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1.0 INTRODUCTION

1.1 PURPOSE

CIRRUS recognizes the role of quality management in ensuring that our products and services comply with customer and regulatory requirements. To ensure we achieve this objective, we are committed to the development, implementation, and maintenance of a quality system based on the requirements of 14CFR Part 21.

CIRRUS has created the CIRRUS Supplier Requirements Manual to communicate our requirements to achieve this objective.

For more information visit the CIRRUS Supplier website at: http://suppliers.cirrusaircraft.com

1.2 SCOPE

This document applies to all suppliers, foreign and domestic, providing parts, products and services to CIRRUS unless exempted in writing.

In the event that the purchase order or long term agreement conflict with the requirements of this document, the purchase order or long term contract agreement supersedes this document.

1.3 REFERENCED DOCUMENTS

The following documents and specifications were used in the development of this document.

- 14 CFR Part 21, Title 14 of the US Code of Federal Regulations
- AC 21-20, Supplier Surveillance Procedures

The following documents and specifications are associated with this document.

- AS9100, Quality Management Systems
- AS9102, Aerospace First Article Inspection Requirement
- AS7103, Nadcap Requirements for Accreditation of Pass Through Distributors
- ISO9001, Quality Management and Quality Assurance Standard
- FAA Form 8130-3, Authorized Release Certificate
- RTCA DO0178, Software Considerations in Airborne Systems and Equipment Certification
- CIRRUS QAF 6.9, Supplier Quality System Evaluation

1.4 RESPONSIBILITY

The FAA requires that CIRRUS, under its production certificate, ensure its suppliers have an acceptable quality and inspection system. CIRRUS shall be responsible for:

- Ensuring that each supplier provided product, article or service conforms to CIRRUS’ requirements.
- Ensuring there is a supplier reporting process for products, articles or services that have been released from the supplier and subsequently found not to conform to CIRRUS’ requirements.
• Approving suppliers
• Providing suppliers with latest revisions of CIRRUS documents
• Ensuring each supplier’s execution of requirements is adequate.

The supplier shall be responsible for:

• Providing and maintaining a system for the control of quality and configuration, including that of their sub-tier suppliers.
• Maintaining the current version of all documents referenced in contracts or purchase orders. This shall include all relevant military, commercial, federal, and industry specifications.
• Fulfilling the quality requirements of the CIRRUS purchase order.
• Establishing reporting processes that conform to section 3.7 of this manual.

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**2.0 SUPPLIER APPROVAL & CLASSIFICATION**

**2.1 Supplier Approval**

After initial contact by CIRRUS Procurement, suppliers seeking approval or reapproval shall submit the following documentation to CIRRUS Quality Assurance. Other documentation may be requested throughout the supplier approval process. All quality documentation used for supplier approvals shall be submitted in English.

• Uncontrolled copy of Quality Manual (as required).
• Completed CIRRUS QAF 6.9, Supplier Quality System Evaluation.
• Appropriate third-party registration certificates (ISO9001, AS9100, AS7201, etc).
• Appropriate FAA certificates (Repair Station Certificate, TC, PC, STC, TSO, PMA)
• Nadcap Special Process certificates, where appropriate.
• Point of Contact List with EMAIL addresses and telephone numbers.

When appropriate, a CIRRUS or FAA site audit may be scheduled at the supplier or sub-tier supplier. This audit team may be comprised of individuals from CIRRUS Quality Assurance, Procurement, Process Engineering, Design Engineering or any other operational group deemed appropriate. Areas of focus include but not limited to:

• Quality Management System
• Management Responsibility
• Resource Management
• Production Capability
• Inspection Capability
• Product Development and Engineering Processes

Once documentation is received and accepted and the CIRRUS Supplier Requirements Manual acknowledgement letter is completed, CIRRUS will notify the supplier that they have been approved.

Approval of a supplier does not guarantee or imply obligation for CIRRUS to issue purchase orders. Suppliers failing to submit requested documentation will not be eligible for approval status. Re-approval of a supplier does not guarantee or imply an obligation of CIRRUS to issue purchase orders.

CIRRUS Quality Assurance will perform surveillance activities during the time a supplier is listed on the Approved Supplier List. This can include on-site audits of supplier and sub-tier suppliers,
issuance of corrective and preventive actions, workshops, and improvement programs targeted at supplier development. Suppliers with third-party certification or Nadcap accreditation are required to maintain these systems. If the certification is forfeited, the supplier must contact CIRRUS Quality Assurance for reassessment as an approved supplier. Suppliers failing to submit requested documentation will not be eligible for reapproval.

