Title: **IMS Quality Flow-down Requirements**
Number: **FR240** **Rev. A**

By accepting an IMS Purchase Order, you agree to comply to the requirements of Section 1 of the Quality Flow-downs.
If the PO is for an AS9100 order, you agree to comply with the requirements of Section 1 & 2 of the Quality Flow-downs.

Section 1 - Quality Flow Downs AS9100 8.4.3	
Provision	**Requirement**
Purchase Order Requirements a:	IMS Purchase Orders communicate the products, services, and processes to be provided by the external provider.
Approvals b:	Approval requirements for products and services; methods, processes and equipment; and the release of products and services are included on the Purchase Order.
Competence c:	The external provider shall ensure employees are certified to the appropriate standards, and shall make certification records available upon request.
Interactions d:	Communications between the external provider and IMS should be maintained through the point of contact/buyer listed on the P.O. Any change request must be communicated to IMS in writing and must have IMS written authorization prior to any changes. Product will not be accepted if this requirement is not met. IMS communication to the External Provider may include flow-down requirements, PO requirements, and External Provider On Time Delivery and Quality Performance.
Montitoring of External Provider Performance e:	All purchased materials and services are subject to inspection for compliance to the purchase order and all applicable quality and Purchase Order requirements, including On-Time Delivery and Quality of products and services.
Verification / Validation f:	The Purchase Order shall indicate if IMS, its customers, or end users intend to perform any verification or validation activities at the External providers' premises.
Section 2 - AS9100 Quality Flow-Downs AS9100 8.4.3	
Technical Data Requirements a:	IMS will provide any technical data, including but not limited to, specifications, drawings, process requirements, work instructions.
Design and Development Control g:	If IMS requires design/development services, those services shall meet the requirements of AS9100.
Special Requirements, Critical Items or Key Characteristics h:	When P.O.'s, documents, drawings, specifications, include special requirements, critical items, or key characteristics, the EP shall ensure their integrity and provide documents and data to IMS for approval.
Test, Inspection, and Verification i:	**Test / Inspection Requirements**: Products or services provided to IMSD shall be verified by testing or inspection using calibrated inspection, measuring, and test equipment. IMS will evaluate/verify test/inspection data submitted by the external provider **First Article Inspection (FAI):** Refer to current revision of AS9102 Aerospace Standard for: conditions initiating an FAI and documentation requirements to be provided to IMS.
Statistical Techniques j:	Statistical techniques used for product acceptance will be reviewed by IMS before approval.

Expectations of External Providers (EP) k:	**Quality Management System (QMS):** shall maintain an effective QMS, i.e., ISO 9001, AS9100, etc. that ensures product conformity. The QMS must satisfy this documents' requirements. **Customer Designation**: the P.O. shall indicate if IMS, or its' customer, requires the EP to use any designated or approved sub-tier EP/sources. **Nonconforming (NC) Output:** The EP shall ensure that NC product/ output is identified and controlled to prevent unintended use or delivery. The EP shall not ship NC product/ output without IMS written authorization. **Counterfeit Prevention**: The EP is responsible for having an anti-counterfeit program. The EP is responsible for preventing counterfeit or suspect counterfeit part use. Brokers shall not be used without IMS written authorization. **Notification of Changes:** The EP must request and receive IMS written authorization prior to any changes to processes, products, or services that impact the PO's requirements, including manufacturing location or their EP's. **Sub-tier Flow-down**: IMS EPs are required to flow down all applicable requirements, including customer (IMS) requirements to all sub-tier EP's. EPs are responsible for products/services quality of their sub-tier EP's. **Test Specimens:** IMS shall receive, from the EP, any test specimens for design approval, inspection/verification, investigation, or auditing. **Record Retention**: EP's and sub-tiers shall retain documented information, including retention periods and disposition requirements to provide evidence of conformity to requirements. Records shall remain legible, readily identifiable, and retrievable and be maintained. Product history records shall be maintained for a minimum of 7 years or as required by the purchase order.
Right of Access l:	IMS/ IMS customers/ applicable regulatory authority shall have the right to access the EP's facility to perform inspections/ audits to verify, quality of work, records, and compliance to the contract. The EP shall flow-down access requirement to their sub-tier sources.
Awareness m:	External Providers shall ensure personnel are made aware of: · their contribution to product safety · their contribution to product safety · the importance of ethical behavior