



# **KINNEAR REMBOURRAGE**

## **Supplier Quality Requirements**

### **Revision 5, October 20, 2023**

#### **Table of Contents**

1) Purpose	pg...2
2) Kinnear Purchase Order	pg...2
3) Use and Communication	pg...2
4) Supplier Approval	pg...2
5) General Requirements	pg...3

**AVIS DE CONFIDENTIALITÉ** – Cette communication pourrait renfermer des informations privilégiées ou confidentielles. Si vous n'êtes pas la personne à laquelle s'adresse ce message ou si vous avez reçu cette communication par erreur, veuillez en informer l'expéditeur et supprimer le message sans le copier, le faire suivre et/ou en divulguer le contenu.

**CONFIDENTIALITY NOTICE** - This communication may contain privileged or confidential information. If you are not the intended recipient or received this communication by error, please notify the sender and delete the message without copying, forwarding and/or disclosing it.

<b><i>KINNEAR</i></b>	<b>Supplier Quality Requirements</b>	<i>Date:</i> <i>2023-10-20</i>  <b>Rev. 5</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 Purchasing manager by e-mail at: [info@kinnearupholstery.com](mailto:info@kinnearupholstery.com) or by phone: (450) 267-3366.

**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

<b><i>KINNEAR</i></b>	Supplier Quality Requirements	<i>Date:</i> 2023-10-20  <b>Rev. 5</b>
-----------------------	-------------------------------	---

**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 right of access 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.
- G) Testing of Product  
When testing of product is required the results of those tests and test specimens when necessary, 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, change of manufacturing location, or change of suppliers; 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.

<b><i>KINNEAR</i></b>	Supplier Quality Requirements	<i>Date:</i> 2023-10-20  <b>Rev. 5</b>
-----------------------	-------------------------------	---

**5. General requirements (continued)**

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).

M) Documentation Traceability

All documents pertaining to products sold to Kinnear, must be kept on file or in storage at the supplier's 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 prior to shipment. Kinnear will advise the supplier of the action to be taken to resolve the issue.

O) Employee Awareness

Ensure that persons are aware of their contribution to product conformity and to product safety; and the importance of ethical behavior.

P) Counterfeit Parts

Ensure the use of counterfeit parts is prevented.