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QUALITY SYSTEM DOCUMENT	Q-2	
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Supplier Quality Requirements

The latest changes to this document have been assessed to be compliant with.	Requirements/ Signature	Role Process
Process/Document Owner Name:	D Rosen	Owner Approval
Process/Document Owner Approval:	Signature
UK CAA Part 21 J Requirements Applicable:	Yes No	Office of Airworthiness
	
When applicable, all current regulatory and statutory requirements apply:	Yes No	Quality Leader

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REVISION SHEET

ISSUE	DATE	COMPILED/ REVISED	APPROVED	PAGES AFFECTED	ALTERATION / REMARKS
19	14/10/14	V Broz	J Tucker J Ensani	9 & 10	Para 7.7 certificate of conformity traceable data added.
20	12/10/15	R Rafi	V Broz J Tucker	9	Para 7.11 new Para ref contaminated deliveries added. Para 7.2 Use of a unique traceability identifier which provides traceability to the manufacturing and material history for the Items.
21	27/04/18	R Rafi	V Broz	7,8,9,10,14	Process Owners Signature added to Front Page. Para 7.7 Purchase order number and line added to C of C requirements. Para 2.7 Added Ref to Appendix 4 Para 6.3 Removed Appendix 2 Clause 7 Supplier to maintain a register of Dowty provided tooling Para. 5.2.1 added for FAIR requirement Para. 6.3 added for Class 1 serialisation
22	31/03/20	G Averde	D Rosen	6, 8, 9, 11, 12, 14, 18	Tooling requirement headline added Para 3.3 - changed to "Stamps and Signatures" Para 3.4 – added reference to sub-tier ops and BOF parts Para 3.7 – added Dowty Approved Supplier. Para 4 – added CAR573, JCAB equivalent Para 7.7 – added "Dowty" and ref to para 7.10 & amended the NOTE ref C of C. Para 7.8 – changed to "contains certificate numbers" Para 8.3 – added Clause 14 requirements Para 16 – new para ref Tooling Appendix 2 Clause 14 – "Dowty" added to sub paras a) and b) in three sections.

ISSUE	DATE	COMPILED	APPROVED/ REVISED	PAGES	ALTERATION / REMARKS
23	24/04/2023	J Walters	D Rosen	6- 12, 14, 19	<p>Para 1.4 – added “prior to commencement of work”.</p> <p>Para 2.1 – added “excluding material for Critical & Sensitive parts.; and “materials procured from Dowty Props”</p> <p>Para 3.4 – added “If the supplier does not hold approval to manage sub-tiers, then”. Para 3.7 – added “(excluding Critical or Sensitive parts)</p> <p>Para 4 – amended to “Suppliers who do not maintain national certification will have their performance reviewed quarterly and subjected to an audit if required.”</p> <p>Para 5 – 5.2.1 amended to add DAP930 FAIR checklist 5.3 - removed</p> <p>Para 6.1 – changed first sentence to “be on a Critical/Sensitive part layout plan which must be submitted to DP via SQE. Reference to Appendix 3 removed.</p> <p>Para 7.2 – added “Batch/Lot No & Ser No. Para 7.3 – added “Concessions may be subject to reimbursement fees.”</p> <p>Para 7.5 – added “and referenced on the C of C.</p> <p>Para 7.7 - Changed NOTE to “copy should be retained by the supplier. Para 8.3 – Added whole para.</p> <p>Para 10 – added “Supplier Quality along with containment actions”</p> <p>Para 15.1 – added “Suppliers of electronic components are mandated to work in accordance with AS5553.</p> <p>Clause 14 – added to d. traceability “must be exactly the same as on C of C.”</p> <p>Clause 15 removed in total.</p> <p>Appendix 3 - Deleted</p>
24	24/01/2024	I Fayose	D Rosen	8 10- 11 15	<p>Paragraph 1.12 – added.</p> <p>Paragraph 5 – First Article Inspection updated to align with AS9102 Rev C requirements.</p> <p>Paragraph 10 was separated into 2.</p> <p>10.1 (Dowty: Identifying discrepancies in receipts.) - added</p> <p>10.2 (Notification of a Supplier Escape into Dowty) – renamed</p>