Suppliers removed from an approved status will be notified in writing. Suppliers requesting reapproval must submit approval documentation plus any pertinent completed corrective actions addressing deficiencies in product/services.

Suppliers may receive performance scorecards that measure quality and delivery. Suppliers are strongly encouraged to review and take appropriate actions for low scores and performance. Suppliers not meeting expectations may be required to respond to formal corrective actions or other action plans deemed necessary by CIRRUS Quality Assurance.

### 2.2 SUPPLIER CLASSIFICATION

There are three classifications of suppliers. Certain quality requirements are applicable to the classification levels as described below.

- **LEVEL I:** OEMs including FAA Certificate Holder (TC, PC, PMA) or AS 9100
- **LEVEL II:** Manufacturer
- **LEVEL III:** Distributor or supplier of raw material

<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
<th>Requirement</th>
<th>LEVEL I</th>
<th>LEVEL II</th>
<th>LEVEL III</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.8.1</td>
<td>QA Manual</td>
<td>Quality Assurance Manual certified to ISO 9001:2008 and/or AS9100 or be an approved FAA certificated system.</td>
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<td></td>
<td></td>
<td>Supplier shall have a written quality assurance manual. Upon request an uncontrolled copy shall be made available to CIRRUS.</td>
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<td>X</td>
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<tr>
<td>2.8.2</td>
<td>Product Support Literature</td>
<td>Product requiring specific manufacturer’s application instructions, maintenance schedules, maintenance procedures, troubleshooting guides, handling procedures, and operating instructions; must have relevant documentation such as service bulletins, service advisories, service letters, overhaul manuals, illustrated parts catalogs, parts lists, and operator manuals be available, at no cost, to Cirrus Design Corporation. All future updated publications must be sent to: Manager, Customer Service Department, and to Manager, Field Service Department, and to Manager, Technical Publications Department. All three are addressed at 4515 Taylor Circle, Duluth, Minnesota 55811. Service publications may be delivered electronically via e-mail, CD-ROM or access to publications through vendor hosted Internet sites.</td>
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<td></td>
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<td>If the product requires specific manufacturer’s application instructions and/or handling procedures, they shall be included with the shipping documents or be legible and conspicuous on the container or packing of the product.</td>
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<td>X</td>
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<tr>
<td>Section</td>
<td>Description</td>
<td>Details</td>
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<td>2.8.3</td>
<td>Deliverable (Airborne) Software Quality Control</td>
<td>RTCA (Requirements Technology and Concepts for Aviation)/DO-178, “Software Considerations in Airborne Systems and Equipment Certification” or equivalent shall be used as guidance for development, test and control of airborne software.</td>
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<tr>
<td>2.8.4</td>
<td>Data Control</td>
<td>Software used for storing approved data, product manufacturing and product acceptance shall be protected from unauthorized access, inadvertent damage, and degradation.</td>
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<tr>
<td>3.8.5</td>
<td>Data Availability</td>
<td>Upon request, distributors must have the ability to provide all original manufacturer test, inspection, and material conformance data with two business days</td>
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<td>3.8.6</td>
<td>MSDS</td>
<td>Supplier is to provide Material Safety Data Sheet, when applicable, with each shipment</td>
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<td>3.8.7</td>
<td>Castings and Forgings</td>
<td>Parts manufactured using casting methods must be radiographed unless otherwise stated on the engineering drawing or specification. Sample size shall be per ANSI/ASQ Z1.4, C=0, unless otherwise stated on the engineering drawing. Radiography films must be kept on file and made available to CIRRUS for a minimum period of two years after the production date.</td>
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<td>3.8.8</td>
<td>IMTE</td>
<td>Supplier shall maintain a calibration system with traceability to the National Institute of Standards and Technology, or equivalent foreign agency.</td>
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<td>3.8.9</td>
<td>Quality Planning</td>
<td>The supplier shall establish, maintain, and make available to CIRRUS and/or the FAA, in English, documentation that describes the process controls that directly affect product quality. Such methodologies include but not limited to Process FMEAs, Control/Inspection Plans, Process Flow Diagrams, Measurement System Analysis, Process Capability Studies, etc.</td>
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<tr>
<td>3.8.10</td>
<td>Cirrus 9000 Type Design Specs</td>
<td>Unless otherwise specified on the engineering drawing or approved engineering documentation, all specifications listed in CIRRUS 90000, general requirements (G), are applicable to all parts and assemblies.</td>
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<td>3.8.11</td>
<td>Notification</td>
<td>CIRRUS Procurement and Quality Assurance shall be notified in writing of any significant process and/or sub-tier supplier changes, manufacturing location change, business ownership change, or a major quality organizational change.</td>
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<tr>
<td>3.8.12</td>
<td>Weldments</td>
<td>For all weldments, supplier shall perform to CIRRUS Process Specification 90497 Welding – Ferrous Alloys and 90041 Aluminum Alloys–Fusion, one hundred percent of the welds shall be visually inspected for discontinuities, size requirements, fusion, melt-through, and proper penetration. For all welds classified as class A or B in process Specification 90497, the first ten weldments shall be dye penetrant inspected per ASTM E-1417. Supplier may go to a visual inspection using a minimum magnification of 5X only after completing dye penetrant inspections on ten consecutive weldments with no faults. When providing welds per class A or B to Process Specification 90497 and 90041, supplier shall send a cross-section of the weld showing proof of proper penetration. Weld cross-sections shall be performed every six months thereafter. At Quality Assurance’s discretion, CIRRUS may request additional cross sections to verify process capability. Sections shall be made available upon request. Retention of weld cross sections shall be five years minimum.</td>
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<tr>
<td>3.8.13</td>
<td>Inspection Instructions</td>
<td>Inspection and test instructions shall be prepared for each part number and include as a minimum a description of all engineering characteristics (including notes), fixtures and gages used, the quantity inspected, the quantity accepted, quantity rejected, lot quantity, sample size as required and inspection stamp or inspector’s initials.</td>
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<tr>
<td>3.8.14</td>
<td>Minimum Inspections</td>
<td>Unless using certified tooling, a minimum required inspection for parts shall comply with level II, C=0 per ANSI/ASQ Z1.4, and comply with “0” defects equals accept, one defect equals rejection of the entire lot. If a rejection, one hundred percent of the lot must be inspected for the characteristic found not meeting the requirements.</td>
<td>X</td>
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</table>
| 3.8.15 | Certified Tooling | Certified tooling may be used in lieu of dimensional inspections. The supplier’s quality assurance system must have a recorded procedure for the use and control of such tooling. A detailed tool certification plan must be submitted for CIRRUS approval prior to use. Plan must include at a minimum:  
- Complete set of tool drawings.  
- Inspection documents showing the tool met the drawings.  
- Detailed user instructions including the handling, storage, and care of the tool and/or master.  
- Re-calibration instructions and schedule.  
- Acceptable dimensional inspection data on three parts from each tool/mold.  
- Permanently identified: date, production part number, and if the tool is owned by CIRRUS, the CIRRUS tooling number.  
- Statement in each Certificate of Conformance accompanying shipments of tool use and certification compliance in lieu of mechanical or computerized measuring systems. | X |
### 3.8.16 Chemical Processing

