



4223 Monticello Blvd South Euclid OH 44121



313 Gillett St. Painesville OH 44077

QAP009 Rev. AF

ACX/AFP Excellent Supplier Program (ACES) Self Release Procedure

Revised by: Gary Mrosko	Date: 12/12/18
Approved By ACX Dir. of Quality Gary Peters	Date: 12/14/18
Approved By AFP Dir. of Quality Gary Peters	Date: 12/14/18
Approved By Director of Quality Gary Peters	Date: 12/14/18
Released By: Wendy Sharp	Date: 12/14/18

Previous revisions can be viewed in SmarTeam

REV	REVISION PAGE DESCRIPTION	DATE	By
Z	Added PARA 7.4 Added QAP059 to PARA 3.0 Ref. QR00664	5/21/2008	GJP
AA	Changed Supplier survey audit form number, Pre MRB form number, and corrected a typo Ref. QR00801	8/6/09	WRS
AB	Revised Para. 5.1.5 Ref. QR00962	1/17/2011	GJP
AC	Added Para 4.7 for DSQR changes. Ref. QR01076	3/15/12	WRS
AD	Ref. QR01268 Revised Para 5.3 and revised appendix	11/11/2013	GJP
AE	Ref. QR01775. Revised PARA 5.4.5 receiving/final Inspection Department if over inspection is required or the parts are tagged with a Yellow Partial release sticker, parts will be over inspected if it is the 1st or 15th lot. The parts will be reviewed if they have a FAIR attached, and the parts and the Pre-MRB shall be reviewed before moving parts to stock. FAIRS after signed by AFP/ACX Quality Assurance will be filed in the PDM system. Removed obsolete signature page.	1/8/2018	GJP
AF	Ref. QR01848; renumbered paragraphs, revised reference forms, added table 1. Revised Paragraphs 1.0, 3.0, 4.0, 5.0, 6.0, 7.0, 8.0, deleted sampling plan 6.0, deleted 9.0	12/12/18	GEM

1.0 PURPOSE

To provide ACX/AFP with a reference for recognizing the suppliers with an excellent performance history and identify candidates to conduct Quality Activities normally performed by the ACX/AFP Receiving Inspection Department.

2.0 SCOPE

This privilege is granted to those suppliers who have been given authorization to conduct "Self Release" inspection activities. This program applies to all product except that designated for Pratt & Whitney.

3.0 DEFINITIONS/FORMS/PROCEDURES**SELF RELEASE**

The process by which an authorized representative of the supplier verifies the quality and conformity of the product to be shipped on behalf of the ACX/AFP Quality Assurance Department. Materials will then pass through the ACX/AFP Receiving Inspection Department for verification to this agreement.

DESIGNATED SUPPLIER QUALITY REPRESENTATIVE (DSQR)

The individual within the supplier's quality organization who performs the inspection and acceptance on behalf of ACX/AFP.

REFERENCE FORMS:

QCF-308	ACES DSQR Program agreement/approval
QCF-424	ACES Statement of Conformance
QCF-426	Pre-MRB Approval
QCF-446B	Supplier Audit form

PROCEDURES

QAP006	Vendor approval procedure
QAP012	First Article Inspection
QAP019	Sample Inspection Plans
QAP043	Supplier Quality Assurance Requirements

4.0 REQUIREMENTS

- 4.1 Eligible suppliers must meet quality outlined in table 1 below to be accepted into the ACES program.
- 4.2 The supplier shall inform ACX/AFP of any changes in DSQR. A new blank form QCF-308 will be issued to the supplier to add the new DSQR's signature and returned to ACX/AFP.

Table 1: ACES eligibility*

Requirement	Duration	Eligible if...
Minimum silver rating for Quality	Current and previous fiscal year	Eligible
Minimum silver rating for Quality	Current fiscal year	Previous fiscal year maintained a bronze rating
Bronze rating for Quality	Current and previous fiscal year	3 rd party registered or less than 2 IDR's in that span
Bronze rating for Quality	Current fiscal year	On-site audit conducted ¹
Yellow rating for Quality	Current fiscal year	Previous 2 years Silver and on-site audit conducted ¹
Red rating for Quality	Current fiscal year	Previous 4 years Silver, and on-site audit conducted ¹
Red/yellow rating for Quality	Current and previous fiscal year	Not eligible ²
Split ratings (shared supplier between ACX/AFP)	N/A	Either AFP or ACX has approval criteria met and the other does not ³

* Suppliers qualified for ACES prior to 12/1/18 are grandfathered under the previous requirements.