ISSUE	DATE	COMPILED	APPROVED/ REVISED	PAGES	ALTERATION / REMARKS
25	30/09/2024	J.Dawson	D. Rosen	8-10, 12 - 14, 16 & 17	<p>Addition of BS EN ISO9001 for supply of Tooling Of Dowty Design.</p> <p>Para 3.6 - Spaced, amended to "Subcontract Processing"</p> <p>Para 5.3.1 - DAP930 submission now optional</p> <p>Para 6.1 & 6.2 - Submissions to SQE for approval.</p> <p>Para 8.3 - Hand amendments to release documentation statement expansion and clarification.</p> <p>Para 8.4 – "Appendix 2" added.</p> <p>Para 10 – Title change to Non-Conformance</p> <p>Para10.1 – Re-write of paragraph including addition of containment timescale, Critical/Sensitive and Class 1 product clause.</p> <p>11.1.1 – Addition of AS9100</p> <p>11.1.3 – Addition of "Quality"</p> <p>11.1.5 – addition of clause to evidence design work completed.</p> <p>Para 16 – addition of " as stipulated by drawing or purchase order"</p> <p>Appendix 1 – Inst 2. – removal of permission to use supplier own form.</p>



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1. INTRODUCTION

1.1 This document explains the quality requirements that must be adopted by a supplier when performing work in accordance with a Dowty Propellers purchase order.

1.2 All suppliers must ensure that their Dowty Propellers Scope of Approval includes all products and associated activities relevant to the purchase order. No sub tier contracting is permitted except as described in this document.

1.3 The term product used throughout this document means materials, components, assemblies or services specified by the purchase order.

1.4 Where any document states that approval, acceptance, agreement or permission is required, this must be obtained in writing prior to commencement of work.

1.5 All suppliers of products to Dowty Propellers must operate a Quality System that includes all of the elements of the National Standards or Specifications detailed below.

SCOPE	QUALITY SYSTEM REQUIREMENTS
The manufacture and supply of product controlled by the supplier's own design specifications (For example: procurement design specifications)	BS EN ISO9001/ AS9100/EN9100 Plus, Q-2 paras 1, 5, 7 to 15
The manufacture and supply of product controlled by Dowty Propellers design	BS EN ISO9001/ AS9100/EN9100 Plus, Q-2 paras 1 to 15.
The repair and overhaul of products in support of Dowty Propellers purchase orders	Part 145/FAR145 Plus, Q-2 paras 1, 4, 8, 9, 12 to 15
The manufacture and supply of product controlled by published specifications (for example: National/International Standards)	BS EN ISO9001/ AS9100/EN9100 Plus, Q-2 paras 1, 7 to 10, 12 to 15
The manufacture and supply of tooling controlled by Dowty Propellers design	BS EN ISO9001 Plus, Q2 para 9,10,12,15 16
Services controlled by Dowty Propellers Process Specifications or NDT Specifications	Application of the Process Specifications
Stockists or suppliers of products controlled by published specifications (for example: National/International Standards)	BS EN ISO9001/AS9100/EN9100 plus paras 1, 7.2-7.7 ,8 & 15

1.6 The supplier's quality system may be evaluated to the relevant requirements by Dowty Propellers representatives or by a third party acceptable to Dowty Propellers.

1.7 Dowty Propellers requires all suppliers to accept responsibility for the quality of the product, which they supply against Dowty Propellers purchase orders.

1.8 Compliance with the relevant requirements of this document is a contractual obligation when stated in the purchase order. In the event of conflict between the relevant requirements, the following order of precedence applies:

- Purchase Order
- Drawing and specifications
- Q-2
- The relevant ISO/AS/EN international standard

1.9 Representatives of Dowty Propellers, and/or its customers, and/or its regulatory authorities, shall be granted access to the suppliers, and/or its sub tier(s) premises at all reasonable times for the purpose of evaluating the supplier's conformance to the requirements of Dowty Propellers purchase orders.

1.10 The supplier must comply with all of its regulatory authorities' requirements on Environmental legislation.

1.11 The supplier must notify promptly Dowty Propellers Purchasing Dept & Supplier Quality, in writing, of any change in its organisation or premises, which affects the quality system.

1.12 It is imperative that all suppliers take proactive measures to monitor and manage the expiration dates of their certifications. It is incumbent upon individuals to communicate promptly with our Quality team, providing updated certifications and the latest iteration of DAP917 which we will communicate to you within 30 days before in advance of expiry.