All processes including anodizing, chemical cleaning and milling, conversion of phosphate and chromate coatings, electroless and electrolytic plating, stripping, etching, and surface passivation shall have defined plans for chemical handling and storage, NDI, process test frequency and sampling methods, processing parameters, and laboratory test methods.

### 3.8.17 Coatings

Processes including thermal spray, vapor deposition, liquid and powder coat painting, E-coating, and application of dry film lubrication shall have defined plans for chemical handling and storage, NDI, process test frequency and sampling plans, processing parameters, and laboratory test methods.

### 3.8.18 Heat Treatment

Heat treatment of metals such as alloy steels, cast iron, aluminum, and titanium including processes for normalizing, nitriding, annealing, stress relieving, and hardening shall have defined plans, NDI, process test frequency and sampling methods, processing parameters, and hardness evaluations.

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## 3.0 QUALITY REQUIREMENTS

### 3.1 GENERAL REQUIREMENTS

This information is applicable to all CIRRUS suppliers and sub-tiers. Supplier specific requirements are listed under the Classification levels (Section 2.2) and are used in addition to the general requirements.

#### 3.1.1 Quality Management System (QMS) Requirements

Suppliers shall maintain a QMS system compliant to a standard appropriate to their business and type of product or service.
- AS9100
- ISO 9001
- AS9120 (For distributors)
- FAA approved
- Nadcap (For special processes)

#### 3.1.2 Record Retention

Standard record retention of all quality records shall be five years (as defined by 14 CFR Part 21.137). Record retention for critical components (as identified in 14 CFR 45.15) shall be ten years. This special (10 year) requirement will be communicated to the supplier by CIRRUS.

#### 3.1.3 Full Traceability

Supplier shall maintain all quality records such that all parts are traceable to the raw material and the manufacturing history of the parts.

