



## **SUPPLIER QUALITY REQUIREMENTS**

### **TABLE OF CONTENTS**

|                                  |               |
|----------------------------------|---------------|
| <b>1) PURPOSE</b>                | <b>PG...2</b> |
| <b>2) KINNEAR PURCHASE ORDER</b> | <b>PG...2</b> |
| <b>3) USE AND COMMUNICATION</b>  | <b>PG...2</b> |
| <b>4) SUPPLIER APPROVAL</b>      | <b>PG...2</b> |
| <b>5) GENERAL REQUIREMENTS</b>   | <b>PG...3</b> |



**1.) PURPOSE**

**THIS DOCUMENT IS APPLICABLE TO ALL SUPPLIERS OF PRODUCTS OR SERVICES WHEN SPECIFIED BY CONTRACT OR PURCHASE ORDER BY: KINNEAR REMBOURRAGE (HEREIN AFTER CALLED KINNEAR)**

**2.) KINNEAR PURCHASE ORDER**

**IT IS THE SUPPLIER'S RESPONSIBILITY TO UNDERSTAND AND COMPLY WITH ALL CLAUSES, TERMS AND CONDITIONS SPECIFIED WITHIN A PURCHASE ORDER, AND WITH ALL OTHER APPLICABLE REQUIREMENTS.**

**3.) USE AND COMMUNICATION**

**A) BEFORE BIDDING ON, MANUFACTURING, OR DELIVERING PRODUCTS TO KINNEAR, IT IS ESSENTIAL THAT THE SUPPLIER FULLY UNDERSTAND THE REQUIREMENTS OF THIS DOCUMENT.**

**B) ALL QUESTIONS MAY BE ADDRESSED TO THE KINNEAR QUALITY MANAGER BY E-MAIL AT: [BRENT@KINNEARUPHOLSTERY.COM](mailto:BRENT@KINNEARUPHOLSTERY.COM) OR BY PHONE: (450) 452-0336.**

**4.) SUPPLIER APPROVAL**

**SUPPLIER APPROVAL IS BASED UPON AND SUBJECT TO:**

**A) KINNEAR SUPPLIER APPROVAL VIA AUDIT OR EVALUATION.**

**B) KINNEAR CUSTOMER SUPPLIER APPROVAL AS PER THEIR SPECIFIED VENDOR LIST.**

**C) THE QUALITY OF PRODUCT SUPPLIED.**

**D) ON TIME DELIVERY**

**E) RESPONSE TIME "ESTIMATES"**

**F) RESPONSE TO CORRECTIVE ACTIONS**

**G) QUALITY CONTROL MEASURES IN PLACE**



**5.) GENERAL REQUIREMENTS**

**A) QUALITY SYSTEM**

**THE SUPPLIER SHALL IMPLEMENT AND MAINTAIN A QUALITY SYSTEM THAT MEETS THE REQUIREMENTS OF THIS DOCUMENT AND ANY LAWS GOVERNING REGULATORY AGENCIES.**

**B) QUALITY CERTIFICATION**

**MAY BE REQUIRED OF CERTAIN SUPPLIERS WHO PROVIDE PRODUCTS USED IN THE AVIATION INDUSTRY. THE CERTIFICATION TO ISO OR AS9100 STANDARDS MAY BE NECESSARY AS PER KINNEAR CUSTOMER SPECIFICATIONS. KINNEAR MAY ACCEPT NON CERTIFIED SUPPLIERS AS LONG AS THEY HAVE A SYSTEM IN PLACE THAT COMPLIES WITH THESE STANDARDS AND OR IS NOT REQUIRED BY KINNEAR CUSTOMERS.**

**C) SOURCE INSPECTION**

**KINNEAR RETAINS THE RIGHT TO PERFORM SOURCE INSPECTION AT THE SUPPLIER'S FACILITY OR ANY SUB-TIER SUPPLIER FACILITY.**

**D) KINNEAR CUSTOMER / REGULATORY AUTHORITIES INSPECTION**

**KINNEAR CUSTOMERS AND REGULATORY AUTHORITIES SHALL HAVE THE SAME ACCESS FOR INSPECTIONS AS STIPULATED IN SECTION 5-C.**

