



Supplier Quality Handbook

June 2024 Revision A

Welcome

Dear Supplier,

General Atomics Aeronautical (GA-ASI) is a world leader in designing and manufacturing cutting-edge remotely piloted aircraft systems (RPAS), delivering end-to-end solutions that meet customers' mission-critical needs. Competing in this market requires that products and services are high-quality and competitively priced.

Suppliers play a vital role in providing better, faster, lower-cost, and flexible solutions to our customers. We challenge our suppliers to be best-in-class in safety, quality, delivery, and cost.

The purpose of this Handbook is to provide you with our expectations and guidance when conducting business with GA-ASI and applies to all suppliers that provide materials, goods, services, deliverable software, commercial off-the shelf items or custom-designed products incorporated into GA-ASI systems, products, and assemblies, unless otherwise indicated by the specific purchase order or subcontract agreement.

We look forward to partnering with you and believe that by working together to meet these requirements, we can develop strategic partnerships that will benefit both your organization and ours.

Sincerely,

Director, Supplier Quality Assurance

Sr. Director, Supply Chain & Procurement

Introduction

General Atomics Aeronautical Systems (GA-ASI)

We Are

- The world leader in unmanned aerial systems.
- We invent and pioneer modern solutions for military, security, governance, environmental operations and more.
- We support our customers with the greatest medium-altitude and small unmanned aircraft systems, and cutting-edge mission payload and exploitation technologies.

Our Vision

- Enabling information dominance.

Our Mission

- Provide persistent, versatile, affordable airborne surveillance and effects, and turn surveillance data into actionable intelligence.

Purpose and Scope

Competing in today's aerospace market requires both competitive pricing and products and services that meet or exceed the highest quality standards. For General Atomics Aeronautical Systems, Inc. (GA-ASI) to be successful in meeting our customers' requirements we must have processes and tools in place to support you, our suppliers, in meeting the same strict requirements.

This handbook provides a basis for high-quality and lasting business relationships with our suppliers, who play a vital role in our success. The objective of this handbook is to provide you a frame of reference regarding what GA-ASI expects from you in terms of order fulfillment with compliant, quality products and services, as well as mitigates risks by providing guidelines that foster defect reduction and compliance assurance.

This handbook applies to all suppliers who provide material, goods, services, deliverable software, commercial off-the-shelf (COTS) items or designed products incorporated into GA-ASI systems, products, and assemblies unless otherwise indicated by specific purchase order or subcontract requirements. Always consult with GA-ASI Supplier Quality if there is a question regarding a specific requirement or form.

GA-ASI reserves the right to make modifications to this handbook. Content updates will result in updates of the online version. The most current version can be viewed at the following link: <https://www.ga-asi.com/suppliers/supplier-quality>

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AS9100 Quality Management Systems – Requirements for Aviation, Space and Defense Organizations

AS9110 Quality Management Systems – Requirements for Aviation Maintenance Organizations

AS9120 Quality Management Systems – Requirements for Aviation, Space and Defense Distributors

ISO:9001 Quality Management Systems – Requirements

AS9102 Aerospace Series - First Article Inspection Requirements

AS5553 Counterfeit Electrical, Electronic, and Electromechanical (EEE) Parts; Avoidance, Detection, Mitigation and Disposition

SD-22 Diminishing Manufacturing Sources & Material Shortages (DMSMS) Guidebook

ISO/IEC 27001 Information security, cybersecurity and privacy protection – Information security management systems – Requirements

Cybersecurity Maturity Model Certification (CMMC)

AS9117 Delegated Product Release Verification (DPRV)

Definitions

Broker – A type of Independent Distributor who works in a “Just in Time” (JIT) environment. Customers contact the Broker Distributor with requirements identifying the part number, quantity, target price, and date required. The Broker Distributor searches the industry and locates parts that meet the target price and other Customer requirements. Broker Distributors do not have contractual agreements or obligations with OCMs.

Commercial-off-the-shelf (COTS) – Product that is commercially ready-made and available for sale, lease, or license to the general public.

