

Effective Date: 11/14/2019

**AR2: Quality Management Systems – Aerospace Requirements for Distributors**

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**1. Quality Management System Requirements:**

During the performance of this Contract/Purchase Order (C/PO), the seller shall be certified / registered to the Quality Management Systems - Aerospace - Requirements of AS9120. In certain cases Aerojet Rocketdyne may approve suppliers to be sellers with a limited status on the Approved Supplier List that are subject to additional requirements and limitations.

Supplier Certificate(s) of Registration must be issued by a Certification Registration Body (CRB). The CRB must be accredited under the control of the International Aerospace Quality Group (IAQG) certification/registration schemes, as recognized by the Aerospace Standard SAE AS9104. Reference the IAQG website for a listing of accredited CRBs.

Note: You will need to register on the IAQG website and receive a password in order to view the list of accredited CRBs. Suppliers shall permit Aerojet Rocketdyne access to all data in OASIS databases including registration documentation, certification, audit reports, findings, corrective actions, etc.

Sellers who have achieved AS9120 quality system registration from an accredited third party registrar shall notify the buyer in writing in the event seller's quality system registration certificate is revoked, suspended or expired. Suppliers shall permit Aerojet Rocketdyne access to all data in OASIS databases including registration documentation, certification, audit reports, findings, corrective actions, etc.

The buyer has the right to conduct AS9120 quality system /process assessments (audits) at seller's facility as required.

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Any questions relative to the Quality Requirements in this document, other Quality Provision Clauses, or Aerojet Rocketdyne Supplier Quality Assurance (SQA) activities described in the purchase order can be directed to: [SQA@Rocket.com](mailto:SQA@Rocket.com)

## 2. Suspect and Counterfeit Parts Prevention

- a. Supplier shall establish and maintain controls which seek to prevent the purchase and delivery of Suspect and Counterfeit Parts to Aerojet Rocketdyne. Supplier shall only purchase products to be delivered or incorporated as Work to Aerojet Rocketdyne directly from the Original Component Manufacturer (OCM)/Original Equipment Manufacturer (OEM) or through an OCM/OEM authorized distributor chain. Work shall not be acquired by the supplier and furnished to Aerojet Rocketdyne from independent distributors or brokers **unless approved in advance and in writing by the responsible Aerojet Rocketdyne buyer.**
- b. Supplier shall immediately notify Aerojet Rocketdyne with the pertinent facts if the Supplier becomes aware that it has furnished Suspect or Counterfeit parts
- c. Suspect counterfeit parts and/or materials shall be immediately quarantined to prevent parts/materials from getting back into component/materials supply chain until authenticity validation can be conducted.
- d. In the event that the Supplier delivers items under this Contract that are determined to be counterfeit, Supplier shall, at its expense, (i) promptly replace such Counterfeit items with items conforming to the requirements of this Contract, and (ii) reimburse Aerojet Rocketdyne for all reasonable, direct costs incurred for the removal and replacement of Counterfeit items, including any testing costs necessitated by the removal and replacement, if any.
- e. Suppliers eligible for utilization of the Government-Industry Data Exchange Program (GIDEP) shall utilize the GIDEP process to alert industry of encountered counterfeit parts. Supplier is prohibited from shipping material for which a GIDEP Alert has been issued. The supplier agrees to support Aerojet Rocketdyne in GIDEP compliance efforts. Also the Supplier shall not ship any suspected counterfeit parts as notified by Aerojet Rocketdyne of any alerts or other suspect counterfeit conditions.
- f. Supplier shall include paragraphs (2a) through (2e) of this clause or equivalent provisions in lower tier subcontracts for the delivery of items that will be included in or furnished as Work to Aerojet Rocketdyne.

## 3. Information Request/Submission/Notifications:

Request for changes, drawing clarification, use of an alternate method and/or submittal of, requested data, etc. should be communicated to the Authorized Aerojet Rocketdyne Supply Chain representative (Buyer or Subcontract Manager on your contract) in writing using one of the methods defined below. These requests can only be answered or approved by the Authorized Aerojet Rocketdyne Supply Chain representative in writing.

1. For Purchase Orders supporting Camden, Huntsville, Orange, Sacramento sites, the Supplier Submittal Request (SSR) Form QMA-F-07.06.20.001 will be submitted to the Aerojet Rocketdyne Purchasing Department.
2. For Purchase Orders supporting Redmond Washington site, email the buyer.
3. For Purchase Orders supporting Desoto (Chatsworth), Stennis or West Palm Beach, submittals will use Form QMA-F-7.08.06.38.13, Supplier Request for Information.

