



Mooney International Corporation

Supplier Quality Manual



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Originated by: <i>John Beard</i>	Approved by QA Director: <i>Robert Colby</i>
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Revision Status

Rev	Description of Change	Author	Effective Date
IR	Initial release	DG	03/01/06
1	Para 3.0: Definition. Para 4.1: General Requirements. Para 4.2.1: Supplier Assessment. Para 7.2.1: First Article Inspection. Para 8.3.2: Non Conforming product at the Supplier. Para 8.5.2: Appendix: A Supplier Assessment: form QA1029M Supplier FAI / Instruction: form SFAI 10/06 Supplier Nonconformance Report: form SNR 10/06 Quality Code: QC 10/06	DG	10/01/06
2	Complete rewrite of all sections	RGC	7/26/10
3	Added right-of-entry provisions to Quality System, Section 3. Change to Documentation Requirements, Section 4 and related appendices	RGC	1/24/11
4	Company name change only	RGC	10/11/13
5	Counterfeit parts, sampling inspection, control of sub-tier suppliers, supplier rating	RGC	5/1/17
6	Added para. 1.3 - Regulatory requirements Added para. 1.4 – Responsibility Revised para. 5.1 and 5.2 – Flow down of requirements to sub-tier suppliers Revised para. 10.6 as new 10.2 – Notification of nonconforming product	RGC	5/1/18



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Section 1	Scope
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1.1 This Supplier Quality Manual outlines the basic quality system requirements expected of external providers to Mooney International Corporation (MIC). As a recognized leader of high quality, high performance, single-engine piston aircraft, we consider our suppliers and vendors to be a vital member of the Mooney team. This includes the ability to consistently provide products and services that meet Mooney quality standards, customer expectations and regulatory requirements.

1.2 The Supplier Quality Manual should be used as a supplement to the supplier's quality system procedures to ensure compliance to the established standards and requirements and to promote continuous improvement.

1.3 The following regulatory requirements, standards, and FAA guidance apply:

- Title 14, Code of Federal Regulations, Sub-part G 21.137 Production Certificate Quality System
- Aerospace Standard AS9100, Quality Management Systems – Requirements for Aviation, Space, and Defense Organizations
- FAA Advisory Circular AC 21-42, Production under 14 CFR Part 21 Subparts F, G, K, and O

1.4 Responsibility - The FAA requires that MIC, under its Production Certificate, ensures its suppliers have an acceptable quality and inspection process. MIC shall be responsible for.

- Approving suppliers
- Providing suppliers with the latest revision of MIC's documents as applicable
- Ensuring that each supplier provided product, article, or service conforms to MIC's requirements
- Ensuring each suppliers execution of the requirements is acceptable
- Ensuring there is a supplier reporting process for products, articles or services that have been released from the supplier and afterwards found not to conform to MIC's requirements

The supplier shall be responsible for

- Providing and maintaining a system for the control of quality and configuration including that of their sub-tier suppliers
- Maintaining the current version of all documents referenced in contracts or purchase orders
- Fulfilling the quality requirements of the MIC purchase order
- Establishing reporting processes that conform to section 5.5 of this manual
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- Contributing to product or service conformity, product safety, and adherence to a code of ethics