2. RAW MATERIAL

2.1 Raw material must be procured from sources, which hold current and relevant Dowty Propellers approval. The only exceptions to this are:

- Suppliers whose scope of approval includes the control of material sources. These suppliers may procure raw material from any source controlled by them, excluding material for critical or sensitive parts.
- By written permission from The Dowty Propellers Coordinator Supplier Quality, allowing the use of an alternative source.
- Material procured from Dowty Propellers.

2.2 The supplier's purchase order must ensure that all relevant Dowty Propellers requirements, including, but not limited to, drawings specifications, process specifications, software, data and specific instructions, to be applied are flowed down to the supplier of raw material.

2.3 The supplier's purchase order for the procurement of forgings/castings must refer to all relevant inspection schedules.

3. MANUFACTURING

3.1 The supplier must control the manufacture of all products. These controls must ensure that only products, which conform totally to the requirements invoked by the purchase order, are delivered to Dowty Propellers.

3.2 All manufacturing must be carried out to written instructions, which must specify the content of each operation and the sequence of operations.

3.3 The inspection status of all products throughout production must be identified by use of unique stamps or signatures. If used, stamps must be issued to personnel approved to verify product conformance, and an internal register must control this issue.

3.4 If the supplier does not hold Dowty approval to manage sub-tiers (CO-SUB-CON), then all processing (for example: heat treatment, surface treatment, or non-destructive testing) and any sub-tier operations (e.g. machining or grinding) must be performed by a source which holds current and relevant approval by Dowty Propellers. In addition, any bought out finished parts (BOF) must only be procured from a source listed on the Dowty ASL.

3.5 Purchase Orders raised by the supplier for processing or any other sub tier activity must clearly state all relevant Dowty Propellers requirements including, but not limited to, drawings specifications, process specifications, software, data and specific instructions.

3.6 Subcontract Processing must be inspected for compliance to specification prior to further manufacture.

3.7 All manufacturing in connection with Dowty Propellers purchase orders must be performed at the supplier's premises or by a Dowty approved supplier. The only exceptions to this are: Suppliers whose Dowty Propellers s c o p e of approval includes the control of sub tier (excluding critical or sensitive parts).

These suppliers may use any sub tier manufacturing source controlled by them.

3.8 The supplier must ensure that any work in connection with a Dowty Propellers purchase order complies with Q-2, including all work performed by sub tier sources, if the supplier has control of subcontract approval it is their responsibility to ensure adequate overview, monitoring and analysis of the suppliers utilized is conducted. All issued purchase orders must reference Q-2 requirements and instruct sub tier sources to release product referencing compliance with Q-2 requirements on all release certificates. Raw materials must be certified to national standards.

3.9 All records of manufacturing must provide traceability for materials or processes used.

4. REPAIR AND OVERHAUL

Suppliers performing repair and overhaul activities in support of Dowty Propellers purchase orders shall maintain national certification (Part 145/FAR145, CAR573, JCAB equivalent etc.) for the relevant activities. Suppliers who do not maintain national certification will have their performance reviewed quarterly and subjected to an audit if required.

5. INITIAL BATCH/FIRST ARTICLE

First Article Inspection (FAI) is a key process that ensures the initial production run of a new part meets all engineering design specifications and requirements. It also provides confidence, object evidence of conformance and capability for on-going production runs of parts, assemblies, and sub-assemblies.

Suppliers FAI Process shall contain but not limited to FAI Planning, Part Requirements, FAI Evaluation, Non-conformance Handling, Partial or Re-Accomplishment of FAI, Documenting FAI (FAI Report or FAIR) must comply with the requirements of the standard AS9102 Rev C.