¹ Findings from audits must have a Corrective Action assigned and completed prior to ACES approval

² If supplier finishes with a silver rating at the end of the current fiscal year and on-site audit is completed, they will be eligible for ACES ¹

³ The company initiating the ACES application will coordinate with other prior to implementing.

- 4.3 "AeroControlex Excellent Supplier Material" stickers will be distributed to the ACES supplier in two colors with the following designations of release:
- RED – (Full) The Red / Full release sticker shall be attached to the containers for:
 - Designating parts in container are fully accepted to the requirements of the Purchase Order and all tests and documentation are complete.
 - YELLOW – (Partial) The Yellow / Partial release sticker shall be attached to the containers for:
 - Shipping the first lot of a part number. A First Article inspection must be included with the shipment.
 - A revised part with a First Article inspection included in the shipment.
 - Parts in container deviating from the requirements of the drawing or do not meet the requirements of the Purchase Order and have been submitted to ACX/AFP through a Pre-MRB Approval form QCF-426. A copy of the completed and approved Pre-MRB Approval shall be attached to the front of the documentation accompanying the parts.
- 4.4 All ACES suppliers shall successfully pass scheduled re-audits to maintain their ACES status per QAP006.

5.0 RESPONSIBILITY

- 5.1 ACX/AFP QUALITY ASSURANCE PERSONNEL SHALL BE RESPONSIBLE FOR THE FOLLOWING:
- 5.1.1 Investigate nominees recommended by purchasing for selection of viable candidates.
 - 5.1.2 Conduct an on-site quality system audit at each candidate's facility as required per Table 1.
 - 5.1.3 Final approval for supplier acceptance to the ACES program.
 - 5.1.4 Provide the approved supplier with the required self-release materials (stamp, labels for containers, and self-release forms) needed to actively participate in the program.
 - 5.1.5 Provide training to the supplier DSQR.
 - 5.1.6 Monitor the supplier's activities to assure compliance to the program requirements by periodic internal records audit.
 - 5.1.7 Provide training to the ACX/AFP receiving dock and receiving inspection personnel.

- 5.1.8 Maintain signed copy of QCF-308 ACES Program agreement/approval form.
- 5.2 SUPPLIER INSPECTION PERSONNEL (ON BEHALF OF SUPPLIER) SHALL BE RESPONSIBLE FOR THE FOLLOWING:
 - 5.2.1 Perform and document all required in-process and final inspection operations.
 - 5.2.2 Identify, document, and segregate non-conforming material from conforming product to be shipped to ACX/AFP. Acceptance of non-conforming material shall be at the discretion of ACX/AFP.
 - 5.2.3 Maintain a history of inspections, material certifications, and a history and certification of all special processes performed on parts supplied to ACX/AFP.
 - 5.2.4 Properly package and protect parts during shipment.
 - 5.2.5 ACES vendors are responsible for the use, security, and maintenance of their ACES stamp. The ACES vendor shall promptly report lost, illegible, or damaged stamps to the quality contact at ACX/AFP for appropriate action.
- 5.3 SUPPLIER ASSIGNED DSQR RESPONSIBILITIES :
 - 5.3.1 Ensures FAI is supplied to ACX/AFP in accordance with QAP012 when required.
 - 5.3.2 Over-inspect the lot being shipped and maintain records on file for the over inspect. These over inspect records must be maintained for review when requested by AFP/ACX.
 - 5.2.3 Perform a 100% Visual Inspection on the shipment. Ensure that the physical product identification is legible and accurate per the purchase order, drawing and specification requirements. Assure the parts are properly packaged and protected.
 - 5.3.4 Sign and stamp the ACES Statement of Conformance QCF-424. (See Appendix I).
 - 5.3.5 DISTRIBUTORS ONLY:
 - 5.3.5.1 Paragraphs 5.3.1 thru 5.3.4 do not apply. Sign and stamp the packing slip, provide a C of C. and place "EXCELLENT SUPPLIER MATERIAL" red or yellow stickers on outer containers depending on the condition of the parts as specified in Paragraph 4.3
- 5.4 ACX/AFP RECEIVING DOCK PERSONNEL RESPONSIBILITIES:
 - 5.4.1 Identify packages labeled with the red or yellow "AeroControlex Excellent Supplier Material" stickers.
 - 5.4.2 Assure that those labeled packages contain a stamped and signed ACES Statement of Conformance/ Product Check List QCF-424.

