****Electronically Approved, Signatures on File. Date of Issue is 2023/Mar/22****

Magellan Aerospace, Winnipeg

BAL-QS-006

SUPPLIER DELEGATED PRODUCT RELEASE

Process Expert:	Glenn Westlund Procurement Quality Assurance Representative
Approval:	Don Morris Quality Assurance Representative
Approval:	Parmeet Shaw Procurement Manager
Approval:	Manny Brar Quality Assurance Manager
Approver:	David Bartlett Quality Director

EFFECTIVITY:
When specified on any Purchase Order issued after 2023-MAR 22. For all Purchase Orders issued prior to this date, the issue number at the time of order placement shall apply.

Change Record Sheet

Issue	Description	Date	Author
003	Supplier Delegated Product Release was Supplier Self-Release/Delegated Release throughout the document. Approvers revised 1.2: Added quality clause QC57 Added 5.2 d) Added 5.5 m) General formatting updates	2023-MAR-22	Glenn Westlund

1. Overview

1.1 Purpose

The Supplier Delegated Product Release program is a certification process, which enables a Magellan Aerospace, Winnipeg (MAW) approved Supplier's representative to perform re-verification and delegated release of product, on behalf of MAW.

This document defines the responsibilities and requirements for both the Supplier's Quality Management and the Supplier's Delegated Quality Representative (DQR).

1.2 Scope

This document is not intended to replace any of the quality approvals of a Supplier. Certification to AS9100 (current version) by 3rd party registrar shall be in place and maintained. Any MAW special process certifications shall be in place.

Supplier delegated product release is intended to improve the overall efficiency and product quality of Supplier processes that are considered mature.

For production hardware, Supplier Delegated Product Release will be invoked directly on the purchase order by quality clause QC57.

This document is to be used in conjunction with:
- BAL-QS-002:Supplier Quality Requirements
- BAL-QS-003:Workmanship Standards

This document conforms to MAW customer requirements

Regulatory Body	Limitations
Transport Canada	BAL-QS-006, and any incorporated documents, reflects MAW's means of compliance with CAR as required by Section 561.07 and associated Standards. In cases of conflict between company policy and the regulatory requirements, the regulatory requirements shall prevail. All incorporated documents identified herein and every amendment thereto, shall meet the requirements established in this Instruction. The policies and procedures outlined in BAL-QS-006 and in all incorporated documents identified herein shall be strictly adhered to at all times.

2. Definitions

Delegated Product Release: A process whereby a Supplier has been provided the authority/delegated to act on behalf of MAW to re-verify and release product without additional oversight at MAW.

Delegated Quality Representative (DQR): A Supplier's permanent employee who has been approved by MAW/delegated to perform product re-verification, acceptance, and delegated release of product to MAW.

Final Inspector: Individual responsible for product inspection after all manufacturing and processing steps have been completed. Final inspector shall not re-verify product characteristics and will not act as a DQR.

May: Indicates a strong recommendation.

Shall: Indicates mandatory requirements (will result in a major audit finding if not in place).

Supplier: Subcontractor/vendor who supplies product, processing or services to MAW.

3. Reference Documents

AS9015 Supplier Self Verification Process Delegation Programs

AS9103 Variation Management of Key Characteristics

AS13001 Supplier Self Release Training Requirements

BAL-QS-002 Supplier Quality Requirements

4. Responsibility

a) MAW may delegate product release authority to qualified individuals at a Supplier's facility. The qualified individual will be designated as a Delegated Quality Representative (DQR).

   Prior to implementation of the program on products/processes scheduled for delivery to MAW, the Suppler shall obtain approval from MAW in writing (see appendix A).

b) Supplier's agreement to comply with BAL-QS-006 shall be indicated by signature on Appendix A.

c) Supplier management is responsible to ensure that the DQR re-verifying MAW product is not the final inspector for the product being released to MAW.

d) All DQR inspections and activities are understood to be over and above all manufacturing and supplier inspection requirements. Supplier management agrees to provide DQR with sufficient time and resources to perform their function.