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Section 2	Terms and Definitions
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- 2.1 **Certificate of Conformity (C of C):** A document signed by an authorized party affirming that the supplier of a product or service has met the requirements of the purchase order, applicable specification, or standard.
- 2.2 **Conformity:** The fulfillment of specified requirements.
- 2.3 **Corrective Action:** An action taken to eliminate the causes of a nonconformity, defect, noncompliance, or other undesirable condition in products, processes, or the quality system.
- 2.4 **Counterfeit Part:** An unauthorized copy, imitation, substitute, or modified part, material, or component which is knowingly misrepresented as a specified genuine part.
- 2.4 **Disposition of Nonconformity:** The action taken to deal with an existing nonconforming in order to resolve the nonconformity.
- 2.5 **Nonconformity:** Any material, part, item or assembly that deviates from specified requirements, or does not conform to the design data or purchase order instructions.
- 2.6 **Noncompliance:** A deviation from establish procedures, standards, or regulatory requirements.
- 2.7 **Quality System:** The organizational structure, responsibilities, procedures, processes and resources needed to implement the elements of quality management.
- 2.8 **Record:** A document which provides objective evidence that a planned activity was performed and/or results, achieved.
- 2.9 **Specification:** A document stating requirements.
- 2.10 **Traceability:** The ability to trace the origination, application or location of an item by means of identification and recorded information.
- 2.11 **Verification:** Confirmation by examination and information that can be proven true based on facts obtained through observation, measurement, test, or other means.
- 2.12 **Work Order:** A document detailing the components used, sequences, operations and verification/inspection activities for product being fabricated or assembled.

Section 3	Quality System
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- 3.1 The supplier shall:
- have an established quality assurance or quality control system approved by MIC,



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- have a means of controlling sub-tier suppliers including the flow down of quality requirements and providing verification of products received from sub-tier suppliers,
- have a MIC approved method of managing outsourced processes and/or services for MIC parts,
- have established processes for the identification, traceability, handling, storage, packaging, and delivery of products.

3.2 For manufacturing operations, the supplier shall:

- have an engineering change/revision control system,
- utilize work orders (or equivalent) as applicable to specify fabrication requirements, inspection activities and to maintain traceability,
- have documented procedures to control, calibrate, and maintain monitoring and measuring devices,
- have documented procedures to control and disposition nonconforming items.

3.3 If any sampling inspection is performed on items supplied to Mooney, annotate the method used in block 8 of the Supplier Quality Assessment, form QA1029, under Manufacturing Control and Inspection System.

3.4 In addition, the supplier shall:

- notify MIC of any management changes.
- notify MIC of any changes to their quality system, processes or facilities which would have an impact on products or services provided to MIC,
- strive to continually improve the effectiveness of their quality system.

3.5 MIC flow down requirements includes right-of-entry provisions. These provisions allow MIC, MIC contract customers, the FAA, or other regulatory authorities to determine and verify the quality of work, records and material at supplier facilities or any place in the supply chain.

3.6 MIC contract customer approved special processors must be used when specified by contract.

Section 4	Documentation Requirements
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4.1 As a minimum, items supplied to MIC shall be accompanied by a statement of compliance on the invoice or on a separate document that the items comply with all drawing, specification and/or Purchase Order requirements.



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4.2 Raw material shall be accompanied by legible copies of the material certification as furnished by the originator of the raw material or from an independent test laboratory. Material certifications must state the specification to which the raw material is being certified.

4.3 Shelf-life limited items controlled by batch number or cure date and products controlled by heat lot number shall have the applicable controlling number on the appropriate certificate.

4.4 When a Certificate of Conformance (C of C) is required by the MIC Purchase Order, the C of C must include:

1. Supplier Name and Address
2. MIC Purchase Order number and quantity shipped
3. Part or item number
4. Drawing revision (if applicable)
5. Processes performed (if applicable) with reference to the applicable process specification
6. Lot serialization (when applicable)
7. Signature and title of authorized representative

4.5 Suppliers who are delivering parts in accordance with their aviation airworthiness scope of approval (e.g.: DOT, FAA PMA, etc.) may release the parts on their authorized release certificate stating their applicable airworthiness approval number.

4.6 Manufacturing and processing records not specifically required for shipment to MIC shall be maintained at the suppliers facility and available upon request to MIC or the FAA within 48 hours of notification.

4.7 Records related to products or services provided to MIC shall be maintained by the supplier for a minimum of 5 years. Records related to critical components, defined in accordance with Code of Federal Regulations, Section 45.15(c), must be retained for a minimum of 10 years, unless those records are otherwise maintained by the original manufacturer with FAA Parts Manufacturing Authority (PMA).

