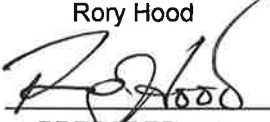
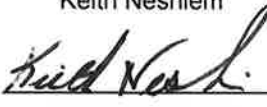



Gulfstream
Production Certificate Operations

REQUIREMENTS FOR DISTRIBUTORS

SQAR-0004 REV. B

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REVISIONS

DATE	REV	REVISION & ADDED PAGES	REMARKS
4/1/2002	N/C	New Document	
2/16/15	A	Revised Document to Reflect FAA AC 00-56A	
7/16/15	B	Revised Document, Section 7, to Reflect FAA AC 00-56B Addition of AS91XX Accreditation	

1. Purpose & Scope

This document contains the minimum quality requirements for a quality system of a distributor of aircraft articles to Gulfstream on purchase orders or other contract documentation. It shall establish the necessary functions of a distributor who engages in the sale or transfer of parts for installation in appliances and type-certificated aircraft, aircraft engines, or propellers.

Note: For the purpose of this document, cut-to-size and assembly functions, etc. are considered manufacturing processes and will be governed by SQAR-0003.

A distributor shall:

- not affect the specification conformance of the article and/or product as imparted by the manufacturer.
- maintain and be able to provide the purchaser with unaltered copies of the original manufacturers' certifications and/or test reports that establish the traceability of specification conformance.
- ensure the article and/or product conformance has not been compromised.
- be allowed to change quantities from the original shipment by sub-dividing into smaller quantities without affecting the article's specification conformance, environmental protection, shelf life or age control, traceability, or original manufacturers' warranty provided they have a documented process to conduct such activity.

2. Applicability

This document shall apply when incorporated by reference into any contract to all specified distributors supplying articles and/or products to Gulfstream. In the event of a conflict between the contents of this document and any distributor documents, the terms of this document for the referenced procurement shall apply unless specifically negotiated and accepted in writing by Gulfstream Quality Assurance. If a distributor proceeds without an agreed to understanding of this document, Gulfstream reserves the right to exclusively interpret the contents of this document.

3. Gulfstream Audits, Surveys & Inspections

Prior to the award of a procurement contract, a Quality Assurance evaluation may be scheduled to appraise the distributor's ability to comply with the requirements of this document. Upon completion of an evaluation, the distributor will be notified of their acceptability or of any areas of nonconformance. Any nonconformance shall be resolved to the satisfaction of Gulfstream Quality Assurance.

Gulfstream reserves the right to conduct audits, evaluations, and inspections of the distributor and the articles and/or products to be furnished to Gulfstream. In addition, Gulfstream reserves the right to conduct audits, evaluations, and inspections of the distributor's subcontractors and the articles and/or products to be supplied to Gulfstream. These audits are in addition to the distributor's quality system, but does not relieve the distributor of the responsibility to maintain an acceptable quality system for the control of articles and/or products.

4. Gulfstream Representation

Gulfstream may assign representatives from Quality Assurance, Purchasing, Engineering, or other personnel as required to the distributor's facility during its performance under any Gulfstream contract. These representatives will only be assigned to the distributor's facility in connection with the contract. The distributor will be required to provide these assigned personnel with reasonable facilities and equipment required to conduct their business within the distributor's facility.

5. Government Representation

Gulfstream distributors shall permit access and provide facilities and assistance, as necessary, to government representatives to enable them to evaluate the distributor's facilities and to review procedural controls, records, process controls, and articles and/or products at all times and places during manufacture for conformance with government regulations and applicable specifications.

6. Management Responsibility

The Distributor's quality system must be documented and address the items outlined in this document.

- a) The quality system should include a commitment to maintain the quality requirements of articles and/or products distributed.
- b) The quality assurance department's interrelationship within the organization must be described and shown on an organizational chart.
- c) Persons performing quality functions will be named, authorized, trained, and qualified to carry out defined inspections, product handling, and packing for both hazardous/dangerous articles.

