

BMT Aerospace USA, Inc. 18559 Malyn Fraser, MI 48026	Supplier Quality Requirements	
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## Supplier Quality Requirements

### Quality Work Instruction 7.4.0-301

**Approved:**

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Randle E. Borieo / James A. Hooper  
Director of Quality Assurance / Quality Engineer

### Distribution List

Quality Assurance Office  
Quality Assurance Department  
Manufacturing Department  
Purchasing Agent  
Receiving Inspection Department  
Shipping and Receiving Department  
Gage Coordinator  
Web Site  
BMT Server (Quality/AS9100)

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## Revision History

Revision	Date	Responsible Person	Description of Change
Original	01/25/01	Randle E. Borieo	Initial Release
A	11/05/01	Randle E. Borieo	Revised Page 1 by adding the Web Site to the Distribution List.
B	10/14/03	Randle E. Borieo	Complete rewrite in accordance with the requirements of AS9100:2001.
C	12/04/03	Randle E. Borieo	Revised Q32 and added Q49.
D	01/19/04	Randle E. Borieo	Revised Q14, Q15, Q37, and added Q50 thru Q53.
E	10/07/04	Randle E. Borieo	Incorporated name, address, & logo changes through out the document.
F	12/12/05	Randle E. Borieo	Revised Q20 by changing government representative to regulatory authorities. Revised Q30 & Q49 by adding E-13 and E-24 to the requirements.
G	12/30/05	Randle E. Borieo	Revised the "Supplier Quality Clause Assignments" by removing Q6 from UTC under Shot Peen.
H	02/01/06	Randle E. Borieo	Added quality requirements for "Packaging" on assignment page.
J	08/28/06	Randle E. Borieo	Added Gage Coordinator to the Distribution List. Revised Q1 by changing ISO 9002 to ISO 9001. Revised Q44, Q45, Q46 to include the proper QWI. Revised paragraph 8.5 to include the word "Verification". Delete paragraph 8.8
K	09/10/07	Randle E. Borieo	Incorporated name, address, & logo changes through out the document.
L	10/17/07	Randle E. Borieo	Added Supplier Quality Clause Assignments for General Electric Raw Mat'l (Casting).
M	05/08/09	James A. Hooper	Added Quality Clauses Q54 thru Q62 to address unique customer requirements. Also added columns in preparation for Rolls-Royce.

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## 1. Purpose

- 1.1. The purpose of this work instruction is to define the quality requirements for purchasing materials and services that effect product quality.

## 2. Scope

- 2.1. This work instruction addresses the controls implemented by BMT Aerospace USA, Inc. to control the process of purchasing materials and services that effect product quality.

## 3. References

- 3.1. BMT Aerospace USA, Inc. Quality Assurance Manual, Section 7.4
- 3.2. ISO 9001, Clause 7.4, Purchasing
- 3.3. AS9100, Clause 7.4, Purchasing
- 3.4. Customer Requirements

## 4. Responsibilities

- 4.1. Purchasing will be responsible for managing the contractual requirements associated with the purchasing activity. BMT Aerospace USA, Inc. remains responsible for the quality for all products, including those purchased from customer-designated sources.

## 5. Procedure

- 5.1. The supplier's Quality Assurance System shall be documented (Quality Assurance Manual) and maintained to reflect compliance with the requirements of this document.
- 5.2. The paragraphs listed below are Quality Requirements. Applicable paragraphs and special instructions are identified on the Request for Quotation or Purchase Order.
  - 5.2.1. If clarification is required on any of the referenced paragraphs, please contact BMT Aerospace USA, Inc. Purchasing Department before proceeding with any work.

