

 FAA Repair Station # HCSR256K		<u>Supplier Quality Assurance</u> <u>Requirements</u>			 FAA Repair Station # W8QR228Y	
Legacy Doc No:	MA-PUR-LST-002	Doc No:	SQAR-100	Revision No:	01/19/2026	
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1. Applicability

Acceptance of a AAIC / Mingo Aerospace Purchase Order (PO) or Repair Order (RO) which references Supplier Quality Assurance Requirements (SQAR)-100 constitutes acceptance of the applicable requirements within this document. Any deviation from the requirements of this document requires prior approval and shall be reflected in the purchase order. This document is applicable to suppliers that support either AAIC (Aviation Avionics & Instruments, Inc.) and/or Mingo Aerospace, hereafter known as AAIC / Mingo Aerospace.

2. General Requirements

2.1 Supplier Relationship Management Responsibilities

The AAIC / Mingo Aerospace Buyer, as specified by purchase order is the primary point of contact for all purchasing issues. The buyer must be informed proactively by the Supplier of any issue(s) that impacts Safety, Quality, Delivery, and/or Cost.

Buyer will notify AAIC / Mingo Aerospace Supplier Quality of all Quality issues related to said Purchase Order/s.

2.2 Purchase Order Conflicts

In the event of any inconsistency or conflict between this document and the provisions of the purchase order, please contact the Buyer for resolution.

2.3 ITAR Requirements

Suppliers are responsible for meeting all requirements of the International Traffic in Arms Regulation (ITAR). Suppliers are responsible for vetting employees and ensuring that only US persons and/or employees with legal residency are permitted to work with AAIC / Mingo Aerospace products and/or drawings if identified as ITAR Controlled.

3. Quality System Requirements

3.1 Supplier Quality Management System Requirements

The Seller's quality management system must conform to the applicable requirements of FAA, EASA or AS9100, ISO 9001, AS9110, AS9120, ASA-100, ANSI Z540 / ISO 17025 or NADCAP AC7004 for the respective goods, services or products being provided.

In the event that the supplier's quality management system does not fully meet these requirements, it is the discretion of AAIC / Mingo Aerospace Supplier Quality Engineering to determine if the supplier's quality management system adequately supports the AAIC / Mingo Aerospace organizational requirements. This provision recognizes that while full compliance with the specified quality management system standards is preferred, any supplier that does not hold a QMS certification, supplier shall be required to complete an AAIC / Mingo Aerospace Supplier Survey Form SQSQ-001 and return to Supplier Quality for approval consideration.

3.2 Engineering Data / Specifications

All referenced specifications shall be interpreted as compliance with the revision in effect on the date which the order was entered unless otherwise noted. The seller will be responsible for obtaining and maintain the current issues of any specifications, standards and other applicable documents referenced within the purchase order. Customer specifications may be flowed down, as applicable. The seller is responsible for supplying all material, products, or services, unless otherwise noted.

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3.3 Right of Access

AAIC / Mingo Aerospace, its customers, and any regulatory authorities (FAA, EASA, MIDO, etc.) reserve the right of access to a supplier's facility when it has been deemed necessary including but not limited to inspections, reviews, and audits. This includes applicable areas of the facility as well as access to any applicable records.

3.4 Supplier Records

Records shall be established and maintained to provide evidence of conformity to requirements and of the effective operation of the Supplier's quality management system. Records shall remain legible, readily identifiable, and retrievable. A documented procedure shall be established by the Supplier to define the controls needed for identification, storage, protection, retrieval, retention time and disposition of records. If supplier does not have a documented procedure, supplier shall note this within the AAIC / Mingo Aerospace Supplier Survey form, SQSQ-001.

Supplier records of manufacturing, processing, inspection, and testing will be retained for a minimum of ten (10) years after the completion of this contract. All such records will be made available for review by AAIC / Mingo Aerospace, its customers and regulatory authorities upon request. Supplier's records shall contain test results and quality data, in sufficient detail to substantiate conformance to requirements, a copy of which shall be provided to AAIC / Mingo Aerospace upon request. Disposal of records for Fracture Critical, Life Limited, Critical Safety Items, or Safety of Flight parts requires notification to AAIC / Mingo Aerospace prior to disposal.

