosion, moisture, contamination, deterioration or damage by processing, handling or storage, or in transit to Field Aerospace (including from any sub-tier supplier). All electrostatic discharge sensitive items must be wrapped in ESD protective bubble wrap or placed in anti-static bags prior to packing. ESD sensitive items with connectors shall be fitted with static shielding dust caps.</p> <p>Items identified in purchase order / contract and/or referenced documents for air shipment shall meet requirements of ATA Spec 300, Specification for Packaging of Airline Supplies.</p> <p>Items identified in purchase order / contract and/or referenced documents for international destination(s) shall meet the International Standards for Phytosanitary Measures (ISPM) Publication No. 15; ISPM Guidelines for Regulating Wood Packaging Material in International Trade. Compliance with ISPM Publication No. 15 must be evidenced by clearly visible markings on each container.</p>

## **SPECIFIC QUALITY REQUIREMENTS – Applies as Listed on Purchase Order / Contract Line Items**

Q201	Manufacturer Certificate of Conformance – Signed/Stamped	Manufacturer’s Certificate of Conformance (C of C)—signed or stamped by manufacturer’s authorized agent—is required with each shipment.
Q202	Authorized Release Certificate - Airworthiness	Seller shall furnish an Authorized Release Certificate for each new or repaired / overhauled / rebuilt item. The following certificates are acceptable: FAA Form 8130-3 Airworthiness Approval Tag; Transport Canada TCAA Form 24-0078 or Form One; European EASA Form 1. One signed original certificate for each serialized unit must accompany each shipped item. One signed original certificate for bulk shipment of non-serialized units must accompany the first shipment (copy of the original certificate accompanying each subsequent shipment is acceptable). All certificates must be signed or stamped by an individual approved / authorized by the applicable government’s civil aviation authority (i.e., FAA). Prior to shipment of each item, seller may request written approval from Field Aerospace to provide equivalent return-to-service certification in lieu of an acceptable airworthiness certificate. Field Aerospace is under no obligation to authorize such requests.
Q203	Maintenance Release/Return-to-Service – FAA	Seller, as a FAA-approved Repair Station, shall provide maintenance release / return-to-service certification in accordance 14 CFR 43.9 or 14 CFR 43.11 for accomplishment of maintenance, preventive maintenance, rebuilds, or alterations to aircraft, airframe, aircraft engine, propeller, appliance, or component part.
Q205	Quality Records	Seller shall provide copies of all traceability, inspection / test, and quality records associated with each delivered article / service. Pressure test report is required with each delivered hose, tube, or pressure vessel. Functional test report of delivered article must contain the signature and title of an authorized representative of the agency performing the test(s) and must assure conformance to specification requirements.
Q210	Raw Material Test Report	Seller shall forward with each shipment a copy of the manufacturer / mill chemical and physical analysis report (i.e., Certified Material Test Report, Mill Test Report / Certificate, etc.). The report shall bear the batch and heat or lot number and a separate report shall be forwarded for each batch and heat or lot. Reports must contain the signature and title of an authorized representative of the agency performing the tests and must assure conformance to specification requirements.
Q215	Overhaul/Repair/Rebuild Teardown Report	Seller shall provide a teardown report for each article repaired / overhauled / rebuilt and tested. If the repair / overhaul / rebuild results in a change in the configuration (i.e., dash number, revision or part number) documentation stating compatibility with the original part must accompany the paperwork. Teardown report must contain the following: <ol style="list-style-type: none"><li>(1) Make, model and part number;</li><li>(2) Parts removed and replaced, as applicable;</li><li>(3) Work order identifier;</li><li>(4) Work accomplished (e.g., refurbished, rebuilt, overhauled, repaired);</li><li>(5) Repair / overhaul / technical manual utilized including revision level;</li><li>(6) Compliance with applicable Airworthiness Directives (AD) and Service Bulletins (SB), as applicable;</li><li>(7) Serial number (if applicable);</li><li>(8) Test / inspection results; and</li><li>(9) Signature and date of authorized individual releasing item to service.</li></ol>
Q220	First Article Inspection Report	Seller shall perform and document a First Article Inspection (FAI) in accordance with AS9102 – Aerospace First Article Inspection Requirement (latest revision). The FAI report shall accompany the shipment and the first article shall be identified / tagged as such.