4.8 Should the supplier go out of business, or is no longer utilized by Mooney, records related to the items in this section shall be made available to Mooney or retained by agreement for the periods specified above.

Section 5	Purchasing
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5.1 MIC utilizes the Purchase Order to flow down quality requirements to suppliers, vendors, outside processors and subcontractors. The flow down requirements are defined by Purchase Order QC Codes (Appendix A) specific to each item ordered.

5.2 The supplier is required to ensure its subcontractors or sub-tier suppliers adhere to any contractual, regulatory, statutory, or material flow down requirements as may be communicated to the supplier by the Purchase Order, specification, or other written notification from MIC.



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5.3 Suppliers shall be alert to the presence of counterfeit parts and shall notify MIC immediately of any occurrences where counterfeit or suspected unapproved parts may have been shipped to MIC.

5.4 Suppliers shall notify MIC of any items or material obtained from sources in other countries. MIC will in turn notify the FAA MIDO of any items or material obtained from sources in other countries.

Section 6	Supplier Assessment
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6.1 Suppliers to MIC are assessed by MIC Quality Assurance before being added to the Approved Supplier List and prior to placement of a Purchase Order. The supplier shall complete a Supplier Quality Assessment form, QA 1029M (Appendix B) and may provide other documented evidence describing their quality system. For any survey items marked "No", an explanation should be included in the "Comments" block to the right of the item or in the "Any additional comments" block on page 3 of the form.

6.2 MIC reserves the right to perform an on-site survey at the supplier's facility if necessary. Follow-up audits or surveys may also be scheduled periodically by MIC or the FAA to maintain approved status.

6.3 Upon approval, notification will be issued to the supplier by MIC Purchasing or Quality Assurance. The scope of the supplier's approval will be included on the MIC Approved Supplier List.

6.4 MIC retains the responsibility of approving sub-tier suppliers but may accept the primary supplier's method of approving their suppliers depending on the criticality and/or complexity of the process, parts, or service provided.

6.5 MIC rates suppliers based on the effectiveness of their quality system, response to quality escapes, and on-time delivery. In the event a supplier's performance is found to be unsatisfactory, the supplier may be disqualified per the following process:

Step I

Suppliers whose performance of product and/or service deliverables fail to meet expectations will be formally notified. The supplier shall develop a formal corrective action plan and forward it to MIC Quality Assurance.

Step II

Suppliers whose performance of product and/or service deliverables and/or documented corrective actions continue to fail to meet expectations will be disqualified and removed from the MIC Approved Supplier List.

Section 7	First Article Inspection
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7.1 A First Article Inspection (FAI) is required for all first run MIC designed parts or as stated on the Purchase Order.

7.2 FAI's may also be required:

- following engineering drawing revision changes,



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- following new tooling purchases or changes or modifications to existing tooling,
- following changes to special processes.

7.3 When an FAI is required, the supplier shall:

- identify the first article part,
- provide a copy of the supplier's completed conformity inspection report,
- where applicable, provide a copy of any special process certifications or documents.

7.4 MIC or the FAA may request permission to witness the completion of the FAI, at the supplier's and/or sub-tier's facility, to verify conformance with all the requirements of the Purchase Order, engineering drawings and/or technical specifications.

7.5 The FAI may be submitted on the supplier's own FAI form, or in the absence of one, on a Supplier First Article Inspection, form SFAI (Appendix C).

Section 8	Shipping
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8.1 The supplier shall:

- ensure that all shipping containers and packing materials utilized are sufficient to protect the product during in-transit handling, movement and storage,
- ensure that items delivered to MIC are identified with the applicable part number via ink marking, bag and tag or as identified by the drawing,
- ensure that all proper documentation is included with the shipment.

8.2 Items may only be drop shipped to a destination other than MIC by approval from MIC as specified on the Purchase Order. MIC will notify the FAA MIDO of any items being drop shipped.

Section 9	MIC-Owned Tooling
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9.1 The supplier shall ensure that all MIC-owned tooling is appropriately stored and handled and is inspected prior to use for integrity and freedom from damage.