- 5.1 All **new** FAIs from this Q-2 release date shall be compiled to AS9102 Rev C requirements.
- 5.2 Any historic FAIs to AS9102 Rev B are still valid for the given parts/assemblies. Further FAIR/Partial FAIR shall be compiled in accordance with AS9102 Rev C.
- 5.3 The initial batch of product manufactured by the supplier must be submitted to Dowty Propellers accompanied by a FAIR for one component. The component **must** be identified by use of a "First Article" Label.
 - 5.3.1 A FAIR can be submitted with a DAP930 "Supplier FAIR Cover Sheet" although not mandatory, with all applicable reports, material certs, test results, routings, copy of FAIRs and / or C of C of components and sub-assemblies and other relevant documentation included within the FAIR pack.
 - 5.3.2 A full FAIR is required where there has been a lapse in manufacture/production for 2 years, or any changes to the production process as specified by Dowty Propellers and AS9102C.
 - 5.3.3 If a non-conformance is noted on a FAIR part or assembly, concession shall be requested from Dowty Propellers, if granted a full or partial FAIR for those affected characteristics including the approved concession shall be compiled and submitted
 - 5.3.4 Further, full or partial FAIR to be completed for next delivery until non-conformance has cleared or corrected.
- 5.4 Where appropriate, the initial assembly and test of a product, not previously produced by the supplier, may be the subject of a product audit by a Dowty Propellers Quality Engineer.

This audit will review detail component manufacturing, re-inspection of critical assembly features and witness of assembly and test.

6. CRITICAL PARTS AND SENSITIVE PARTS

6.1 The manufacture of products designated by the purchase order as a Critical or Sensitive Part must be detailed on a Critical/Sensitive Product Layout Plan which must be submitted to Dowty Propellers SQE for approval. The proposed Critical/Sensitive Product Layout Plan shall be submitted and accepted by Dowty Propellers Engineering via SQE. Once approved the Critical/Sensitive Product Layout Plan (including changes to sub tier sources) shall not be changed without written permission of Dowty Propellers following the re-submission of the Critical/Sensitive Layout Plan. The content and sequence of any operation designated by Dowty Propellers Engineering as "Controlled Operation" must not be changed without written permission from Dowty Propellers Engineering.

6.2 For each Critical or Sensitive designated part the Supplier shall generate a Characteristic Verification Plan. This plan shall list each feature or characteristic as detailed on the Engineering Drawing and for each identify both the method of inspection, equipment used and frequency during production manufacture. This Characteristic Verification Plan shall be submitted for approval to Dowty Propellers SQE.

6.3 For Class 1 parts, serialisation must be added to the C of C. Unless specified on the drawing, serialisation will follow the requirements of PS5405.

7. INSPECTION

7.1 The inspection status of all products throughout production must be identified at all times.

7.2 All products must be traceable to its original source at all times.

Items manufactured to a Dowty Propellers drawing or specification by an approved supplier shall be identified with a Traceability Identity (Batch/Lot No & Serial No) allocated by the supplier. This identity shall comprise an alphabetical prefix unique to the supplier as agreed with Dowty Propellers, followed by an alpha and/or numeric reference which provides unique traceability to the manufacturing and material history for the items.

The agreed alpha-prefixes shall be controlled by Supplier Quality.

Example:

AEC-12345

Agreed alpha-prefix unique reference.

7.3 Products, which do not conform to the purchase order requirements, must be identified and quarantined. The non-conforming product must be reviewed by the supplier and may be scrapped, rectified, or submitted for Dowty Propellers acceptance on concession, as per Appendix 1. Concessions may be subject to Reimbursement Fees.

7.4 Any requests to deviate from purchase order requirements must be authorized by a production permit, as per Appendix 1.

7.5 All products accepted by Concession or Production Permit must be identified with the Concession or Production Permit serial number, using the method of marking specified by drawing requirements, and must be referenced on the C of C.

7.6 All products, which are deemed by the Supplier or by Dowty Propellers to be unusable, must be promptly defaced and disposed of in a manner, which precludes subsequent intentional or inadvertent use.

7.7 All products must be accompanied by a serialised certificate of conformity, which must include the following data, as a minimum and this data must be traceable from the certificate of conformity:

- Dowty Part number, issue, description
- Quantity of product
- Traceability number and, where required, serial numbers
- Purchase order number and line
- Details of any shelf life limitations
- Serial numbers of applicable concessions and/or Production Permits
- A statement substantially as follows, stamped or signed by an authorised quality representative:

"These supplies have been inspected and, where applicable, tested, and conform in all respects with the requirements of the purchase order and fully to the standards/specifications quoted therein."

- Also see para 7.10

All treatments stated on the Dowty drawing must be stated on the C of C and must include a traceable certificate number.

NOTE: A copy of the Certificate of Conformity should be retained by the Supplier.

7.8 All deliveries of machined components must be accompanied by a C of C which contains certificate numbers of all raw material certification including mill certificates, processing certificates and all applicable test certificates).

