

UNISON INDUSTRIES LLC QUALITY DIRECTIVE		
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TITLE: UNISON SUPPLIER RELEASE SYSTEM (USRS)

PURPOSE: Provide USRS approved Suppliers with methods to self-release products (e.g. materials, services or parts) to Unison, which comply with Purchase Order and/or contractual requirements.

1.0 RESPONSIBILITIES AND PROCEDURE

1.1 USRS SUPPLIER

1.1.1 SUPPLIER MANAGEMENT

- 1.1.1.1 This document is contractual, and shall be complied with on all associated product releases.
- 1.1.1.2 Recognize and support resources necessary to ensure product is processed in accordance with this document.
- 1.1.1.3 Acknowledgement that the DSQR is acting as a representative of Unison while carrying out the duties described within this document.

1.1.2 SUPPLIER PREREQUISITES

- 1.1.2.1 Unison Supplier Assessment Survey completed within 12 calendar months.
- 1.1.2.2 Minimum monthly Quality Rating of 90% for the previous 12 consecutive calendar months.
 - 1.1.2.2.1 Quality ratings are calculated monthly based on quantity rec'd versus rejected monthly.
- 1.1.2.3 Direct recipient of Purchase Orders from Unison.
- 1.1.2.4 Create and maintain internal procedure describing implementation of USRS.
 - 1.1.2.4.1 Procedure will be provided to Unison Quality for review and is subject to approval.
- 1.1.2.5 Have at least one DSQR on staff.

1.1.3 CERTIFICATION LOSS

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1.1.3.1 Product will be placed on a lot-by-lot Receiving Inspection or third-party release plan as agreed upon by Unison Quality.

1.1.3.2 Determination of the applicability of conditions, and appropriateness of correction-plans provided by the Supplier are at the discretion of Unison Quality.

1.1.3.3 **CONDITIONAL LOSS**

1.1.3.3.1 DSQR unavailable,

1.1.3.3.1.1 Notify Unison Purchasing Department.

1.1.3.3.1.2 Product released under these conditions require over-inspection, either within Unison, or through an approved third party.

1.1.3.3.1.3 **DAYTON ONLY**

1.1.3.3.1.3.1 Release in accordance with applicable Purchase Order Requirements.

1.1.3.3.1.3.2 Release in accordance with applicable S-1000 requirements (Ref STD RMK 46).

1.1.3.3.1.3.3 Purchase Order requires revision.

1.1.3.3.2 Significant change in management personnel or DSQR reporting structure,

1.1.3.3.3 Potential delivery disruptions or quality degradation due to abnormal operations (e.g. labor disputes, lockouts, disaster/contingency, etc).

1.1.3.3.4 Physical relocation of facilities (e.g. address change),

1.1.3.3.5 Inactivity of USRS release for 12 consecutive calendar months.

1.1.3.4 **IMMEDIATE LOSS**

1.1.3.4.1 Requires repeat of USRS approval process in its entirety.

1.1.3.4.2 Failure to maintain a 90% Quality Rating in excess of 6 consecutive calendar months.

1.1.3.4.3 Failure to respond with an effective corrective action plan within 1 month of formal notification.

1.1.3.4.4 Repeated failure to comply with the requirements of the USRS.

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1.1.4 **DSQR**

1.1.4.1 **CERTIFICATION PREREQUISITES**

- 1.1.4.1.1 Hold product quality assurance responsibility,
- 1.1.4.1.2 Full-time (i.e. not temporary or contract employee),
- 1.1.4.1.3 One-year similar product related experience.
 - 1.1.4.1.3.1 Equivalency is at the discretion of the Unison SQE.
- 1.1.4.1.4 Successfully complete Unison DSQR certification process.
- 1.1.4.1.5 Complete and submit a Unison DSQR Application Form 24A12.
- 1.1.4.1.6 Sign and agree to USRS Agreement Letter 24A11.