3.5 Traceability

The supplier is responsible for ensuring full traceability of all activities and goods to ensure tracking of the supply chain back to the manufacturer or service provider. All technical/quality requirements applicable to the goods and services should be traceable to the time and place of production. Records should provide the degree of traceability required to enable verification, at any point from raw material to final product, of all aspects of material, manufacturing, and documentation.

All items must conform to the Original Equipment Manufacturers (OEMs) specifications and tests. An Authorized Release Certificate, Airworthiness Approval Tag 8130-3 tag or Certification of Conformance (CoC) must accompany the items from suppliers' facility, including a statement of the condition of the item, back-up data on file for inspection, and signed/dated by an authorized representative. Should such certification not accompany the shipment, items will be held in quarantine, and no payment will be processed until the proper certification is received. AAIC / Mingo Aerospace reserves the right to be supplied with and/or audit such certification on all new items purchased. AAIC / Mingo Aerospace will require traceability back to a valid FAA, EASA, OEM, or an approved source (such as a 121 operator or a 145-repair station) and full source documentation. All raw material, machining, and processing certifications shall be supplied at no cost. Suppliers shall adhere to all requirements for design approval, test inspection, verification, and use of statistical techniques for product acceptance.

Unless otherwise specified on the purchase order, supplier shall work to, and certify to, the latest revision of the technical data including drawings, process specifications, and regulatory requirements.

3.6 First Article Inspection

First Article Inspection Reports (FAIR) shall be conducted in accordance with the AS/EN/SJAC 9102 Aerospace Series - First Article Inspection Requirements. Unless authorized in writing by AAIC / Mingo Aerospace, the seller shall document and report all FAIRs using the Net-Inspect web-based reporting system. The use of Net-Inspect is free to the supplier.

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3.7 Sub-Tier Suppliers

Supplier shall not assign, sell, or subcontract the Purchase Order, or any part thereof, without AAIC / Mingo Aerospace prior written consent. The Supplier shall flow down all requirements listed on the purchase order to their sub-tier suppliers, including this document, SQAR-100 and ensure these requirements are fully met.

3.8 Special Processes

The seller shall only use Special Process suppliers provided by the AAIC / Mingo Aerospace and/or obtain approval from AAIC / Mingo Aerospace. The supplier is responsible to flow down all applicable requirements, including this document, SQAR-100 for special process sub-tier suppliers.

3.9 Acceptance Authority Media (AAM)

Supplier shall comply with the AS/EN/JISQ 9100 requirements and 14CFR Part 21.2 regarding the application of the Acceptance Authority Media (AAM) requirements, if applicable.

Suppliers shall ensure that the use of AAM is clearly defined within its Quality Management System. Supplier shall, upon request, be able to demonstrate evidence of communication to its employees and to its supply chain. The use of AAM must be considered as a personal warranty of compliance and conformity. Supplier shall maintain compliance to the AAM requirements by assessing its process and supply chain as part of its audit activities

3.10 Sampling Plan Requirements

When the supplier's facility is performing lot inspection sampling, instead of 100% lot inspection, the seller shall use a recognized sampling plan that conforms to AS9138, Quality Management Systems Statistical Product Acceptance Requirements. Any sampling plan permits defectives is not allowed (C=0 plan required). The supplier shall provide a copy of the plan upon request.

3.11 Qualified Personnel

Upon acceptance of the Purchase Order, the supplier certifies that personnel with responsibility for performing work that affects product conformity are appropriately trained, qualified, and certificated (where applicable) for work performed while executing the Purchase Order. Supplier shall provide objective evidence of personnel qualification upon request.

3.12 Handling and Corrosion Prevention

The supplier shall ensure the preservation of components and/or materials, to the extent necessary to ensure conformity to requirements. The supplier shall protect against any potential cause of damage from corrosion, moisture, contamination, deterioration, handling, and storage at the supplier's facility, sub-tier suppliers or in transit to AAIC / Mingo Aerospace.