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- Q1. Inspection System Requirements** – The Supplier shall maintain an inspection system in accordance with AS 9100, ISO 9001, or MIL-I-45208A.
- Q2. Calibration System Requirements** – The Supplier shall maintain a system of calibration in accordance with ISO 10012-1, or MIL-STD-45662A.
- Q3. UTC End User** - These parts are for United Technologies Company End Use.
- Q4. Flight Safety** - HANDLE WITH CARE. These are FLIGHT SAFETY Parts.
- Q5. Company Changes** - Changes that may affect quality such as company ownership, senior management, manufacturing location, process or inspection techniques must be communicated to BMT Aerospace USA, Inc.
- Q6. Frozen Processes** - This process is frozen and cannot be deviated from without written approval from BMT Aerospace USA, Inc.
- Q7. No Change Policy** - Process and manufacturing procedures and supplier documents submitted for BMT Aerospace USA, Inc. approval shall remain at the level of configuration in effect at the time of the approval by BMT Aerospace USA, Inc. The supplier shall not change process and/or manufacturing procedures/practices during the Purchase Order activity unless written approval is received from BMT Aerospace USA, Inc.
- Q8. Final Acceptance** - All parts on this Request for Quotation or Purchase Order are subject to final inspection and acceptance at BMT Aerospace USA, Inc.
- Q9. Nonconforming Product** - Nonconforming product must be segregated and tagged with discrepancy identified prior to shipment to BMT Aerospace USA, Inc.
- Q10. Notification of Suspect Product** - BMT Aerospace USA, Inc. must be informed immediately (not to exceed 24 hours or the next business day) when 5% of any lot of product is suspected of being nonconforming.
- Q11. Notification** – The supplier will notify BMT Aerospace USA, Inc. of any nonconformity of a delivered product that may affect airworthiness. Reporting will not exceed 24 hours or the next business day and will include a clear description of the nonconformance, identify the parts affected, the part numbers, quantities and the date(s) delivered.
- Q12. Corrective Action** - Corrective action may be requested from a supplier when nonconforming products or services are delivered to BMT Aerospace USA, Inc. If corrective action is required, the supplier must complete the Supplier Nonconforming Product Report and returned to BMT Aerospace USA, Inc. within the time frame recorded on the report. The root cause of the nonconformity must be determined and corrective action must be implemented. Corrective action must identify the changes to processes, work instructions, procedures, specifications, drawings, inspections, tests, tools, equipment, facilities, resources, materials or training to prevent recurrence of the nonconformance. Corrective action shall include the implementation date. Corrective action responses such as "cautioned the operator" or "changed the drill" are

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not acceptable. Supplier's failure to provide an acceptable response in the allotted time frame will be taken into consideration during the annual evaluation of supplier's performance.

**Q13. Certification of Conformance** - A Certification of Conformance is required and must be legible and reproducible. Prior to shipment against this purchase order the supplier shall assure in writing, with each lot that the purchase order requirements have been met and that inspection documentation has been completed and is available for review. The certification shall indicate the specification number and revision, nomenclature, purchase order number, quantity and serial numbers and shall contain the signature and title of an authorized representative.

**Q14. Traceability** – The supplier shall maintain controls to ensure capability of tracing product accountability backwards through the process to the raw material from which fabrication originated and forward to determine the location of like articles within a level of process or assembly.

**Q15. Forging/Casting Identification** - Each forging/casting shall be identified with a mill heat number or code, serial number, and foundry identification.

The supplier shall segregate and identify materials to lot/heat number when mixed lot production occurs.

**Q16. Records** - Records must be legible and reproducible. Records shall be maintained on file and subject to examination by BMT Aerospace USA, Inc. or Customer/Government Representative. Records shall be maintained for 10 years minimum after the final delivery of the order.

**Q17. Corrected Documents** – Corrected documents must adhere to the following requirements to be considered acceptable: Any errors shall be lined through with one single line, the correct information shall be entered near the error and each correction and/or addition of information shall be initialed and dated.

**Q18. Serialization** - Serial Numbers shall be maintained by the supplier per instructions on the manufacturing traveler, operational sketch or purchase order. If the requirement for serialization applies it shall be clearly stated on the Purchase Order and the specific numbers and format (i.e. prefix/suffix) shall also be supplied. These numbers **SHALL** be verified upon receipt of product and represented on any certification issued to BMT Aerospace USA, Inc. If the serial numbers noted on our Purchase Order vary from the actual product received, BMT Aerospace USA, Inc. is to be notified immediately.

**Q19. Source Inspection** - BMT Aerospace USA, Inc. source inspection is mandatory. When source inspection is performed, the supplier's inspection, measuring and test equipment shall be made available for use to determine product conformance to requirements. Supplier's personnel shall be made available for operation of equipment and otherwise assist as requested. Source inspection may include a review of systems, procedures and facilities for compliance with purchase order requirements.