9.2 The supplier shall obtain written authorization from MIC prior to modifying any MIC-owned tooling.

Section 10	Control of Nonconforming Product
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10.1 It is the responsibility of the supplier to ensure that only conforming product is delivered to MIC.



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10.2 In the event of a quality escape, the supplier shall notify MIC of any latent defects delivered in its products, articles, and/or services. Notification shall be made immediately in writing to MIC Procurement and Quality Assurance. Notification shall include a clear description of the nonconformity, part number(s), quantities, serial numbers if applicable, and delivery date(s).

10.3 Nonconforming product discovered at the supplier may be dispositioned in accordance with the supplier's material review procedures. Only items that can be reworked to the original engineering drawing, technical specification, and/or Purchase Order requirements may be delivered to MIC. Delivery of the product by the scheduled due date remains the responsibility of the supplier.

10.4 In special cases, a Supplier Nonconformance Report, form SNR (Appendix D) may be used for disposition instructions when nonconforming items are found in process or in stock at the supplier's facility prior to delivery to MIC.

10.5 MIC will process the SNR and provide the disposition instructions to the supplier. Under no circumstances shall nonconforming product be shipped to MIC until the supplier has received the dispositioned SNR from MIC. The supplier shall include a copy of the dispositioned SNR with all applicable shipments

10.6 When notified that nonconforming items have been shipped to MIC, the supplier shall:

- inspect all remaining stored items or work-in-progress to ensure that no additional items will be shipped with the nonconformance,
- initiate root cause analysis and implement the appropriate Corrective Action to prevent recurrence of the nonconformity.

10.7 Items shipped to MIC and found to be nonconforming will be documented on a MIC nonconformance report form and dispositioned by MIC MRB.

10.8 Material Review Board (MRB) authority is only granted to a supplier of MIC designed parts by written approval from MIC Quality Assurance.

10.9 MIC reserves the right to recover costs, including administration charges, incurred as a result of non-conforming product delivered to MIC.



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Purchase Order "QC Codes" List

1. Suppliers of product or services intended for use on Mooney aircraft or aircraft components must be approved by the Mooney Quality Assurance Department. As a condition of this approval, suppliers shall comply with all Purchase Order requirements and applicable portions of the Mooney Supplier Quality Manual.
2. The supplier shall maintain an established Quality Assurance system properly documented and verified through regular audits.
3. The supplier shall maintain a system for Statistical Process Control properly documented and verified through regular audits.
4. The supplier's facility is subject to review and audit on a random basis by a Mooney Quality Assurance representative, the Federal Aviation Administration, or Mooney contract customers who may reserve the right to perform conformity inspections and/or witness testing at the supplier's facility.
5. Material certification is required on all raw materials, per the Material Specification called for on the Design Engineering drawing, to include evidence which shows the results of chemical and physical tests of each configuration listed on the Purchase Order. This report shall be validated by a name and title of an authorized representative of the supplier's quality department.
6. Material certification stating compliance with FAR 23.853, FAR 25.853, CAR 3 or Mooney Specification 20 section 44 is required.
7. Certification is required for all fasteners to include: supplier name, purchase order number, lot or batch number, applicable Standards or Specifications, OR a statement that manufacturer's certification is on file at the supplier facility, and title/signature of the authorized signer in ink.
8. Material such as natural rubber goods, sealants, or other environmentally affected products shall be physically dated with date of manufacture or certification provided to determine useful life remaining.
9. All paints and finishing products used on aircraft or aircraft parts will require supplier certification of manufacture date within the preceding twelve (12) months or with at least 85% shelf life remaining.
10. A "Return to Service" Tag or FAA Form 8130-3, "Authorized Release Certificate Approval Tag" is required for all repaired or reworked calibrated aircraft instruments.
11. Certification of compliance is required on purchased materials, parts, or assemblies manufactured to the supplier's drawings or Mooney drawing specifications. The C of C must include supplier name and address, Mooney purchase order number and quantity shipped, part or item number, engineering drawing revision (if applicable), processes performed (if applicable) and reference to the process specification, serial number (if applicable), and the signature and title of the authorized representative.