The supplier shall apply a corrosion preventive to parts and or materials when not being processed, at the earliest stage possible, to reduce the risk of structural damage or loss of outputs. It is the supplier's responsibility to notify AAIC / Mingo Aerospace, in the event preservation of components cannot be accomplished. All damage, corrosion, contamination, deterioration, shall be reported to AAIC / Mingo Aerospace, prior to shipment.

3.13 Foreign Object Debris (FOD) Prevention

The Supplier shall maintain a FOD control program, as defined in AS9146 Foreign Object Damage (FOD) Prevention Program – Requirements for Aviation, Space and Defense Organizations assuring work is accomplished

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in a manner preventing foreign objects or material from entering and remaining in deliverable items.

Maintenance of the work area and control of tools, parts and materials shall preclude the risk of FOD incidents. Prior to closing inaccessible or obscured areas and compartments during assembly the Seller shall inspect for foreign objects/materials. The Seller shall document and investigate all FOD incidents assuring elimination of the root cause.

3.14 Counterfeit Material

Supplier shall maintain necessary controls to ensure no counterfeit materials are delivered to AAIC / Mingo Aerospace. The supplier is required to immediately notify AAIC / Mingo Aerospace in the event the supplier becomes aware of or suspects counterfeit work may have been delivered to AAIC / Mingo Aerospace. The supplier is liable for all costs associated with the containment and corrective action of counterfeit material and shall at its expense immediately replace with genuine conforming work. Refer to Industry Standard SAE AS6174 – Counterfeit Material; Assuring Acquisition of Authentic and Conforming Materials and SAE AS5553 – Counterfeit Electronic Parts; Avoidance, Detection, Mitigation and Disposition can be used as guidelines.

3.15 Product Safety and Ethics

Suppliers shall ensure their workforce is aware of their contribution to product and service conformity, their contribution to product safety and the importance of ethical behavior. The supplier shall, upon request provide evidence employees have been provided appropriate training in Product Safety and Ethical behavior.

3.16 AAIC / Mingo Aerospace Furnished Equipment

Supplier shall use AAIC / Mingo Aerospace furnished equipment, tools and/or materials for AAIC / Mingo Aerospace applications only, when applicable. It is the supplier's responsibility to conduct inspections upon receipt. Supplier shall ensure proper protection, preservation, and accountability of AAIC / Mingo Aerospace equipment. AAIC / Mingo Aerospace reserves the right to conduct periodic inspections of furnished goods.

3.17 Supplier's Calibration System

Supplier's calibration must be traceable to NIST standards. Supplier shall document an impact review whenever monitoring and measuring equipment is identified with a Significant-Out-Of-Tolerance condition (an out of tolerance condition exceeding 25% of the product tolerance or when measured error of the monitoring and measuring equipment is greater than two times the calibration tolerance when product tolerance is not known) and notify AAIC / Mingo Aerospace, within 24 hours of discovery if impacted product has been shipped.

3.18 Environmental, Health, Safety (EHS)

Supplier shall develop and enforce appropriate safety and health systems with the goal of ISO 45001 compliance and/or certification. Supplier shall comply all applicable local, state (or provincial or the equivalent) and national safety and health laws and regulations. These requirements include the availability of appropriate personal protective equipment (PPE) such as safety glasses, earplugs, etc. for the supplier's organization. PPE shall also be made available to the AAIC / Mingo Aerospace as well as the AAIC / Mingo Aerospace customers and regulatory authorities, when visiting suppliers site.

3.19 DPD (Digital Product Definition) Requirements

When applicable per purchase/repair order, the supplier shall ensure full compliance to DPD requirements.

3.20 Workmanship

All items shall be fabricated and finished in a high quality and good workmanship manner. Suppliers shall deliver

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products free of scratches, nicks dings, tool marks, etc.

3.21 Outside Maintenance Functions

Supplier shall meet all the requirements set forth by FAA and EASA (where applicable) to be able to perform maintenance functions for AAIC / Mingo Aerospace. This includes having an FAA approved drug program and a quality management system, etc.

3.22 Duty Time Limitations

Supplier shall relieve each person performing a maintenance or preventive maintenance function from duty for a period of at least 24 consecutive hours during any seven consecutive days, or the equivalent thereof within any one calendar month in accordance with FAA regulations, as applicable to repair stations.