**Q20. Right of Access** – Representatives from BMT Aerospace USA, Inc., their customer and regulatory authorities must have the "right of entry" to witness and examine processes and/or

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records pertaining to the Purchase Order. Such verification by BMT Aerospace USA, Inc., their customer or regulatory authorities shall not be used by the supplier as effective control of quality. Verification by the BMT Aerospace USA, Inc., their customer or regulatory authorities shall not absolve the supplier of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by BMT Aerospace USA, Inc.

- Q21. First Piece Inspection** – A first piece shall be submitted to BMT Aerospace USA, Inc. for approval prior to production. This first piece shall be accompanied with an operational sketch identifying the actual results of the dimension recorded adjacent to the required dimension.
- Q22. First Article Inspection** - First article inspection is required to be performed by BMT Aerospace USA, Inc. on this lot of parts. A first article inspection sheet must be submitted to BMT Aerospace USA, Inc. with actual results of 100% inspection of the article being performed on the first article part being submitted.
- Q23. First Article Inspection** – The supplier shall furnish first article documentation representing each item of the applicable purchase order and all component part numbers. Documentation must include inspection reports reflecting actual findings and traceability to the manufacturing documents, copies of material and special process certifications and acceptance test reports.
- The first article parts shall be identified as first article with a tag attached to the part or the bag the part is contained in. All changes to tools, methods or materials that may affect geometry or specification requirements shall require a new first article and report. First article acceptance by BMT Aerospace USA, Inc. shall not constitute final acceptance and payment of articles required to be delivered nor does it relieve the supplier of the obligation to furnish items meeting applicable drawings, specifications and contract requirements.
- Q24. Customer/Government Contact** - On receipt of this Purchase Order, promptly furnish a copy to the Customer/Government Representative who normally services your facility, or if none, the nearest Army, Navy, Air Force or Defense Supply Agency inspection office. In the event the representative or office cannot be located, the BMT Aerospace USA, Inc. Purchasing Department must be notified immediately.
- Q25. Customer/Government Inspection** - Customer/Government inspection is required prior to shipment from your facility. Upon receipt of this Purchase Order, promptly notify the Customer/Government Representative who normally services your facility so that appropriate planning for the Customer/Government inspection can be accomplished.
- Q26. Special Processes** - BMT Aerospace USA, Inc. approved supplier required.
- Q27. Special Process Certification** – Each shipment shall include process certification reflecting applicable specification number with the latest revision as required by the purchase order, process sheet or drawing. Certifications must be complete, legible, reproducible and authentic. The name and title of the authorized representative shall appear on the certification and shall bear that person’s signature and date.
- Q28. Heat Treatment** - Heat treat sample part or slug of the same material from the heat treat source is to be forwarded to BMT Aerospace USA, Inc. for each heat treat load on all carburized and hardened parts. One (1) sample for each load of fifty (50) pieces or less and

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one (1) additional sample for each additional fifty-(50) pieces per load up to five (5) samples maximum.