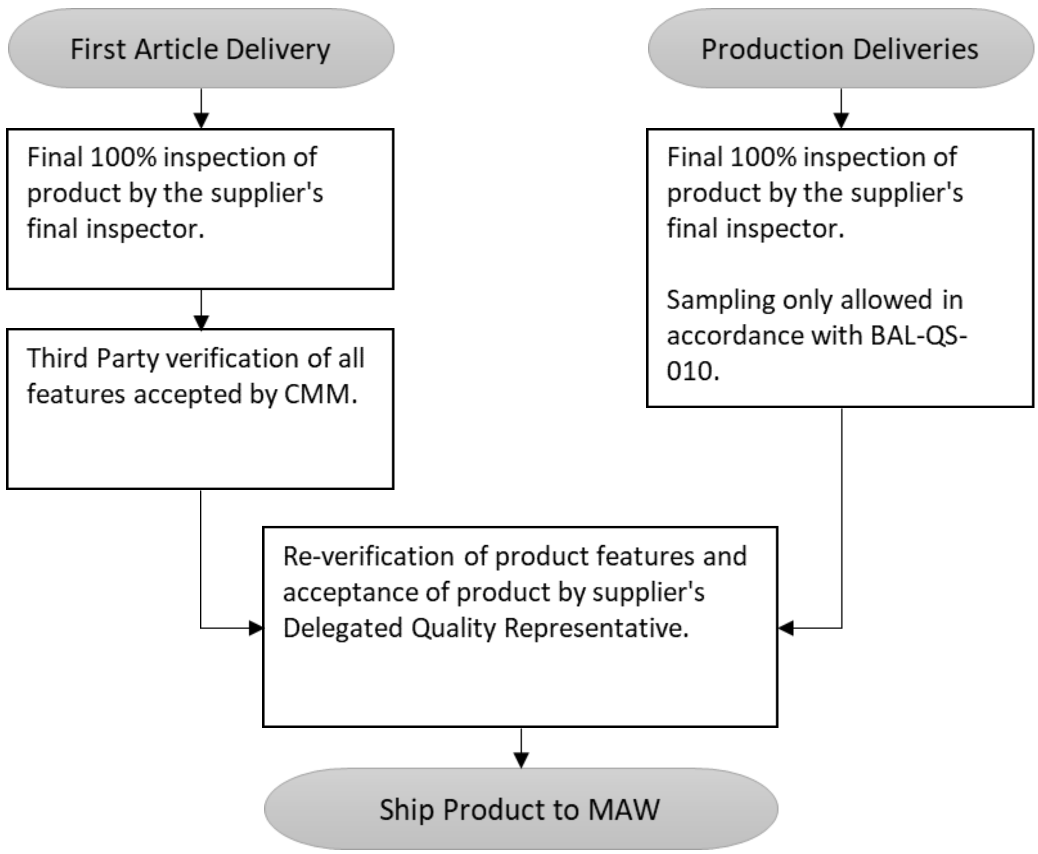
e) MAW will issue a letter to the Supplier that describes approval status, identifies the Delegated Quality Representatives and notes any conditions that apply. A sample letter is shown in Appendix B.

f) When performing the duties outlined in this document, the DQR is acting on behalf of MAW and performs product re-verification and acceptance of MAW product. The DQR approval granted to an individual cannot be transferred, **unless authorized by MAW.**

g) Supplier shall notify MAW procurement quality when a DQR leaves the company.

5. Requirements

5.1 High Level Work Flow Diagram



The delegated product release activity is a distinct re-verification of MAW deliverables conducted independent of final inspection to ensure all purchase order requirements have been met.

5.2 Supplier Disqualification

MAW Director of Quality may temporarily suspend or permanently remove the supplier from the Supplier Delegated Product Release program if:

a) Supplier fails to maintain an acceptable level of quality performance,

b) Repeated delivery of product found to be non-conforming by MAW customer,

c) Failure to comply with BAL-QS-006 requirements.

d) Change to supplier's business status such as loss of quality approvals, planned source changes or closure.

5.3 Quality Order of Precedence

In some cases, the multiple applicable documents may have conflicting or inconsistent requirements. The following order of precedence, ordered from highest to lowest, is used to define the overriding requirement:

a) Purchase order

b) Product drawing

c) Product Process Specification

d) Material specification

e) BAL-QS-006 takes precedence over any conflicting requirements in BAL-QS-002

5.4 DQR Qualification

a) Shall speak, read and write and have a proficient understanding of the English language.

b) DQR shall have visual acuity test conducted prior to initial delegated product release approval and shall be retested annually (within 12 months) of their initial visual acuity test.