Country of Origin (COO) - The country or countries of manufacture, production, design, or brand origin where an article or product comes from.

First Article Inspection – A production validation process that determines whether the manufacturing process for a part is capable of consistently delivering parts that conform to specifications.

Nadcap – Nadcap is an industry-managed program for conformity assessment that brings together technical experts from both industry and Government to establish requirements for accreditation, accredit Suppliers and define operational program requirements.

Trade Agreements Act (TAA) - The enabling statute that implements numerous multilateral and bilateral international trade agreements and other trade initiatives.

Unbroken Chain of Custody - Documentation proving ownership transfer from one organization to the next without an unexpected deviation or break in the ownership transfer chain. The documentation must originate with the OEM/OCM and include all intermediaries in the chain, up to and including, delivery to GA-ASI. Examples of acceptable documentation include, pack slips, certificates of conformance and invoices (may have redacted pricing). Whichever form of documentation is selected, it must show the selling and buying organization names, along with any identifying information such as part numbers, serial numbers, heat / lot codes, etc. For additional information regarding these requirements refer to the Counterfeit Goods Detection and Avoidance quality clause.

Unique Identifier (UID) – A “unique” part identifier that can be used to link products to their histories. A UID is formed by combining the manufacturer’s identification, part identification numbers with formatting and data transmission characters. Department of Defense regulations require that a 2D Matrix Symbol be permanently marked on the part using a label or direct parts marking.

Purchased Part – Any electronic, electro/mechanical, mechanical, or material part requiring no modification, enhancement, or special processing by the vendor(s) to make it usable by GA-ASI and is defined by the manufacturer’s specification (data sheet) and manufacturer’s part number. Purchased parts are identified by GA-ASI using an assigned GA-ASI “P” number, or the manufacturer’s part number.

Qualified Parts List - a list of products, components, or materials that have been examined, tested, and have met all applicable standards or qualification requirements established by a certifying organization or government entity.

Standard Part – Any part defined by military specification or industry standard e.g., National Aerospace Standard, Air Force – Navy Aeronautical Standard, which regulates part size and configuration to assure form, fit, and function interchangeability. Standard parts are identified by GA-ASI using industry standard part numbering system, i.e., MS, NAS, AN, AS.

General Requirements

All suppliers are expected to adhere to the requirements in this section.

Quality Management Program and Quality Management System

At a minimum, the Supplier shall document and maintain a quality program that ensures all goods and services furnished to GA-ASI conform to contractual requirements. Supplier shall perform and/or require their suppliers or subcontractors to perform all inspections and tests necessary to substantiate item conformance to all drawings, specifications, and purchase order requirements. The quality program shall be available to review by GA-ASI. If the supplier is not meeting GA-ASI's performance requirements, the Supplier may be requested to provide additional information and/or a formal review. In some instances, GA-ASI may issue a Corrective and Preventive Action (CAPA) to assist bringing the supplier back in compliance.

In some instances (i.e. contract flow-down or with high-risk commodities like electronics), GA-ASI will require the Supplier to maintain a quality management system in accordance with AS9100, AS9110, AS9120, or ISO:9001 (or the equivalent for foreign suppliers) in order to receive a Request for Quote / Proposal. It is the Supplier's responsibility to timely submit current copies of their certification to GA-ASI.

Organization and Quality Management System Changes

Suppliers shall notify GA-ASI in writing promptly, if there are any changes in the Supplier's Organization or quality management system. These are inclusive of the following:

1. **Quality System:** Changes in Supplier's registration and/or quality system status resulting from update, loss, suspension, probation, disapproval, withdrawal of 3rd party registrar's certification from actions resulting from the Government, Federal or Civil Aviation, Defense, or any other regulatory agencies.
2. **Relocation:** A change in Supplier's name, ownership, changes in key personnel, significant changes in process or inspection techniques, transfer of manufacturing operation or facility location may subject the supplier's system and processes to reevaluation by GA-ASI. If required by GA-ASI, Supplier shall submit a validation and contingency plan inclusive of open orders, open PO's, items, material on hand, etc. for all items affecting all GA-ASI's items and facilities. The Supplier shall provide the Buyer with the change plan in writing at a minimum of 60 days prior to the change occurring. Changes in manufacturing location, may require written approval by GA-ASI.
3. **Work Transfer:** A work transfer risk mitigation plan must be submitted by the Supplier for approval by GA-ASI a minimum of 60 days prior to the change. Supplier shall not proceed with work transition without written approval from GA-ASI. In the event of relocation and/or work transition, requalification may be required.

