



December 3, 2018

## **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 customers’ quality requirements. Most of our AS&D customers follow AS9100 standards. As an AS9120-certified organization, we have a duty to inform our suppliers of the following requirements:

All suppliers must understand their contribution to product and/or service conformity. Each supplier is expected to understand their contribution to product safety to the end user, and the importance of conducting their business in an ethical manner.

### **Q01 Quality System Requirements**

Suppliers, as a minimum, should 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 Supplier’s Facility**

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

### **Q03 Subcontracted Work**

Supplier shall flow down all requirements specified on all purchase orders to the supplier’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**

Supplier shall identify each item, container or package with either date of manufacture 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 the supplier 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.

**Q08 Prevention of Counterfeit Parts**

The supplier will ensure that appropriate measures are in place to ensure that no counterfeit parts are used or sold to their customer, including HORN. This includes suspected unapproved, unapproved and counterfeit parts.

**Q09 Contribution to Products or Service Conformity**

Suppliers will train their employees to understand their contribution to the importance of product conformity and safety within their organization, as well as the importance of ethical behavior.

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*  
*HORN Corporate Compliance*