Specification		Minimum Requirement
NAS410	Near Vision	Jaeger No. 1 or equivalent, not less than 30 cm/12 inches in at least one eye, natural or all corrected.
	Color Perception	DQR shall be capable of adequately distinguishing colors used in the process involved.

c) Have two years of supplier quality control or quality assurance experience and have one year aerospace product related experience.

d) As a minimum, shall have read and understood AS13001. It is recommended that the DQR take the formal AS13001 training.

5.5 Supplier Re-Verification Process

The DQR shall perform product re-verification/delegated release using a checklist (see appendix C) which includes:

a) A visual review for correct, legible part identification and format on all parts.

b) Review of the MAW purchase order to ensure parts are in compliance to all listed engineering drawings and associated specifications.

c) Verification that quality plan approval has been received on FORM 10692 from MAW and matches the current build when mandated by QC05.

d) Verification that a first article inspection report has been completed to the latest drawing and specification revision, and is available and on file.

e) Review of all material, heat treat, NDT, and process certifications for compliance to the engineering drawing / model and latest specification requirements.

f) 100% visual inspection, per BAL-QS-003 requirement, for all products in every shipment (no sampling permitted).

g) Dimensional Re-verification:

i. New shipment activities: (new or changed part numbers) the DQR shall perform dimensional re-verification, selecting a minimum of five drawing characteristics, on the first three production shipments. The sample size selected shall be as per Figure 1: Sampling Table. Records of this re-verification shall be kept in a Re-Verification Log (see Appendix C).

Shipment Quantity	Sample Size
1	1
2 - 15	2
16 - 49	3
50 - 200	4
201 - 500	5
More than 500	6

Figure 1: Sampling Table

ii. All subsequent shipments: All subsequent shipments shall be re-verified by selecting a minimum of five features. Features to re-verify may be randomly selected. Creating a Re-Verification Log entry is optional.

h) If a non-conformance is found during re-verification, a re-verification Log entry is mandatory.

i) If a non-conformance is reported by MAW, a Re-verification Log entry is mandatory.

j) The DQR shall perform an annual, additional dimensional re-verification, selecting five drawing characteristics, different than those listed in 7.5.1 g). The sample size selected shall be as per Figure 1: A Re-verification Log entry is mandatory. Records of this re-verification shall be kept (see Appendix C). Annual re-verification required if there are no shipments of a part number to MAW in one year.

k) All operations were performed, stamped and/or signed and dated, on the shop traveler.

l) For special processes, verify that the Supplier and/or the sub-tier Supplier is NADCAP approved for the processes performed and the approvals are current.

m) For first article parts where quality clause 59 is listed on the purchase order, verify that an ISO/IEC 17025 or AS9100 accredited CMM source has re-verified all drawing features that have been CMM inspected at the supplier's facility.

All CMM sources shall be approved in writing by Magellan Aerospace Winnipeg.

5.6 Raw Material Verification

The Supplier shall document and implement a raw material (sheet, plate, bar, rod, etc.) verification program to ensure that material received from the Supplier's sub-tier sources meets all the applicable technical and quality requirements. The verification program shall include monitoring of all raw materials upon receipt to ensure that the material meets all applicable specification requirements. Records showing the results of the Supplier's material verification program and its effectiveness shall be available to MAW for review, upon request.

5.7 Raw Material Test Reports

a) Certification/Material test reports shall include the name of the company that furnished the material and the following information:

   i. Material description, including, as applicable, name or designation, size or weight, alloy, type class grade or condition.

ii. Lot batch or heat number (shall be listed on certificate of conformance).

iii. The applicable specification and revision to which the material complies.

iv. All certification/material test reports shall be traceable to the Mill Heat number. All metallic material documents shall be traceable from receipt to the origin of the material through all intermediary stockists, processors, distributor's, etc.

b) Certification/Material test reports are only to be sent to MAW as part of the first article documentation package. For all subsequent production deliveries, the certification/material test reports do not have to be sent to MAW.

c) All Certification/Material test reports shall be kept on file, at Supplier's facility for ten years. Supplier cannot dispose of any records without written permission from MAW.

5.8 Certificate of Conformance (C of C)

With each shipment, the DQR shall provide a C of C that conforms to purchase order requirements.

The DQR shall include on the certificate of conformance, the following:

This Shipment Conforms to BAL-QS-006
______________________________ Delegated Quality Representative (Name)
______________________________ Stamp Date
______________________________ Mill Name and Mill Heat number

5.9 Audit

An initial quality audit of the Supplier's processes as well as ongoing quality audits may be performed by MAW procurement quality to ensure compliance of MAW product.

