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**1.0 Purpose**

This document defines requirements for suppliers providing aerospace and defense materials, products and services to First Gear Engineering & Technology, or Testing/Calibration supplies. Supplier acceptance of a purchase order from First Gear referencing this specification indicates they understand it is the supplier’s responsibility to adhere to the requirements described herein.

**2.0 Quality Management System Requirements**

**2.1 Quality System**

Suppliers shall have a Quality System compliant to the latest revision of AS9100 and/or ISO9000 requirements as well as this document. However, preference for approval will be given to suppliers who maintain third party accredited quality systems.

Suppliers not compliant / certified / registered / accredited are subject to removal from the First Gear Engineering & Technology Approved Supplier List. First Gear, at its discretion, may elect to continue a business relationship with the supplier based on the results of an on-site audit of their Quality System and the supplier’s perseverance to achieve compliance / certification / registration / accreditation. Said supplier may be utilized if written approval by First Gear Quality Manager, General Manager and/or President is documented.

**2.2 Approval of Product**


Suppliers are required to obtain approval from First Gear for product, procedures, processes, and equipment prior to proceeding with any work.

**2.3 Nonconforming Product and Disposition**

Suppliers are required to notify First Gear of any nonconforming product and obtain approval from First Gear for nonconforming product disposition.

**2.4 Notification of Changes**

Suppliers are required to notify First Gear of changes in product and/or process changes, changes of suppliers, changes of manufacturing facility location and, where required, obtain approval from First Gear.

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**2.5 Flow Down**

Suppliers are required to flow down to sub-tier suppliers the requirements of First Gear’s purchasing documents, including key characteristics where required.

**2.6 Right of Entry**

Suppliers are required to provide the right of entry to First Gear’s personnel, First Gear’s customers, and regulatory authorities. Suppliers are also required to afford First Gear the right to verify supplied product conforms to specified requirements.

**2.7 Control of Records**

Supplier records shall be established to provide evidence of conformance to requirements and of effective operation of the Quality Management System shall be controlled. Supplier shall establish a documented procedure to define the controls needed for the identification, storage, protection, retrieval, retention and disposition of records. These records, including but not limited to, material certifications, special process control records and certifications, inspection and first article inspection records, statistical process control records and build records shall be maintained by the supplier for a minimum of 10 years or as specified by purchase order.

**2.8 Counterfeit Parts**

Supplier shall ensure all materials provided to First Gear from supplier and its subcontractors are authentic, conforming and material acquired is not counterfeit.

**2.9 Personnel**

Supplier shall ensure all personnel are aware of their contribution to product or service conformity, their contribution to product safety and the importance of ethical behavior.