Q225	Dimensional Inspection Report	Seller shall perform and document a Dimensional Inspection of the delivered item showing compliance with applicable drawing(s) and other purchase order / contract requirements. The Dimensional Inspection report shall consist of actual readings / measures taken during the inspection with each dimension and its tolerance noted. The report shall accompany the shipment of the delivered item.
Q230	Conformity Inspection Support – FAA	Seller shall support FAA Conformity Inspection at the seller's manufacturing facility. This inspection will be conducted by an authorized FAA Designee. The Conformity Inspection may include any examination or test, or material verification as requested by the FAA Designee to verify that the article(s) under examination conforms to the design documentation and functionally passes the acceptance test procedure. Seller is required to provide the FAA Designee with engineering drawings, fabrication and test records and copies of any MRB actions. Seller shall make available all necessary calibrated tools required to perform Conformity Inspection. Field Aerospace will provide reasonable advance notification prior to scheduling the Conformity Inspection. Seller shall include with each shipment the original FAA Form 8130-3 Airworthiness Approval tag(s) signed by the FAA Designee.
Q235	Source Inspection	Field Aerospace, its customers, and/or applicable regulatory authorities inspection is required prior to shipment from the seller's facility. Seller shall provide a two-week notification to Field Aerospace so that appropriate planning for inspection can be accomplished. Seller shall not ship the item until seller receives written notification from Field Aerospace. Seller shall include a copy of said written notification with each shipment.
Q240	Services Procedures Compliance	Seller's personnel shall comply with Field Aerospace ground operating, safety, and/or flight operating procedures, as applicable, while working at Field Aerospace's facilities. Seller shall participate in Field Aerospace provided safety briefings and familiarization training, as required.
Q245	Special/Critical Process - Nadcap	Seller shall use Nadcap approved processes or suppliers for the following special / critical processes (unless otherwise specified on purchase order / contract): anodizing, chemical cleaning / milling, chemical conversion coatings, component painting / dry film coatings, plating, surface treatment / passivation, dry film lubrication, composite compression molding, composite core processing, composite liquid resin, composite metal bonding, composite adhesive bonding, composite prepreg / adhesive bonding / resin film infusion, manufacturing carbon fibers, manufacturing adhesive films, manufacturing resin, manufacturing core, manufacturing prepreg, welding, brazing, heat treating, radiographic testing, penetrant inspection, magnetic particle inspection, ultrasonic testing, eddy current testing. Seller shall provide special / critical process certification(s) with each shipment.
Q250	Special/Critical Process – Heat Treat	Seller shall Heat Treat item in accordance with applicable drawing(s) and AMS2770 (latest revision). Seller shall provide report / certification in accordance with AMS2770, paragraph 4.5, with shipment to include actual test results and conformance to requirements.
Q255	Special/Critical Process - Flammability Test	Seller shall provide with shipment a test report showing actual results of flammability test which meet the requirements of FAR 25.853 and/or FAR 25.1713 and signed by a responsible party.
Q260	Special/Critical Process - Non-Destructive Examination (NDT/NDI)	Seller shall ensure personnel performing the NDT / NDI examination described on the purchase order / contract are qualified and certified to the current applicable industry standard / specification (NAS 410, ASNT SNT-TC-1A, etc.). If applicable standard / specification is not identified in purchase order / contract, then qualification and certification to any one of the recognized standard / specification is acceptable.
Q261	Special/Critical Process - Non-Destructive Test Report	Seller shall provide one legible and reproducible copy of a certified report of actual nondestructive inspection (penetrant, magnetic particle, ultrasonic or radiographic, etc.) performed. The report must contain the signature and title of the authorized representative of the agency performing the test and must assure conformance to specification requirements.

Seller shall have a documented calibration system that meets the following requirements:

- ISO 17025 or ANSI/NCSL Z540 compliant and certified by a recognized laboratory accreditation program such as NVLAP, A2LA or ILAC.
- Calibration must be performed in accordance with the scope of accreditation.

Seller shall provide a calibration certificate with each item calibrated / verified for Field Aerospace. The following is the minimum information that must be included on the calibration certificate:

- Item's unique identifier (or model and serial number) and description.
- Calibration date and next calibration due date.
- Calibration environmental conditions (Temp. / RH).
- Calibration method / procedure.
- Calibration results with acceptance criteria (As-Found / As-Left data).
- Traceable identifier(s) of the standard(s) used to calibrate the item including last calibration date and next calibration due date.
- Statement that seller certifies the item meets or exceeds specifications as stated in the reference method / procedure (unless otherwise noted).
- Statement that item was calibrated using measurement standards traceable to the International System of Units (SI), through NIST or other National Metrology Institutes.
- Statement that the calibration complies with ANSI/NCSL Z540 or ISO 17025 standard.
- Name of person who calibrated the item.

