



**BIZJET INTERNATIONAL
SALES AND SUPPORT, INC.**

**3515 NORTH SHERIDAN ROAD
TULSA, OKLAHOMA 74115**

**FAA APPROVED REPAIR STATION
NO. IY2R915K**

**SUPPLIER QUALITY
REQUIREMENTS MANUAL**

**REVISION NO. 6
DATE: 18JUL2022**

APPROVED BY:

A blue ink signature of Thomas Illner, written in a cursive style, positioned above a horizontal line.

Thomas Illner
PRESIDENT/ CEO / ACCOUNTABLE MANAGER

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Jerry Walters
DIRECTOR OF QUALITY

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Jens Weuthen
SUPPLY CHAIN MANAGER

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RECORD OF REVISIONS

Revision Number	Revision Date	Revision Highlights	Revised by
Initial	4/15/2010	Initial issue of manual	L. Miller
1	13JAN2014	Complete revision of the manual	Tom McMinn
2	12JAN2015	Incorporate changes from Regulatory audits	Tom McMinn
3	23MAY2016	More details in 1.2 Scope	Ray Olcott
4	27AUG2018	Update Cover Page, Remove Section 2.1, Re-Number Remainder of Section 2.0, LOEP, Wording of Sections 1.1, 2.0, 2.1, 2.3	Lesa Admire/ Jens Weuthen
5	18JUN2019	Update LOEP, revision and date, removed PMA references	Jay Walters
6	07JUL2022	Update Cover Page change of CEO/Accountable Manager and include Director of Quality signature	Jay Walters

LIST OF EFFECTIVE PAGES (LOEP)

PAGE NO.	REVISION	DATE
Cover	6	18JUL2022
III	6	18JUL2022
IV	6	18JUL2022

1.0 INTRODUCTION

This Supplier Quality Requirements Manual outlines requirements for suppliers to BizJet International Sales & Support, Inc. (hereafter referred to as BizJet).

1.1 REQUIREMENTS

The supplier shall follow the requirements of this document and the BizJet Supplier Quality Terms and Conditions, (located on the BizJet website), for the fabrication or repair of engine parts, components, sub-assemblies, assemblies and tooling involved in the manufacturing or repair of BizJet products, including distribution and shipping.

All communication, including test reports, procedures, and specifications, will be in English.

1.2 SCOPE

The requirements listed in Section 4.0 apply to all manufacturers or sub-tier suppliers that provide parts and materials for BizJet.

This document applies to all BizJet purchase orders, contracts or sales orders to which these trading terms and conditions are appended and/or referenced, inclusive of these general terms and conditions and any specifications, drawings, requirements or other attachments thereto or hereto, constitute and is considered the sole and entire contractual agreement between the parties.

By shipping the product to BizJet, suppliers confirm that the product meets or exceeds all applicable BizJet engineering and/or purchase agreements, purchase orders, functional test requirements, and/or supplier design control documents.

The requirements listed in this manual are in addition to all other purchase order requirements and shall not be interpreted to conflict with BizJet drawings or process specifications. Deviations to any portion of these procedures require pre-approval from BizJet Quality Department.

1.3 RESPONSIBILITY AND AUTHORITY

The BizJet Director of Quality has the authority to establish and modify procedures in this manual and will coordinate policy and procedural changes with Purchasing.

Quality and Supply Chain Management evaluate supplier performance by analyzing quality and delivery data, including, but not limited to, audit results, quality issues and on-time commitments. Failure to meet standards may be cause for an on-site audit from BizJet or additional corrective action measures.

Supply Chain management will be responsible for ensuring all suppliers have access to the most current copy of this manual.

The supplier is responsible for ensuring sub-tier supplier-produced parts, components, or services conform to BizJet approved design data.

Certification with ISO9001 or AS9100 standards is preferred for all suppliers, but as a minimum, suppliers must meet BizJet's requirements listed on the Quality Assurance Self Evaluation Survey and this document.

