

HONEYWELL Aerospace

SPOC

Supplement Purchase Order Conditions

Honeywell

Aerospace

Supplemental

Purchase

Order

Conditions

Manual



This manual contains requirements that are applicable when invoked by Honeywell Aerospace Purchase Orders. Requirements include the mandatory use of this manual for Contract Review and Quality Planning activities.

January 15, 2009
Revision H

Supplemental Purchase Order Conditions (SPOC) Manual

Table of Contents

Notes: Revised SPOCs are indicated by an asterisk (*). New SPOCs are indicated by double asterisks (**).

SECTION 1.0	GENERAL REQUIREMENTS *	1
SECTION 2.0	SPECIFICATIONS AND GENERAL INFORMATION *	5
SECTION 3.0	SUPPLEMENTAL PURCHASE ORDER CONDITIONS BY GROUP *	8
SPOC 100	– NOTIFICATION, CONTAINMENT, AND CORRECTIVE ACTION OF MATERIAL FOUND NONCONFORMING TO HONEYWELL PURCHASE ORDER REQUIREMENTS *	9
SPOC 103	– HONEYWELL CONSIGNED MATERIAL – CANCELLED	11
SPOC 106	– EYE EXAMINATIONS	11
SPOC 110	– FIXED PROCESS REQUIREMENTS *	11
SPOC 118	– QUALITY REQUIREMENTS FOR HONEYWELL PARTNERS WITH FEDERAL AVIATION ADMINISTRATION (FAA) APPROVED PRODUCTION CERTIFICATES	12
SPOC 124	– FIRST ARTICLE INSPECTION (FAI) REQUIREMENTS *	13
SPOC 127	– CONTROL OF HONEYWELL OWNED/SUPPLIED GAGES, TEST EQUIPMENT AND TOOLING *	17
SPOC 128	– CHARACTERISTIC ACCOUNTABILITY *	19
SPOC 129	– ACCEPTANCE TEST PROCEDURE (ATP) APPROVAL REQUIREMENTS *	21
SPOC 130	– SOFTWARE QUALITY ASSURANCE *	24
SPOC 140	– CERTIFICATION OF CONFORMANCE / SHIPPING DECLARATION DOCUMENT / PACKING SLIP REQUIREMENTS *	24
SPOC 142	– CONTROL OF ITEMS WITH LIMITED SHELF-LIFE *	28
SPOC 149	– PRODUCT RELEASE PROCESS *	29
SPOC 154	– KEY CHARACTERISTICS (KC) MANAGEMENT *	29
SPOC 159	– REPAIR AND OVERHAUL MAINTENANCE REQUIREMENTS *	30
SPOC 162	– ELECTRONIC AND ELECTRICAL COMPONENTS WITH LEAD (PB) AND PB-FREE FINISHES **	35
SPOC 163	– RESTRICTIONS FOR USE OF MERCURY AND OR MERCURY CONTAINING COMPONENTS *	37
SPOC 164	– PROHIBITED MATERIALS *	37
SPOC 165	– APPROVED SOURCES FOR CONTROLLED PROCESSES *	38
SPOC 172	– DOCUMENT SUBMITTAL REQUIRED *	39
SPOC 179	– GOVERNMENT AND CUSTOMER DIRECTED SOURCE INSPECTION *	40
SPOC 180	– FLIGHT SAFETY PARTS PROGRAM *	41
SPOC 182	– MARKING LHTEC PROGRAM	42
SPOC 183	– RECORDS – CANCELLED	42
SPOC 200	– PART MARKING REQUIREMENTS *	42
SPOC 203	– DESIGN OF SPECIAL TOOLS AND GAGES	49
SPOC 212	– CHARGES FOR RE-WORK – CANCELLED	53
SPOC 213	– PRIOR APPROVAL FOR RE-WORK – CANCELLED	53
SPOC 228	– SHIPMENTS FOR COST-REIMBURSABLE GOVERNMENT CONTRACTS	53
SPOC 234	– DIRECT SHIPMENTS *	53
SPOC 235	– DROP SHIPMENTS – NEW PRODUCTION ORDERS ONLY	54
SPOC 237	– RETURN OF SCRAP *	54
SPOC 238	– MILITARY-TYPE SPECIFIC-APPLICATION AND MULTI-APPLICATION RE-USABLE CONTAINERS	55
SPOC 239	– PACKAGING AND PACKAGE IDENTIFICATION *	55
SPOC 241	– IDENTIFICATION OF SUBSTANTIATION TEST ITEMS	62
SPOC 246	– EXEMPTION OF SALES AND USE TAXES	62
SPOC 259	– FREIGHT TO BE PAID BY HONEYWELL	63
SPOC 260	– PRIORITY RATING	63
SPOC 267	– ELECTRONIC PART DEFINITION (SOLID MODEL) *	63
SPOC 270	– FAA CONFORMITY (OR CIVIL AVIATION AUTHORITY OF THE COUNTRY) *	64
SPOC 273	– NASA REQUIRED NOTIFICATION *	65
SPOC 275	– NASA SOURCE INSPECTION REQUIRED – CANCELLED	65
SPOC 276	– NASA PRODUCT REQUIREMENTS	66

