

QUALITY RECORDS

Where NGC document “Procure-2-011” is required, this covers section 3.19 and is not the full document requirements.

3.19 QUALITY RECORDS

Quality and inspection records shall be established and maintained by the Seller to provide evidence of conformity to requirements and the effective operation of the QMS.

As a minimum, Quality and inspection records (such as first article inspection, test reports, certification of conformance, and material certifications, including chemical/or physical reports) shall be established and maintained per duration dictated in the corp doc flown on the PO. This requirement shall be flowed to Sub-tier suppliers.

Reference the Purchase Order Terms and Conditions for Quality Record requirements.

<https://www.lockheedmartin.com/en-us/suppliers/documentation.html>

Records may be archived to an offsite location but shall remain legible and readily retrievable. Buyer reserves the right to periodically audit the Seller's historical records, retention policies and practices.

3.19.1 Sikorsky Purchase Orders:

Records Retention

For each Key Characteristics (KC) identified, the following records shall be retained and provided upon request:

- Capability results and associated performance data
- Gage Repeatability and Reproducibility (GR&R) results. Results exceeding 30% of the tolerance shall require a customer approved recovery plan
- Control Plan in accordance with AS9103
- Process map

Quality Records shall be maintained by the Seller in a controlled condition. This requirement shall be flowed to sub-tier suppliers. Examples of Quality Records include, but are not limited to:

- Certificate of Compliance Form
- Material Certifications including chemical, physical, and raw material properties
- Special Process Certifications
- Certificates of Conformance/Authenticity/Traceability documentation that establish the pedigree of materials as authentic
- Deliverable and non-deliverable software verification & validation documentation
- First article inspection reports
- Receiving, In-process, and final inspection & test records
- Training and certification records
- Manufacturing records (e.g. planning sheets, routers, acceptance criteria, etc.)
- Nonconforming material disposition
- Procurement documents
- Radiographs, technique sheets, and related acceptance reports

Functional performance / test data minimum requirements:

- Test specification number, revision status, amendment number and addendum
- Part number / serial number and revision letter of material / component tested
- Test paragraph, required reading, actual reading (use positive statement, e.g. “No Leakage” if • actual reading is not quantifiable)
- Date test was performed • Operator identification • Inspection approval electronic signature/stamp/signature
- Blank entries that are not applicable shall be noted “N/A”

The Supplier shall maintain the following quality records for the minimum retention periods specified below:

Time Period from manufacture	Description
40 years	-Flight safety, critical/major rotors, blades, transmission, flight control and airframe components (i.e. hubs, spindles, main rotor shafts) identified as Flight Safety Parts. -Radiographs for Flight Safety Parts in accordance with SS9211
10 years	-All other parts except off-the-shelf industry standard parts. -Radiographs for all non-flight safety parts requiring radiographs.
5 years	-Off-the-shelf / industry standard parts (e.g. AN, AS, MS, JAN, etc.)