(See example Appendix I) If this form is not enclosed with the shipment, the material will be held in the dock area and the Purchasing Department is to be advised.

NOTE: This is not required of distributors; they may sign and stamp the packing slip.

- 5.4.3 Verify condition, count, cert., etc. as is normally done (red labeled boxes only).
- 5.4.4 Ensure that easily damaged areas (threads for example) on parts are properly protected.
- 5.4.5 Forward material with a yellow sticker (Partial release) to the Receiving/final Inspection Department.
 - Receiving/final Inspection Department: If inspection is required or the parts are tagged with a yellow ACES sticker, the parts will be reviewed if they have a FAIR attached, and the parts and the Pre-MRB shall be reviewed before moving parts to stock. FAIRS after signed by AFP/ACX Quality Assurance will be filed in the PDM system.
 - Or move the material to inventory if over inspection is not due and the parts are identified with a **Red Full** release sticker.

5.5 ACX/AFP RECEIVING INSPECTION RESPONSIBILITIES:

- 5.5.1 Verify if it's the 1st or 15th lot, changed revision lot, or deviation.
 - If 1st lot, verify FAI included, forward to quality and perform inspection per QAP019
 - If 15th lot, perform inspection per QAP019
 - If changed revision lot, verify FAI included, forward to quality. Inspection required only on features affect by change. If it's the 15th lot received, all features verified per QAP019.
 - If deviation, verify that Pre-MRB form (QCF-426) is included with shipment and that information on form matches part(s) shipped.

6.0 DISQUALIFICATION

- 6.1 Adverse quality trends may have an effect on supplier qualification for the ACES program. ACX/AFP shall evaluate the events and determine what action is appropriate up to termination of the program. The following events are a few examples which may impact the suppliers ACES status.
 - Repeated non-conformances on product

- Change in manufacturing location
 - Lapse in certification of 3rd party registration or major findings from audit
 - Change in location of manufacturing
- 6.2 Disqualification may range from individual part numbers requiring inspection up to removal from the Approved Vendor List (AVL). Actions taken to re-qualify will be at the discretion of the Quality Department.

7.0 ESCAPES

Any escape found by ACX/AFP will require the supplier DSQR to perform 100% inspection of the non-conforming characteristic for the next 3 lots or in accordance with a customer specified sampling plan that will be flowed down to the supplier. This 100% inspection must be noted on QCF-424, for the next 3 shipments or until the re-establishment of the customer imposed sampling plan has been met.

APPENDIX I

ACES Statement of Conformance/ Product Check List QCF-424



4223 Monticello Blvd South Euclid OH 44121



AEROFLUIDPRODUCTS

313 Gillett St. Painesville OH 44077

EXCELLENT SUPPLIERS
STATEMENT OF CONFORMANCE
 (Must be forwarded with material to AeroControlex)

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

SUPPLIER LOT CONTROL NUMBER _____

This is the lot, batch, control number, or other identification used by the supplier to maintain traceability and control of the supplied material.

P.O. NO. _____ P.O. REV. _____ ITEM NO. _____

AEROCONTROLEX PART NO. _____

ITEM DESCRIPTION _____

QUANTITY _____

100% CORRECTIVE ACTION INSPECTION LOT# _____

The above named components were manufactured in accordance with the requirements of the AeroControlex Excellent Suppliers Program (ACES) including all specifications, drawing and Quality Assurance requirements as noted in the AeroControlex Purchase Order

Place the ACES Stamp in the applicable box below





FULL RELEASE Red Sticker	Partial Release Yellow Sticker
ACES Stamp	ACES Stamp

DSQR _____
Authorized Name (Type or Print)

DSQR _____ Title: _____ Date: _____

Appendix II

ACES DSQR Program agreement/approval (QCF-308)