2.0 SUPPLIER QUALITY REQUIREMENTS

The requirements listed in this section apply to all purchase orders and contractual agreements for aviation products and services.

The Supplier shall also ensure that persons of their organization and/or sub-tier suppliers are aware of their contribution to product or service conformity, their contribution to product safety and the importance of ethical behavior.

2.1 PROTECTION OF MATERIAL-PRESERVATION, PACKAGING, AND SHIPPING

The Supplier shall ensure adequate control of packaging, preservation, shipping and handling of products to prevent damage, deterioration, and/or loss.

Shipments consisting of multiple containers shall have each container identified 1 of 4, 2 of 4, etc.

All documentation will be placed with material in each container.

All items subject to Electrostatic Discharge (ESD) damage shall be packaged in a manner consistent with industry standards for ESD.

2.2 NONCONFORMING PRODUCT

The supplier shall have a system for controlling nonconforming materials and components through identification, segregation, documentation, and disposition in order to preclude material/component from being released or used without proper approval.

Supplier must notify BizJet of any material that does not conform to specifications/drawings approved by BizJet.

Material Review Board (MRB) authority is not delegated to the supplier. If BizJet agrees to let supplier ship nonconforming material, it will be annotated on the Purchase Order but does not necessarily constitute acceptance of the material by BizJet.

2.3 NOTIFICATION OF CHANGES TO SUPPLIER ORGANIZATION, LOCATION, OR CERTIFICATION STATUS

The supplier shall notify BizJet QA of organizational changes affecting quality management, supply chain management, or ownership within 10 business days of the change.

Supplier shall notify BizJet of changes to processes, products or services, i.e. changes of their sub-tier suppliers or location of manufacture and obtain BizJet's approval.

A change in location or certification status, as well as significant organizational changes, may constitute an on-site visit from BizJet.

2.4 INSPECTION BY BUYER

All work performed shall be subject to inspection, surveillance, and test by BizJet, the FAA and/or a customer/government representative at any time. This includes all points of manufacture, parts, materials, inspection records and inspection/testing equipment normally used in production and inspection of the BizJet parts/materials.

This does not relieve the Supplier of the obligation to furnish items meeting the applicable drawings, specifications, work instructions, and contract requirements. Inspection and approval by the BizJet Quality representative or other parties will constitute the parts and/or material are acceptable for production.

2.5 RECEIVING INSPECTION REQUIREMENTS

The supplier shall have in place procedures for the inspection of all subcontracted materials, parts, components, or special processes used in the manufacture or distribution of BizJet parts

2.6 RIGHT TO ACCESS

The supplier will provide right of access to their facility for the purpose of conducting reviews, audits, and examinations of their quality and/or manufacturing systems.

Right of access shall be granted, but not limited to BizJet, its customers, the Federal Aviation Administration (FAA), and other regulatory agencies.

2.7 FOREIGN OBJECT DAMAGE (FOD)

All products supplied to BizJet shall be protected from FOD through all phases of manufacturing, assembly, testing, and shipment.

2.8 CONTROL OF INSPECTION MEASURING AND TEST EQUIPMENT

The supplier's quality control organization shall assure that all personal and company-owned inspection tools and/or gages utilized for inspection or acceptance of BizJet procured parts are subjected to inspection, which will verify their continued accuracy. Calibration shall be traceable to National Institute of Standards and Technology (NIST), ISO 17025, or equivalent.

The organization shall maintain a register of the monitoring and measuring equipment and define the process employed for their calibration verification, including details of equipment type, unique identification, frequency of checks, check method and acceptance criteria.

The organization shall establish, implement and maintain a process for the recall of monitoring and measuring equipment requiring calibration or verification.

Monitoring and measuring equipment includes, but is not limited to: test hardware, test software, automated test equipment and plotters, used to product inspection data.

2.9 SUB-TIER CONTROL

The supplier shall be responsible for effective control over sub-tier suppliers and shall maintain objective evidence on file that the product and/or services contracted conform to the requirements of the supplier's purchase agreement.