7. Quality System

The distributor must have a quality system that complies with the U.S. Department of Transportation, Federal Aviation Administration, Advisory Circular (AC) No: 00-56, latest revision and certified by any of the organizations noted in the section for Acceptable Quality System Standards. Regardless of quality system utilized, a third party certification and registration is required.

A distributor that is certified per this document and subsequently changes certification/registration bodies (CRB), loses its registration status or is put on notice of losing its registration status shall notify Gulfstream Procurement Quality within three (3) days of receiving such notice from its CRB.

The distributor shall have a total network of administrative/technical data and detailed procedures required to maintain the articles and/or products thereof to specified airworthiness standards. In addition, their quality system refers to the distributor's total network of administrative and detailed procedures implemented to ensure that the article and/or products sold by the distributor satisfy the customer's aviation quality requirements and, in particular, that the parts documentation accurately reflects the criteria identified in the purchase order.

8. Contract Review

- a) Before acceptance of the contract or contract change, the distributor shall assure the requirements of the contract are adequately defined and clearly understood.
- b) If substitution of an article and/or product is proposed, such substitution must be coordinated with Gulfstream Quality Assurance prior to shipment.
- c) Variation from the product ordered (if any) will be addressed and accepted by Gulfstream Quality Assurance before shipment.

9. Document and Data Control

The distributor shall have a system that maintains technical data (if/as required) in a manner that ensures such data is current, legible, and accessible. Procedures for maintaining documentation include, but are not limited to, the documents originally received with the articles and/or products being sold and shipped; the documents shipped with the articles and/or products, and any other documents used to establish the condition and origin of articles and/or products received and shipped.

The distributor shall have a documented procedure for the storage, distribution, and retrieval of documents used to establish the condition and origin of articles and/or products received and shipped. An anti-alteration system shall provide for the protection of the authenticity and the reproduction of the actual certificate of conformance, test report, or other quality data. These measures are to prevent changes and/or counterfeiting of these documents.

10. Purchasing

- a) The distributor shall document and maintain procedures to ensure that purchased articles and/or products meet the Purchase Order requirements.
- b) The distributor shall maintain a list of their approved suppliers and make available to Gulfstream upon request.
- c) The type of release certification will be specified to the subcontractor (i.e. FAA Form 8130-3, OEM material Certificate of Conformance, Certified Test Reports, or foreign equivalent airworthiness approval tag).
- d) If applicable, additional traceability requirements will be specified.
- e) Where articles and/or products are to be scrapped by subcontractors, the distributor shall require the parts to be mutilated to prevent possible fraudulent re-entry into the supply chain.

11. Product Identification and Traceability

The distributor shall have receiving inspection procedures that ensure that procured articles and/or products and documentation are traceable to a prior source and bear acceptable documentation. They shall also have a procedure for ensuring accountability when approval tags or other traceability documents are duplicated.

The distributor shall have a procedure for documenting redistribution of lots. Appropriate documentation would include, but not limited to, lot and batch, serial number, manufacturer/supplier, shelf-life/rubber cure date, as well as control and verification of remaining inventory. The procedures should also include control and maintenance of all documentation.

There shall be a method of avoiding part numbers ambiguities. The distributor shall not add, alter, or remove a manufacturer's part number, identifying mark, or data plate. A cross-reference should be maintained which cross-indexes any manufacturer's part number with a Gulfstream unique specification.

12. Process Control

Where batch splitting takes place, procedures will be established to control parts to the original lot/batch documentation.

13. Incoming Inspection and Testing

The distributor shall have inspection stamp/signature/initial control that ensures control for issuance, usage, re-issuance, loss of, and accountability (when applicable). Articles and/or products received by the distributor shall be subject to verification. As a minimum, an article and/or product receiving verification shall visually examine quantity, type, size, finish, marking of grade, class, part or standard number, manufacturer's identification, damage, general workmanship, and FOD.

Criteria for product acceptance shall be documented as part of the quality procedures. The documents relating the product traceability that accompanies the incoming product shall be reviewed for authenticity, completeness of data recorded, and verified to the product received. Product and documentation shall be verified to conform to the purchase order requirements and are of the lot/batch number indicated on the product certification.

