



January 10, 2017

## **Supplier Quality Requirements – General**

Dear HORN Supplier:

As a distributor serving the Aerospace, Space and Defense (AS&D) industries, it has become incumbent upon us to “flow down” our customer’s quality requirements. Most of our AS&D customers follow AS9100 standards. As an AS9120-certified organization, HORN has a duty to inform our suppliers (Sellers) of the following requirements:

### **Q01 Quality System Requirements**

Manufacturers, as a minimum, shall have a documented Quality System equal to ISO 9001:2008, or similar. Manufacturing and testing records must be maintained for a minimum of ten (10) years.

### **Q02 Access to Seller’s Facility**

HORN, its customers and regulatory authorities reserve the right to inspect any or all work related to the purchase orders at Seller’s facility to validate conformance to the purchased materials.

### **Q03 Subcontracted Work**

Seller shall flow down all requirements specified on all purchase orders to the Seller’s subcontractor.

### **Q04 Certification of Conformance**

Each shipment must include a Certificate of Conformance, signed by an authorized representative.

### **Q05 Test Reports**

Each shipment shall include chemical and physical test reports (Certificates of Analysis) as required by the material specifications. Test reports must indicate actual values of testing performed on the represented material lot. Test reports shall be signed by an authorized representative.

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### **Q06 Shelf Life Controlled Material**

Seller shall identify each item, container or package with either date of manufacturer or date of expiration. If a lot number is clearly identified on the label, and the corresponding Certificate of Analysis lists the expirations, this will be acceptable to HORN.

### **Q07 No Change Provision**

AS&D customers almost always qualify raw materials prior to use in aerospace programs. This can be an expensive and time-consuming endeavor. Therefore it is imperative that any planned changes in product, process or raw materials used, including manufacturing location(s), must be communicated by Seller to HORN at least 180 days prior to such changes being implemented. This will allow HORN's customers the opportunity to bridge inventory requirements while they requalify the updated materials.

This document is available for review at [www.ethorn.com](http://www.ethorn.com) and will be referenced on all purchase orders.

Sincerely,



Bob Ahn  
President, HORN Industrial Division



Greg Roop  
Director, Corporate Compliance