Provisions shall be made to transmit BizJet requirements to sub-tier suppliers as necessary.

Subcontracting of special processes shall be restricted to processing sources approved by BizJet, the supplier's own processing that has been approved by BizJet, or OEM requirements as applicable.

Subcontracting of parts for complete manufacture is permissible provided sufficient inspection is performed and documented by the supplier to assure compliance to applicable blueprint and specifications.

The final responsibility of such parts is that of the supplier and sources utilized must be approved by the supplier.

Records documenting supplier approval of sub-contractor sources will be on file at the supplier facility available for BizJet examination upon request.

Review and approval of sources already approved by BizJet is not required.

Suppliers shall have a system for monitoring subcontractor performance.

2.10 DOCUMENT CONTROL

The supplier shall maintain a system for the control of manuals, drawings, and specifications, and of changes to these documents for both paper and electronic documents. The system shall provide for timely removal of obsolete documentation from the production and inspection areas.

When electronic documentation, test data, Computer Aided Design/Computer Aided Manufacturing (CAD/CAM), etc. is used, there must be procedures and records showing the control of such media and any associated software configuration.

2.11 RECEIVING INSPECTION

The supplier shall maintain a receiving inspection system to ensure that all incoming raw materials, parts or components conform to applicable specifications and include applicable certificates, test results and MSDS information.

Acceptance sampling procedures must conform to accepted industry standards such as ISO 2859, ANSI/ASQC Z1.4 or equivalent.

Where inspection criteria calls for a dimension to be recorded, the actual value shall be documented.

2.12 FINAL INSPECTION

The supplier shall verify that parts conform to specified requirements prior to shipping.

Sampling methods are acceptable for production lots provided supplier quality performance remains acceptable to BizJet.

2.13 QUALITY RECORDS REQUIREMENTS

The supplier shall maintain a record system for all BizJet purchases. Records shall be kept for a minimum of 7 years from the date the BizJet purchase order was fulfilled.

For BizJet customers that require retention beyond the normal 7 years, the purchase order will be identified as **Extended Record Retention** stipulating the requirement.

Quality records include, but are not limited to, the following:

- Certifications for raw materials and special processes.
- Fabrication/manufacturing records
- Nonconformance records and any dispositions (MRB)
- Inspection and test data
- Calibration records
- Certification records for personnel performing NDT, welding, etc., as required.

2.14 PART IDENTIFICATION AND SERIALIZATION

Parts and assemblies shall be serialized as specified by the BizJet Engineering Drawings or per supplier method as applicable.

The serial number shall be applied in the drawing-specified location on the part at the earliest point in the manufacturing sequence at which subsequent operations will not remove it.

Serial numbers to be used will be listed on the BizJet Engineering Drawings, if applicable.

The supplier shall maintain serial number accountability logs to provide for non-duplication of sequentially issued serial numbers against the basic part number including date issued.

2.15 HARDNESS TESTING

The supplier's quality system must ensure 100% control of hardness on finished parts.

Hardness testing is preferred as a final operation after machining and heat treating which could soften or anneal parts.

Hardness testing shall be in addition to requirements for compliance with BizJet's heat treat process specification.

3.0 CONTRACT MAINTENANCE REQUIREMENTS

3.1 REQUIREMENTS FOR CERTIFIED REPAIR STATIONS

FAA certificated repair stations shall maintain their quality system and manual in accordance with 14 CFR 145, including a Drug & Alcohol test program per 14 CFR 121 and 135, as required.

Meeting 14 CFR 145 requirements is a minimum standard that must be supplemented by BizJet's purchase order requirements or the quality requirements specified in this document.

3.2 REQUIREMENTS FOR NON-CERTIFICATED CONTRACT MAINTENANCE SUPPLIER

Any Non-certificated contract maintenance suppliers or persons, except those located outside the United States, who perform a safety-sensitive function are required to comply with a Drug and Alcohol Test Program in accordance with 14 CFR 120.

