



BREEZE • EASTERN
Be Ready. Be Sure.

Document Change Notice (DCN) Form

Form QC – 1299
Rev. F
4/19/18

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

Document Title: Procedure for Supplier Source Inspection		Rev: F	Doc. No: QP-136
DCN No: 20-03QA	New Rev: G	Originator: T. Covino	Date: 03/02/20
Description Of Change:			
<ul style="list-style-type: none"> • Delete 4.1.1 and replace with "n/a" • Replace 3.3.1 with "AS9100 Quality Management Systems - Requirements for Aviation, Space and Defense Organizations" • Add 5.2.4.1 "Reference applicable quality codes from QP-137, particularly #23." 			
Justification/Reason for Change:			
<ul style="list-style-type: none"> • Now AS9100D • Now AS9100D • Quality Clause 23 is for Source Inspections. 			

Originator Review / Approval:

Tensia Covino

Print Name

Signature

3/2/20

Date

Process Owner Review / Approval:

Alan Moss

Print Name

Signature

3-2-2020

Date

Head of Quality Review / Approval:

Lars Novak

Print Name

Signature

3-2-2020

Date

Additional Review(s) / Approval(s) (FAA, DCMA, Customer, etc. if applicable)

n/a


Print Name

Signature

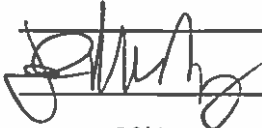




Date

Release Date (initial / date):


3/2/20


OPERATING PROCEDURE		QP - 136	Revision: F Page 1 of 6
<u>QUALITY</u> Controlling Department		Issue Date	<u>10/25/2016</u> Revision Date
PROCEDURE FOR SUPPLIER SOURCE INSPECTION			
Notes:			

Approvals:

Operations:	Print	<u>J. McKinley</u>	Signature		Date:	<u>12/15/16</u>
Engineering:	Print	<u>N/A</u>	Signature	<u>N/A</u>	Date:	<u>N/A</u>
Quality:	Print	<u>L. Novak</u>	Signature		Date:	<u>12-15-2016</u>
Process Owner:	Print	<u>A. Moss</u>	Signature		Date:	<u>10-25-16</u>
Finance:	Print	<u>N/A</u>	Signature	<u>N/A</u>	Date:	<u>N/A</u>
Sales & Marketing:	Print	<u>N/A</u>	Signature	<u>N/A</u>	Date:	<u>N/A</u>
Legal:	Print	<u>N/A</u>	Signature	<u>N/A</u>	Date:	<u>N/A</u>
President:	Print	<u>N/A</u>	Signature	<u>N/A</u>	Date:	<u>N/A</u>
Purchasing:	Print	<u>L. Ardino</u>	Signature		Date:	<u>11-17-16</u>
Other:	Print	<u>N/A</u>	Signature	<u>N/A</u>	Date:	<u>N/A</u>
Other:	Print	<u>N/A</u>	Signature	<u>N/A</u>	Date:	<u>N/A</u>
FAA:	Print	<u>N/A</u>	Signature	<u>N/A</u>	Date:	<u>N/A</u>
Author:	Print	<u>A. Moss</u>	Signature		Date:	<u>10-25-16</u>

Release Date (initial/date):

 12/15/16

OPERATING PROCEDURE		QP - 136	Revision: F Page 2 of 6
<u>QUALITY</u> Controlling Department		Issue Date	<u>10/25/2016</u> Revision Date
PROCEDURE FOR SUPPLIER SOURCE INSPECTION			
Notes:			

1.0 PURPOSE:

- 1.1 This procedure provides general guidelines for the source inspection of Breeze-Eastern parts at Breeze-Eastern suppliers.

2.0 SCOPE:

- 2.1 This procedure applies to the source inspections performed at Breeze-Eastern suppliers by B-E Supplier Quality, or its authorized representatives.
- 2.2 Source Inspection is performed based on processes, products, and/or performance.

3.0 REFERENCES & DEFINITIONS:

3.1 Procedures

- 3.1.1 OP 6.1 Purchasing and Supplier Control
- 3.1.2 OP 14.1 Corrective and Preventive Action
- 3.1.3 Q10.001 Receiving and In-Process Inspections
- 3.1.4 QP-137 Purchase Order Quality Codes

3.2 Forms


- 3.2.1 QC Form 1108 – Accepted (Semi-Finished), Label (Yellow)
- 3.2.2 QC Form 1212 – Inspection Checksheet for Source Inspection
- 3.2.3 QC Form 1262 – Accepted by Breeze-Eastern Source Inspection, Label (Blue)
- 3.2.4 QC Form 1338 – Corrective Preventive Action Form

3.3 Other Documents

- 3.3.1 N/A

3.4 Abbreviations and Definitions

- 3.4.1 B-E – Breeze-Eastern
- 3.4.2 CAA – Corrective Action Administrator

OPERATING PROCEDURE		QP - 136	Revision: F Page 3 of 6
QUALITY Controlling Department		Issue Date	<u>10/25/2016</u> Revision Date
PROCEDURE FOR SUPPLIER SOURCE INSPECTION			
Notes:			

4.0 REGULATIONS & RESPONSIBILITIES:

4.1 Regulatory Requirements

4.1.1 AS9100:2009 7.4

4.2 Departmental Responsibilities

4.2.1 B-E's Supplier Quality Engineer designates which suppliers are to have source inspection performed.

4.2.1.1 Suppliers designated for source inspection are to have all parts source inspected except as noted below:

4.2.1.1.1 Source inspection is being imposed for a specific part or purchase order.


4.2.1.1.2 Certified suppliers who have source inspection imposed for FAA-PMA parts or critical parts only.

4.2.1.2 A request for source inspection may be initiated by B-E's Purchasing Department, Quality /Supplier Quality Department, or the supplier via an e-mail or verbal communication.