4. AAIC / Mingo Aerospace Inspections

4.1 Periodic Assessments, Audits, and Inspections

AAIC / Mingo Aerospace reserves the right, with reasonable prior notice, to visit a supplier's premises to conduct periodic assessments, audits and/or inspections to conduct an evaluation of its processes, parts, tooling, or documentation impacting or used to manufacture the AAIC / Mingo Aerospace products.

4.2 Source Inspection

When specified by purchase order, AAIC / Mingo Aerospace Source Inspection is required. AAIC / Mingo Aerospace will determine and specify inspection points on the applicable purchase order. Seller shall notify AAIC / Mingo Aerospace at least five (5) days prior to processing or manufacturing products in conjunction with this purchase order to make the necessary arrangements for source inspection to be conducted. Objective evidence of such inspection shall be indicated on the sellers shipping documentation and/or sellers Certificate of Conformance (C of C) accompanying each shipment.

4.3 Source Delegation Program

Source Delegation Representative (SDR) authority is granted to designated quality personnel at delegated suppliers. SDR's will be responsible for the sourcing of products to support AAIC / Mingo Aerospace ship-to-stock program and are subject to periodic audit in accordance with this program. AAIC / Mingo Aerospace reserves the right to rescind Source Delegation Program privileges at any time.

5. Changes

5.1 Changes in Quality Management System

Supplier shall notify the buyer within five business days of any change in management representation, company name, ownership, loss of certification (AS9100, ISO 9001, AS9012, NADCAP, ISO 17025 etc.) or loss of approval from Federal Aviation Administration (FAA) 145 for repair stations or from an OEM (Boeing, GE, Airbus, Gulfstream, etc.).

5.2 Work Transfers

Supplier shall obtain approval prior to implementing any work transfer; this includes all changes to manufacturing location or changes in sub-tier processors.

5.3 Material Substitution

Supplier shall obtain prior approval from AAIC / Mingo Aerospace for all material substitutions.

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5.4 Frozen Planning

When applicable, supplier shall have a documented process for controlling changes to frozen processes. Suppliers shall provide a current version of the frozen process (Router, Technical Sheet etc.) to AAIC / Mingo Aerospace for approval prior to starting work. No changes are allowed to frozen processes without written approval.

6. Nonconformances

6.1 Nonconforming Material and Concessions

Seller is responsible for notifying AAIC / Mingo Aerospace of all product nonconformities and obtain approved product dispositions prior to shipment to the AAIC / Mingo Aerospace. No Material Review Board (MRB) authority is extended to the supplier by AAIC / Mingo Aerospace. Non-conforming products received without prior notification may be subject to issuance of a Supplier Corrective Action Request (SCAR).

6.2 Notification of Escape

Supplier shall notify AAIC / Mingo Aerospace within 24 hours of suspected nonconforming product shipped. This communication shall include as minimum: affected purchase orders, quantities, dates of delivery and clear nonconformance statement. Supplier will provide Root Cause and Correction Actions being implemented to prevent reoccurrence of this nonconformance on any potential future orders within 5 business days. Closure of RCCA actions shall be completed within 30 days unless otherwise agreed to by AAIC / Mingo Aerospace.

6.3 Corrective Action

When AAIC / Mingo Aerospace determines that Corrective Action is necessary, the supplier will respond to the request using an 8D Supplier Corrective Action Request (SCAR) Form provided by AAIC / Mingo Aerospace. The supplier shall acknowledge receipt within 5 business days after receipt of the SCAR and shall provide a detailed corrective action plan to requestor. This includes at a minimum an initial root cause and a short-term action per the 8D problem solving process. Completing and submitting the corrective action shall take place no longer than thirty (30) days after issuance of the SCAR unless agreed to in writing by AAIC / Mingo Aerospace.

7. Materials

7.1 Raw Materials

Raw Materials shall be accompanied with certifications Mill chemical and/or physical Test Reports (as required by specification for each lot/batch/heat) must be attached to the C of C and must accompany each delivered shipment. The report must be identifiable to the product being delivered (Purchase order and Part Number) and must indicate that the material/parts delivered are acceptable to Purchase order, drawing and/or specification requirements.