4.0 CERTIFICATES

4.1 CERTIFICATES REQUIRED

Certificates required will be listed on the Purchase Order. The certificates required may be as follows:

- Certificate of Conformance
- FAA Form 8130-3
- EASA Form 1

Specific requirements for Certificates of Conformance (C of C) described below. FAA and EASA Forms are self-explanatory.

- 4.1.1 When required, the Supplier is to provide a certification of conformance document which shall include the following information:
1. Supplier Name;
 2. Supplier Address;
 3. BizJet Name;
 4. BizJet Purchase Order Number;
 5. Part Number Listed On the Purchase Order;
 6. Drawing Revision Number/Letter Listed on the Purchase Order*;
 7. Serial Number(s)/Lot Number As Applicable;
 8. Quantity of Parts Certified On This Shipment; and,
 9. Fasteners included under the Fastener Quality Act shall provide appropriate certification.

Life Limited parts require back-to-birth records. A distributor's own C of C will not be sufficient.

5.0 MISCELLANEOUS REQUIREMENTS

5.1 HARDWARE, FASTENERS

A Certificate of Conformance is required for the quantity of parts shipped. Refer to Section 4.1.1 for C of C requirements.

5.2 RAW MATERIAL

Include material certificates of analysis with each shipment for each lot or batch number.

Rubber products shall include manufacture and expiration dates, as applicable.

5.3 TRACEABILITY

The supplier shall maintain, at their facility, complete traceability from raw material to delivery of item. The traceability shall be documented and available upon request.

The Supplier's quality system shall ensure traceability of all serialized items and materials to the original materials.

5.4 SHELF LIFE MATERIALS

The Supplier shall ensure each item is marked with an expiration/cure date.

A minimum of 75% of the applicable material shelf life shall remain upon receipt by BizJet.

Rubber cure dated items shall be marked with a cure date, e.g., "1Q92", per SAE-AS-1933 and referenced Military Specification therein as applicable.

5.5 SPECIAL PROCESSES

BizJet prepares process specifications containing the procedures and requirements which apply when processing BizJet parts.

The BizJet Process Specifications are made applicable by drawing.

Specifications dealing with routine processes require only that the supplier or the processor acting for the supplier, comply with the applicable specification.

Documentation of review for compliance must be on file.

Procurement of processing operations from a processor required by BizJet does not relieve the supplier using such process source from the responsibility of verifying the acceptability of the product or resulting condition.

The supplier will include in his control records, objective evidence of using BizJet-approved process sources.

Requests for variation from process specifications shall be referred to the BizJet Director of Engineering in writing with sufficient detail to justify the variation. Communications must be conducted through the BizJet Purchasing department.

5.6 NONDESTRUCTIVE TEST (NDT)

Personnel performing nondestructive acceptance testing operations shall be certified to Level II, or III.

Acceptable standards include American Society of Nondestructive Testing (ASNT) and Aerospace Industries Association's (AIA) Standard.

All personnel certifications shall be in accordance with one of the following standards:

- NAS 410
- ASNT SNT-TC 1A
- CP-189
- ATA-105
- AC 65-31A or later version

For radiographic inspection a report that reflects the supplier's interpretation of the acceptance of the articles to the standards shall be submitted with each shipment.

5.7 BIZJET SUPPLIED MATERIAL

Material supplied to vendor from BizJet shall not be used for the fabrication and/or processing of parts or components for anything other than BizJet Purchase Orders.

BizJet material is to be controlled and segregated to the point of being able to distinguish BizJet material from the vendor's material or another customer.

5.8 EMERGENCY EQUIPMENT

Suppliers must meet all applicable requirements of Code of Federal Regulations and applicable industry standards, including Hazardous Material requirements.

Additional individual component packaging may be required above bulk shipping standards.

Weight of fire bottles and oxygen bottles needs to be recorded on the certificate.