Right of Access

By prior notice, Suppliers will, per the PO/Subcontract, allow GA-ASI and/or GA-ASI Customers (if the Customers have contract privity) access to both their facilities and those of their sub-tier suppliers and subcontractors, for the purpose of evaluating parts, processes, documents, methodologies, and systems used in manufacturing GA-ASI products.

Site Visits and Supplier Audits

Upon initial qualification and when deemed appropriate thereafter, based on performance and risk analysis, suppliers may be subject to on-site audit and/or site visits by GA-ASI. In some instances, GA-ASI will be unable to award a contract/subcontract until completion of a successful supplier audit. Scheduled verification audits, site visits, and business to business meetings shall be supported when required. Site visits and Supplier audits are a cost of doing business with GA-ASI and Supplier shall not issue invoices for these types of visits.

Cybersecurity, Data Handling and Security

General Atomics Aeronautical Systems Inc. (GA-ASI) requires that all suppliers that receive, store, process, develop or transmit technical information, or operationally critical information, provide Adequate Security on their information system. "Adequate Security" means security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information received from, or pertaining to business conducted with, GA-ASI. Adequate Security shall be determined by the Supplier, but at a minimum shall include the cybersecurity controls as documented in the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171. GA-ASI's preferred method of data transfer is through the 3rd party service "Box". See information in Document Transfer paragraph for more information.

Communications

Best practice is that all communications related to fulfillment of POs shall be carried out through the GA-ASI Purchasing Department. Communication may also be directed to another GA-ASI department or individual, but the GA-ASI buyer must be copied. GA-ASI Supplier Quality reserves the right to contact Suppliers and their sub-tier supplier(s) for all quality-related questions, issues, requests for failure analysis, corrective/preventive actions, or any other quality-related concerns. Under no circumstances is the Supplier to make a direct approach to GA-ASI's Customers in relation to agreed business dealings nor should GA-ASI's Customers directly approach a supplier to GA-ASI without the express written approval and mutual consent of GA-ASI and the Supplier.

Contingency Plan

GA-ASI Suppliers shall have in place, formal written contingency plans (also known as business continuity plans) for potential natural disasters or plant damages which may result in disrupted material supply to GA-ASI. Contingency plans should mitigate the risk of supply breakdowns. Suppliers also need to ensure protection of GA-ASI property such as tools and provide access to them in the event of actual disaster.

The formalized plan addresses the key areas necessary in the event of disaster occurrence, to ensure the Supplier has a plan to maintain business operations; maintain financial and accounting activities; meet contractual obligations and requirements; meet legal and regulatory requirements; safeguard company assets, Customer owned assets and maintain Customer Service.

Obsolescence Management

The supplier shall maintain an obsolescence management process (refer to [SD-22](#) – Diminishing Manufacturing Sources & Material Shortages (DMSMS) for guidance) that includes risk-based definition and management for potential parts and assemblies. GA-ASI's expectation is suppliers will provide a 12-month notification prior to the anticipated date of discontinuance or unavailability of product, when possible.

Barcoding

As a GA-ASI supplier you are expected to comply with our barcoding requirements. Barcoding improves the efficiency and accuracy of our Receiving Operations through increased accuracy of data transmitted on packaging labels and pack slips. GA-ASI requirements are in ASI-12014 GA-ASI Supplier Barcode Packaging Specification. That manual along with additional information and FAQs can be found at <https://www.ga-asi.com/suppliers/supplier-quality>.

