

Supplier Quality Requirements



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1) PURPOSE

- a) This document defines quality requirements applicable when parts, products or services are supplied to McFarlane.
- b) This document applies to all McFarlane suppliers that provide parts, products, and services as specified by inclusion on McFarlane's Purchase Order or contract unless exempted in writing.
 - In the event the purchase order or contract conflict with the requirements of this document, the purchase order or contract takes precedence.
- c) Supplier quality system, facilities, and sub-tier suppliers are subject to on-site evaluations by McFarlane, McFarlane customers, or regulatory agencies.

2) SUPPLIER CONDUCT EXPECTATIONS

- a) Supplier Contribution to Product or Service Conformity
- b) Supplier shall have qualified personnel to perform tasks.
- c) Supplier shall ensure those persons are aware of their contribution to product and service conformity, product safety, and the importance of ethical behavior.

3) RESPONSIBILITY

- a) Suppliers shall be responsible for:
 - Providing and maintaining a system for control of quality and configuration, including that of any sub-tier suppliers.
 - Maintaining the current version of all documents referenced in purchase order or contract, including all relevant military, commercial, federal, or industry specifications.
 - Fulfilling the requirements of the McFarlane purchase order.

4) REFERENCE DOCUMENTS

14 CFR Part 21 §21.137	Quality System
AC7004	NADCAP Audit Criteria for Quality Management System
AS9100	Quality Management Systems, Requirements for Aviation, Space and Defense Organizations
AS9102	Aerospace First Article Inspection Requirement
ISO17025	General Requirements for Competence of Testing and Calibration Laboratories
AS9138	Statistical Product Acceptance Requirements
FAA Form 8130-3	Authorized Release Certificate
QF4.1	Supplier Questionnaire

5) SUPPLIER APPROVAL

- a) Suppliers seeking approval or re-approval may be requested to submit the following documentation.
 - Uncontrolled copy of Quality Manual.
 - Completed McFarlane Supplier Quality System Evaluation.
 - Appropriate third-party registration certificates (ISO9001, AS9100, etc.).
 - Appropriate FAA certificates (Repair Station Certificate, TC, PC, STC, TSO, PMA)
 - NADCAP Special Process certificates, where appropriate.

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- Point of Contact List with email addresses and telephone numbers.
- Other documentation may be requested throughout the Supplier approval process.
- b) All quality documentation used for supplier approvals shall be submitted in English.
- c) A McFarlane or FAA site audit may be scheduled at the supplier or sub-tier supplier. This audit team could be comprised of individuals from Quality Engineering, Purchasing, Manufacturing Engineering, Design Engineering, or any other operational group deemed appropriate.
- d) Areas of focus include, but not limited to:
 - Quality System
 - Management Responsibility
 - Resource Management
 - Production Capability
 - Inspection Capability
 - Product Development and Engineering Processes
- e) Approval or reapproval of a Supplier does not guarantee or imply obligation for McFarlane to issue purchase orders.
- f) Suppliers failing to submit requested documentation will not be eligible for approval status.
- g) McFarlane will perform surveillance activities during the time a Supplier is listed on the Approved Supplier List. This can include on-site audits, issuance of corrective and preventive actions, workshops, and improvement programs targeted at supplier development.
- h) Suppliers failing to submit requested documentation will not be eligible for re-approval.
- i) Suppliers removed from an approved status will be notified.
- j) Suppliers requesting re-approval must submit approval documentation plus any pertinent completed corrective actions addressing deficiencies in product/services.
- k) Suppliers may receive performance scorecards that measure quality and delivery.
- l) Suppliers who do not meet expectations may be required to respond to formal corrective actions or other action plans deemed necessary by McFarlane.
- m) Suppliers will be rated with a score card. Score card rates are 100 points for quality and 25 points for on time delivery. Scores below 100 may result in suspension or inactive status.

6) QUALITY SYSTEM

- a) Suppliers shall maintain a Quality Management System compliant to a standard appropriate to their business and type of product or service, as applicable.
- b) Suppliers with third party certifications or accreditations are required to maintain those systems.

7) RECORD RETENTION AND TRACEABILITY

- a) Record retention for all quality records shall be Thirty years.
- b) McFarlane will inform Suppliers if parts or services supplied are considered critical components.
- c) Suppliers may be required to maintain quality records such that all parts are traceable to the raw material and the manufacturing history of the parts.

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8) NOTIFICATION OF CHANGE

- a) The Supplier shall provide written notification to McFarlane for the following changes:
- b) Intent to relocate production, manufacturing, repair or overhaul of parts and assemblies.
- c) Physical movement of critical manufacturing or inspection equipment which could affect production or inspection capability.
- d) Changes in the supply chain that affect the point of manufacture.
- e) Changes to items controlled by McFarlane Source Control Drawings.
- f) Ownership changes.
- g) Changes in key management positions.
- h) Quality system changes affecting third-party certifications or accreditations.