7.2 Single Lots

The supplier shall maintain Single Lot Control for each PO line. All material used for each PO line shall consist of the same origin of material (heat, batch, resin, etc.). If multiple lots are required to complete the order, the supplier shall contact AAIC / Mingo Aerospace and request additional PO lines. Products shall be clearly identified with corresponding line items.

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7.3 Specialty Metals

Specialty metals must be melted in the United States or a qualifying country, or they can be melted anywhere but must be “incorporated in an article manufactured in a qualifying country” per the requirements stated in DFARs 252.225. The clause allows a qualifying country to manufacture parts from metal that was melted anywhere, provided it meets specifications, but a United States company can only use metal that was melted in the United States or a qualifying country.

7.4 Limited Shell Life Material Control

A statement shall accompany all material shipments listing manufactured date and shelf-life date on material shipped. Statement will also note any special storage requirements such as temperature, etc. All parts having a shelf-life requirement must have a minimum of 75% of the shelf life remaining upon receipt. Articles received with a remaining shelf life of less than 75% will be subject to rejection.

In the event of any accident involving mercury or any other toxic substance contamination of the material being furnished on this Purchase Order or suspicion of such contamination, AAIC / Mingo Aerospace shall be notified within 24 hours.

It is the responsibility of the supplier to ensure sub-tier suppliers are notified of and ensure their compliance with the requirements of this notice.

8. Delivery

8.1 Delivery, Packaging, Handling and Shipment

If the supplier becomes aware of any circumstances that are likely to cause a delay in delivery of the ordered item(s), the supplier will immediately notify AAIC / Mingo Aerospace in writing stating the reason for the delay and the updated delivery date. Upon receipt of this information, AAIC / Mingo Aerospace reserves the right to keep or cancel the Purchase Order without liability or penalty. AAIC / Mingo Aerospace also reserves the right to cancel a Purchase Order if the supplier cannot meet the needs of an expedited Purchase Order.

The seller shall use the best common practices when shipping parts and materials to ensure products are protected and handled in a manner that will prevent damage (i.e. scratches, nicks, and dings and/or contamination) while at the seller’s facility and in transit. Each package shall be identified with purchase order number, work order number (if applicable) and part number. Material, packaging, equipment, and/or gaging furnished by AAIC / Mingo Aerospace shall be returned with each shipment unless otherwise specified in writing.

Goods shipped to or on behalf of AAIC / Mingo Aerospace must be packaged, labeled, and shipped in accordance with, and comply with the International Air Transport Association (IATA) and Federal Aviation Administration (FAA) regulations, as well as all other applicable laws and regulations. All shipments must be packaged in a way that shipped material will not be damaged.

8.2 Certification of Conformance

Certification of Conformance is required for each shipment. The C of C shall contain the following information as minimum:

- Purchase order number
- Supplier’s name and address
- Specification number or Drawing and Revision

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- Material identification
- Date
- Serial numbers (if applicable)
- Specification requirements
- Special process specification for any outside processes (i.e., Heat Treatment, Plating, NDT)
- Actual test results, including individuals and averages
- Batch, heat lot number or lot numbers, as applicable
- The C of C shall be signed and dated by an authorized agent of the supplier’s organization.
- The suppliers C of C shall include a statement that certifies all material, products or services comply with the Purchase Order and drawing and specifications requirements.

8.3 Material Certification

Supplier shall provide material certification with each shipment as required by the specification. The certification must meet the following requirements:

- Be on a company letterhead.
- Contain Signature and title of an authorized quality representative, including date.
- Include specification(s) and revision level(s) used to produce the order. Certify in accordance with applicable purchase order, contract, drawing and specifications requirements, including type, grade, class, heat/lot, results of testing as applicable.

8.4 Special Process Certifications

Certification for special processes, such as heat-treating, chemical processing, plating, etc., shall be submitted with each shipment. Test reports or certifications applicable to the process must be provided. This requirement may be invoked for special processes on industry standard parts.