Documentation

All documentation shall be:

- delivered to GA-ASI in English
- be legible
- be true, accurate and complete
- be in accordance with purchase order requirements

All documents that contain export controlled technical data shall be marked as such. Markings on all documents delivered as part of the purchase order/subcontract must comply to the terms of the purchase order/subcontract (such as ITAR controls, EAR Controls, propriety, and classified information, etc.)

Document Transfer

GA-ASI's preferred method for transmittal of technical information is Box. The initiation of a file transfer protocol can be handled by the GA-ASI buyer and will require support from the Supplier.

Preferred Payment Method (Active Pay)

GA-ASI prefers to use ActivePay® to pay supplier invoices electronically via a virtual VISA card issued to the Supplier versus issuing paper checks. For more information and instructions for enrolling in ActivePay® visit the following site: <https://www.ga-asi.com/suppliers/activepay-service>. For suppliers who choose not to enroll in ActivePay®, GA-ASI maintains a pay-by-check system.

Preferred Shipping Terms

GA-ASI's preferred shipping terms are FOB Destination. In addition, the use of GA-ASI's shipping account is prohibited without the express written consent of the Buyer.

Ariba

The Ariba SLP© tool streamlines the on-boarding and registration process for existing and potential suppliers. The process is electronic and employs modular questionnaires to reduce the number of required responses. Through the process of on-boarding, and recurring annually thereafter, Suppliers are required to complete representations and certifications. To do business with GA-ASI, Seller is expected to complete certifications in a timely manner.

Non-Disclosure Agreements and Protection of Proprietary Information

Prior to accessing any GA-ASI proprietary information, Suppliers, and their Sub-tier Suppliers will be required to sign a Non-Disclosure Agreement. Any information Suppliers receive from GA-ASI must be kept confidential and shall not be disclosed to any third party without prior written consent from GA-ASI. Proprietary information may include, but is not limited to, electronic data, drawings, tooling, and materials.

Service Bulletin, Field Bulletin, Airworthiness Directives

Supplier shall provide written notification of any OEM or Civil Aviation Authority recommended modifications to hardware or maintenance procedures that affect airworthiness, reliability/maintainability, or safety. Supplier format is acceptable. Notifications should be sent to the GA-ASI buyer using email address SM-Vendor-Bulletin-Submission@ga.com.

Purchase Order Requirements

All suppliers who receive purchase orders from GA-ASI are expected to comply with the requirements of this section. To the extent of any inconsistency between this Handbook and the Terms & Conditions (T's & C's) of any Purchase Order or other agreement between our organizations, the Purchase Order/Agreement takes precedence.

GA-ASI Standard Terms and Conditions can be found here: <https://www.ga-asi.com/suppliers/terms-and-conditions>

Purchase Order Acceptance / Acknowledgement

GA-ASI's preferred method of PO transmittal is DocuSign. Supplier should only sign PO via DocuSign if Supplier agrees and accepts **all** elements of the PO (i.e., Price, T's & C's, contract date, quality clauses, etc.). If Supplier does not agree with any element of the PO, Supplier should work with their GA-ASI Buyer to reach an agreement and receive a revised PO **prior to signing**; *this does not constitute a Change Order*. As a best practice, Supplier should request an interchange meeting during the Request for Quote / Proposal phase of solicitation with the GA-ASI Buyer, Supplier Quality and Technical Team(s) to ensure technical and performance requirements are understood. If any changes occurred between solicitation and PO award, this same approach should be used to address requirements changes post-PO award and pre-DocuSign PO acceptance. This benefits the Supplier and GA-ASI by ensuring that all requirements are clear and understandable and opens the line of communication as to whether the supplier can meet all requirements. Regardless of the occurrence of this interchange meeting, the Supplier retains responsibility to comply.

Purchase Order Schedule Changes

Periodically, PO's may be required to be expedited, deferred, or canceled. All Suppliers are required to assist with the rescheduling of these orders as needed by GA-ASI. Suppliers shall make the best available commercial means to support these changes.

