



## MATERIAL PROCUREMENT SPECIFICATION:

### 1. PURPOSE

This specification establishes the basic requirements for acceptance of items purchased by Velocity Aerospace Group, Inc.

### 2. SCOPE

This policy applies to all acceptance process of items purchased by Velocity Aerospace Group, Inc.

### 3. Material and Documentation Requirements

3.1.1. All material must be New and to the latest Revision unless otherwise specified on the Purchase Order.

3.1.2. All documents must be fully legible and traceable by Lot Number and/or Heat Number. A Lot is defined as a production Run with a defined quantity of Finished Product produced as a continuous run from the same batch of Raw Material.

3.1.3. All Certifications must be signed by a designated Quality Official and their Title noted.

3.1.4. Shipping Documents and Manufacturers Certification showing Velocity Aerospace Group purchase Order Number, Part Number/s as specified on Purchase Order, Lot Number, Revision Level, Quantity Shipped, Number of Cartons and Weight of Cartons. (Include Cure Date where applicable)

3.1.5. Test Reports and Chemical/Physical Reports (If required by Purchase Order): Manufacturers Test Reports showing results of Testing performed as required by Drawing Specification, Military Procurement Specification (where applicable), or Standard Industrial Specifications. Plating and Heat Treat Certifications as required by part specifications. Raw Material Certifications showing Material Composition.

### 4.0. Quality Assurance Requirements

For a full list of Quality Assurance Requirements please see Purchase Order Supplemental Clause sheet on Velocity Aerospace website

### 5.0. Shelf Life Requirements

a) Elastomeric parts, unless otherwise specified, shall be no older than 4 quarters (or 20% of shelf-life, whichever is less) at time of receipt at Velocity Aerospace Group facility.

b) Certificate of Conformance shall include cure date, batch number, part number, specification number, and compound type with each shipment of "O" rings, seals, gaskets and other shelf-life items.

c) If part/material is not listed in SAE ARP5316, supplier shall indicate material and recommended shelf life or expiration date (e.g. proprietary parts).

d) Adhesives, paints, sealants and other items that have age control, shall have a minimum 80% of shelf-life remaining.

e) Lubricated Bearings shall have minimum 80% of recommended lube life remaining at time of receipt by Velocity Aerospace.

### 5.0. Preparatory for Delivery

Sensitive pressure and Hazmat Material must be treated with care and in proper packaging. Damaged material will be returned at the expense of the supplier. Packaging should conform to standard commercial practices, or as specified on the Purchase Order.

### 6.0. Resolution of Discrepancies

**Response Requirements:** If it is determined by Receiving Inspection that the Quality of the Material/Documentation received is unacceptable, a request for correction will be made by Velocity Aerospace Distribution's Quality. Such requests must be acknowledged within 1 (One) working day and resolved within 5 (Five) working days. Failure to resolve within 5 (Five) working days will result in the Return of the Material at the Suppliers Expense for Credit or Replacement at Velocity Aerospace discretion.

### 7.0 Supplier Scorecards

Supplier scorecards may be sent to suppliers not meeting terms and condition requirements, consistently providing late shipments, or quality returns.

### 8.0. Related Documentation

QOP-16-1 Quality Records

ISO 9001:2015 Model for Quality Assurance  
AS 9100 Aerospace Basic Quality System Standard  
SAE AS7103 NADCAP Pass Thru Distributor Requirements

FAA Advisory Circular 00-56

ASA 100 Quality System Standard

NATO APQP - 130

ASTM D-3951 Standard Practice for Commercial Packaging

**9.0 NEW Parts:** All new parts must be accompanied by an FAA 8130-3/EASA Form 1, and be marked as required in FAR 45.15. For TSO parts, the TSO number must be marked on the package labels.

**10.0 Lot Integrity:** Each manufacturer's lot in each shipment must be segregated and identified.

**11.0 F.O.D.** The supplier shall ensure that all parts supplied are free of any debris or foreign objects.

**12.0 USE OF SUB-TIER SUPPLIERS:** Where use of sub-tier suppliers is permitted, Velocity Aerospace Group P.O. drawing and specification requirements shall be flowed down by the supplier to the sub-tier processors and suppliers. Examples include use of specified approved sources, key characteristics, etc.

**13.0 ALTERNATE PARTS / PART SUBSTITUTION:** Alternate parts are not permitted unless agreed in the form of an amended PO Order.

**14.0 ALTERED ITEMS:** MS and/or NAS hardware which have been altered and re-identified with another identification number must have a manufacturer's C of C that acknowledges the unaltered item was in compliance with the specification for which it was manufactured.

**15.0 PEDIGREE OF PARTS:** Unless agreed in writing, parts shall comply with Title 14 CFR 21.303. Where a QPL (Government or Industry) applies, supplier shall ensure parts are manufactured by and traceable to the approved manufacturing facility.

**16.0 RECORD RETENTION:** Certification/Inspection Records shall be retained by the supplier 7 years minimum.

### 17.0 SUPPLIER DEVIATIONS / WAIVERS

a) Delegation of Material Review Board authority by Velocity Aerospace Group to its subcontractors is NOT PERMITTED.

b) Requests for deviations / waivers must be submitted for approval to Velocity Aerospace Group Quality Manager, using the Supplier's own Deviation / Waiver Request form and be approved prior to shipment of product.

c) When a Deviation/Waiver has been approved by Velocity Aerospace, supplier shall enclose a copy of the approved form with each shipment. All affected product shall be identified and segregated from conforming parts.

d) Supplier shall provide details of cause and corrective action.

### 18.0 SURPLUS PARTS

Unless specified on Velocity Aerospace Group P.O., surplus (NS) parts are not acceptable. Where surplus parts are allowed, they shall be in new, unused condition, and traceable in one of the following ways:

- to a FAA Part 121 or Part 129 approved airline, with signed certificate from that airline;
- to a manufacturer overrun in original manufacturer packaging, with documented trace to manufacturer;

### 19.0 FASTENER TEST REPORTS

Unless separately specified on the Purchase Order, Chemical, Mechanical and Physical test reports are required for hardware (bolts, nuts, screws, rivets and studs) having a nominal diameter of .25" (inch) or greater.

### 20.0 ASBESTOS FREE

No asbestos, as defined in FED-STD-313, is permitted in any parts supplied to Velocity Aerospace Distribution, unless specifically agreed and stated on the P.O.

### 21.0 MERCURY FREE

Unless specifically agreed and stated on the P.O., parts may not contain or have come in direct contact with mercury.