<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  4223 Monticello Blvd South Euclid, OH 44121 PH. 216-291-6025 Fax 216-920-4469 </div> <div style="text-align: center;">  AEROFLUIDPRODUCTS 313 Gillett St Painesville, OH 44077 PH. 440-352-6182 Fax 440-352-4766 </div> </div> <p style="text-align: center; font-size: small;">QCF-308 Rev. G, 08/01/88</p> <hr/> <p>First Page Header ACES DSQR Program agreement/approval</p> <p style="text-align: center;">Supplier _____</p> <p style="font-size: x-small;">Will meet all the applicable Quality Requirements for QAP009 and items 1 thru 8 on page 2 of this form. Requirements of QAP043 still apply</p> <p>Signed and Approved</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">AeroControllex /Aero Fluid Projects</td> <td style="width: 40%; border: none; text-align: center;">SUPPLIER</td> </tr> <tr> <td style="border: none;">Senior Quality official</td> <td style="border: none; text-align: center;">Senior Quality Official</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none; text-align: center;">Senior Site Official</td> </tr> <tr> <td style="border: none;">Date</td> <td style="border: none; text-align: center;">Date</td> </tr> </table> <hr/> <p>First Page Footer</p>	AeroControllex /Aero Fluid Projects	SUPPLIER	Senior Quality official	Senior Quality Official	_____	Senior Site Official	Date	Date	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  4223 Monticello Blvd South Euclid, OH 44121 PH. 216-291-6025 Fax 216-920-4469 </div> <div style="text-align: center;">  AEROFLUIDPRODUCTS 313 Gillett St Painesville, OH 44077 PH. 440-352-6182 Fax 440-352-4766 </div> </div> <p style="text-align: center; font-size: small;">QCF-308 Rev. G, 08/01/88</p> <hr/> <p>Header AeroControllex Group (AeroControllex and AeroFluid Products) ACES Program</p> <p>PURPOSE To describe the procedures and responsibilities of _____ when acting on behalf of AeroControllex Group during inspection and shipping activities on AeroControllex Group hardware certified for full release.</p> <p>PERSONNEL The Designated Supplier Quality Representative to act on behalf of AeroControllex Group is _____ and their alternate is _____</p> <p>SCOPE This procedure shall apply to the inspection and shipment of AeroControllex Group certified part number(s).</p> <p>RESPONSIBILITIES OF DESIGNATED SUPPLIER QUALITY REPRESENTATIVE (DSQR)</p> <ol style="list-style-type: none"> 1. Review inspection records for compliance to applicable AeroControllex Group drawings and purchase order requirements. 2. Assure that required inspection has been accomplished and all quality controls have been complied with. 3. Assure that nonconforming material is dispositioned and processed in accordance with _____ (Supplier's) internal procedure. 4. Document all nonconformances that require AeroControllex Group Material Review Board action on a nonconformance report form QCF-426 form 129 per AeroControllex Group Procedure QAP021 and submit to AeroControllex Group Quality Assurance. 5. Inform AeroControllex Group of any changes/deviations on controlled/critical processes. 6. Notify AeroControllex Group Quality Assurance of any discrepancy found by normal control activities which could have affected previously shipped parts, and make recommendations regarding disposition. 7. Complete the ACES Statement of Conformance/Product Check List (QCF-424), initial, stamp with ACES number stamp, and sign as required. Include the original checklist with the shipping documents. 8. QCF-434 Excellent Supplier's Statement of Conformance, included in the shipping package, shall be stamped with ACES number stamp, signed, and dated by the DSQR. This acknowledges responsibility that adequate procedures and inspections have taken place and assures completeness and accuracy of all documents. 9. Assure that all required paperwork is complete and has the proper signatures. <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Typed Name and Title of DSQR</td> <td style="width: 40%; border: none; text-align: center;">Sample Signature</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none; text-align: center;">_____</td> </tr> </table> <hr/> <p>Footer Typed Name and Title of Alternate DSQR</p> <p style="text-align: center;">Date: _____</p> <p style="text-align: center;">Sample Signature</p> <p style="text-align: center;">_____</p>	Typed Name and Title of DSQR	Sample Signature	_____	_____
AeroControllex /Aero Fluid Projects	SUPPLIER												
Senior Quality official	Senior Quality Official												
_____	Senior Site Official												
Date	Date												
Typed Name and Title of DSQR	Sample Signature												
_____	_____												

SAMPLE