Responsibility for Product Conformance

GA-ASI and its Customers expect Suppliers to deliver goods, materials, and documentation that are 100% error free and compliant with all PO requirements and product specifications. Suppliers and their sub-tier supplier(s) shall be responsible for the quality, reliability, and safety of their products and services, and accuracy of their documentation, ensuring they meet all contractual requirements, form, fit, function, industry, and regulatory requirements. GA-ASI reserves the right to reject any goods or documentation that do not meet the product specifications, the PO requirements, or any other applicable industry or regulatory requirements. Failure to provide products, services and related documentation that are 100% conforming may result in the Supplier's status on GA-ASI's Approved Supplier List (ASL) being changed to "conditional" or "disapproved" if poor performance is not remedied. Suppliers bid the cost of requirements compliance in their RFP/RFQ responses to GA-ASI. GA-ASI will not bear the costs of supplier non-compliance.

GA-ASI developed a Pre-Shipment Checklist that suppliers can use to help ensure that documentation errors are kept to a minimum (see Appendix A). Use of the checklist is optional, but it captures the most common documentation errors found in supplier data submittals and product conformity paperwork / certifications.

Supplier Corrective and Preventive Action (CAPA)

Corrective and Preventive Action (CAPA) Quality Notifications are issued when:

- Defects in supplier provided parts/materials/documentation significantly impact production at GA-ASI
- Supplier Quality Management System issues are indicated
- Risks have not been properly identified and/or controlled

Suppliers may use their own forms to document root cause and corrective action as long as GA-ASI content requirements are met. When CAPA's are issued, the following details are required in Supplier submittals:

1. Containment (including parts that may have been shipped)
2. Root Cause Analysis
3. Action Plan – Requires GA-ASI approval
4. Notice of Implementation
5. Verification of Effectiveness (VOE) by GA-ASI
 - a. Acceptance criteria must be detailed
6. Closure (Final GA-ASI approval)

CAPA due dates must be adhered to, and evidence of completion must accompany all responses.

Flow-down of GA-ASI Requirements to Sub-Tier Suppliers

The Supplier is responsible for cascading the requirements contained in this Handbook, as well as any PO requirements, to all its subcontractors and sub-tier suppliers that provide products or perform services for the Supplier in support of PO's issued by GA-ASI. The Supplier in receipt of GA-ASI's PO is ultimately responsible for quality and compliance to all contractual requirements regardless of whether work is performed by sub-tiers to the first tier PO holder.

GA-ASI Owned Tooling & Supplied Products

All materials, tools, manufacturing, test, or inspection equipment belonging to GA-ASI, or its customers will be permanently marked to clearly show that it is the property of GA-ASI or the Customer. These tools will only be used for GA-ASI products unless the Supplier has written authorization from GA-ASI's Buyer. Supplied product can include intellectual property such as data used for design, production, or inspection. Contact your Buyer for information regarding this subject.

First Article Inspection (FAI)

When flowed via quality clause, FAI shall be performed in accordance with the requirements of AS9102 as per the part revision level established at the time of PO placement. FAI shall be performed prior to product acceptance and/or shipment to GA-ASI.

The Supplier system shall provide a process for the inspection, verification, and documentation of a representative item from the first production run of a new part, or any subsequent change that invalidates the previous FAI result. A new first article inspection report (FAIR) shall be resubmitted for approval and the FAIR must be submitted to GA-ASI with the first shipment of the impacted product. When the delivery contains a quantity greater than one, the piece used to perform the first article must be identified per our quality clause.

If the FAIR is rejected, at a minimum, a partial FAI will be required on the next **new** delivery that specifically addresses the non-conformances identified on the failed FAIR.

GA-ASI reserves the right to ask the Supplier to perform a FAI at any time during the contract.