UNCONTROLLED IN HARDCOPY

Supplemental Purchase Order Conditions (SPOC) Manual

SPOC 277 – VERIFICATION OF HARDWARE *	66
SPOC 278 – IN-PROCESS SOURCE INSPECTION REQUIRED – CANCELLED	67
SPOC 300 – QUALITY SYSTEM REQUIREMENTS – CANCELLED	67
SPOC 301 – QUALITY SYSTEM REQUIREMENTS FOR QMS 3 SUPPLIERS – CANCELLED	68
SPOC 302 – QUALITY SYSTEM REQUIREMENTS QMS 0-2 SUPPLIERS – CANCELLED	68
SPOC 308 – PRINTED WIRING BOARDS (PWB) *	68
SPOC 309 – FLEXIBLE & RIGID FLEX PRINTED WIRING BOARDS	69
SPOC 316 – COMPONENT LEAD REQUIREMENT – CANCELLED	70
SPOC 322 – TEST REPORT REQUIREMENT – CANCELLED	70
SPOC 323 – SOLDER DIP REQUIREMENT – CANCELLED	70
SPOC 325 – ELECTRONICS SOLDER REQUIREMENTS *	70
SPOC 326 – ELECTRONICS MARKING REQUIREMENTS	71
SPOC 328 – CRITICAL ITEMS – CANCELLED	71
SPOC 329 – HARDNESS CRITICAL ITEM	71
SPOC 330 – SOLDERING REQUIREMENTS – CLASS 2 – CANCELLED	71
SPOC 331 – SOLDERING REQUIREMENTS – CLASS 3 – CANCELLED	72
SPOC 335 – TAPE AND REELED COMPONENTS *	72
SPOC 336 – SURFACE MOUNT COMPONENTS – CANCELLED	72
SPOC 337 – CLEAN ROOM RECEIVED – CANCELLED	72
SPOC 338 – MANUFACTURING DATE LESS THAN TWO YEARS – CANCELLED	72
SPOC 339 – ELECTRONICS AXIAL LEAD COMPONENTS REQUIREMENTS – CANCELLED	72
SPOC 340 – SOLDER MASK REQUIREMENT – CANCELLED	73
SPOC 341 – MICRO-SECTION INSPECTION REPORT – CANCELLED	73
SPOC 349 – MATERIAL SAMPLES REQUIRED	73
SPOC 354 – ELECTRO-STATIC DISCHARGE REQUIREMENT *	74
SPOC 385 – PRINTED CIRCUIT BOARD (PCB) TESTING	74
SPOC 386 – QQ-A-200 CERTIFICATION – CANCELLED	74
SPOC 387 – SOLDER MASK REQUIREMENT – CANCELLED	74
SPOC 388 – COST RECOVERY FROM SUPPLIERS – CANCELLED	74
SPOC 406 – COMMERCIAL ITEMS USED IN GOVERNMENT CONTRACTS *	74
SPOC 407 – MILITARY CUSTOMER FIRST ARTICLE INSPECTION	75
SPOC 408 – GROUND SUPPORT EQUIPMENT (GSE) REQUIREMENTS – CANCELLED	75
SPOC 409 – TRACEABILITY REQUIREMENTS FOR REPAIR AND OVERHAUL – CANCELLED	75
SPOC 410 – MANUFACTURING PROCESS CONTROL (MPC) *	76
SPOC 415 – REQUEST FOR MATERIAL REVIEW ACTION (RMRA) REQUIREMENTS	76
SPOC 416 – COMPONENT LEAD / TERMINATION REQUIREMENT – CANCELLED	77
SPOC 417 – MASTER SPECIFICATION FOR CHARACTERISTICS ACCOUNTABILITY MANAGEMENT (MASTER SPEC) *	77
SPOC 418 – FOREIGN OBJECT DAMAGE (FOD) CONTROL *	78
SPOC 419 – COUNTERFEIT ELECTRONIC PARTS PREVENTION *	79
SPOC 420 – ADVANCED PRODUCT QUALITY PLANNING (APQP) *	81
SPOC 500 – FAILURE ANALYSIS AND REPORTING PROCESS *	82
SPOC 501 – SINGLE LOT REQUIREMENT *	83
SPOC 502 – SINGLE RAW MATERIAL LOT	83
SPOC 503 – DELEGATION OF INSPECTION AUTHORITY *	84
SPOC 504 – BASELINE / BOM APPROVAL REQUIRED	84
SPOC 505 – LOT TRAVELER REQUIREMENT *	84
SPOC 506 – PARTS LIST CONTROLLED ITEM	85
SPOC 507 – MANUFACTURING PLAN REQUIRED	85
SPOC 508 – PRE-CAP SOURCE INSPECTION REQUIRED – CANCELLED	85
SPOC 509 – MANUFACTURING READINESS REVIEW	85
SPOC 510 – SOFTWARE QUALITY PROGRAM REQUIREMENT – CANCELLED	87
SPOC 511 – SOFTWARE REQUIREMENTS – CANCELLED	87
SPOC 512 – RAW MATERIAL CERTIFICATIONS REQUIRED – CANCELLED	87
SPOC 513 – CERTIFICATIONS REQUIRED	87

