



BREEZE • EASTERN  
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# QUALITY FORM

Form QC – 1299  
Rev. D  
02-NOVEMBER-2011

## DOCUMENT CHANGE NOTICE (DCN) FORM

This DCN form is to be completed for any minor proposed change to a QMS or EMS procedure. Please see OP 02.1 for instructions for use.

<i>Document Title:</i> Supplier Certification		<i>Rev.:</i> J	<i>Doc. No.:</i> QP-166
<i>DCN No.:</i> 16-03QA	<i>New Rev.:</i> K	<i>Release Date:</i> 2/20/16	<i>Next Review:</i> n/a
<i>Originator:</i> Alan Moss			<i>Date:</i> 2/17/16
<i>Description Of Change:</i> <ul style="list-style-type: none"> <li>• 3.2 and 3.3 - Remove reference to Q 06.001 and Q 06.002</li> <li>• 4.5 - Change retention from "seven" to "ten (10)" years.</li> <li>• 5.5.1 - Change reference to Work Instruction "Q 06.002" to "OP 6.1"</li> <li>• 5.6 - Change reference to Work Instruction "Q 06.001" to "OP 6.1".</li> <li>• Renumber 5.3.1 to 5.3.2.</li> <li>• Add 5.3.1 as written.</li> <li>• 5.7.1- Add the word "initial" before "Quality Plan and "Quality Manual"</li> </ul>			
<i>Justification/Reason for Change:</i> <ul style="list-style-type: none"> <li>• 3.2 and 3.3 - obsoleted by OP 6.1, Rev. P</li> <li>• 4.5 per OP 16.1, Rev. P</li> <li>• 5.5.1 and 5.6 - obsoleted by OP 6.1, Rev. P</li> <li>• 5.3.1 and 5.3.2 - add clarification for QC Form 1220</li> <li>• 5.7.1 add clarification to requirement.</li> </ul>			

### Initiator Review / Approval

Alan Moss

2-22-16

Print Name

Signature

Date

### Process Owner Review / Approval:

Mike Brandel

3/20/16

Print Name

Signature

Date

### Director of Quality Improvement & Completeness Review / Approval

Lars Novak

3/28/16

Print Name

Signature

Date

### Other Review / Approval (FAA, DCMA, Customer, etc.)


N/A

Print Name

Signature

Date



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## 1.0 PURPOSE:

The purpose of supplier certification is to select suppliers from the pool of existing suppliers who can meet or exceed Breeze-Eastern's quality requirements so that product and services supplied by such certified suppliers can be accepted without detail receiving inspection.

## 2.0 SCOPE:

This procedure applies to all certified suppliers and distributors providing products to Breeze-Eastern for items including standard hardware items (AN, MS, NAS, ETC.).

## 3.0 REFERENCES & DEFINITIONS:

- 3.1 OP 06.1 Purchasing and Supplier Control
- 3.2 Q 06.001 Procedure for Supplier Audits
- 3.3 Q 06.002 Review of Supplier Ratings Below 95%
- 3.4 QC Form 1220 Certified Supplier Mutual Agreement
- 3.5 QC Form 1221 Inspection Check Sheet – Certified Supplier
- 3.6 QC Form 1261 Accepted by Breeze-Eastern Certified Supplier label
- 3.7 BE-003 Age Controlled Item Label


## 4.0 REGULATIONS & RESPONSIBILITIES:

- 4.1 All eligible suppliers must meet Breeze-Eastern's established quality requirements.
- 4.2 Quality Acceptance rate must be equal to or more than 98%.
- 4.3 On time delivery performance shall be above 98%.



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- 4.4 The supplier shall have a documented quality system to ensure the products supplied to Breeze-Eastern conform to applicable drawings, specifications and purchase order requirements.
- 4.5 The supplier shall maintain an acceptable system for the control of records including material and special process certification for a minimum of seven years. Inspection records shall indicate the nature and number of observation made, type of deficiencies found and the quantity approved and rejected. Records shall be available upon request.
- 4.6 The supplier shall have a closed loop corrective action system as part of his operating procedure.
- 4.7 The supplier shall maintain his quality system so as to assure that product or services supplied to Breeze-Eastern meet established quality requirements consistently.
- 4.8 Repaired parts for the B-E repair station are not eligible for this program.
- 4.9 Parts defined as "Critical Parts" on the Breeze-Eastern drawings shall not be processed under this procedure.
- 4.10 Suppliers defined as a "Distributor" limited to supplying standard parts (MS, AN, NAS, STANDARD HARDWARE, ETC.) are excluded from the requirements of paragraph 4.11.
- 4.11 For Distributors supplying Breeze-Eastern part numbered drawing parts, the supplier shall schedule source inspection or ship the parts without certification of acceptance Breeze-Eastern to re-validate the part (on a part number basis) after each 15 lots shipped to Breeze-Eastern have been accepted under this procedure. The number of lots may be extended or shortened by the Vice President of Quality or his designee, in writing, based on performance and commodity type (i.e., screws and hardware to Breeze-Eastern drawings).