9) FIRST ARTICLE INSPECTION (FAI)

- a) The purpose of the first article inspection is to validate that supplier processes are capable of producing parts and assemblies that meet McFarlane requirements.
- b) The first article inspection report provides objective evidence that manufacturers' processes produce compliant product.
- c) Specific first article inspection requirements will be communicated by McFarlane.
 - First article inspection reports may be required to be submitted in accordance with AS9102 standard using Forms 1, 2, and 3.
 - The Supplier may be required to submit a first article inspection report when:
 - (1) Manufacturing a production or conforming part for the first time.
 - (2) A change in the design or configuration of the part.
 - (3) When a major process or location of production changes.
 - (4) After a production lapse of 2 years or more.
 - (5) When specifically requested by McFarlane.

10) CERTIFICATE OF CONFORMANCE (CofC)

- a) Supplier shall provide a signed and dated Certificate of Conformance with each shipment.
- b) A packing slip may be considered an acceptable Certificate of Conformance provided it meets all the requirements.
- c) All Certificates of Conformance must include:
 - Name of company
 - Date of issue
 - Supplier part number and revision level, if applicable
 - A statement certifying that the product supplied conforms to the drawing, specification, and purchase order requirements. COTS parts and Materials are exempt from this requirement.
 - Statements shall not contain ambiguous language such as, "To the best of my knowledge..." or "I believe the product meets..."

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- A signature and title of a company officer or authorized delegate of operations, engineering, or quality is required on all Certificate of Conformances. COTS parts and Material are Excluded from this requirement.

d) A signed FAA form 8130-3, 8130-9, or signed EASA Form-1 is an acceptable Certificate of Conformance.

e) Form 8130-3, 8130-9, or EASA Form 1 shall be completed in the English language.

11) CALIBRATION SERVICES

a) For Calibration Services, a certificate of calibration must be provided. A certificate of calibration shall contain the following:

- Title (ex. Certificate of Calibration and Traceability).
- Name and address of the laboratory where the calibrations were performed.
- Name and address of the customer.
- Unique identification of the calibration certificate.
- Identification of the calibration procedure used.
- Due date of the calibrated item.
- List of standards used to perform the calibration including calibration dates and traceability.
- Unambiguous identification of the item calibrated (ex. serial number).
- The environmental conditions under which the calibrations were performed where measurement results influenced.

b) Name, function, and identification of individual authorizing the calibration certificate (technician).

c) Calibration completion date and calibration results with the unit of measure.

12) AUTHORITIES

a) Supplier shall not have the authority to make changes to McFarlane drawings or specifications.

b) Supplier shall not have MRB authority over non-compliances unless they are given formal MRB authority by McFarlane.

c) A supplier non-conformance shall be submitted and approved by McFarlane for any known non-compliance against an engineering requirement PRIOR to shipment.

d) Supplier shall not have Direct Ship authority unless given formal Direct Ship authority by McFarlane.

13) SUB-TIER SUPPLIER SYSTEM

a) The supplier shall:

- Have a formal system for approval of a sub-tier or a method of evaluating the product to ensure conformance to the approved engineering design data.
- Ensure that all sub-tier suppliers of products, articles, and/or services have in place the appropriate quality programs necessary to meet all requirements.
- Have a system for evaluating and maintaining their supplier and sub-tier performance in terms of quality and shall maintain a system to correct unsatisfactory conditions.
- Ensure supplied components, assemblies and material are traceable to lower-level inspection and material sources.

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- Maintain records on all parts received from their sub-tiers to include purchase order, lot number, date received.
- Ensure the point of manufacture for all supplied components, special processes, and assembly work is documented and made available upon request.

14) NOTICE OF ESCAPE / LATENT DEFECTS

- a) Supplier shall notify McFarlane of any latent defects delivered in its products, articles, and/or services.
- b) Notification shall be made immediately in writing to McFarlane Purchasing and Quality contacts.
- c) Notification shall include a clear description of the nonconformity, part number(s) affected, quantities, serial numbers if applicable, and delivery date(s).

15) HANDLING AND STORAGE

- a) All material shall be identified either by bag and tag (small parts) or by individual permanent marking (larger parts) and reference the appropriate McFarlane engineering specifications or drawing requirements.
- b) Supplier shall provide special packaging and preservation to ensure against surface scratches, denting, and damage to the external and internal assemblies, moisture protection, and for safety while handling during the shipping process.
- c) The Supplier shall clearly mark the manufacturing or cure date and shelf life, if applicable, on any parts or products and/or the container to permit validation without having to expose the initial shipment.
- d) Items date-controlled and shipped to McFarlane shall have no less than 80 percent of their shelf life remaining.