7.9 Products manufactured in accordance with a National Airworthiness Authority (NAA) approval must be certified in accordance with NAA regulations.

7.10 If the product has been previously rejected by Dowty Propellers, the serial number of the Rejection Note must be stated on the certificate of conformity.

7.11 Contaminated deliveries, deliveries with corrosion and deliveries not meeting preservation requirements will be returned to the supplier.

8. PACKAGING REQUIREMENTS

8.1 All products must be delivered to Dowty Propellers suitably protected to prevent damage or deterioration during transit and storage IAW PS5202.

8.2 All delivered packages or containers shall be sealed with one of the following methods of Tamper identification as deemed appropriate for the product:-

- Tamper evident tape
- Tamper evident tags
- Tamper evident seals

8.3 The following information must be identified on component package:

- a) Dowty Part No (or COTS part no if applicable) as detailed on the Dowty P.O.
- b) Dowty Issue Number
- c) Quantity
- d) Traceability number (if applicable) must match the C of C exactly.

The following information, in addition to Supplier Quality Requirements Q-2, must be endorsed on all release documentation:

- a) Dowty Kit Part No
- b) Dowty Kit Issue No
- c) Serial number of kits supplied

Hand amendments of release documentation is permissible providing the amendment is signed/stamped by an authorized individual within the suppliers company. Hand amendments must not obscure any other data stated on release documentation.

8.4 As per Clause 14 of Appendix 2 – Component Packaging

9. RECORDS

Records shall be managed in accordance with the requirements of Appendix 4.

10. NON-CONFORMANCE

10.1 Dowty: Identifying discrepancies in receipts.

In the event of receipt non-conformance, a Supplier Corrective Action Report (SCAR) shall be raised and distributed to the supplier for completion. A response within 30 days for minor non-conformance and 7 days for major non-conformance is mandated along with containment completion within 24 hours for major or 48 hours for minor non-conformance where applicable.

To mitigate product safety risk, Critical/Sensitive and Class 1 determined product shall be applicable to 24 hour containment and 7 day SCAR completion.

Failure to provide a response within the stipulated day period and compliance to these terms will have a negative impact on your vendor rating.

If, however, circumstances necessitate a delayed response, we request that you notify us within 48 hours of receiving a SCAR to agree a timescale.

The SQE team shall be available for support for timely closure of SCARs.
Please contact your SQE POC.

10.2 Notification of a Supplier Escape into Dowty

Immediate contact is required to Dowty Propellers Supplier Quality in the event of-

- A Quality escape
- A breach of security

Written disclosure must be provided to Dowty Propellers Supplier Quality along with containment actions within 24 hours from discovery of any actual or suspect non-conformance of delivered product, service or breach of physical security.

11. DESIGN

11.1 A supplier contracted to design a product in accordance with a Dowty Propellers design specification or drawing must:

11.1.1 Control the overall design process in accordance with the requirements of ISO 9001, and AS9100.

11.1.2 Comply with the specific requirements of the Dowty Propellers design specification, drawings, or other requirements invoked by contract or purchase order.

11.1.3 Deploy technical staff sufficient in quality, quantity and competence to establish a compliant design. All efforts in support of the contracted design must be completed by employees and resources at the supplier’s premises, unless otherwise stated in the Dowty Propellers scope of approval.

11.1.4 Ensure that all calculations, analyses and reports, which support the design, are approved for accuracy and completeness by a competent employee independent of the person performing the work.

11.1.5 Be able to evidence work completed in line with ISO9001/AS9100 and internal control procedures.

11.2 Should the manufacturer of a proprietary product supplied to Dowty Propellers wish to change the design or performance specification, the proposed change must be submitted to Dowty Propellers for Engineering assessment and approval for its continued use in the capacity for which it was previously supplied.

12. CONTINUAL IMPROVEMENT

The supplier shall continually improve the effectiveness of the quality management system through the use of the quality policy, quality objectives, audit results, analysis of data, corrective and preventative actions and management review.

13. FOD PREVENTION

13.1 The Supplier shall maintain a FOD prevention program in accordance with National Aerospace Standards, Foreign Object Damage/Foreign Object Debris (FOD) Prevention. Whenever and/or wherever FOD entrapment or foreign objects can migrate the Supplier shall ensure that appropriate controls to prevent Foreign Object Damage are in place, including any flow down of this requirement to any sub tier Suppliers.