8.5 Safety Data Sheet (SDS)

Whenever the material supplied in fulfillment of a purchase order is supplied for the first time, a current, detailed Safety Data Sheet (SDS) shall accompany the shipment, given that the material is either toxic or hazardous or both as defined by any applicable law, code statute or regulation. Whenever an SDS is revised, a post revision copy shall be furnished with the next shipment. Whenever an SDS needs to accompany a material shipment, an additional copy of the SDS shall be sent, under separate cover, to the buyer.

9. Supplier Performance Rating Process

Supplier rating is made up of two components, On-Time Delivery and Product Quality. Supplier performance is a key factor to continued or expanded business relations. Supplier quality performance is generated utilizing pieces received versus pieces rejected to calculate PPM (parts per million) are on a 12-month rolling average.

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Supplier Rating	OTD Performance	Quality Performance
Gold	100.00% to 95.00%	0 to 1,000 PPM or 100.00% to 95.00%
Silver	94.99% to 90.00%	1,001 PPM to 10,000 PPM or 94.99% to 90.00%
Yellow	89.99% to 85.00%	10,001 PPM to 20,000 PPM or 89.99% to 85.00%
Red	< 85.00%	≥ 20,001 PPM or < 85.00%

On-Time Delivery (OTD) percentage is the percentage of PO's line delivered on time (Zero date late to promise date).

Quality Performance is determined by a Parts per million (PPM) calculation (total verified supplier quantity of defective parts received / total quantity of parts received by our suppliers x 1,000,000) during the identified review period.

Gold (Exceptional)

Supplier performance clearly exceeds expectations; evaluation element was accomplished by the supplier with few minor problems where corrective actions taken were highly effective.

Silver (Good)

Supplier performance meets and may exceed expectations; evaluation element was accomplished by the supplier with some minor problems where corrective actions taken were effective.

Yellow (Needs Improvement)

Supplier performance does not meet expectations; performance for the evaluation element reflects a serious problem where corrective actions have not yet been identified or fully implemented. If implemented the supplier's actions appear only marginally effective.

Red (Unsatisfactory)

Supplier performance clearly does not meet expectations, and recovery is not likely in a timely manner; performance for the evaluation element contains serious for which the corrective actions appear or were ineffective.

Suppliers showing 12 month rolling PPM or OTD which do not meet the required goal (Yellow or Red rating), at the discretion of Quality Director/designee, the supplier may be subjected to various performance enhancement activities, which may include, but not limited to, supplier corrective actions, on-site quality system surveys, periodic audits, Quality Improvement Plan (QIP), On-going meetings for resolution and/or disqualification of supplier as an approved supplier.

Reference Documents

- 8130-3 - Authorized Release Certificate, Airworthiness Approval Tag
- FAR Part 145 – Repair Stations
- ISO 45001 – Occupational Health and \Safety Management Systems
- SAE AS5553 – Counterfeit Electronic Parts; Avoidance, Detection, Mitigation and Disposition
- SAE AS6174 – Counterfeit Material; Assuring Acquisition of Authentic and Conforming Materials
- SAE AS9100 – Quality Management System Requirements – Aerospace
- SAE AS9138 – Quality Management Systems Statistical Product Acceptance Requirements

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SAE AS9146 – Foreign Object Damage (FOD) Prevention Program – Requirements for Aviation, Space and Defense Organizations

SQSQ-001 – AAIC / Mingo Aerospace Supplier Survey Form

Acronyms & Definitions

- AAM = Acceptance Authority Media
- FAA = Federal Aviation Administration
- FAIR = First Article Inspection Reports
- ITAR = International Traffic in Arms Regulation
- OEM = Original Equipment Manufacturers
- OTD – On-time Delivery
- PO = Purchase Order
- PPM = Parts per Million
- QIP = Quality Improvement Plan
- QMS = Quality Management System
- RO = Repair Order
- SCAR = Supplier Corrective Action
- SDR = Source Delegation Representative
- SDS = Safety Data Sheet
- SQAR = Supplier Quality Assurance Requirements

Change History	
Revision Date	Reason for Change
01/18/2026	Incorporated legacy document MA-PUR-LST-002, Supplier/Vendor Terms & Conditions and added requirements to align with AS9100/C.