16) SPECIAL PROCESSES

- a) Suppliers and supplier subcontractors providing special processes shall be capable of meeting all defined requirements.
- b) McFarlane may require special processors to have NADCAP accreditation or be approved by McFarlane.
- c) Special processes include:
 - 1) Chemical Processing
 - 2) Surface Treatments or Coatings
 - 3) Composites
 - 4) Heat Treating
 - 5) Non-Destructive Testing
 - 6) Welding and/or Hot Dip Brazing
 - 7) Castings/Forgings

17) COUNTERFEIT PARTS

- a) Supplier shall implement and maintain a counterfeit item risk mitigation process internally and with sub-tier suppliers.
- b) Supplier must deliver products to McFarlane that are:
 - Obtained either from OEMs or authorized OEM resellers or distributors.

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- Not Counterfeit Items.
- Authentically marked with OEM labels and other markings.
- c) Any items identified by Supplier as counterfeit must be removed from shipments to McFarlane.
- d) At any time if McFarlane has reasonable cause to believe Supplier has provided counterfeit material, whether material remains in McFarlane inventory, WIP, or in the form of finished goods,
 - Supplier will be responsible for all costs deemed necessary and reasonable to investigate and replace counterfeit materials.
 - These costs include, but may not be limited to, travel expense, legal expenses, shipping costs, fines or penalties, labor, replacement materials, administrative expenses, etc.

18) FLOW-DOWN TO SUPPLY CHAIN

- a) Supplier is required to ensure its subcontractors or sub-tier Suppliers adhere to any contractual, regulatory, statutory, and material flow down requirements as may be communicated to supplier by purchase order, specification, or other written notification from McFarlane.
- b) Examples may be, but are not limited to, FAR or other regulatory requirements, test reports, special processes, etc.
- c) 17025, international equivalent, or NIST traceability calibration certification may be required when customer flow-down states this requirement.

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19) SUPPLIER QUALITY SYSTEM AND DELIVERY DOCUMENTATION REQUIREMENTS

Supplier Type	Certificate of Conformance (CoC)	FAA Form 8130-3, Airworthiness Approval Tag	Copy of Manufacturer Certificate of Conformance	Material Certs	Certificate of Analysis/ Material Test Report	First Article Inspection Report (FAI)	Inspection Data
FAA Production Approval Holder (PAH) PC/PMA/TSO		X					
Build to Print (Parts & Assemblies)			X	X		X(1)	X
Raw Materials (Sole Source)			X	X(2)	X		
Raw Materials (Multi Source)			X	X(2)	X		
Standard Catalog Hardware (AN/MS/NAS) (Specified / Dual Source)	X(3)	X(3)	X(3)	X			
Standard Catalog Hardware (AN/MS/NAS) (Commodity)	X(3)		X(3)	X			
Commercial Off-The-Shelf (COTS) Items (Non-Inventoried)							
Distributor		X(3)	X(3)				
Castings & Forgings	X		X	X(2)		X(1)	
Inspection, Measuring, and Test Equipment	X						X
Special Processor	X						
Coatings	X						
Heat Treatment	X						Oven Charts
Molding	X						Oven Charts

(1) Submitted With First Shipment per AS9102

- Manufacturing a production or conforming part for the first time.
- Change in the design or configuration of the part.
- When a line or location of production changes.
- After a production lapse of 2 years or more.

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- e. When specifically requested by PO.
- (2) Certification that if specialty metals are incorporated, material was melted in the United States, its possessions or in a qualifying country as defined in DFARS 225-7008/7009
- (3) Any one of the Certifications on the row will satisfy the requirement.
- (4) Section A only

Revision History

Revision	QDCR	Release Date	Description of Changes
1	2001	08/01/2024	Initial Release for Compliance with 14 CFR Part 21 Subpart K.
2	2048	08/5/2025	Updated Logo, Additional Detail for 19. Section 2
3	2077	09/23/2025	Section 19 (2) Removal of "or a statement stating that the specialty metals are not of Russian origin" and correction for revision 2 Release date.
4	2079	11/6/2025	Separated MSQR into MSQR and MSPO for Internal and External Forms
5	2088	4/10/26	5.m) Added Score Card rating information. 7.a) changed five years to "Thirty" and removed the defined by 14 CFR reference. 18.c) Added "17025, international equivalent, or NIST traceability calibration certification may be required when customer flow-down states this requirement." (BAW)

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