- Q29. Independent Lab Certification for Heat Treatment** – The initial shipment of each part number shall include a test report from a NADCAP approved independent lab certifying conformance to the latest applicable specification numbers as required by the purchase order, process sheet and/or drawing. The material that is tested by the laboratory must be processed with the lot and must be representative of the lot. The test report must be traceable to the heat treatment supplier’s certificate of conformance.
- Q30. PWA Carburized and Hardened Parts** – The supplier must process parts in accordance with sections E-13, E-24, F-22, and F-40 of the Pratt & Whitney Aircraft Materials Control Laboratory Manual. A Certification of Conformance certifying conformance is required and must be legible and reproducible.
- Q31. PWA Plating** – The supplier must process parts in accordance with section F-22 and F-44 of the Pratt & Whitney Aircraft Materials Control Laboratory Manual. A Certification of Conformance certifying conformance is required and must be legible and reproducible.
- Q32. PWA Forgings** - The supplier must process parts in accordance with section F-Master and F-4 of the Pratt & Whitney Aircraft Materials Control Laboratory Manual. A Certification of Conformance certifying conformance is required and must be legible and reproducible.
- Q33. Shot Peening** - Shot peen certification and Almen strips are required.
- Q34. Limited Shelf Life Materials** - Materials with a limited shelf life such as paint, primer, adhesive, sealant, coating, o-rings, etc., shall reflect the date of manufacture, part/material number and revision level, quantity and shelf life. Container label(s) must reflect applicable lot or batch number(s). The supplier shall affix this information directly on the material or product container and include it on the certification document. This information shall indicate the date useful shelf life was initiated and the date and/or cycle at which life will be expended, in accordance with the manufacturer's instructions. The supplier shall identify all materials and articles, which have definite characteristics of quality degradation with age and/or environment. When the environment is a factor in determining useful life, the identification shall indicate storage conditions, e.g., temperature, humidity, etc.
- A minimum of 75% of the applicable material/article shelf life shall remain upon receipt of the material by BMT Aerospace USA, Inc.
- Q35. Cure Dates** - Cure date required. The supplier shall be responsible for legibly and permanently identifying each part or container with the rubber cure date, and the applicable manufacturer compound number and military compound number.
- Q36. Ozone Depletion** – Suppliers shall comply with the labeling requirements for Class I and II ozone depleting substances as required by Section 611 of the Clean Air Act, amendments of 1990 and the final rules (40 CFR Part 82) implementing the same (collectively the “Act”). The supplier shall accurately label, consistent with the requirement of the act, any products which it is supplying to BMT Aerospace USA, Inc. that contain a controlled substance or are manufactured with a controlled substance. In the event the supplier discovers that it has failed

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to comply with the labeling requirements of the act, it shall immediately notify BMT Aerospace USA, Inc. of those products which failed to comply with the labeling requirement of the act.

- Q37. Hazardous Materials** – All Materials that are volatile, toxic or which emit fumes that are harmful to human health shall be properly contained in accordance with applicable health and safety requirements. The containers shall be clearly identified as to its contents with appropriate warnings, precautions, instructions, safety data sheets, and storage conditions. Safety data sheets shall be submitted with each Purchase Order shipment.
- Q38. Foreign Object Damage** - A Foreign Object Damage (FOD) preventive program must be implemented to protect product at all times.
- Q39. Cleaning and Packaging** - Prior to shipment to BMT Aerospace USA, Inc., all products shall be cleaned so as to be free of all-foreign substances or residue from processing or handling. Product shall be returned in the same shipping container as received.
- Q40. Handling, Cleaning and Packaging** – During fabrication and processing, special carts, boxes, containers and transportation vehicles shall be used as necessary to prevent damage due to handling. Prior to shipment to BMT Aerospace USA, Inc., all products shall be cleaned so as to be free of all-foreign substances or residue from processing or handling. Product shall be protected from deterioration by using a petroleum-based preservative. Product shall be packaged and protected for shipment in a way that will prevent damage. During packaging of small parts the use of staples should be avoided. All parts shall be checked for damage at receipt (when applicable) and prior to shipment.
- Q41. Inspection, Measuring and Test Equipment Owned by BMT Aerospace USA, Inc.** – Supplier assumes responsibility for all fixtures, tooling and/or inspection gages furnished by BMT Aerospace USA, Inc. Fixtures, tooling and/or inspection gages must be returned to BMT Aerospace USA, Inc. upon completion of the order and are subject to inspection for condition. Gages that are due for calibration shall be returned to BMT Aerospace USA, Inc. immediately. Gages shall be adequately protected to prevent damage in shipment.
- Q42. Supplier Calibration Requirements** – Unless otherwise stated on the purchase order, the calibration tolerances for the equipment is to be to the original manufacturers recommendations. Calibration traceability is to be to the National Institute of Standards and Technology or other recognized national or international standards. The supplier is to supply BMT Aerospace USA, Inc. with a calibration certificate. The date of the calibration, the identification number of the instrument being calibrated, the environmental conditions of the laboratory and the name of the calibration technician shall be shown on the certificate. The procedure to be used for calibration is the supplier’s own and must be stated on the calibration certificate. The supplier shall report the as received and as returned condition of the equipment being calibrated on the calibration certificate. The supplier is to label calibrated equipment with the calibration date, the recalibration date and the initials of the calibration technician.
- Q43. Sample Inspection** - Sampling inspection requirements are per ANSI/ASQC Z 1.4. Major characteristics are at an A.Q.L. of .65, minor characteristics are at an A.Q.L. of 4.0, and both modified to a zero acceptance level.