Certificate of Conformance

When flowed via quality clause, the Supplier is expected to furnish a Certificate of Conformance (CofC), attesting that each item of hardware, software, or service, conforms to all requirements of GA-ASI's requirements, specifications and PO and that all required tests and inspections have been satisfactorily performed. For minimum CofC requirements and additional information refer to GA-ASI's Quality Clauses at <https://www.ga-asi.com/suppliers/terms-and-conditions>

Counterfeit Avoidance, Detection, Mitigation & Disposition

Suppliers of GA-ASI shall implement an appropriate strategy (refer to AS5553, the Aerospace standard for counterfeit detection and mitigation, as a guideline) to ensure that Goods furnished to GA-ASI are not counterfeit parts. Supplier's counterfeit avoidance and mitigation strategy will address the direct procurement of items from OCM's/OEM's, OCM/OEM authorized distributors/suppliers, and ability to provide clear unbroken chain of custody documentation to GA-ASI upon request. Goods shall not be procured from Brokers without the express written consent / approval from GA-ASI's buyer in advance.

Supplier Disposition Request (SDRs)

Suppliers may at times discover out-of-tolerance condition(s) or suggest design improvements and design changes within their facility. In these instances, the Supplier shall submit a Supplier Disposition Request via the GA-ASI Buyer **prior to shipping any goods to GA-ASI**. At GA-ASI's discretion a disposition may be granted based on procedures and requirements. If a SDR is approved, the Supplier will be given a SDR QN number to include in the CofC. Shipping non-conforming parts without an approved SDR / acceptance of concession is a "Quality Management System Escape" from the supplier and will be treated as such.

Supplier Scorecard

Suppliers are vital to the support and success of GA-ASI. Supplier performance goals are to deliver exceptional quality, on-time delivery, affordable solutions, and excellent customer support and communications. In order for GA-ASI to communicate to the suppliers on their performance, GA-ASI developed a Supplier Performance Report (SPR). The SPR includes the metrics and measures used by GA-ASI to monitor Supplier performance and should be used to identify continuous improvement opportunities.

Nadcap Certification for Special Processes

Nadcap Certifications for Special Processes, as defined by the Nadcap Industry Managed Program administered by the Performance Review Institute (PRI), are required to be held by GA-ASI suppliers and / or their sub-tier

suppliers performing special processes. Requests for this certification status are becoming more common from Aerospace end users. Special Processes will often be carried out by subcontractors to GA-ASI first tier suppliers, and they may be required to hold certifications. Nadcap Certifications should be submitted as requested. Copies of valid Nadcap certifications and maintenance of such certification in good standing will alleviate the GA-ASI requirement to audit GA-ASI supplier special processes, and those of their sub-tier suppliers and subcontractors. For more information refer to Quality Clause QA007 in the GA-ASI Quality Clause document (use most recent revision) found at <https://www.ga-asi.com/suppliers/terms-and-conditions>.

Unique Identifier (UID)

When flowed via quality clause, UID shall be performed by the Supplier to include part marking and the grading report. UID shall be performed in accordance with MIL-STD-130. If the supplier does not possess the capability to perform UID, third party organizations can be utilized to perform UID on the Suppliers behalf. It is the responsibility of the Supplier to ensure the third-party organization is performing the service in accordance with MIL-STD-130.

Cost of Poor Quality / Charge Back Process

In the event that non-conforming parts or material results in cost to GA-ASI (costs may include charges related to sort, rework, repair, product scrap, production downtime, customer-imposed charges, warranty or recall costs, shipping, and/or engineering effort), GA-ASI reserves the right to charge the Supplier all reasonable associated costs. Labor costs will be calculated using the current standard burdened rate for the affected GA-ASI facility.

At the discretion of GA-ASI Supplier Quality, suppliers who are underperforming may also be moved from fully approved to conditionally approved on the ASL and may bar them from consideration for future business. If the supplier fails to improve their performance in the specified time frame upon notification of ASL reclassification and expected remediation, it will ultimately result in their removal from the ASL.

Records and Record Retention

Unless a longer period is specified in the PO/Order or by law or regulation, Supplier shall retain all records related to the PO/Contract for five (5) years from the date of final payment received by the Supplier. Records include, but are not limited to, financial, proposal, catalogs, price lists, invoices, and underlying data, basis for cost estimates, procurement, specifications, production, inventory records, inspection, test, quality, shipping and export, certifications, and receipt records. Buyer shall have the right to examine, reproduce, and audit all Supplier records related to the PO/Order.

