

# Skylock Industries, Inc. QUALITY CLAUSES

## Q01 – PACKAGING AND HANDLING

All parts must be protected prior to shipping from your facility. Parts must be returned in the original containers they came in unless better packaging is provided by your company. Depending to the process your company is performing, additional protection may be required by your facility to prevent damage to products, services or processes you have performed, as applicable. Media such as butcher paper, plastic netting, bubble wrap, or other positive protection may be additionally required by your facility. Use of **newspaper is not allowed** due to the corrosive nature of the ink.

## Q02 – CERTIFICATE OF COMPLIANCE (C of C)

A Certificate of Compliance shall accompany all shipments. Certificate of Compliance must be signed by an authorized representative with title. Also must reflect all information necessary to identify the product, quantity, current revisions, if applicable, and whatever products, services or processes you have performed.

## Q03 – FIRST ARTICLE INSPECTION (F/A)

A First Article inspection is required by your facility. The First Article must be documented on form AS9102. You may use your own form provided it contains the same information as the AS9102 form. First article information must include as a minimum; material certification, processing certification, heat treat, general notes, flag notes and title block notes.

First article inspection shall be performed on all **new; first production lots** of a specific part number prior to shipment. This would include any product that has had a lapse in production greater than eighteen (18) months. The new First Article Report shall accompany the first shipment. The First Article Part must be identified (tagged) as “First Article Part”.

New first article inspections are also required when **changes occur** in characteristics or dimensions which affect the original first article inspection or a change in the way the part is processed that may affect the outcome of the final product. A new first article report must accompany the identified part.

## Q04 – LATEST REVISIONS

The product being manufactured and / or service being performed must be performed to the latest revisions. At no time will other revisions be used other that what is indicated in drawings or Purchase Orders without the express, written permission of an authorized Skylock Industries representative.

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## **Q05- RAW MATERIAL - TEST REPORTS**

Skylock can only accept Domestic Material per DFAR 225. Exceptions per DFAR 225.872 on a purchase-by-purchase basis, and must be approved by Skylock Quality Department prior to delivery.

The original mill or foundry **chemical and physical** test reports signed by authorized representative with title for material used in fulfilling this order must be included. The **heat lot number** of each test report must be traceable to the material. Any reprocessed raw material must be traceable to the original mill test report and must include objective evidence (e.g., physical tests) of compliance to the material's reprocessed condition.

Copies of the above test reports must be submitted with each shipment if different heat lots / mills are used.

## **Q06 – X-RAY**

When x-ray is a requirement by the drawing, x-ray film and x-ray inspection report shall be included with every shipment.

## **Q07 – FRACTURE CRITICAL – FLIGHT SAFETY**

The supplier shall comply with the requirements of all Flight Safety and Fracture Critical designated products. Changes in sequencing of manufacturing or any other substitutions is not allowed. The supplier must follow all instructions without deviations unless written permission by authorized Skylock Industries Inc. representative is given. The words "Flight Safety" and/or "Fracture Critical" must appear on all certifications, Shippers, and inspection documentation.

## **Q08 – APPROVED SUPPLIES**

### **A.**

All materials used in the production or service performed by you must be procured from Skylock Industries, Inc. approved suppliers. Contact the purchasing Department for a list of approved suppliers.

### **B.**

Use of Skylock Industries, Inc. customer approved suppliers is required. Please contact authorized Skylock Industries Inc. Purchasing agent for information prior to processing for approved supplier information.

## **Q10 – TRACEABILITY / LOT SHIPMENT REQUIREMENTS**

Lots may not be commingled. Shipments may consist of no more than two (2) manufacturer's lots for each part number included in an order. No quantity of a single manufacturer's lot may represent less than 20 percent of the total quantity per shipment, unless otherwise specified on the purchase order.

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A production lot shall consist of parts which are all the same configuration fabricated from the same conditions and material, processed (including heat treat) together and produced as one continuous run.

A casting, forging, machined part or stamping lot consists of the same part number, of one alloy, produced using the same PROCESSING PARAMETERS (INCLUDING HEAT treat) and contains a homogeneous heat pour, or same basic material.

A plating lot (cadmium, anodize, chemical milling, etc) shall consist of treated articles on the same order treated under the same conditions from the same chemical composition from the same tank.

A coating lot (paint, dry film lube, etc) shall be processed as one batch on the same part on the same order. A batch is defined as the end product of all the raw materials mixed or blended in a single or continuous operation.

## **Q11 – SHELF LIFE**

When services include using materials with a limited shelf life, the supplier shall include the expiration date of the materials used and batch identification on the required certifications.

## **Q12– KEY CHARACTERISTICS (KC's)**

Statistical Process Control is required on this order. The supplier is required to submit SPC charting information in accordance with supplied instructions (Work Order) on the identified Key Characteristic.

The supplier shall identify the statistical techniques in establishing, controlling and verifying process capability and product characteristics. Documented procedures shall be established, approved by Skylock Industries Inc., and maintained to implement and control the application of these statistical techniques.

## **Q13 – DIGITAL DATA**

Digital media / data have been provided with this order. The supplier is required to follow the instructions on the P.O. of Skylock Industries, Inc.

## **Q14 – APPROVED PROCESSES**

Processes specified on Skylock Industries, Inc. Drawings must be performed by sources listed on the Skylock Industries, Inc. Approved Supplier List.

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## **Q15 – RECORD RETAINATION**

All records will be retained for a period of at least three (7) years, unless specified otherwise on the P.O. or from Skylock's customer requirement flow down.

## **Q16 – PRODUCT SAMPLING**

All parts shipped to Skylock Industries, Inc. shall be one hundred percent (100%) inspected, unless otherwise directed by Skylock Industries, Inc. Quality Department. Sampling plans may be used only with the written permission of Skylock Industries Inc. and must be approved prior to their use. Contact the Skylock Industries, Inc. Quality Department for sampling plan options.

## **Q17 – SKYLOCK SOURCE INSPECTION REQUIRED**

Skylock Industries Inc. source inspection is required prior to shipment. The supplier shall contact the Skylock Industries Inc. purchasing department to coordinate scheduling of source inspection. Contact must be made at least 48 hours in advance of shipment.

## **Q18 – RIGHT OF ACCESS**

Skylock Industries, Inc. and/or Skylock's customers have the right to access the facilities where the processing/making of the product is done.

## **Q19 – SUPPLIER PRODUCT NONCONFORMANCE**

Skylock Industries, Inc. must be notified when there is/are Nonconforming product(s). Skylock Industries, Inc. must approve all Nonconforming product dispositions.

## **Q20 – GOVERNMENT SOURCE INSPECTION (GSI)**

Government source inspection (GSI) is required prior to shipment from your plant. On receipt of this order, promptly furnish a copy to the government representative who normally services your plant, or, if none, to the nearest army, navy, air force, or defense supply agency inspection office. In the event the representative or office cannot be located, our purchasing agent should be notified immediately. Evidence of government source inspection must be included with each shipment.

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## **Q21 – FAA "STATEMENT OF CONFORMITY"**

Products on this order are subject to mandatory Federal Aviation Administration (FAA) conformity inspection verification. When this conformity inspection is performed at supplier's facility, Skylock Industries Inc. will complete FAA form 8130-9 "Statement of Conformity" and notify the appropriate FAA representative. After completion of the FAA conformity inspection verification, supplier shall include one copy of FAA form 8130-3 with each conforming part shipped as evidence of inspection. These forms can be provided by Skylock Industries Inc. purchasing department, if desired.