UNCONTROLLED IN HARDCOPY

Supplemental Purchase Order Conditions (SPOC) Manual

SPOC 514 – CERTIFICATION OF CONFORMANCE FOR SPECIAL PROCESSES – CANCELLED.....	87
SPOC 515 – ‘O’ RING AND ELASTOMER CERTIFICATION REQUIREMENTS – CANCELLED	88
SPOC 516 – HEAT LOT REQUIREMENTS – CANCELLED	88
SPOC 517 – AGE LIMIT – 1 YEAR – CANCELLED	88
SPOC 518 – AGE LIMIT – 2 YEARS – CANCELLED.....	88
SPOC 519 – AGE LIMIT – 4 YEARS – CANCELLED.....	88
SPOC 520 – SPECIAL FROZEN SHIPPING REQUIREMENTS – CANCELLED	88
SPOC 521 – STATISTICAL PROCESS CONTROL REQUIREMENT – CANCELLED	88
SPOC 522 – STATISTICAL PROCESS CONTROL REQUIRED – CANCELLED.....	89
SPOC 523 – DATA PACKAGE REQUIRED – CANCELLED.....	89
SPOC 524 – DIMENSIONAL REPORT REQUIRED - COMPONENTS – CANCELLED	89
SPOC 525 – COMPLEX PART SHEET REQUIREMENT – CANCELLED	89
SPOC 526 – QUALITY CONFORMANCE INSPECTION DATA – CANCELLED	89
SPOC 527 – AIRWORTHINESS / SAFETY CRITICAL.....	89
SPOC 528 – HOMOGENEOUS MATERIAL REQUIREMENT	89
SPOC 529 – DELEGATION OF MRB AUTHORITY *.....	90
SPOC 530 – STANDARD REPAIRS OF PRINTED BOARD ASSEMBLIES (PBA) *	90
SPOC 531 – OUTSOURCING APPROVAL REQUIRED *	91
SPOC 532 – COSMETIC PART – VISUAL INSPECTION REQUIREMENT *.....	91
SPOC 533 – OZONE DEPLETING SUBSTANCE – CANCELLED.....	91
SPOC 534 – PAINT / PLATING THICKNESS TEST REQUIRED	91
SPOC 535 – TSO / PMA TAGS *	91
SPOC 536 – AIRBUS REQUIREMENTS – EQUIPMENT SUPPLIERS.....	92
SPOC 537 – AIRBUS REQUIREMENT – EQUIPMENT AND SYSTEMS SUPPLIERS.....	92
SPOC 538 – BOEING APPROVED SOURCE	92
SPOC 539 – REQUIRED SOURCES FOR JEWEL, MINIATURE AND INSTRUMENT BEARINGS *.....	92
SPOC 540 – TEARDOWN ANALYSIS INSPECTION *.....	93
SPOC 541 – INSULATION, ISOLATION, DIELECTRIC TESTING *	93
SPOC 542 – DIODES – METALLURGICAL BOND *	93
SPOC 543 – CERAMIC CAPACITOR LEAD WIRE REQUIREMENT – CANCELLED.....	93
SPOC 544 – CCA REQUIREMENTS	93
SPOC 545 – INSPECTION REQUIREMENT.....	94
SPOC 546 – INSPECTION REPORT REQUIREMENT – CANCELLED.....	94
SPOC 547 – SUMMARY REPORT REQUIREMENT	94
SPOC 548 – AOI (AUTOMATIC OPTICAL INSPECTION) OF CIRCUIT CARD ASSEMBLIES.....	94
SPOC 549 – AXI (AUTOMATED X-RAY INSPECTION) OF CIRCUIT CARD ASSEMBLIES	95
SPOC 550 – PARTICLE IMPACT NOISE DETECTION (PIND) SCREENING *	95
SPOC 551 – PURCHASE AND FINISH CCA REQUIREMENT.....	95
SPOC 552 – AUTOMATIC INSERTION TUBES	96
SPOC 553 – DESTRUCTIVE PHYSICAL ANALYSIS (DPA) SAMPLES REQUIRED *	96
SPOC 554 – WELD SAMPLE REQUIREMENTS – CANCELLED.....	96
SPOC 555 – ELECTRON BEAM WELDING REQUIREMENT – CANCELLED.....	96
SPOC 556 – X-RAY REQUIREMENT FOR CAPACITORS – CANCELLED.....	97
SPOC 557 – X-RAY FILM REQUIRED *	97
SPOC 558 – WORKMANSHIP STANDARD	97
SPOC 559 – HONEYWELL CLEARWATER SPECIFIC REQUIREMENTS (INDIVIDUALLY APPLICABLE AS NOTED ON PO) – CANCELLED.....	97
SPOC 560 – INTEGRATED CIRCUIT (ICT) AND FLYING PROBE (FP) REQUIREMENTS **	98
APPENDIX I – SPOC 239 PACKAGING AND PACKAGE IDENTIFICATION – CANCELLED	98