GA-ASI Process and Training Specifications

When flowed down by quality clause, Suppliers are expected to ensure they are working to the current revision of all specifications that may be included on GA-ASI drawings. These specifications are integral to the manufacturing and inspection of parts/materials on the PO. Revisions to these specifications may not drive a revision to the drawing or other specifications. Suppliers can access a list of specifications and revisions at <https://www.ga-asi.com/suppliers/terms-and-conditions>.

Qualified Products Database (QPD)

When flowed down by quality clause, the part or material we are ordering requires the manufacturer of the part or material to be listed on the applicable qualified product list (QPL) in the qualified products database (QPD). If the contracted Supplier is not the OEM, it is the responsibility of the contracted Supplier to ensure that their source of supply is qualified to manufacture the part(s) or material(s) being ordered. For information regarding approved OEMs, please visit <https://qpldocs.dla.mil/>.

Purchase Part Request (PPR) (formerly Database Change Request (DBCR))

GA-ASI uses Purchase Part Requests (PPR) for creating and managing part record information for Purchased and Standard parts. Often, the PPR will give the manufacturer part an associated GA-ASI Part number that starts with the letter "P" (example P02479). The PPR contains manufacturing attributes such as specific manufacturer(s) and specific manufacturer part number(s). This manufacturer part number may be able to be procured through multiple sources. When the part being ordered (either directly or included in an assembly bill of materials) is on a PPR absolutely no substitutions in part number purchased or source purchased from, are allowed to be made by the Supplier. The GA-ASI buyer should provide documentation defining the specific approved sources and part numbers during the RFP/RFQ phase. An example of a PPR can be found in Appendix B.

Special Programs & Other Information

Delegated Product Release Verification (DPRV) Program

There may be circumstances where GA-ASI has elected to enact a Delegated Product Release Verification (DPRV) Program at a supplier site. This program establishes a designated supplier employee at the supplier site to act as a representative of GA-ASI regarding product acceptance. The DPRV program is described in detail in SAE International Aerospace Standard AS9117 – Delegated Product Release Verification. Please contact your Supplier Quality Engineer directly or email Supplier Quality Assurance at DL-AS-SQE-Group@ga.com if you are interested in obtaining DPRV authorization for your organization. Participation in the DPRV program presents cost and delivery advantages to GA-ASI and suppliers qualified under the program.

Third Party Quality Services

There may be situations where GA-ASI opts to use contracted third party service providers for inspection tasks. The Supplier shall support this activity by providing facility access, applicable purchase order(s), applicable drawings/specs, and anything else required for proper material assessment/verification inspections. Additionally, certain Quality Management System process or product audits may be delegated to the contracted third party accordingly. GA-ASI will coordinate with you in advance if a third party will be acting on our behalf at your facility.

Trade Agreements Act / Country of Origin

At times, GA-ASI contracts require that certain materials and products comply with the Trade Agreements Act of 1979 (TAA). When applicable, GA-ASI will flow the requirement down to our suppliers either via contract or specification. When TAA is applicable, the Supplier shall be required to state the Country of Origin (COO) on their certificate of conformance as well as provide a certification that the materials and/or products comply with all aspects of TAA. For more information regarding TAA, please visit <https://www.acquisition.gov/far/52.225-5>

Small Business Program

GA-ASI's policy is to encourage small businesses owned and controlled by socially and economically disadvantaged individuals, women-owned small business, HUBZone small businesses, veteran-owned and service-disabled veteran-owned small businesses and other federally recognized socio-economic categories defined in the Federal Acquisition Regulation (FAR) or Defense Federal Acquisition Regulation Supplement (DFARS) in its procurements. To facilitate this participation, GA-ASI's Small Business Program has been designated as GA-ASI's organizational function to execute its corporate policy, objectives, and contractual obligations. Small Business supplier inquiries, questions, and company information can be sent to GA-ASI-Small-Business@ga-asi.com