6. Preparation Checklist

Table 1: Supplier Checklist, Preparation Stage	
	Preparation Phase: Deliverables to MAW
1	Agreement Letter (Appendix A)
2	Resumes of DQR
3	DQR visual acuity test reports
4	Documented supplier information showing requirements of BAL-QS-006 and AS13001
5	Training record showing DQR has been trained to BAL-QS-006 requirements
6	Frozen/Fixed Process Manufacturing Plan/Quality Plan
	Preparation Phase: **On file at suppliers facility**
7	DQR permission letters (see Appendix B)
8	Purchase order on record with re-verification quality clause QC57
9	FORM 10692 on file: MAW's approval of the quality plan. Contact MAW to discuss.

7. Deliverable Checklist Related To Product

Table 2: Deliverables		
	First Article Shipments	**Production Shipments**
1	AS9102 paperwork.	N/A
2	Certification/material test reports.	N/A (retain at supplier)
3	Supplier Certificate of Conformance. Shall be authorized by DQR.	Supplier Certificate of Conformance. Shall be authorized by DQR.
4	Product	Product
5	Concessions (if applicable. Shall be referenced on the C of C).	Concessions (if applicable. Shall be referenced on the C of C).

Appendix A

Supplier Delegated Product Release (BAL-QS-006)

Agreement Letter

Between

Magellan Aerospace, Winnipeg

And

Supplier Name Supplier Code

Street Address

City, Province/State and Postal Code

The following individuals agree to the intent of BAL-QS-006

Magellan Signatures

Quality Assurance Representative Date

Quality Assurance Manager Date

Quality Director Date

Director of Operations Date

Director of Purchasing Date

Supplier Signatures

CEO/Plant Manager Date

Quality Manager Date

Appendix B

MAGELLAN
AEROSPACE

Date: MMM DD, YYYY
Supplier Name: Aerospace Manufacturing Limited
Supplier Code: VAM1234
Attention: James Wright

Aerospace Manufacturing Limited is hereby granted conditional permission for Supplier delegated product release. Requirements defined in BAL-QS-006: Supplier Delegated Product Release. This permission is subject to audit by representatives of Magellan Aerospace, Winnipeg.

The individual(s) that have been granted Delegated Quality Representative status are listed below:

- James Wright

If there are any question related to this letter, please contact ___________at Magellan Aerospace, Winnipeg 204-___-____ extension ___________

Sincerely
____

Quality Manager Date
Or Representative

Appendix C

SUPPLIER'S NAME

RE-VERIFICATION LOG

1. When re-verifying characteristics:
   a. Select the characteristic, enter the date of the re-verification, enter the actual results
2. If a nonconformance is detected:
   a. Initiate a Corrective Action Request (CAR),
   b. Log the CAR number adjacent to the nonconformance,
   c. Require 100% re-inspection of the characteristic that is found to be non-conforming onall parts in the manufacturing lot
   d. Enter the results in the next adjacent columns, until two consecutive lots are found acceptable
3. Supplier can utilize this template or create their own equivalent template

	Part number								
	Drawing Number								
	Drawing Revision								
	Purchase Order Information								
	Blanket purchase order number and revision								
	Blanket release								
	or								
	Stand alone purchase order								
	Quantity Shipped								
	Shipment release date								
	F.A.I.R. Issue date								
	Verification of Quality Plans (approved FORM10692 on file)								
	Supplier Router Revision								
	Next Annual re-verification Date								
SEQ	**CHARACTERISTIC**	**QTY**	**ACCEPTANCE STAMP**	**QTY**	**ACCEPTANCE STAMP**	**QTY**	**ACCEPTANCE STAMP**	**QTY**	**ACCEPTANCE STAMP**
001	Part Identification								
002	Review of Magellan Purchase Order and Drawing requirements								
003	Valid FAIR available								
004	Metallic Raw Material reviewed								
005	100% review of workmaship per BAL-QS-003								
006	Part Audit Result								
	New Shipment								
	Annual Audit								
	Characteristic Checked:								
	Characteristic Checked:								
	Characteristic Checked:								
	Characteristic Checked:								
	Characteristic Checked:								
	Characteristic Checked:								
007	Magellan Escape/Bristol Non-Conformance (MNCR) Audit								
008	Supplier Non-Conformance (SNCR)								
009	Review of shop traveler: all operations stamped and/or signed								
010	All special processes performed by NADCAP approved house(s)								
011	Concession Number								