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Supplemental Purchase Order Conditions (SPOC) Manual

*Revised / **Added

Section 1.0 General Requirements *

1.1 Preface*

This manual contains requirements that are applicable when invoked by Honeywell Aerospace Purchase Orders. Requirements include the mandatory use of this manual for Contract Review and Quality Planning activities. Contents of Sections 1–3 shall be reviewed and complied with in conjunction with the purchase order flow down. The SPOC Manual is controlled in Electronic format as presented on the Supplier Portal. Paper copies, and electronic copies downloaded and saved to a local hard drive are Uncontrolled. Suppliers shall visit the manual online to check for changes that may be identified in the electronic change page at <https://www.supplier.honeywell.com>.

If the Supplier is working to a Purchase Order pre-dating the most current SPOC Manual release date, the Supplier may request authorization to work to the most current SPOC manual revision by requesting a Purchase Order revision from the Honeywell Buyer.

1.2 Applicability*

The Honeywell Purchase Order is the official binding contract in the order of precedence described in the Terms & Conditions of Purchase. Requirements are specified on the Purchase Order by group or specific SPOC number(s) and/or text. If conflicts between flow down documents and the Purchase Order are detected, the Supplier shall immediately notify the Honeywell Buyer.

Handwritten, lined-out or initialed changes to purchase orders are not allowed. Handwritten, lined-out or initialed changes to engineering drawings/specification or technical data are not allowed, except where:

- provided for by Honeywell site procedure, **and**
- signed by an authorized Honeywell agent.

Verbal and/or email authorizations are not permitted.

1.2.1 Subcontracting Policy*

Honeywell suppliers shall ensure flow down to, and compliance with, all applicable Purchase Order requirements to their sub-tier suppliers, including approved Special Process providers. For Honeywell designed hardware, Supplier/subcontractor Purchase Orders to special processing providers must contain the following as a minimum:

- Reference to the applicable Honeywell Cage Code, or request for material.
- Honeywell Purchase Order (or equivalent documentation showing origin of request for material from Honeywell), and applicable SPOC number(s).
- Honeywell part number and nomenclature of subject part.
- Special Processes to be performed and the applicable specification(s) and change letter(s).
- Any special drawing instructions/notes, as applicable; such as approved Materials Engineering Supplier Agreement, inspection class, inspection grade and inspection acceptance requirements, etc.

1.3 Quality Alerts*

Quality Alerts are issued as a means of notifying suppliers of potential problems, or clarifying policies, procedures, work instructions, or drawings. They are issued for an interim period, and open/active Supplier applicable Quality Alerts are located on the Honeywell Aerospace Supplier Portal site.