### 3.2 NOTIFICATION OF CHANGES

#### 3.2.1 Change of Production Line

When a part transitions from being fabricated on a bench or in an Engineering department as a prototype or experimental part to a part that is built on a production line using replicable processes, the supplier should notify CIRRUS and complete a first article inspection.
3.2.2 **Change of Physical Location.** Suppliers shall notify CIRRUS in writing of physical movement of critical manufacturing or inspection equipment, including facility relocation, which could affect production or inspection capability. Movement of this equipment requires new First Article Inspection Reports and when appropriate a written plan detailing qualification of equipment, personnel and production recovery.

3.2.3 **Change of Ownership or Management.** Supplier shall notify CIRRUS in writing of changes in ownership or management.

### 3.3 FIRST ARTICLE INSPECTIONS

3.3.1 The purpose of the first article inspection is to provide objective evidence that all purchase order, engineering, and specification requirements are correctly understood, accounted for, verified, and recorded.

The Supplier shall submit a first article inspection report when:

a. Manufacturing a production/conforming part for the first time.

b. When the line or location of production changes.

c. After a production lapse of 2 years or more.

d. When there's a change to the specifications.

e. For subsequent configurations, a “delta” or “partial” may be submitted that addresses the difference between the current configuration and prior approved configurations.

f. When specifically requested by CIRRUS.

g. Supplier shall comply with AS9102 or equivalent and in English.

3.3.2 A complete FAI package, for submittal to Cirrus, must include the following:

Completed AS9102 Forms (Forms 1, 2 & 3) or equivalent.

a. **Part Number Accountability (Form 1)**
   
i. Full Bill of Material accountability

b. **Product Accountability – Raw Materials, Special Processes, Functional Testing (Form 2)**
   
i. Full material traceability

   ii. Material certifications referencing both part number and PO

   iii. Outside processing certifications

   iv. Functional test results

   v. Actual test results and test reports

   vi. Test equipment used with calibration date

  c. **Characteristic Accountability, Verification and Compatibility Evaluation (Form 3)**

     i. Inspection data for the parts verifying conformance to the drawing

     ii. 100% dimensional data

     iii. Equipment used to verify dimensions

     iv. Inspection files and inspection reports for CMM-inspected parts

     v. Acknowledgement that all drawing notes are satisfactory
3.3.3 All documents generated because of this requirement must be retained per section 3.1.2. In addition, all FAI documentation must be made available within 24 hours per the Cirrus Supplier Requirements Manual.

3.4 CERTIFICATE OF CONFORMANCE
Supplier shall provide a signed and dated Certificate of Conformance (C of C) with each shipment. The C of C must include:

a. Name of company (Letterhead)
b. Date of issue
c. CIRRUS five-digit purchase order (PO) number
d. Part number, revision level, and all engineering change notices (ECN’s) as defined on the PO.
e. Vendor part number and revision level, if applicable
f. Quantity
g. Part serial number, material lot and/or oven run number, if applicable
h. Age control data, if applicable
i. A statement of declaration that the product was tested in accordance with the Cirrus Acceptance Test Procedure (ATP) including a reference to the ATP number, if applicable.
j. A statement certifying that the product supplied conforms to the drawing, specification, and purchase order requirements. Statements shall not contain ambiguous language such as, “To the best of my knowledge…” or “I believe the product meets…”
k. A signature and title of a company officer or authorized designee of operations, engineering, or quality management will be required on all C of C’s. Electronic signatures are only permissible when proof of secure procedures can be demonstrated.
l. An electronic CoC in Solumina may be used in lieu of 3.3a through 3.3j upon approval by Cirrus Quality Engineering. If electing to use the Solumina CoC, the signer shall use a unique personal login that identifies the individual as an approved person, and Solumina packing slips shall accompany the shipment of parts.

Note: A signed FAA form 8130-3, 8130-9 or signed EASA Form-1 is an acceptable C of C. The CIRRUS part number is preferred, but not required unless it is the only part number defined on the PO. Devices repaired or remanufactured shall be labeled “Return to Service”. Form 8130-3, 8130-9 or EASA form 1 shall be completed in English.

Note: A packing slip may be considered an acceptable C of C, provided it meets all the requirements listed above.

3.5 SPECIFICATIONS & DRAWINGS AND HOW THEY ARE MANAGED

3.5.1 The Supplier shall not have authority to make changes to CIRRUS drawings or specifications.
3.5.2 The supplier shall notify Cirrus Quality and Engineering of all changes to supplier drawings.
3.5.3 Each implemented change requires a FAI/Delta FAI inspection report to be sent with the parts per section 3.3 of this document.
3.6 SUB-TIER SUPPLIER SYSTEM

3.6.1 The supplier shall have a formal system for approval of a sub-tier or a method of evaluating the product to assure conformance to the approved engineering design data.