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## 5.0 PROCEDURE:

- 5.1 Breeze-Eastern's Quality Assurance will review the supplier's performance to establish eligibility.
- 5.2 The supplier must submit his Quality Manual or a quality plan for processing all supplies to Breeze-Eastern under this certification program.
  - 5.2.1 This documentation shall define all activities to be performed by the supplier from receipt of purchase order to shipment of finished product and shall include provisions for inspections and process controls, including the control of sub-tier suppliers/contractors.
  - 5.2.2 Breeze-Eastern Quality Assurance will review the supplier's documentation and verify conformance to requirements.
  - 5.2.3 If the submitted documentation is not acceptable or requires changes, such requirements will be provided to the supplier.
  - 5.2.4 On final approval of submitted quality documentation, the supplier will be surveyed for verification of compliance to established quality assurance procedures.
  - 5.2.5 Any non-compliance to established procedures will be discussed with the supplier, and the supplier will be required to comply to established quality control requirements.
  - 5.2.6 Upon completion of this process, the supplier will be considered eligible for certification.
- 5.3 A mutually agreed supplier certification agreement will be signed by both Breeze-Eastern and the certified supplier on Form QC-1220.
  - 5.3.1 Subsequent to the signing of this agreement, the Supplier shall notify Breeze-Eastern's Quality Assurance Department of any replacement or reassignment of a signer from their current duties.



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- 5.4 One or two members of the Quality Control Department of the certified supplier will be selected as a certified quality control representative(s) and will be issued a certified supplier stamp. The certified quality representative(s) is eligible to certify supplies to Breeze-Eastern. This selection process is based on the individuals knowledge, experience and understanding of Breeze-Eastern's quality requirements.
- 5.4.1 The following documentation (as applicable) is required to be reviewed for approval and stamped, signed and dated by the certified quality representative:
- 5.4.1.1 Certification of Conformance (include with shipment)
  - 5.4.1.2 Completed Inspection Check sheet as per Breeze-Eastern Quality Control Form QC-1221(include with shipment)
  - 5.4.1.3 Completed Age Controlled Item tag BE-003 and attach with parts if Age Controlled Material supplied to Breeze-Eastern
  - 5.4.1.4 Material Certification (retain on file and be available upon request)
  - 5.4.1.5 Special Process Certifications (retain on file and be available upon request)
- 5.4.2 Upon the certified quality representative's acceptance of the parts, he shall complete QC Form 1261 "Accepted by Breeze-Eastern certified supplier" label, and affix it to the package. In case of multiple part numbers in one box, a separate label shall be prepared for each part number and affixed to each individual package.
- 5.5 Quality Assurance will analyze the certified supplier's performance and verify acceptable maintenance of quality and delivery requirements.
- 5.5.1 A certified supplier whose performance is found below 95% will be reviewed per the requirements of Work Instruction Q06.002. The following will be considered cause for the cancellation of certification:
- 5.5.1.1.1 Continued unacceptable performance.

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5.5.1.1.2 Failure to initiate corrective action.

5.5.1.1.3 Inadequate responsiveness to related correspondence.

5.6 Certified suppliers will be audited by means of a physical audit or a mail-in survey as specified in Work Instruction Q06.001.

5.7 Breeze-Eastern will maintain the following documentation for certified suppliers:

5.7.1 Certified Supplier's Quality Plan and/or Quality Manual.

5.7.2 Signed copy of the certified supplier mutual agreement. This agreement will contain the name and signature of the certified quality representative and the impression of the inspection stamp.

5.7.3 Certified supplier inspection stamp control log.

5.7.4 Supplier Quality Rating and delivery performance.

**6 REVISION HISTORY:**

<i>REV</i>	<i>DATE</i>	<i>OWNER</i>	<i>DESCRIPTION OF CHANGE(S)</i>
H	4/12/05	Fred Willms	Update to meet FAA Requirement.
J	8/12/09	Norm Harris	Update to include Distributor and "Critical Parts" restrictions. Paragraphs renumbered to comply with new format requirements.