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Supplemental Purchase Order Conditions (SPOC) Manual

1.4 Audit Rights Reserved / Right of Entry

Honeywell, Honeywell Partnerships, Aircraft Manufacturers, customers and Regulatory Authorities reserve the right to perform audits and/or inspections at the Supplier's and/or supplier's subcontractor's facility on the manufactured and/or repaired parts. Supplier material, records, process and routing sheets, manufacturing, and test and inspection facilities are subject to review by Honeywell and/or Honeywell customers (Commercial, designated Government representatives, Regulatory authorities). When on-site verification of Contract / Purchase order conformance is required, the supplier shall provide the equipment, facilities, and personnel necessary for the Honeywell representatives to verify compliance.

1.5 Changes in Quality System, Facilities, Management or Ownership*

Suppliers shall immediately notify the Honeywell Buyer and Supplier Quality Managers from procuring sites, and HTSI (HTSI.CC@honeywell.com) of changes to their Quality System, management or ownership. Changes requiring notification include but are not limited to:

- Change in location of facilities or manufacturing equipment. Notification must be prior to relocation and with adequate time (minimum 90 days) for hardware, system, and process re-qualification.
- Change in ownership, name changes, or change in senior company management
- Change in quality leadership, system or controlled processes certification status, including suspensions or disapprovals
- Change in holder of design authority or change in location of the design office (change of CAGE code or NSCM)

Supplier notifications shall contain the following supplier information as a minimum:

- Supplier ID/DUNS number
- Old data and new data (i.e. if address change, list the prior address and the new address)
- Name of supplier quality contact
- Phone number of supplier quality contact
- eMail address of supplier quality contact.

1.6 Language Requirements

All quality records, data or correspondence to Honeywell Aerospace are required to be in the language of the Honeywell facility placing the purchase order, or in the English language, as agreed on between the supplier and the Honeywell facility. The Supplier shall maintain an English Language translation of its Quality Manual. Upon request, all supplier data related to furnished product must be translated to English and made available. If the supplier does not perform this service, translation fees will be debited to the Supplier.

1.7 Configuration Management*

The Supplier shall assure that the current configuration of all drawings, specifications, and instructions required by the Contract / Purchase Order, as well as authorized changes, are used for manufacturing, inspecting, and testing. Current revisions of Honeywell detail drawings and specifications may be located using the applicable supplier configuration report or by selecting the Aerospace PDM Supplier Access link from the applications menu at the Aerospace Supplier Portal. For sites not using the PDM system, contact the Honeywell buyer to obtain the latest revisions.

1.8 Notification of Design Changes*

Suppliers with design authority are required to notify Honeywell promptly, in writing, of any changes of fit, form or function, or safety of product and obtain approval prior to manufacture and delivery. Supplier shall submit proposed changes to the Buyer including but not limited to: process – material – design – software.

1.9 Source of Supply**

When the source of supply is specified on the Honeywell drawing / technical data, only those sources shall be used. Use of any alternate sources must be approved by Honeywell.

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Supplemental Purchase Order Conditions (SPOC) Manual

1.9.1 Olathe Orders Only

The Supplier shall only use Honeywell approved parts in Honeywell designed products, assemblies and/or sub-assemblies. The approved manufacturer and manufacturer part number information is available through the following link:

http://www6.honeywell.com/aerospace/services/eas_approv_man/cgi-bin/approved_vendor.cgi

Commercial off the Shelf (COTS) parts and custom electrical parts, such as, cable assemblies, transformers, inductors, power supplies, etc., shall be approved by the Honeywell Component Engineering organization in advance of procurement. For printed circuit boards, Honeywell provides a list of capable circuit board manufacturers that the Contract Manufacturer can select in support of procurement requirements. The printed circuit board manufacturer is then approved based upon successful completion of a First Article Inspection (FAI) performed by the circuit board manufacturer, validated by the Contract Manufacturer and subsequently approved by Honeywell prior to product delivery. Other Honeywell designed products are approved based upon a successful First Article Inspection (FAI) performed by the supplier, reviewed and approved by Honeywell, subsequently added to the data base and viewable through the link above. To support this process, the Supplier shall submit the FAI report for each part number prior to delivery of the first shipment.

1.10 Quality Records*

All Quality records, including radiographic film, shall be retained indefinitely.