13.2 Prior to closing inaccessible or obscured areas and compartments during Assembly, the Seller shall inspect for foreign objects/materials and ensure no FOD barriers remain embedded, e.g. embedded protective plugs. The Supplier shall ensure tooling, jigs, fixtures, and test or handling equipment are maintained in a state of cleanliness and repair sufficient to prevent FOD.

13.3 By delivering Items to Dowty Propellers the Supplier shall be deemed to have certified to Dowty Propellers that such Items are free from any foreign materials that could result in FOD.

14. SOFTWARE CONTROL

14.1 The Supplier shall Implement and maintain a Software Quality Program or methodology for Engineering Design, Development. Testing and Delivery of Standalone or Embedded software products. The supplier's adaptation of SAE AS9115 and SAE ARP 9005 may be acceptable.

14.2 The Supplier shall include in its Software Quality Program a system which provides for evaluation of each non deliverable software item used in automated manufacturing of deliverable hardware or in the qualification or acceptance of deliverable software or hardware.

15. COUNTERFEIT PARTS

15.1 The Supplier shall develop and implement a counterfeit parts control plan that documents the processes used for risk mitigation, disposition and reporting of counterfeit parts using the industry standard AS5553 as a guideline. Suppliers of electronic components are mandated to work in accordance with AS5553.

15.2 Any parts identified as potentially counterfeit shall be identified and quarantined in accordance with section 7.3. The supplier shall initiate a risk assessment with appropriate containment action and report the event to Dowty in accordance with section 10.

16. MANUFACTURE OF DOWTY TOOLING

All tooling manufactured for Dowty Propellers falls into one of three categories, A, B or C as stipulated by Drawing or Purchase order. All tooling must be manufactured and supplied in line with its designated classification. Any doubt over the classification of tooling should be referred to Dowty Sourcing for clarification.

Cat-A

- Certificate of Conformity (CofC) must be supplied for Category-A tool.
- C of C must contain (Drawing and Issue number, ref to Raw Material, Treatment, NDT, etc where applicable ref para 7.7 - Q2)
- Raw Material - Supplier can choose raw material sources with minimum ISO9001 certification Treatment Processes - Supplier can choose treatment source with minimum ISO9001 certification NDT - sub-contractor should be listed in Dowty ASL
- Supplier must provide Inspection/CMM report of the tool supplied.
- Lifting Equipment - Approved Load Testing Cert (3-copies). Supplier can choose an ISO17096 approved test house
- Calibration – (where required) Calibration must be traceable to UKAS/National body. Marking - Identification marking must be carried out in line with drawing requirements.

Cat-B

- C of C must be supplied for Category-B tool.
- Supplier may provide Inspection report/CMM report in support of C of C.
- NDT - sub-contractor should be listed in Dowty ASL
- Marking - Identification marking must be carried out in line with drawing requirements.

Cat-C

- Category-C Tooling manufactured to Dowty Design (Drawing/TDS) must be supplied on C of C. Marking - Identification marking must be carried out in-line with drawing requirements.
- For Off the shelf tooling, delivery note will suffice.

APPENDIX 1

INSTRUCTIONS TO A SUPPLIER ON APPLYING FOR A CONCESSION OR PRODUCTION PERMIT IN COMPLIANCE WITH DOWTY PROPELLERS SUPPLIER QUALITY REQUIREMENTS Q-2.

INTRODUCTION

Deviations from the Technical and Quality requirements will not be accepted unless prior approval has been obtained in the form of a Concession or Production Permit.

DEFINITIONS:

A CONCESSION - is approval granted to a supplier to release or use a limited quantity of product already manufactured but not complying strictly to the relevant drawings, specifications, test schedules or other procurement documents.

A PRODUCTION PERMIT - is approval granted in advance of manufacture to deviate from the approved drawings or specifications. This approval is operative for a limited quantity or period, and on no account is it allowed to extend to a further period, quantity or contract without further application being made.

