



**Giddens Industries, Inc.**

**QUALITY ASSURANCE REQUIREMENTS  
FOR  
SUPPLIERS**

Giddens Industries, Inc  
9205 Airport Road, Suite 150  
Everett, Washington 98504  
425-353-0405



Giddens Form G-343

Revision: A

### Revision History

Rev	Date	Description	Approval
New	04/15/06	Initial release.	
A	04/20/09	Updated Para. 1.12 to include DPD/MBD requirements. Rolled form # to G-343 from G-330.	Schaun Mobley

## 1. General Supplier Requirements

### 1.1. Purpose

This document establishes basic Giddens Industries Quality Assurance requirements for suppliers. The general requirements shall apply to Giddens Industries suppliers whenever this document is referenced on Giddens Industries Purchase Order.

### 1.2. Suppliers Quality Assurance System

The Supplier's Quality Assurance System shall conform, at a minimum, to the intent of ISO 9001 and/or AS-9100 Quality System requirements.

The Supplier's Quality Assurance function shall be clearly designated within the Supplier's organization. Personnel having the responsibility for the quality of product shall have sufficient authority to assure that quality is not compromised.

The Supplier's Quality Assurance System shall be implemented by written procedures that adequately provide for compliance with the requirements of Giddens Purchase Order.

The Supplier shall notify Giddens Industries whenever there is a significant change to their Quality Assurance System. Significant change is considered to be: gaining or losing any NADCAP approvals, gaining or losing any FAA or governmental operating approvals, or gaining or losing any Quality System registration or certification (ISO/AS).

### 1.3. Specifications

The Supplier must meet the requirements of specifications when they are referenced on drawings or on the Purchase Order. The applicable revision status of these specifications will be specified on the Giddens Industries Purchase Order.

When required, the Supplier may obtain copies of pertinent specifications through Giddens Industries Purchasing Department.

### 1.4. Supplier Assistance

If Purchase Order requirements are not completely clear, or where special assistance is needed, Giddens Industries will provide qualified personnel to consult with Supplier. Requests for assistance shall be made to Giddens Industries Purchasing Department. If inquiries pertain to quality aspects of product or services, Giddens Industries Quality Assurance Organization may be contacted directly.

### 1.5. Supplier Audits

Giddens Industries may conduct periodic audits of the Supplier and/or their sub-tier Supplier's Quality system, to evaluate their ability to comply with Giddens requirements. As necessary, Giddens Customer may accompany Giddens Quality representative in such audits.

### 1.6. Government Inspections

Materials and/or components supplied under the terms of this Purchase Order may be utilized in equipment which has been or will be subject to Federal Government approval, including Federal Aviation Administration (FAA). The Suppliers Quality system, and the Quality system of any sub-tier Supplier, is therefore subject to surveillance by authorized representatives of the US

Government and/or the FAA. The Supplier shall provide all reasonable facilities and assistance to the authorized representatives upon request.

#### 1.7. Records

The Supplier shall maintain adequate records of inspection, tests and other Quality Assurance activities. Records shall provide objective evidence of the Quality Assurance operations performed, the results obtained and any corrective actions taken. Such records shall be available to Giddens, upon request and shall be retained for a period of at least 7 years from the date of shipment to Giddens Industries. For material designated as Critical, Flight Safety or Airworthiness/Product Safety Critical, as specified by Purchase Order, retention of these records shall be indefinite.

#### 1.8. Source Inspection and Product Conformance

The Supplier shall perform inspection and/or test on end items covered by the Purchase Order prior to submission and/or prior to delivery. Inspection of materials and parts that cannot be readily examined on the completed products must be performed at the appropriate in-process stages of manufacturing. The Supplier must maintain records of these inspections.

The Supplier shall maintain a system for identifying inspection status of parts/assemblies. Identification may be accomplished by means of stamps, tags, routing cards, labels, bar codes, electronic database, or other control devices. Final acceptance stamps must provide for Supplier identification unless identification is provided on the product by other acceptable means.

Inspection and/or test at the Supplier's facilities by Giddens Industries does not guarantee product acceptance. Final acceptance shall be at Giddens Industries facility unless otherwise specified on the Purchase Order. Surveillance, inspection and/or test conducted by Giddens Industries shall not relieve Suppliers of their responsibility in meeting the quality requirements of the Purchase Order.

#### 1.9. Sampling

Giddens Industries reserves the right to use AS9100 approved sampling plans for the acceptance or rejection of supplies. If a lot is rejected by the sampling procedure, the entire lot may be returned to the Supplier for screening at the Supplier's expense, or the rejected lot may be screened by Giddens Industries at the Supplier's expense (if agreed to by the Supplier.)

#### 1.10. Certificate of Conformity

The Supplier shall provide Certification of Conformity (C of C) with each shipment. The C of C shall stipulate that the parts referenced on the certificate have been manufactured and inspected in conformance with all applicable drawings and specifications.

When First Article Inspection is required, the C of C, all sub-tier vendor certificates of conformance and the FAI report must accompany the shipment.

#### 1.11. On-site Giddens Industries Quality Representative

Giddens Industries may provide resident Quality personnel at the Supplier's facility. These personnel may survey Supplier's operations, assist the Supplier in the resolution of quality problems, and/or witness (subject to proprietary considerations) the manufacture, and processing of parts for Giddens Industries.