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- Q44. Sample Inspection** - Sampling inspection shall be in accordance with BMT Aerospace USA, Inc. QWI 8.2.4-305, Sampling Inspection, and Attachment 1.
- Q45. Sample Inspection** - Sampling inspection shall be in accordance with BMT Aerospace USA, Inc. QWI 8.2.4-305, Sampling Inspection, and Attachment 2.
- Q46. Sample Inspection** - Sampling inspection shall be in accordance with BMT Aerospace USA, Inc. QWI 8.2.4-305, Sampling Inspection, and Attachment 3.
- Q47. Material Review Authority** – All requests for waivers shall be documented and submitted to BMT Aerospace USA, Inc. Purchasing Department. Each submittal shall include the supplier’s documented analysis to determine the root cause and positive corrective action implemented to prevent recurrence. Requests for Waivers determined to affect BMT Aerospace USA, Inc. configuration management systems will be assigned a Supplier Nonconforming Product Report and dispositioned by BMT Aerospace USA, Inc. Quality Assurance Department. Copies of all dispositioned Supplier Nonconforming Product Reports will be forwarded to the supplier. Submittal for waiver does not imply BMT Aerospace USA, Inc. acceptance of the nonconformance and the supplier is responsible for the nonconforming material/service until documented disposition is received from BMT Aerospace USA, Inc. Requests for waivers may be used during the annual evaluation of suppliers. Supplier’s packing slip and certification documentation must reflect the Supplier Nonconforming Product Report number. Product shall be segregated and identified to the applicable Supplier Nonconforming Product Report number.
- Q48. Calibration System Requirements** – ISO 17025 calibration system required.
- Q49. PWA Independent Lab Testing** – The supplier must process parts in accordance with sections E-13, E-24, and F-23 of the Pratt & Whitney Aircraft Materials Control Laboratory Manual. A Certification of Conformance certifying conformance is required and must be legible and reproducible.
- Q50. Raw Materials** - Certifications are required and must include the chemical and physical properties reflecting numerical values for all tests required by the applicable specifications, the material designation and mill source. Certifications must be legible and reproducible. The certifications shall specifically identify the material by reference to the number of the melt, heat number, or other similar designation and must indicate the applicable specification number and revision, purchase order number and shall contain the signature and title of an authorized representative.
- Q51. GE Supplier Engineering Change Control** – GEAE P1TF83, Supplier Engineering Change Control, requires each source of “supplier-designed” hardware to develop and implement a system of change control. This system is to include provisions for the proposal, approval, and implementation of changes. All product design change requests/notifications shall be approved by GEAE prior to implementation.
- Q52. PWA Castings** - The supplier must process parts in accordance with section F-1, F-11, or F-31 as applicable of the Pratt & Whitney Aircraft Materials Control Laboratory Manual. A Certification of Conformance certifying conformance is required and must be legible and reproducible.

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- Q53. Fastener Quality Act** – Fasteners manufactured/fabricated, and/or ordered after October 1998 must comply with the requirements of the American Public Law 104-113.
- Q54. Bell Helicopter Classified Parts** – Bell Quality Requirements IAW QPS 100 and Classified Parts Program IAW QPS 300 apply to this order. Part classification as defined by Bell Helicopter for classified parts shall be clearly stated on all documentation/certifications generated by the supplier (i.e. Primary Part, Critical Part, Flight Safety Part).
- Q55. Bell Helicopter End User** – These parts are for Bell Helicopter End Use. The Bell P.O. number shall be stated on all certification generated by the supplier.
- Q56. GE Source Substantiation** – This clause shall apply when manufacturing product to a General Electric print which states “Vendor Substantiation Required”. All first time manufactured/purchased parts or any servicing classified as special or significant by GE shall meet General Electric source substantiation requirements to the extent required in S-1000, S-1001 & P1TF17. If product is purchased complete, evidence of approval in the form of a General Electric GT7350 shall be supplied with the first shipment and be available by request to BMT. When servicing requires source substantiation all required information shall be submitted to BMT with the return of the parts and/or previously approved as required by General Electric.
- Q57. GE First Article Inspection** – All manufactured/purchased parts that are considered “Source Controlled” or if Vendor Substantiation is required per print, BMT shall require evidence of an approved General Electric FAIR to be supplied with the first shipment and be available by request to BMT. It is the responsibility of the sub-tier supplier to maintain their approval status directly with General Electric. If the sub-tier suppliers approval status and/or FAIR are not current then they are to notify BMT immediately.
- Q58. Sikorsky Flight Safety Parts** – Sikorsky Flight Safety Part Requirements IAW SS9211 apply to this order.
- Q59. Hamilton Sundstrand Flight Safety Parts** – HS Flight Safety Part Requirements IAW HS15000 apply to this order.
- Q60. Honeywell Flight Safety Parts** – Honeywell Flight Safety Part Requirements IAW E1010 apply to this order.
- Q61. P&W Flight Safety Parts** – PWA Flight Safety Part Requirements IAW ASQR-09.1 apply to this order.
- Q62. Rolls-Royce End User** – These parts are for Rolls-Royce End Use. R-R Quality Requirements IAW **Suppliermanager SABRe** (Supplier Advanced Business Relationship) as found on their website <http://www.suppliermanager-online.com/>. All Technique Plans and Processing Documents used in the manufacture and/or processing of R-R product shall be considered “**FROZEN PLANNING**”.