INSTRUCTIONS

1. Applications for Production Permits shall be treated in the same manner as applications for Concessions.
- | 2. Applications must be made on Dowty Propellers Application Form.
3. Unless specific permission is granted by the Dowty Propellers Inspection Dept & Quality Dept, non-conforming parts must be held in the supplier's facility until the result of the application is known, and then actioned in accordance with the disposition.
4. If a Production Permit is applied for, work must not commence until approval is granted.
5. Concession or Production Permit Number must be recorded on the Certificate of Conformity and marked on the applicable products to drawing requirements.
6. Subcontractors will generate their own application number for Concession / Production Permit applications, using their vendor identification number as a prefix, followed by a unique serial number i.e. 1234/567. Subcontractor generated applications shall be submitted to the Supplier Quality Representative for review, who shall register the application on the Company Concession Database

APPENDIX 2

PURCHASE ORDER INDIVIDUAL TEXT CLAUSES

- Clause 1** The material supplied against this Order may be exported as details or as part of a finished product. H.M. Customs require endorsement on your Certificate of Conformity as to the origin of the material supplied. This endorsement will not be required if a declaration certificate has already been forwarded to cover the period in which these goods will be delivered.
- Clause 2** This order is in pursuance of a Boeing Ram Air Turbine order, all Quality records must be maintained for a minimum of 15 years.
- Clause 3** All rubber & PTFE seals must be packed and identified in accordance with B.S. Specification F.69 or SAE ARP 5316 as applicable. Rubber products which fall into B.S. Specification F.68, Group A or B rubbers must have a cure date of less than one year when received at Dowty Propellers.
- Clause 4** It is a mandatory requirement for all non E.C. suppliers to indicate on all release paperwork and customs documentation the tariff codes printed against part numbers appearing on the Order.
- Clause 5** This Order is in aid of an M.o.D. contract and may be subject to quality assurance activity at your works by M.o.D. Q.A.R. who will advise you accordingly.
- Clause 6** Purchases in aid of this Order/Items shall be in accordance with the requirements of DEF-STAN 05/61 (part 3).
- Clause 7** Major items of tooling that have been identified in advance of the Order are available from Dowty Propellers. Such tooling will be supplied on loan if so requested. Liability for replacement, adequate maintenance and re-calibration of tooling rests with the supplier. The supplier must maintain a tooling register for such items.
- Clause 8** Metallic Raw materials must be released with a copy of the material manufacturer's certificate of conformity containing, chemical analysis and mechanical properties. Composite Materials must be released in accordance with the requirements of the relevant MAT spec.
- Clause 9** Test Pieces to be marked for the attention of: "The Inspection Team Leader, Dowty Propellers."
- Clause 10** The order is raised to cover the operations detailed. These operations must be carried out in strict accordance with the relevant drawing, manufacturing layout and process specification.

- Clause 11** A serialised calibration certificate must be supplied to provide evidence of calibration of equipment. This certificate must include, as a minimum:
- a) Equipment serial number
 - b) Calibration method
 - c) Acceptance criteria
 - d) Traceability to national standards
 - e) Deviation from nominal, and
 - f) Uncertainty of measurements

Clause 12 Warranty Work Instruction

The Order covers items, which are the subject of warranty claim.

You are hereby instructed to proceed with the free of charge rectification of the item(s) in accordance with the enclosed warranty work instruction.

An investigation report detailing test results, defect cause analysis and corrective actions to eliminate future re-occurrence is to be submitted to Dowty Propellers Quality Assurance department with a copy marked for the buyer stated on the Order.

Rectification and return to Dowty Propellers is to be completed within 10 working days from receipt of the items at your facility. Any possible delay in the prompt completion of this Order must be reported to the expediter stated on the Order.

If it is found that the item is not covered by the warranty, no repair work may commence until the cost of the work has been advised in writing to, and agreed by, the Buyer stated on the Order.

Clause 13 Investigation and Report

The items detailed below will be forwarded to you under separate cover for completion of a defect investigation report.

The report should be completed within 10 working days from receipt at your facilities and returned to Dowty Propellers Quality Assurance department.

If the defect in the item is considered to be due to Dowty Propellers or the operator, a full quotation for its rectification is to be forwarded with the defect investigation report for the approval of Dowty Propellers, one copy for the attention of the Quality Assurance department and one copy for the Buyer stated on the Order. The quotation should detail the work to be carried out, a list of the replacement parts with their cost, the labour content as a value and in hours and the lead-time for rectification.