The receiving process shall also verify the articles and/or products purchased are from approved suppliers. The receiving process in no way should alter or adversely affect the conformity, usability, serviceability, or traceability of the product received from the manufacturer or other approved source. Articles and/or products that are nonconforming or not yet verified shall be safeguarded from entering the distributor's system.

14. Outgoing Inspection and Testing

For used aircraft articles and/or products, include any other pertinent documentation such as:

- 1) Details of the product's non-exposure to extreme stress and heat
- 2) Confirmation that the product did/did not come from government or military sources
- 3) Details of compliance/incorporation of specific Airworthiness Directives
- 4) Manufacturers (OEM) certification
- 5) Articles and/or products that had any maintenance or alteration activity shall have the FAA Form 8130-3 and/or foreign equivalent Return-To-Service tag completed in accordance with the applicable civil aviation authority.
- 6) Product is still within its shelf-life date and the rubber cure date is stated
- 7) Visual inspection shall check for damage, connections, and openings are protected with plugs, caps, and free of contamination by adhesive tape residue.
- 8) Verification that the articles and/or products conform with the description, part numbers, dash characters, modification characters, serial numbers, etc., as stated on the supplier's dispatch documents and subcontractor's incoming documents and certificates.

15. Control of Nonconforming Articles and/or Products

The distributor shall document and maintain procedures to control the identification, documentation, evaluation, segregation, disposition, and notification of customers or suppliers in the event of nonconforming, discrepant product. The distributor shall promptly notify Gulfstream Procurement Quality in writing when they discover a discrepant article and/or product has been delivered. Notification shall consist of a concise description of the discrepancy, part and serial numbers, lot numbers, quantity, and dates delivered.

The distributor shall not return previously rejected material to Gulfstream as "Returned as Received" or "No Cause for Rejection" without written authorization from Gulfstream Purchasing and Quality Assurance. In all cases when returning material as "Returned as Received", a statement is required on the shipping document defining why the material is being returned as received. A copy of the Gulfstream authorization shall accompany the shipping document.

When a Rejection Notice Change (RNC), GA 840 form has been issued by Gulfstream, the RNC number shall be referenced on all accompanying documentation.

16. Corrective and Preventive Action

The distributor shall document and maintain procedures for identifying root cause, implementing effective corrective action, preventive action, and follow-up.

17. Handling, Storage, Packing, Preservation, and Delivery

The distributor shall maintain packaging control that ensures articles and/or products shipped are adequately protected from damage and/or deterioration. They shall maintain environmental controls to ensure articles and/or products that require special environments are identified and stored accordingly.

Lot/batch segregation shall be maintained as required to maintain the traceability of the applicable articles. Fastener lots may not be commingled. The distributor must maintain the records indicating the quantities acquired and sold from each lot/batch to each customer. Where lots/batches have been subdivided, evidence shall exist to ensure continued traceability.

The packaging shall identify the manufacturer and distributor, part number, serial number, lot or batch number when applicable, and the quantity. When required, the country of origin shall be included. The labels shall not violate any laws and must meet contract requirements. Packaging shall conform to specified customer requirements when applicable.

Flammable, hazardous, toxic, or volatile materials shall be clearly identified and stored in a manner and location conforming to the manufacturer's recommendations.

Articles and/or products subject to Electrostatic Discharge (ESD) shall be packaged, handled, stored, and protected with necessary precautions and in accordance with requirements for handling these articles and/or products. Personnel shall be properly trained in the handling and control of ESD sensitive articles and/or products.

The distributor shall maintain documented procedures for the identification and proper handling of shelf life or life limited items and components or assemblies containing such items. The procedure must ensure the required or an adequate shelf life remains per the contract requirements when the product is shipped to the customer.

18. Control of Quality Records

Records pertaining to product quality, integrity, and traceability shall be maintained for a minimum of five years and ten years for critical components. Records shall be protected from damage, deterioration, alteration, unauthorized access, or loss.

19. Training

Personnel assigned specific tasks shall be qualified on a basis of appropriate education, training and/or experience. Any pertinent training records shall be maintained.