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**Packaging**

BMT Q5 11 12 17 18 20 25 38

**Paints and Glues**

BMT Q1 2 5 11 13 17 20 34 35 36 37

United Technologies Q1 2 3 5 11 13 17 20 34 35 36 37

Rolls-Royce North America TBD

**Purchased Materials**

BMT Q1 2 5 8 11 12 13 17 20 34 53

General Electric Q1 2 5 8 11 12 13 17 20 34 51 53 56 57

United Technologies Q1 2 3 5 8 11 12 13 17 20 34 53

Rolls-Royce North America TBD

**Raw Mat'l (Bar)**

BMT Q1 2 5 8 11 12 17 20 50

United Technologies Q1 2 3 5 8 11 12 17 20 50

Rolls-Royce North America TBD

**Raw Mat'l (Casting)**

Bell Helicopter Q1 2 5 6 8 11 12 15 17 20 50 54 55

BMT Q1 2 5 8 11 12 15 17 20 50

General Electric Q1 2 5 6 8 11 12 15 17 20 50 56 57

United Technologies Q1 2 3 5 8 11 12 15 17 20 50 52

Rolls-Royce North America TBD

**Raw Mat'l (Forging)**

Bell Helicopter Q1 2 5 6 8 11 12 15 17 20 50 54 55

BMT Q1 2 5 8 11 12 15 17 20 50

United Technologies Q1 2 3 5 8 11 12 15 17 20 32 50

Rolls-Royce North America TBD

**Shot Peen**

BMT Q1 2 5 9 11 12 17 20 27 33 38 39

General Electric Q1 2 5 6 9 11 12 17 20 27 33 38 39 56

United Technologies Q1 2 3 5 9 11 12 17 20 27 33 38 39

Rolls-Royce North America TBD

**Testing**

BMT Q1 2 5 11 13 17 20

Pratt & Whitney Q1 2 3 5 11 13 17 20 49

Rolls-Royce North America TBD

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## 6. Forms

6.1. None

## 7. Records

7.1. The records maintained to support and document implementation of this procedure are listed in QAP 4.2.4-200.

## 8. Related Documents

- 8.1. Quality Assurance Procedure 7.4.0-200, Purchasing
- 8.2. Quality Work Instruction 7.4.0-300, Annual Survey of Suppliers
- 8.3. Quality Work Instruction 7.4.0-302, Releasing Purchased Services
- 8.4. Quality Work Instruction 7.4.0-303, Receiving Purchased Services
- 8.5. Quality Work Instruction 7.4.0-304, Receiving/Verification Raw Materials
- 8.6. Quality Work Instruction 7.4.0-305, Returning Purchased Services for Rework
- 8.7. Quality Work Instruction 7.4.0-306, Receiving Inspection of Purchased Services
- 8.8. ASQR-01 – United Technologies
- 8.9. SPOC – Honeywell
- 8.10. S-1000 – General Electric
- 8.11. S-1001 – General Electric
- 8.12. P1TF17 – General Electric
- 8.13. QPS-100 – Bell Helicopter