For nonconformance submittals, refer to section 4 below.

## 4. Nonconforming Product:

**NONCONFORMING ITEMS SHALL NOT BE SHIPPED UNLESS AUTHORIZED IN WRITING BY THE AEROJET ROCKETDYNE BUYER.**

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Aerojet Rocketdyne reserves the right to return, at the Supplier's expense, any or all of a lot in which nonconforming parts have been found at any time.

A nonconformance that cannot be returned to conformance may be submitted for consideration but is not a guarantee for acceptance.

- For Aerojet Rocketdyne Purchase orders supporting Camden and Orange, sites, the nonconforming condition will be communicated using the Supplier Submittal Request (SSR) Form.
- For Aerojet Rocketdyne purchase orders supporting Desoto (Chatsworth), Huntsville, Redmond, Sacramento, Socorro, Stennis and West Palm Beach the supplier shall utilize the Rocketdyne Supplier Portal Gateway in accordance with the purchase order instructions.

Submission is **NOT** acceptance; suppliers must receive approval in writing or approval via the Supplier Portal before shipment. The acceptance of a nonconforming item shall not be considered a precedent for future actions. Copies of all Aerojet Rocketdyne approved nonconformances shall accompany the shipment of nonconforming items.

This requirement shall be flowed down to all sub-tier suppliers. Under no circumstance shall a repair (the use of different methods, materials or processes to correct a nonconformance) be permitted without prior Aerojet Rocketdyne approval.

#### 5. **Lot Control/Material Traceability:**

The Supplier shall maintain a system that assures full traceability to the material/manufacturing lot and/or any applicable requirements imposed by listed drawing or specification standards. The Supplier shall maintain records that provide lot/batch traceability/batch control number for each shipment. Materials used must be traceable to the manufacturer's records of acceptance and identified by applicable lot number, date code, material type, specification, applicable change letter or number, heat number, etc. The Supplier shall make all possible efforts to minimize the number of lot/date codes included in each shipment. If multiple lots must be used, each lot shall be segregated for packaging and shipment to Aerojet Rocketdyne.

Where Aerojet Rocketdyne owns the design of an article purchased from a supplier (first-tier) who further subcontracts all or portions of that work to other subcontractors (second-tier), the first-tier supplier's purchase order must state that the articles are "for Aerojet Rocketdyne end use" and assure that all applicable requirements are flowed down.

#### 6. **Special Process Sources:**

Special Processes sources used (at any level) as defined on Aerojet Rocketdyne drawings or in Aerojet Rocketdyne design information, shall be performed by Aerojet Rocketdyne approved processors (listed in Aerojet Rocketdyne Supplier Portal Gateway Processor function).

Special processes are processes such as, but are not limited to, metallurgical and chemical processes, metal joining, bonding, plating, coating, anodize, surface treatment, cleaning and material removal by non-conventional methods, water jet, etc. which also includes selected nondestructive inspection methods (Radiography, Ultrasonic, Eddy Current, Liquid Penetrant, and Magnetic Particle) used to evaluate item conformance to design and quality requirements. Aerojet Rocketdyne Company design specifications and/or industry specifications controlling these processes are referred to as Special Process specifications also known as 'certified special processes'.

#### 7. **Documentation Requirements:**

##### a. **Electronic pre-approval prior to shipment**

Prior to shipment of product, Seller shall provide all contract required quality related documentation through [Aerojet Rocketdyne Supplier Portal](#) for Buyer's review and acceptance seven days prior (7) to promise date. If Seller is not registered on the Supplier Portal, Seller shall contact Buyer to activate registration process.

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**b. Certificates of Conformances (C of C):**

The Supplier shall provide with each shipment a legible Certificate of Conformance which states that the items were produced, processed, and/or tested in accordance with stated applicable purchase order or subcontract requirements. Certifications shall be signed by a company Quality Assurance Representative or Responsible Company Official. The following information is required on the certification at a minimum.

- a. Purchase Order Number, Item Number
- b. Part number (including revision), any associated Industry Standard Part number (AN, AS, MS, etc.) that defines the configuration, material requirements and Lot, Manufacturing Order, or Batch Number if applicable.
- c. Traceability to the original manufacturer's Lot, Manufacturing Order, or Batch Number
- d. Supplier Name, address and contact information and manufacturer's name (if different from Supplier) if applicable or be traceable to other supplied documents
- e. Specification Number (including revisions and amendments)
- f. Serial numbers of Serialized Parts must appear on or be linked to the C of C.