4.2.2 The B-E Supplier Quality Engineer or authorized B-E Representative will perform the required source inspection at the supplier's site.


4.2.3 B-E suppliers are totally responsible for the quality of the products supplied per the applicable purchase order, drawings, and specifications. Source inspection performed at the supplier's facility does not relieve the supplier from the requirement to comply with B-E's Purchase Order requirements, including the quality and performance of the end items.

4.2.4 Scheduling of source inspection is the responsibility of the supplier. The supplier must provide adequate notice to B-E to arrange source inspection. Scheduling of source inspection is typically done between the supplier and the source inspector but can be processed through the Purchasing Department.

OPERATING PROCEDURE		QP - 136	Revision: F Page 4 of 6
<u>QUALITY</u> Controlling Department		Issue Date	<u>10/25/2016</u> Revision Date
PROCEDURE FOR SUPPLIER SOURCE INSPECTION			
Notes:			

5.0 PROCEDURE:

- 5.1 It is the responsibility of the Supplier to provide all the required facilities for the source inspector to perform source inspection. The source inspector must be provided with applicable specifications, purchase order, inspection check sheet, and all other documentation as required.
- 5.1.1 The facility where source inspection is performed must have an adequate area for performing source inspection. The area must be well lit and clean, with all the necessary equipment for the required inspections immediately available and currently calibrated. The supplier must have an inspector or other qualified person available to assist in preparing source inspection if needed. Any special inspection equipment, if used to perform inspection, must be made available to the source inspector.
- 5.2 Source Inspector's Responsibility
- 5.2.1 Perform source inspection at supplier's facility per arranged schedules.
- 5.2.2 Verify supplier's inspection records including inspection check lists, certifications and test results as applicable.
- 5.2.3 Verify the availability and utilization of applicable drawings, specifications and purchase orders including latest revisions.
- 5.2.4 Perform a review of applicable drawings, specifications and purchase orders.
- 5.2.5 Verify that the tools and gages utilized for inspection are under an adequate calibration control system and within the calibration date specified.
- 5.2.6 Unless otherwise specified, audit a sample of parts for various part parameters. The source inspector shall determine the number of parts and

OPERATING PROCEDURE		QP - 136	Revision: F Page 5 of 6
<u>QUALITY</u> Controlling Department		Issue Date	<u>10/25/2016</u> Revision Date
PROCEDURE FOR SUPPLIER SOURCE INSPECTION			
Notes:			


parameters to inspect. The following categories are used to determine which parameters to inspect:

- 5.2.5.1 determined key or important by the source inspector,
- 5.2.5.2 determined key or important by past history,
- 5.2.5.3 suspect of a discrepancy,
- 5.2.5.4 discrepancies detected on previously submitted lots by same or other suppliers.

- 5.2.7 Document source inspection activities on Inspection Check Sheet for Source Inspection. (Reference QC Form 1212.)
- 5.2.8 Vendor Corrective Action Requests (VCARs) are documented using the Corrective Action Request Form (QC 1338) in accordance with the requirements of OP 14.1 as necessary.
- 5.2.9 If sample source inspection results are acceptable, the Source Inspector will sign off the QC Form 1212 Checksheet for Source Inspection, and Certifications of Compliance with the notation “Parts Source Inspected and accepted by (signature, date)”.

Note: The supplier is responsible for maintaining material and process certifications and applicable inspection records on file, available to B-E upon request.

- 5.2.10 For parts that are complete, fill out the “Accepted by B-E Source Inspector” label, QC Form 1262, stamp and sign it. The label shall be applied to the shipping container / package.
 - 5.2.9.1 In the case of multiple part numbers in one box, a separate label is to be prepared for each part number and affixed to its package.
- 5.2.11 For parts that are not complete or are semi-finished, fill out the “Accepted (SEMI – FINISHED)” label, QC Form 1108, stamp and sign it. The label shall be applied to the shipping container / package.

OPERATING PROCEDURE		QP - 136	Revision: F Page 6 of 6
<u>QUALITY</u> Controlling Department		Issue Date	<u>10/25/2016</u> Revision Date
PROCEDURE FOR SUPPLIER SOURCE INSPECTION			
Notes:			

5.3 Once parts arrive at B-E they are processed in accordance with Q10.001 Receiving and In-Process Inspections.

6.0 REVISION HISTORY:

<i>REV</i>	<i>DATE</i>	<i>OWNER</i>	<i>DESCRIPTION OF CHANGE(S)</i>
C	12/8/99	A Patel	Updated
D	7/17/08	J Kelly	Updated
E	9/16/08	N Harris	Rewrite to conform to new format. Delete reference to SIDCARs and invoke OP 14.1 in its place. Deleted requirements for QC Form 1260 and OP 06.1. Eliminate use of Form QC-1172. Added use of QC-1108 Form for Semi-Finished parts.
F	10/25/16	A Moss	Revise & update