Q266	Load Testing Services	<p>Seller shall provide a certificate or report with each item load tested for Field Aerospace. The following is the minimum information that must be included on the certificate / report:</p> <ul style="list-style-type: none"> <li>• Item's unique identifier (or model and serial number) and description.</li> <li>• Measurement tool(s) and/or gauge(s) used during testing with next calibration due date(s).</li> <li>• Actual load applied to test the item.</li> <li>• Statement that item was tested in accordance with manufacturer's requirements or as specified on purchase order / contract.</li> <li>• Name of person who tested the item.</li> </ul>
Q270	Item Unique Identification (IUID) Marking Requirements	<p>Seller shall ensure IUID marking is per MIL-STD-130. The IUID marking shall have a passing grade when verified per ISO/IEC 15415. Sampling of the verification of the IUID marking requirements shall be per ANSI/ASQC Z1.4. The first and last IUID marking on labels of the lot shall be part of the samples that are verified. A verification report (quality and syntax validation) of the samples shall be included with each shipment.</p>
Q275	Counterfeit Parts Prevention and Control Program	<p>Seller shall have a counterfeit parts prevention and control program that is acceptable to Field Aerospace and meets the requirements of SAE AS5553, AS6081, or AS6174 standard (latest revision).</p>
Q280	AS91xx Certification	<p>Seller's quality management system (QMS) shall conform with and be certified to the current version of SAE AS9100, AS9110, or AS9120 aerospace standard. Conformance to the standard shall be evidenced by current, accredited, third party certification through members of the International Accreditation Forum (IAF) (Reference IAF at: <a href="http://www.iaf.nu">http://www.iaf.nu</a>). Sellers that obtain certification / registration to AS9100, AS9110, or AS9120 and subsequently change certification / registration bodies (CRB), lose registration status, or are put on notice of losing registration status, shall notify Field Aerospace within three days of receiving such notice from its CRB. Field Aerospace's approval of the seller's QMS does not constitute acceptance of product and/or services nor relief of the purchase order or contract requirements.</p>

Q281	ISO 9001 Certification	<p>Seller's quality management system (QMS) shall conform with and be certified to the current version of International Organization for Standardization document ISO 9001 – Quality Management System Requirements. Conformance to the standard shall be evidenced by current, accredited, third party certification under the authority of an accreditation process that is recognized by the International Accreditation Forum (IAF) requirements. (Reference IAF at: <a href="http://www.iaf.nu">http://www.iaf.nu</a>). Sellers that obtain certification / registration to ISO 9001 and subsequently change certification / registration bodies (CRB), lose registration status, or are put on notice of losing registration status, shall notify Field Aerospace within three days of receiving such notice from its CRB. Field Aerospace's approval of the seller's QMS does not constitute acceptance of product and/or services nor relief of the purchase order or contract requirements.</p>
Q285	Production Approval Holder (PAH) – FAA	<p>Seller shall maintain a FAA approved Production Approval Holder (PAH) quality system in accordance with 14 CFR Part 21 for the articles being supplied. Sellers that lose FAA approval status, or are put on notice of losing approval status, shall notify Field Aerospace within three days of receiving such notice from the FAA. Field Aerospace's approval of the seller's quality system does not constitute acceptance of product, articles and/or services nor relief of the purchase order or contract requirements.</p>
Q290	Repair Station – FAA	<p>Seller's FAA certificated repair station is required to be a Field Aerospace approved repair station and must maintain approved status on an on-going basis. Seller shall provide a copy of air agency certificate to Field Aerospace representative upon request. Representatives of Field Aerospace and/or the FAA may inspect and evaluate seller's facilities, systems, data, equipment, personnel and all completed products / articles provided under the purchase order / contract. (If seller is non-domestic, the government agency equivalent to the FAA may conduct such inspection and evaluation.)</p>

## **REVISION HISTORY**

Revisions to this document are summarized below. Change bars in the margin represent portions affected by the most recent revision (if document completely revised use of change bars optional).

<b>Revision</b>	<b>Description of Change</b>
01 June 2016	Initial release.
01 July 2019	Deleted code Q131 Certificate of Calibration – Purchased Item; revised code Q132 Certificate of Calibration in response to NQA-ASES-1906-NCR03.
01 August 2019	Complete revision. Added, removed, and reworded several codes; reorganized codes into general and specific quality requirements and changed all code identifiers.
22 January 2020	Revised Q030 removing 80% minimum shelf life requirement; updated Q290 deleting obsolete and redundant requirements.