The Certificate of Conformance shall provide a link (via the Supplier's internal process records) to all documentation for this product. The Certificate must include the manufacturer's certification or complete traceability from the original authorized manufacturer for the product(s) shipped.

**c. Document Legibility:**

The content of all documentation submitted, including signatures, stamps and dates, *must* be permanent, legible, and reproducible. Documents requiring corrections shall comply with the following requirements:

1. Each error *must* be lined through once.
2. The correct information *must* be entered near the error.
3. All corrections must be made in ink.
4. Each entry *must* be initialed and/or stamped and dated.
5. Use of correction tape/fluid is prohibited.

**d. Additional Data Submittal Requirements (Acceptance Data Package):**

When the Purchase Order requires any additional supporting data or information in addition to the C of C, that documentation will be referenced on and/or attached to the Certificate of Conformance. For example:

1. Other Certificate of Conformances
2. Any SSRs or Other evidence of Aerojet Rocketdyne approved nonconformances, waivers, or deviations (Reference: Paragraph 3 above)
3. Raw Material Certifications including chemical and physical tests results and mill certifications.
4. Special Process Certifications and any Aerojet Rocketdyne approvals (SSRs). The Supplier shall provide a certification to each of the special processes performed on the delivered hardware.
5. Inspection/ Verification Data
6. Acceptance Test Data
7. As-Built Configuration List
8. Any additional certifications or approval requirement contained in the Purchase Order.

**e. Electronic Signatures:**

Electronic signatures and dates on Supplier-submitted documentation are acceptable when the Supplier has a procedure / process to control the use of passwords or programs for the application of electronic signatures.

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**f. Record Retention:**

All records associated with items on this order (material test reports and certifications, inspections and test reports, process certifications and results, non-conformances with dispositions, etc.) supporting the items conformance to the item’s design and specification requirements must be retained by the supplier. Records shall be maintained in a manner that prevents damage from fire, moisture, pests, power interruption or any other deteriorating effects. Legible and reproducible electronic copies of records are acceptable. Written approval from the Aerojet Rocketdyne buyer must be obtained prior to destroying any records associated with this contract.

**8. Packaging, Marking, Handling, and Storage Requirements:**

These requirements reflect what Aerojet Rocketdyne considers good practices to protect and control items being delivered and are not intended to supersede or conflict with any packing and packaging requirements contained in an item’s design information or otherwise contained in the Aerojet Rocketdyne Purchase Order.

- a. General:** Materials shall be packaged in a manner that will prevent damage and preclude moisture, foreign matter or contamination damage. When multiple items are to be shipped in a package, the items will be individually packed or wrapped in a manner to prevent damage due to contact with other items.

Marking, labeling, and identification must be extended to the lowest level of unit packaging and shall be sufficiently clear to identify the contents of the package.

Bare metal material having surface protective treatment such as plating, painting, anodizing, conversion coating, etc., shall be wrapped separately in chemically-neutral paper or equivalent to prevent damage to the coating.

**Handling, protection, or packaging shall not be accomplished using tapes which have glass beads in the tape (i.e., nylon reinforced tape) or on the tape as a separator. This requirement shall be placed in purchase order(s) to your subtier suppliers.**

- b. Time, Temperature, Static Discharge, or Environmentally Sensitive Items.** Items described in their design, specification, or manufacturers’ documentation as sensitive to time, temperature, electrostatic discharge, or other environmental conditions and have special packaging, marking, and handling requirements and controls specified, shall be packaged, marked, and handled in accordance with those requirements and controls to preclude damage or deterioration to the product during shipment and upon receipt.
- c. Returned Product and Test Articles/Coupons, etc.:** Items being delivered as a result of a Return to Supplier disposition on an Aerojet Rocketdyne Nonconformance Report (NC), shall segregated from other shipments in properly identified intermediate packaging and be clearly marked as such with the item identification (Part and Serial Number) and Aerojet Rocketdyne NC number.

Parts, samples, items, test coupons that are shipped as required for testing or destructive testing or have been expended in testing shall be packaged separately and uniquely identified as samples or test articles and not for flight or production usage.

**9. Material Requirements / Obsolescence Management**

The supplier shall monitor the life cycle status and availability of parts and/or materials through the duration of the contract. Parts/material determined to be unavailable or identified as “unavailable for new designs” shall be reported to the buyer within seven working days of obtaining this designation.

**Information specifications referenced in this document:**

SAE AS9120	Quality Management Systems – Aerospace Requirements for Distributors
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