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12. Verification is required that all items being supplied comply with Mooney purchase order requirements.
13. Foreign Air Authority Export Certificate of Airworthiness or Airworthiness Approval Tag required.
14. The supplier shall utilize commercial standard practices for the preservation and packaging of all items applying to this Purchase Order and shall identify each package with the Purchase Order number, manufacturer's name, and date shipped.
15. Materials which are volatile or toxic in nature shall be properly contained in accordance with the applicable Code of Federal Regulation. The containers will be plainly marked to include contents, appropriate warnings, precautions, instructions, and storage conditions.
16. All material must be identified by a part number that is permanently and legibly affixed directly to the surface of each item. If this is not possible or practicable due to physical size or nature of the material, an identification tag will be securely attached to each item or to the package for multi-unit items of the same lot number.
17. TSO or FAA Form 8130-3, "Authorized Release Certificate Approval Tag" required on all new calibrated instruments.
18. The supplier shall provide certification that the process being performed was conducted in accordance with applicable specifications and Purchase Order requirements. The certification shall include Purchase Order number, part number and lot or batch number. Associated test reports, certifications, process records, etc., shall be kept on file and retrievable by the supplier for review or audit by a Mooney representative.
19. The supplier shall provide an FAA Form 8130-3, "Authorized Release Certificate Approval Tag", signed by an FAA Representative/DAR.
20. Product or services not intended for use on Mooney aircraft or aircraft components.
21. Material is customer furnished for exclusive use on that customer's parts only.
22. The supplier shall provide a copy of any test report or inspection check sheet as appropriate used by the supplier to verify the product for each lot or unit being supplied as applicable. If a design engineering change or change to an approved process has occurred, a detailed Conformity Inspection check sheet shall be submitted.
23. For each First Article manufactured, engineering change, or change in the process, the supplier shall provide a Conformity Inspection check sheet listing dimensions/tolerances called out on the Design Engineering Drawing along with actual measurements taken by the supplier and the revision level of the drawing to which the article was inspected. This shall include any other special note, call-out, or specification, pertaining to the supplied part, that is listed on the drawing.

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Company Name:	Mooney Assigned Vendor Number:
Address:	City:
Province / State:	Country:
Postal/Zip Code:	Email:
Phone:	Fax:

Quality Representative / Title (Please Print):		Quality Representative Signature:	
Phone number of Quality Representative:	E-mail address of Quality Representative:	Date:	

Approximate size of manufacturing or warehouse area (as applicable):
Number of years in business:
Total number of employees:
Number of Quality Assurance personnel:

Service provided to Mooney:		
Manufacturer <input type="checkbox"/>	Distributor <input type="checkbox"/>	Processor <input type="checkbox"/>

Primary items supplied to Mooney:		
Part Name	Part Number	Authorized Distributer for?
		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

ISO 9000 Certified? Yes <input type="checkbox"/> No <input type="checkbox"/>	ISO 9001 Certified? Yes <input type="checkbox"/> No <input type="checkbox"/>	Other:
FAA PMA Holder? Yes <input type="checkbox"/> No <input type="checkbox"/>	FAA PMA Holder Number:	Other:

QUALITY SYSTEM DESCRIPTION	YES	NO	Comments
1. Do you have an established quality assurance or quality control system?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is your quality system defined in a quality manual?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is there an inspection system in place?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is there a document control system in place?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are traceability controls in place?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are quality system records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	How long?
7. Are continuous improvement practices being utilized?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are internal audits conducted on a periodic basis?	<input type="checkbox"/>	<input type="checkbox"/>	
SUPPLIER CONTROL & MANAGEMENT			
1. Do you have a process for evaluating and approving your suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do you maintain an approved suppliers list?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is there a corrective action system for supplier nonconforming material?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do you have a supplier audit system?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do you use sub-tier suppliers to manufacture products for Mooney? If yes, how do you control this?	<input type="checkbox"/>	<input type="checkbox"/>	
5a. Supplier name:			
5b. Items furnished:			
6. Are all incoming items inspected before being released to stock?	<input type="checkbox"/>	<input type="checkbox"/>	
ENGINEERING			
1. Do you have an engineering change/revision control system?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is there a means to incorporate Mooney specifications into your manufacturing work instructions, standards, and specifications?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you use computer aided software (CAD/CAM) to develop NC programming?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Can you support data transfer with other CAD/CAM formats?	<input type="checkbox"/>	<input type="checkbox"/>	
MANUFACTURING CONTROL AND INSPECTION			
1. Are work instructions utilized by operators and assemblers?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is Engineering data, specifications, and customer requirements readily available to the operators and assemblers?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does work instructions, Engineering data, and specifications for operators and assemblers include revision identification?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do you utilize shop orders or travelers to document manufacturing operations?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are in-process and final inspections performed?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are in-process and final inspections documented on the shop order or traveler?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are controls in place and effective for special processes?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Do you perform 100% inspection? If not, what method is used?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are First Article conformity inspections done on all new or revised items?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is there a system (stamps, tags, etc.) for identifying the inspection status of products? Explain:	<input type="checkbox"/>	<input type="checkbox"/>	

CALIBRATION CONTROL	YES	NO	Comments
1. Are there documented procedures in place to control, calibrate, and maintain monitoring and measuring devices?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are monitoring and measuring devices checked periodically and the results recorded?	<input type="checkbox"/>	<input type="checkbox"/>	
3. If measurement standards are used, are they traceable to the National Institute of Standards and Technology?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is there a recall system in place if monitoring and measuring devices are found to be out of tolerance?	<input type="checkbox"/>	<input type="checkbox"/>	
DISCREPANT MATERIAL CONTROL			
1. Are discrepant items properly identified when rejected?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are discrepant items placed in a bonded area or segregated to prevent use?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is there a documented Material Review system in place?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is there a documented corrective action system in place?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does your system provide notification to the customer for any discrepant or non-conforming items that may have been shipped from your factory?	<input type="checkbox"/>	<input type="checkbox"/>	
HANDLING, STORAGE, PACKAGING, PRESERVATION AND DELIVERY			
1. Do you have established processes for the handling, storage, packaging, preservation, and delivery of your products?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do you utilize appropriate storage areas to prevent damage or deterioration of products pending delivery	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you have an established process for marking and labeling product for shipment?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is a process in place for providing Certificates of Compliance, Inspection, or test reports as required with each shipment?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are Certificates of Compliance traceable to product batch, heat lot, and/or purchase order number?	<input type="checkbox"/>	<input type="checkbox"/>	
CUSTOMER PROPERTY			
1. Do you have an established process for the identification, verification, protection, storage, and maintenance of customer tooling or materials?	<input type="checkbox"/>	<input type="checkbox"/>	

Any additional comments?

MANUFACTURING PROCESSES

Process:	Performed on site?		Subcontracted ?		Comments:
	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N	

SPECIAL PROCESSES, NON-DESTRUCTIVE TESTING

Process:	Process Specification:	Performed on site?		Subcontracted ?		Comments:
		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N	
		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N	
		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N	
		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N	
		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N	
		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N	



SUPPLIER QUALITY MANUAL

Supplier First Article Inspection, Form SFAI Instructions

Purpose:

The purpose of this form is to provide a means for recording the results of conformity inspection of detail parts or assemblies by a supplier when required for MIC designed parts.