Acronyms

ASL – Approved Supplier List
CAPA – Corrective and Preventive Action
CMMC – Cybersecurity Maturity Model Certification
CofC or COC – Certificate of Conformance
COO – Country of Origin
COTS – Commercial Off-the-Shelf
DBCR – Database Change Request
DFARS – Defense Federal Acquisition Regulation Supplement
DMSMS – Diminishing Manufacturing Sources & Material Shortages
DPRV – Delegated Product Release Verification
FAI – First Article Inspection
FAIR – First Article Inspection Report
FAR – Federal Acquisition Regulation
EAR – Export Administration Regulations
EEE – Electrical, Electronic, and Electromechanical
FOB – Free on Board (Shipping Term)
GA-ASI - General Atomics Aeronautical
ITAR – International Traffic in Arms Regulation
JIT – Just in Time
NIST – National Institute of Standards
OCM – Original Component Manufacturer
OEM – Original Equipment Manufacturer
PO – Purchase Order
PPR – Purchase Part Request
QMS – Quality Management System
QPD – Qualified Products Database
QPL – Qualified Parts List
PRI – Performance Review Institute
RFP – Request for Proposal
RFQ – Request for Quote
RPAS – Remotely Piloted Aircraft System
SDR – Supplier Disposition Request
SPR – Supplier Performance Report
TAA – Trade Agreements Act
T's & C's – Terms and Conditions
UID – Unique Identifier
VOE – Verification of Effectiveness

Appendix

Appendix A Pre-Shipment Checklist

GA-ASI Supplier Pre-Shipment Checklist

	Initials
1 Is a Full / Partial FAI required?	_____
2 Do I have the correct version of the GA-ASI Quality Clauses?	_____
3 Have the applicable quality clauses been reviewed?	_____
4 Is traceability delineated on the C of C and Certs?	_____
5 Are all material certs present (if required)?	_____
6 Are all special process certs present (if required)?	_____
7 Is a repair / rework report required?	_____
8 Is the quantity correct?	_____
9 Is the PO and Line Item correct on the C of C?	_____
10 Does the part number and revision on paperwork match the PO?	_____
11 Is a test report / PTP required per drawing or q-clause?	_____
12a If the shipment involves an approved Supplier Disposition Request (SDR), does the documentation meet the marking requirements?	_____
12b Does the C of C Include the SDR QN number?	_____

NOTE: Use of this checklist is not a requirement. It was developed as a tool to help suppliers ensure they are meeting the documentation requirements of GA-ASI. If the supplier chooses to use the checklist, **a copy should not be shipped with the order.**

Appendix B – Purchase Part Request Example

Page 1 of PPR

PURCHASED PART REQUEST (PPR)

PPR130711

Note: Information extracted from the electronic PPR and Part in Windchill

Part Number: NM-0000-0004201

Part Name: SEALING RING,TYPE A,10X16X1.5 MM,32-45 HB,AL

Purpose: Modify Part U/M: Each

Engineering Notes: (STD) Data sheets not currently available. DBCR will be updated with (STD) data sheet when provided. See Doc Center or Doc Center Website IHS link for latest datasheet. The dimensions in the description are nominal.

Comments: MODIFIED PART REQUEST PER TRISHA TOGONON (QUALITY). DP'D ASL DIN 7603-A10X16X1.5-AL BECAUSE ITS IS NOT TRULY A DIN PART, IT IS MORE A CUSTOM DIN-LIKE PART. FOR PART DESIGNATED "DP", O.K. TO USE UP EXISTING INVENTORY INCLUDING WIP & TO RECEIVE OPEN ORDERS.

Shelf Life (Days): NA

Storage Temp /Conditions

UID Required Yes No

HAZMAT Controlled

Yes No

CSI Required Yes No

Serial Number Controlled

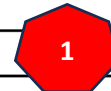
Yes No

Potential GFE Yes No

Originator: Wai-Chung Lee Date: 6/24/24 Phone Ext: 4299

Engineering Manager: _____ Date: _____

Component Engineering: Douglas Hultgren Date: 6/26/24





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