**E) CUSTOMER APPROVED SUB-CONTRACTORS**

**THE SUPPLIER MUST USE KINNEAR OR ITS CLIENT APPROVED SOURCES OR SUB-CONTRACTORS WHEN SPECIFIED BY CONTRACT OR PURCHASE ORDER.**

**F) THE SUPPLIER**

**THE SUPPLIER MUST ENSURE THAT THEIR PERSONNEL IS QUALIFIED FOR WORK DONE ON PRODUCTS SUPPLIED TO KINNEAR.**



**5.) GENERAL REQUIREMENTS CONT'D**

**G) TESTING OF PRODUCT**

**WHEN TESTING OF PRODUCT IS REQUIRED THE RESULTS OF THOSE TESTS SHALL BE FORWARDED TO KINNEAR AND KEPT ON FILE BY THE SUPPLIER FOR TRACEABILITY.**

**H) PRODUCT OR PROCESS CHANGES**

**KINNEAR MUST BE ADVISED PRIOR TO SHIPMENT OF ANY PRODUCT OR PROCESS CHANGE AND KINNEAR AT THAT TIME MAY APPROVE OR REJECT THE SHIPMENT.**

**I) SUB-CONTRACTOR REQUIREMENTS**

**THE SUPPLIER SHALL ENSURE THAT ALL KINNEAR REQUIREMENTS ARE COMMUNICATED AND MET BY A SUB-CONTRACTOR HIRED BY THE SUPPLIER.**

**J) RECEIVING INSPECTION AND STORAGE**

**THE SUPPLIER SHALL ENSURE THAT ALL RAW MATERIALS USED FOR KINNEAR ARE INSPECTED FOR DAMAGE AND KEPT IN A PROPER ENVIRONMENT THROUGHOUT THE PRODUCTION PROCESS.**

**K) FINAL INSPECTION**

**FINAL INSPECTION OF PRODUCTS MUST BE DONE BEFORE DELIVERY AND RECORDS KEPT FOR TRACEABILITY. THE SUPPLIER MUST INSURE THAT PROPER PART IDENTIFICATION, DRAWING REVISION STATUS, PROCESS REQUIREMENTS AND ALL OTHER SPECIFICATIONS ARE MET AND DOCUMENTED PRIOR TO SHIPMENT.**

**L) PACKAGING AND DOCUMENTATION**

**PROPER PACKAGING AND ALL DOCUMENTATION RELEVANT TO THE PARTS SHALL BE INCLUDED IN THE SHIPMENT IE; PACKING SLIP, CERTIFICATE OF CONFORMANCE (IF REQUIRED) AND TEST RESULTS (IF REQUIRED).**



**5.) GENERAL REQUIREMENTS CONT'D**

**M) DOCUMENTATION TRACEABILITY**

**ALL DOCUMENTS PERTAINING TO PRODUCTS SOLD TO KINNEAR, MUST BE KEPT ON FILE OR IN STORAGE AT THE SUPPLIERS FACILITY FOR A PERIOD OF 10 YEARS. AT THE END OF THIS PERIOD KINNEAR SHALL BE CONTACTED AND GIVEN THE OPPORTUNITY TO HAVE THESE DOCUMENTS TRANSFERRED TO KINNEAR'S POSSESSION. KINNEAR RESERVES THE RIGHT TO ALLOW THE DOCUMENTS TO BE DESTROYED BY THE SUPPLIER.**

**N) NON CONFORMANCES**

**ALL NON-CONFORMANCES RESULTING IN A CHANGE OR DEFECTIVE PART MUST BE IDENTIFIED, DOCUMENTED AND KINNEAR MUST BE NOTIFIED PIOR TO SHIPMENT. KINNEAR WILL ADVISE THE SUPPLIER OF THE ACTION TO BE TAKEN TO RESOLVE THE ISSUE.**