#### 1.12. Drawing and Change Control

The Supplier's Quality system shall assure that the latest applicable drawings, specifications, technical requirements, as specified on Giddens Industries Purchase Order, are available at the Supplier's facility.

When Digital Data Sets are provided to the supplier as a manufacturing aid, Supplier's Quality system shall assure that the configuration management, and media security are handled in accordance with Boeing Document D6-51991 or equivalent.

Changes in documentation will be communicated from Giddens Industries to the Supplier and shall be processed by the Supplier to assure incorporation on the affected parts at specified effectivity points.

#### 1.13. Procurement by the Supplier

The Supplier shall maintain a system to assure that Supplier-procured supplies and services conform to drawing and specification requirements. Applicable Quality Assurance requirements shall be conveyed to Suppliers in every tier.

#### 1.14. Special Processes

Verification of special process control cannot be readily determined simply by inspection of the part. The Supplier shall therefore establish a system to assure that thermal, chemical, metallurgical, or other special processes are being performed by Giddens Industries approved special process providers.

#### 1.15. Discrepant Material Review

The Supplier shall obtain Giddens Industries approval prior to using known discrepant material and/or for shipping known discrepant parts and/or assemblies to Giddens Industries.

#### 1.16. Preservation and Packaging

The following applies only when specified packaging and preservation instructions are not specified in the Purchase Order.

All material to be delivered to Giddens Industries shall be protected against the usual hazards of corrosion, contamination, deterioration, or other spoilage at the Supplier's facility and in transit.

All material to be delivered to Giddens Industries shall be packed with suitable protection to prevent damage through handling, storage at either the Supplier or at Giddens Industries, or in transit.

All electrostatic sensitive material shall be protectively packaged to avoid damage due to electrostatic discharge.

#### 1.17. Tooling Control (Giddens Industries controlled)

All tooling fabricated by the Supplier at Giddens Industries expense or supplied by Giddens Industries for Supplier use, shall be considered property of Giddens Industries. Such tooling shall be inspected, calibrated, and controlled by Giddens Industries.

#### 1.18. Measuring and Test Equipment – Calibration System

The Supplier shall provide and maintain suitable gages, instruments and test equipment to measure and test materials and parts for compliance to Giddens Industries Purchase Order requirements. This system shall assure that inherent accuracy of equipment is comparable with requirements of units being measured, and that required measurements are adequately performed.

The Supplier's system for calibrating measuring and test equipment shall have reference to the National Bureau of Standards or equivalent certified standards. The Supplier shall maintain records or other conclusive evidence that proper control is being provided.

#### 1.19. Corrective Action

The Supplier is responsible for initiation of prompt replies to Giddens Industries requests for corrective action. The Supplier's Quality system shall provide means for detection of discrepancies and for prompt and effective corrective action. Corrective action must be positive and specific, including firm effectivity points by serial number, part number, date, or other agreed methods. Corrective action records, such as pertinent data on defects and failures, shall be made available upon request.

#### 1.20. Age and Date Sensitive Material Control

The Supplier shall have an approved system of age control for items where acceptability is limited by date and/or maximum age. The system shall assure that items past useful date and/or age are not available for use.

#### 1.21. Prohibited Practices

The following actions are prohibited without written authorization from Giddens Industries:

Unauthorized Repair – Repairs, by welding, brazing, soldering, the use of adhesives, parts damaged or found faulty in the fabrication process, repairing holes in castings, forgings or other materials by plugging or brushing.

Unauthorized Processing – Addition, revision, or deletion of thermal, chemical, or electrochemical processes in manufacturing when processes are subject to specification control and/or sub-tier supplier approval.

Discard of Approvals – Change and incorporation of any Giddens Industries approved process.

Improper Material Submittal – Submission of material having known defects/problems.

Either pentabromodiphenyl ether or octabromo-diphenyl ether, in greater than .1% concentration, in accordance with European Union directive 2003/11/EC. This Directive, issued 6 February 2003, has amended Council Directive 76/769/EEC relating to restrictions on the marketing and use of certain substances and preparations. Articles containing one or both of these substances in amounts greater than allowed shall be prohibited.

#### 1.22. Notification of Problems

The Supplier shall notify Giddens Industries if there may be a form, fit, function, usability, or reliability problem with parts or assemblies that have already been delivered.

#### 1.23. First Article Inspection Requirements

When specified as a requirement on Giddens Industries Purchase Orders, a complete First Article Inspection (FAI) shall be performed by the Supplier. FAI reports for each specified feature, dimension, material callout, process, etc., shall be documented in report form, and the FAI shall meet the requirements as specified in AS9102 First Article Inspection (copy available from Giddens Industries). A copy of the FAI shall be submitted with the shipment to Giddens Industries and the Supplier shall also maintain a copy at the Supplier's location.

#### 1.24. Source Inspection Required

When specified on Giddens Industries Purchase Order, Source Inspection is required prior to shipment from Supplier's facility. The Supplier shall notify Giddens Industries Purchasing Department 48 hours in advance of any inspection need. The Supplier shall make available to the Giddens Industries Quality representative any necessary specifications, documents, specialized equipment and general assistance. Giddens Industries source inspection report or equivalent shall accompany product shipment.

#### 1.25 Serialization

When specified on Giddens Industries Purchase Order, serialization of product manufactured for Giddens Industries shall be applied in accordance with specific instructions as defined in the Purchase Order.