Form Instructions:

The inspector shall enter the drawing requirements and actual measured findings as follows:

1. Enter the page number and total quantity of sheets used for inspection of the item. Additional sheets may be used if required.
2. Enter the part name as identified in the drawing title box.
3. Enter the part number as identified in the drawing title box.
4. Enter the Engineering drawing revision and date.
5. Enter the MIC Purchase Order number.
6. Enter the part lot number or serial number if required.
7. Enter the name of the supplier's company.
8. Enter the location and zone on the drawing where a dimension is measured.
9. Enter the required dimension as called out on the drawing.
10. Enter the actual dimension as measured by the inspector.
11. Enter any remarks if applicable.
12. Enter the signature of the inspector performing the inspection.
13. Enter the date the inspection was performed.
14. Attach a copy of any process or material certifications as applicable.



SUPPLIER FIRST ARTICLE INSPECTION

Sheet 1 of

Part Name: 2

Part No: 3

Drawing Rev: 4

Purchase order No.: 5

Lot No. / Serial No.: 6

Vendor Name: 7

Item No.	Dwg. Zone	Dwg. C/O	Actual Dim.	Remarks
1.				
2.	8	9	10	11
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Supplier Inspector Signature	Date of Inspection
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SUPPLIER FIRST ARTICLE INSPECTION

Sheet ____ of ____

Part Name: _____

Part No: _____

Drawing Rev: _____

Purchase order No.: _____

Lot No. / Serial No.: _____

Vendor Name: _____

Item No.	Dwg. Zone	Dwg. C/O	Actual Dim.	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Supplier Inspector Signature	Date of Inspection
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SUPPLIER QUALITY MANUAL

Supplier NonConformance Report, Form SNR Instructions

Purpose:

The purpose of this form is to provide the supplier a means of notifying MIC of a nonconforming MIC items discovered at the supplier's facility.

Responsibilities:

1. The supplier shall complete blocks 1-16. Provide Engineering drawing notes, drawing location zones, or sketches as needed to identify the discrepancy or deviation.
2. The supplier shall conduct a Root Cause analysis and Corrective Action as needed to prevent recurrence of the discrepancy.
3. Forward the form to the MIC purchasing department or specified contact by e-mail or fax. **DO NOT SHIP THE PARTS** until a disposition has been provided by MIC.
4. MIC shall provide a disposition in blocks 17, 18, and 19, and will return the form to the supplier by e-mail or fax.
5. The completed copy of the SNR and any other required documentation shall be included along with the affected items sent to MIC.

Form Instructions:

1. Enter the supplier company name
2. Enter the date.
3. Enter the company address information.
4. Enter the contact information for the company quality representative
5. Enter the affected item name.
6. Enter the affected item part number.
7. Enter the quantity of nonconforming parts.
8. Enter the serial number(s) if applicable.
9. Enter the MIC Purchase Order number.
10. Provide enough detail to accurately describe the nonconformance.
11. Provide a description of the root cause analysis and corrective action(s) taken.
12. Enter the signature of the quality representative or person responsible for verifying the effectiveness of the corrective action(s).

Blocks 13, 14, and 15 will be completed by MIC representatives.



Supplier NonConformance Report

Supplier: (1)		Date: (2)
Address: (3)		City: (3)
State / Province: (3)		Postal/Zip Code: (3)
Quality Representative: (4)		Email: (4)
Fax: (4)		Phone: (4)
Part Name: (5)		Part Number: (6)
Quantity: (7)	Serial Numbers: (8)	Purchase Order: (9)
Non Conformance Description:		

Supplier Root Cause Analysis / Corrective Action

		(11)
Quality Representative Signature: (12)		Date:

Mooney Disposition

(13)	

Mooney Disposition Approval

Quality Assurance / Date: (14)	Engineering / Date: (15)
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Supplier NonConformance Report

Supplier:		Date
Address:	City:	
State / Province:	Postal/Zip Code:	
Quality Representative:	Email	
Fax	Phone	
Part Name:	Part Number:	
Quantity:	Serial Numbers:	Purchase Order:
Non Conformance Description:		

Supplier Root Cause Analysis / Corrective Action

Quality Representative Signature:	Date:

Mooney Disposition

Mooney Disposition Approval

Quality Assurance / Date:	Engineering / Date:
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