



## **Subcontractor Quality Assurance Requirements (SQAR) September 2, 2020**

**Each person performing maintenance functions, directly or by contract, must flow to all sub-tier suppliers, to the lowest level of subcontracting the following Quality Assurance Requirements.**

### **A. OEM Approved Manual**

Please reference: <https://customer.pwc.ca/> to ensure only the latest revision to the OEM approved manuals is utilized.

For Military Purchase Orders. New users can register for the portal on this link to access data.

<https://smauthex.utc.com/forms/military/milportal-login.fcc?TYPE=33554433&REALMOID=06-30feb03e-fc43-4792-aa56-4437e9d32ee1&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=milportal-xnwp677&TARGET=-SM-https%3a%2f%2fmilportal%2epw%2eutc%2ecom%2f>

### **B. Deviations from the OEM Approved Manual**

1. No deviation from the OEM Manual is allowed without prior written approval.
2. The installation of Non OEM Approved PMA parts is not allowed without prior written approval.
3. Any approved deviations and/or the installation of Non OEM Approved PMA parts must be authorized in writing on the Purchase Order and referenced in Block 12 of the Authorized Release Certificate.

### **C. Supplier Quality System Requirements**

1. Any major changes to the supplier's quality system must be approved before work performed.

### **D. Handling, Storage, Packaging, Preservation and Delivery**

1. Parts are to be handled, packaged, preserved and delivered to prevent damage and deterioration.

## **E. Part Numbers and Serial Numbers**

1. All Parts must be marked with the Part Number (PN) and Serial Number (SN) (as applicable) prior to returning to ATC. For those parts not physically marked by the design, string tags or equivalent must be attached, identifying the Part Number and Serial Number.
2. Part Number and Serial Numbers cannot be modified unless the Purchase Order or the Maintenance Manual provides specific direction on when and how to do so.
3. In the event of duplicate serial numbers contact the buyer for direction.

## **F. Record Retention**

1. Unless otherwise specified, each person shall maintain records of maintenance, preventive maintenance, and/or servicing, for a minimum of two (2) years.
2. Records of maintenance, preventive maintenance and servicing shall be made available upon request.

## **G. Shop Findings Report**

**An Initial Shop Finding Report (ISFR) is required for assemblies that can be torn down, parts removed and replaced, reassembled, tested, etc. ISFR's are required 5 days after receipt of part at supplier's facility and must include the following information:**

1. Part Name
2. Part Number and Serial Number In
3. Part Number and Serial Number Out
4. Purchase Order Number
5. Reason for Return
6. Incoming Visual Inspection Findings
7. As-Received Test Findings (if any) – Pass/Fail
8. Primary Findings (Link back to the “Reason for Repair”), Repair (Teardown). Findings need to include probable cause, if applicable.

9. Work performed, including what was done, part number and quantity of parts replaced, service bulletins incorporated, if any.
10. Parts deemed scrap:
  - Detailed description including feature in Repair Data (CMM/CIR) resulting in scrap disposition
    - a. Measurement result, such as measured crack length=15mm
    - b. Max repairable limit, such as maximum repairable crack limit=10mm
  - Photo [s] showing the details of the condition resulting in scrap disposition

#### **H. Test Reports**

1. As applicable, articles being maintained by data that includes a prescribed test shall have a record of test. A copy of the test report is to be retained by the supplier.
2. A copy of the test report must accompany the return shipment of the article.

#### **I. Life Limited Parts and Time/Cycle Tracked Parts**

1. Unless required by the applicable Maintenance Manual, do not mark Time Since New (TSN) or Cycles Since New (CSN) on the part.
2. TSN must be recorded to the exact accuracy defined by the Purchase Order.
3. Marking location and method of the TSN/CSN markings must be per the requirements in the applicable Maintenance Manual.

#### **J. FAA Form 8130-3 Airworthiness Approval**

1. Block 12 must reference Time and Cycles tracking part information when referenced on the Purchase Order. Record TSN/CSN to the exact accuracy defined in the Purchase Order.
2. EASA Dual Release is required and must be referenced on all FAA Authorized Releases.
3. Transport Canada approval number must be referenced on all EASA Form One Releases.
4. FAA Dual Release is required on all EASA Form One Releases.
5. If available, please include CAAC certification.

#### **K. Scrap and Unserviceable Parts**

1. Parts found non-repairable, or determined to Beyond Economical Repair (BER), required a scrap report sent to the buyer for disposition.
2. Scrap and Unserviceable parts must not be physically scrapped until dispositioned in writing form the buyer.
3. When authorized, Scrap and Unserviceable parts must be scrapped locally.
4. Parts scrapped locally must be mutilated beyond any possibility of re-use, i.e., cut, broken, smashed, etc.
5. When applicable, Scrap and Unserviceable parts must be returned with a Purchase Order authorization.
6. All life-limited components (compressor impeller, turbine disc, turbine wheel) must be returned to ATC for scrap.

**L. Access to Facilities, Processes and Records**

1. All subcontractors must allow ATC, its customers and/or the FAA to audit its facility or its subcontractor's facility upon request.