1.10.1 Access to Records*

Honeywell reserves the right to access records at the PO holder, or its sub-tiers involved in the manufacture of Honeywell product. The Supplier shall make the records available within 48 hours, or 2 business days, of the request for access.

1.10.2 Records Storage*

Records must be stored in an area which meets all local Fire and Life Safety Codes that prevents loss, damage or deterioration. All data stored by electronic means shall be secure with back-up procedures, and audited to verify the integrity of the data.

1.10.3 Disposition of Records

The supplier shall contact the Honeywell Buyer for disposition of records upon termination of business activity.

1.10.4 Corrections*

Changes or corrections to records, regardless of the media, shall be made as follows: draw a single line through the old data, enter the correct data, date, and apply stamp or initials or signature of individual making the correction. No erasures, covering, or "white-out" allowed.

1.11 Prohibited Practices*

The following acts or practices are prohibited:

1. Unauthorized Repair - Repairs (by welding, brazing, soldering, or the use of adhesives) of parts damaged or found faulty in the fabrication process; repairing holes in castings, forgings or other materials by plugging or bushing without authorization from Buyer.
2. Unauthorized Processing - Addition, revision, or deletion of thermal, chemical, or electrochemical processes in manufacturing when processes are subject to specification control by Buyer.
3. Improper Material Submittal - Submission of material having known defects/problems to Buyer without notification.
4. Improper Material Re-submittal - Resubmission of material to Buyer without material being clearly identified as resubmitted material.

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Supplemental Purchase Order Conditions (SPOC) Manual

5. Unauthorized Material and Information Transfer – No supplier shall buy, sell, trade, or transfer Honeywell owned/supplied drawings, data, material, parts, devices, assemblies or end equipment for purposes other than the performance of Honeywell business, without prior written approval.*
6. Reclaimed Material – No supplier shall use reclaimed material without prior written approval from the Buyer.

1.12 General Quality System Requirements*

Suppliers providing product are responsible for maintaining Quality Systems that are compliant to applicable Honeywell Quality System Requirements. Suppliers shall be third-party registered and receive periodic system audits, or be subject to periodic compliance audits by Honeywell. Suppliers assume the cost of systems audits. Honeywell's preferred Quality Systems levels are as follows:

- **Manufacturing with Design Authority:** AS/EN/JISQ 9100; design must be included in scope of registration, and suppliers may not exclude design portions of the Standard.
- **Manufacturing/Repair and Overhaul /Special Processes:** AS/EN/JISQ 9100
- **Special Processors (non-manufacturing):** AS9003 or satisfactory audit to National Aerospace and Defense Contractors Accreditation Program (AC7004)
- **Materials Laboratories and NDT Laboratories:** ISO 17025, or AS9003, or satisfactory audit to National Aerospace and Defense Contractors Accreditation Program (AC7004)
- **Distribution and Brokers:** AS/EN/JISQ 9120
- **Calibration Laboratories:** ISO 17025
- **Software Suppliers:** AS/EN/JISQ 9100 and AS9006

Alternate Quality System standards which do not meet the above requirements must be approved by the Supplier Quality Manager (or designee) of the Honeywell site issuing the PO.

The supplier shall provide evidence of a certificate of registration from an organization accredited by a member of international accreditation forum (IAF) to the industry standard listed above, or successfully pass a compliance audit conducted by Honeywell or Honeywell's approved designee.

1.12.1 Evaluation

Honeywell Technical Services Inc. (HTSI), and/or the Honeywell purchasing sites, shall perform periodic evaluations on external suppliers. Failure to provide proof of compliance may result in a Quality System compliance audit being launched at the Supplier's expense.

1.13 Obsolescence*

The Supplier shall notify the Honeywell Buyer when made aware of a material obsolescence at least six months prior to the last date (cutoff) that an order from Honeywell will be accepted.

1.14 Honeywell-Consigned Material**

The Supplier shall not return unused consigned material without authorization from the Honeywell Buyer.

1.14.1 Nonconforming Consigned Material**

If authorized for return, the material shall be labeled "Return of Consigned Materials, Do Not Route to Stores" on the outside of the shipping container (BARCODE LABELS ARE NOT TO BE USED).

The Supplier shall identify part number and dash number, and the reason for return on the packing slip.