3.6.2 The supplier shall be responsible for assuring that all sub-tier suppliers of products, articles, and/or services (for Cirrus product) have in place the appropriate quality assurance programs necessary to meet all requirements including section 3.7 of this manual.

3.6.3 The supplier shall have a system for evaluating and maintaining their suppliers' and sub-tiers’ performance in terms of quality, and shall maintain a system to correct unsatisfactory conditions.

3.6.4 The supplied components, assemblies and material shall be traceable to lower level inspection and material sources.

3.6.5 The Supplier shall maintain records on all parts received from their sub-tiers’ to include: purchase order, lot number, date received.

3.6.6 The point of manufacture for all supplied components, special processes, and assembly work must be documented and made available to Cirrus upon request. Changes in point of manufacture require notification to Cirrus Quality Assurance.

3.7 LATENT DEFECTS

3.7.1 The Supplier shall notify CIRRUS of any latent defects delivered in its products, articles, and/or services. Notification shall be made immediately in writing to CIRRUS Procurement and Quality Assurance. Notification shall include a clear description of the nonconformity, part number(s) affected, quantities, serial numbers if applicable, and delivery date(s).

3.8 EXPORT CONTROL

3.8.1 ITAR – Due to the merger with CAIGA, CIRRUS and its employees cannot be involved with “defense articles” (anything designed for military application) or “defense services” (training on use of such articles), and related technical data as defined by the International Traffic in Arms Regulations (ITAR). CIRRUS suppliers must notify Cirrus immediately if products that are going to be supplied to CIRRUS are ITAR controlled.

3.8.2 EAR – In order to ensure compliance with the Export Administration Regulations, CIRRUS OEM suppliers are required to provide the ECCN, Export Control Classification Number, for all products and/or technologies provided to Cirrus. This can be communicated through CIRRUS Quality Assurance or CIRRUS Procurement.

3.9 PRESERVATION OF PARTS AND MATERIAL

3.9.1 Part Marking: All material shall be identified either by bag and tag (small parts) or by individual permanent marking (larger parts).

3.9.2 Packaging: Supplier shall provide special packaging and preservation to ensure against surface scratches, denting, and damage to the external and internal assemblies, moisture protection, and for safety while handling during the shipping process.

3.9.3 Shelf Life: The supplier shall clearly mark the manufacturing or cure date, shelf life and if applicable, the after open shelf life on the certification document, on any parts or products and/or the container to permit validation without having to expose the initial shipment. Items date-controlled and shipped to CIRRUS shall have no less than 75 percent of their shelf life remaining.
3.10 SPECIAL PROCESSES

3.10.1. Special processes either performed by the supplier or subcontractor shall be Nadcap approved unless otherwise directed or approved by CIRRUS. Suppliers with Nadcap accreditation demonstrate effective quality and process controls that may be used in lieu of CIRRUS special process approval. Special processes include:
   a. Chemical Processing
   b. Surface Treatments or Coatings
   c. Composites
   d. Heat Treating
   e. Non Destructive Testing
   f. Welding
   g. Soldering
   h. Castings/forgings

3.11 COUNTERFEIT PARTS

3.11.1. Supplier shall implement and maintain a Counterfeit Item risk mitigation process internally and with sub-tier suppliers. Supplier is contractually required to deliver products to CIRRUS that are:
   a. Obtained either from OEMs or authorized OEM resellers or distributors;
   b. Not Counterfeit Items; and
   c. Authentically marked with OEM labels and other markings.
   d. Any items identified by Supplier as counterfeit must be removed from shipments to CIRRUS. At any time if CIRRUS has reasonable cause to believe Supplier has provided counterfeit material, whether material remains in CIRRUS inventory, WIP, or in the form of finished goods, Supplier will be responsible for all costs deemed necessary and reasonable to investigate and replace counterfeit materials. These costs include, but may not be limited to, travel expense, legal expenses, shipping costs, fines or penalties, labor, replacement materials, administrative expenses, and the like.

3.12 FLOW DOWN TO SUPPLY CHAIN

3.12.1. Supplier is required to ensure its subcontractors or sub-tier suppliers adhere to any contractual, regulatory, statutory, or material flow down requirements as may be communicated to Supplier by purchase order, specification, or other written notification from CIRRUS. Examples may be (but are not limited to) FAR or other regulatory requirements, test reports, special processes, and so forth.
4.0 Appendix

AS9102 forms can be found on the Society of Automotive Engineers website located at the following address: [http://www.sae.org/aagg/publications/as9102a-faq.htm](http://www.sae.org/aagg/publications/as9102a-faq.htm).