Note: No liability will be accepted by Dowty Propellers for any work carried out without the written authorisation of Dowty Propellers. No repair work may commence until the cost of the work has been advised in writing to and agreed by the Buyer stated on the Order.

Clause 14 Kit of Parts Unit Description

Each kit is to be supplied under the following conditions:

Kit to be packed in a disposable sealed container (unless agreed by Dowty Propellers and written into the body of the purchase order).

Kit to be identified with the following information, which must be clearly indicated and adequately attached to the exterior of the package.

- a) Dowty Kit Part Number
- b) Dowty Kit Issue Number
- c) Individual serial number (serial number register to be controlled by supplier)
- d) Purchase Order number

Packaging of the contents to be in accordance with the individual component drawing (if applicable) and must be adequate to prevent damage or deterioration whilst in transit and storage.

The following information must be identified on component package:

- a) Dowty Part No (or COTS part no if applicable) as detailed on the Dowty P.O.
- b) Dowty Issue Number
- c) Quantity
- d) Traceability number (if applicable) must match the C of C exactly.

The following information, in addition to Supplier Quality Requirements Q-2, must be endorsed on all release documentation:

- a) Dowty Kit Part No
- b) Dowty Kit Issue No
- c) Serial number of kit supplied, and serial numbers of any lower level components comprising the kit

The supplier must maintain at his premises, all release documentation of kit contents to provide full traceability relating to individual kits.

Clause 15 Airworthiness Authority Release

All supplies in pursuance of this order must be manufactured in accordance with your National Airworthiness Authority (NAA) approval and certified in accordance with NAA regulations.

Clause 16 Source Inspection

Dowty Propellers reserve the right to carry out or delegate to its appointed representative source inspection on these components. The supplier shall therefore

where agreed meet all reasonable requests to provide such access, accommodation, equipment and facilities required for this verification.

Clause 17 Export License

Non- UK suppliers must satisfy all of the applicable export regulations imposed by its country on the product being supplied. Costs shall be in accordance with the applicable terms on the order.

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APPENDIX 4

RECORDS SCOPE

This appendix establishes requirements for identifying and maintaining quality related records. These requirements apply to all records generated to demonstrate compliance with the purchase document, the drawing and related documents.

CREATION

Records are to be documented in a manner or medium that if altered it would be obvious that changes were made. Permanent ink shall be used. Any changes to records shall be made by lining out the old data, entering the correct data, then initialed (or signed) and dated by authorized personnel. No erasures or “white-out” allowed.

TYPES OF RECORDS

The supplier shall maintain the following the following records, as applicable.

A. Product Acceptance Records that provide the objective evidence of hardware acceptance:

- a. Certificates of test and other laboratory results
- b. Inspection and test results, including First Article Reports
- c. Manufacturing, assembly and inspection operation sheets.
- d. Records of the completion of manufacturing, assembly and inspection operations.

e. Nondestructive Testing (NDT) records that provide values or results for product acceptance.

f. Material Review Board (MRB) disposition documents and repair procedures.

g. Serial and/or Batch Number (when required by drawing)

B. Records of the assignment of individual serial numbers and batch numbers, identification number of the part or assembly, and the date of assignment. The system for assigning serial numbers shall provide the following information:

- a. Purchaser's part or assembly identification numbers
- b. Date of assignment
- c. Explanation for deviations from expected sequence or practice
- d. Record of serial numbers assigned to rejected items

C. Records associated with the administrative control of the quality system:

- a. System, process and hardware audit results
- b. Corrective action responses/nonconformance reports
- c. Certification of processes and personnel
- d. Tool, gauge and instrument control records
- e. Maintenance records
- f. Material review administration

g. Employee inspection and process stamp assignment records

AVAILABILITY

Records shall be made available for review in a timely manner.

STORAGE

Records shall be stored in a manner and environment that ensures they remain complete and legible throughout the retention period. Appropriate measures must be applied to preserve any records that may deteriorate over time or may become irretrievable due to technological obsolescence (e.g. faxed copies, strip charts on thermal paper, electronic records).

RETENTION

Quality Records for Critical and Sensitive Parts must be retained indefinitely. Quality records for all other products must be retained for a minimum period of twenty five years after delivery unless otherwise instructed.

TERMINATION

A supplier who ceases operations with Dowty Propellers shall make arrangements for the transfer of all quality records for storage.

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