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Honeywell Aerospace, Urbana	Group Code	Type Code	Document Identifier
	06	03	004
Document Title Supplier Quality Requirements			

1.0 Approval

	Name
Process Owner Jason Reed Site Sourcing Leads	<i>Jason Reed</i>
Process Owner Scott Graber Quality Leader	<i>Scott Graber</i>

2.0 Purpose

This document establishes the essential elements of a supplier quality system and the flow-down requirements for suppliers. These requirements are supplement to specific purchase order requirements for suppliers who provide material, parts or processes which are used or consumed in the manufacture of products by Honeywell, Inc., AES Grimes Aerospace Company, A wholly owned subsidiary of Honeywell, Inc, hereinafter, referred to as Honeywell-Grimes.

These requirements are effective on the release of this procedure.

3.0 Forms

Form Name	Form #	Form Description
Supplier Advanced Nonconforming Review	06-04-012	Form used for suppliers to request disposition of non-conforming product prior to shipment.

Honeywell Aerospace, Urbana	Group Code	Type Code	Document Identifier
	06	03	004
Document Title Supplier Quality Requirements			

4.0 Revision Record

Issue	Date	Who Initiated Change	Record of Change
1	10/15/99	G. Laughman	Initial Release
2	01/15/00	G. Laughman	<ol style="list-style-type: none"> 1) Revised para. 5.0 to add PC-001 2) revised para. 8.4.1 to clarify definition of C of C 3) revised para. 8.5.1 to clarify record types and retention 4) revised para. 8.8.1 to clarify source inspection 5) revised para. 8.8.13 to clarify age sensitive materials 6) added para. 8.16 & 8.16.1 to control KEY characteristics
3	04/01/00	G. Laughman	<ol style="list-style-type: none"> 1) revised para. 8.4.1 to add "date" requirement. 2) revised para. 8.8.1 to include right of entry by Honeywell's customers and/or federal agencies.
4	06/14/01	W. Brazier	<ol style="list-style-type: none"> 1) Revised para. 3.0 was Advanced Rejection Tag 2) Revised para 5.0 added Doc. No. 05-02-735, Digital Product Definition Quality Control and Honeywell Procedures SQA 202, 204 and 502 3) Revised para. 8.1.1 added third party certification allowance 4) Added Para 8.17 & 8.17.1, Digital Product Definition
5	02/03/03	W. Brazier	<ol style="list-style-type: none"> 1) Revised para 3.0, from SQA forms to AES SQD forms and deleted SQA form 202B and 502A 2) Revised para 5.0, from SQA forms to AES SQD forms, updated intranet address and deleted SQA 502 3) Revised para 8.1, added ISO 9000:2000 and AS9100 and removed references to supplier evaluations 4) Revised para 8.2.1 added reference to AS9102 and deleted redundant instructions 5) Revised para 8.7.1, added requirement for supplier to maintain a calibration system in accordance with ISO 10012 or equivalent. 6) Revised para 8.10.1 added reference to 06-04-008 Supplier Rating System and deleted redundant details 7) Revised para 8.14 from Calibration to Circuit Card Assembly Requirements 8) Revised para 8.14.1 to Requirements for Suppliers of Circuit Card Assemblies (CCA) or devices containing CCA(s) is detailed in procedure 06-03-011 CCA

			Requirements
6	02/26/03	W. Brazier	<ol style="list-style-type: none">1. Revised para 5.0 from 06-03-012 to 06-03-0092. Added para 8.8.2 for defective material supplied by Honeywell.3. Revised para 8.13.1 from procedure 06-03-008 to 06-03-011
7	8/25/03	W Brazier	<ol style="list-style-type: none">1. Added AS9003, 9100A, 9102, 9103 & 9120 and deleted PC-001 in Para 5.02. Added Elastomer in Para 6.03. Deleted references to AS9000 & ISO9000:1994 from Para 8.1.1 1) & 2) and deleted Para 8.1.1 3)4. Added AS9103 & AS 9120 to Para 8.1.35. Added Para. 8.1.26. Changed PC001 to AS9103 in Para 8.15.1
8	4/15/05	W. Brazier	<ol style="list-style-type: none">1. Para 5.0 added 06-03-012 and 15-03-007 and removed A from AS9100 and AES SQD 202 & 2042. 8.1.2 added reference to link for approved suppliers3. 8.2.1 Added additional data requirements for First Article Inspection Report4. Corrected 8.9.1 was 06-04-008 is 06-03-0085. Added 8.17 and 8.18
9	05/05/06	W Brazier	<ul style="list-style-type: none">• Updated 5.0 Related Documents and 6.0 Definitions• Added 8.1.3 QMS Service Providers• Deleted 8.19 and 8.19.1
10	05/12/06	J. Conklin	<ul style="list-style-type: none">• Response to DNV observation for Sub-tier Supplier coverage and timely notification from same on Non-conforming materials shipped. Ref. Para. 8.0, 8.1.2, and 8.9.1.
11	07/28/06	W Brazier	<ul style="list-style-type: none">• 6.0 Added definition of SPOC• Added 8.19 Counterfeit electronic parts prevention
12	10/25/07	W. Brazier	<ul style="list-style-type: none">• Complete rewrite to incorporate SPOC
13	7/16/08	W. Brazier	<ul style="list-style-type: none">• Para. 8.0 Ass manufacturers of standard catalog hardware.• Para. 8.4-deleted.• Para. 8.8 Added packaging requirements.
14	9/16/08	W. Brazier	<ul style="list-style-type: none">• Para. 8.9 Added NDT requirements.

Honeywell Aerospace, Urbana	Group Code	Type Code	Document Identifier
	06	03	004
Document Title Supplier Quality Requirements			

15	3/20/09	W. Brazier	<ul style="list-style-type: none"> 2.0 Purpose - Remove exceptions. 8.1 Quality System Requirements updated. 8.2 First Article inspection Requirements removed. 8.3, 8.4, 8.5 re-numbered to 8.2, 8.3, 8.4 8.6 Circuit Card Assembly removed. 8.7, 8.8, 8.9 re-numbered to 8.5, 8.6, 8.7 8.8 Drawing Interpretation added. 8.9 Additional Design Requirements
16	5/13/09	A. Plank	<ul style="list-style-type: none"> 8.0 Added SPOC 005

5.0 Related Documents

Document Number	Title of Document
AS9100	Quality Management System-Aerospace-Requirements

6.0 Definitions

NADCAP	National Aerospace and Defense Contractors Accreditation Program for process suppliers.
SPOC	Supplemental Purchase Order Conditions The SPOC manual is available on the Honeywell Aerospace Portal Website, URL: https://www.supplier.honeywell.com

7.0 Process Flow - Not applicable

8.0 Procedure

SPOC 002 is applicable to all purchase orders for manufacturers.

SPOC 003 is applicable to all purchase orders for distributors and manufacturers of standard catalog hardware unless otherwise specified in the purchase order or this document.

SPOC 005 is applicable to all purchase orders for special process suppliers of NDT, coatings & heat treat.

8.1 Quality System Requirements

QMS service providers must be AS9100 registered.

8.2 Record

SPOC Section 1, paragraph 1.10 Quality Record is applicable except that all records shall be maintained for 7 years for non serialized parts and 10 years for serialized parts.

Honeywell Aerospace, Urbana	Group Code 06	Type Code 03	Document Identifier 004
Document Title Supplier Quality Requirements			

8.3 Non Conforming Material

Non-Conforming material shall be processed per SPOC 100. The supplier may request material review of non-conformances using Supplier Advanced Nonconformance Review (SANR), form 06-04-012.

8.4 Printed Wiring Boards

Additional requirement for suppliers of printed wiring boards is detailed in SPOC 308

8.5 Digital Product Definition (DPD) Quality Plan

When DPD is specified on the purchase order or designated on the engineering drawing SPOC 267 is applicable.

8.6 Packaging

Only bar coding requirements of SPOC 239 are applicable. Requirement is applicable to the exterior shipping container and the packing list.

8.7 Non Destructive Testing (NDT) Process Requirements

Suppliers performing production NDT are required to submit inspection techniques, including all information necessary for adequate technique evaluation (x-ray film and detailed information on NDT standards) for each NDT method performed on:

- Class 1 and Grade A castings
- Class A weld and braze joints
- Critical or high speed rotating components
- Components which require technique approval by contract
- Special service bulletin requirements
- Other components as defined by the site Level III

Supplier techniques are required to be approved by a Honeywell Level III prior to their use.

8.8 Drawing Interpretation

Requirement acceptability of legacy drawing information is defined on procedure 06-03-015, Drawing Interpretation of Specifications and Obsolete Terminology.

8.9 Additional Design Requirements

The following Procurement Specifications is applicable to appropriate Honeywell Urbana engineering drawings.

- B5-22001 Standard Tolerance
- P5-320015 Light Transmitting Glass Covers Lenses and Filters
- S5-320017 Light Transmitting Plastic Lens Covers
- E3-951 Determining Acceptance Criteria for Metalized Injected Molded Parts

9.0 Quality Records

Not Applicable