1.1.4.2 **RESPONSIBILITIES**

- 1.1.4.2.1 Act on behalf of Unison when performing DSQR duties.
- 1.1.4.2.2 Assure product meets Purchase Order prior to release.
- 1.1.4.2.3 Complete and maintain a Product Release Checklist Form 24A10 for each lot released.
- 1.1.4.2.4 Maintain a cross-reference indicating relationship between the following;
 - 1.1.4.2.4.1 Product supplied,
 - 1.1.4.2.4.2 Packing Slip Number, or Bar Coded Shipping Label Shipment Number.
- 1.1.4.2.5 Perform special inspection or reviews based on P.O. and/or SQE documented direction.

1.1.4.2.6 **PACKING SLIP**

- 1.1.4.2.6.1 Packing Slip is required unless bar-coding option is used (see restrictions).
- 1.1.4.2.6.2 Content minimum;
 - 1.1.4.2.6.2.1 Item number (e.g. part number, tool number, material specs)
 - 1.1.4.2.6.2.2 Purchase Order number,
 - 1.1.4.2.6.2.3 PO Line number,
 - 1.1.4.2.6.2.4 PO Release number (if applicable),
 - 1.1.4.2.6.2.5 Quantity,

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1.1.4.2.6.2.6 Revision of controlling document (e.g. drawing, specification, etc),

1.1.4.2.6.2.7 Lot number (e.g. heat lot, S/N, P/M),

1.1.4.2.6.2.8 MRB data,

1.1.4.2.6.2.9 Release date.

1.1.4.2.6.2.10 Imprint using Unison assigned stamp(s), and complete indicated content.

1.1.4.2.6.3 Submit with shipment.

1.1.4.2.7 **BAR-CODING**

1.1.4.2.7.1 Option to Packing Slips for assembly, component, or detail suppliers only.

1.1.4.2.7.2 Sign and imprint DSQR stamp in stamp indicator block of removable Bar Code label.

1.1.4.2.7.3 Content as applicable per product;

1.1.4.2.7.3.1 Total boxes (master label only),

1.1.4.2.7.3.2 Part Number,

1.1.4.2.7.3.3 Dock, or building number,

1.1.4.2.7.3.4 Quantity,

1.1.4.2.7.3.5 Purchase Order number,

1.1.4.2.7.3.6 Purchase Order Line item number,

1.1.4.2.7.3.7 PO Release Number (if applicable)

1.1.4.2.7.3.8 Supplier code number,

1.1.4.2.7.3.9 Shipment number,

1.1.4.2.7.3.10 Suppliers name and address.

1.1.4.2.7.4 Visual bar-code to ensure scanner readability (e.g. clear and crisp lines).

1.1.4.2.7.5 Entries (e.g. handwritten and stamps) do not extend into the bar-code lines.

1.1.4.2.8 **GOVERNMENT CONTRACT QUALITY ASSURANCE (GCQA)**

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1.1.4.2.8.1 When applicable, Agent will imprint stamp Packing Slip or bar-code label.

1.1.4.2.9 FIRST ARTICLE INSPECTION

1.1.4.2.9.1 Perform or verify First Article Inspection when characteristic accountability for variable data is required.

1.1.4.2.9.2 Approve and retain the First Article data and Quality Plan.

1.1.4.2.9.2.1 **DAYTON ONLY** – Process in accordance with DQWI AL-095.

1.1.4.2.10 ACCEPTANCE STAMPING

1.1.4.2.10.1 Unison stamps are the property of Unison, and will be used only in conjunction with Unison sanctioned activities described herein.

1.1.4.2.10.2 Stamps must be surrendered upon request,

1.1.4.2.10.3 Replacement of stamps will be coordinated through SQE only,

1.1.4.2.10.4 Stamps will be used only by the person or function they have been assigned to.

1.1.4.2.10.5 DAYTON ONLY

1.1.4.2.10.5.1 Apply assigned unique DSQR stamp to conforming product near the required part marking (e.g. package, tag, or part).

1.1.4.2.10.6 PARTIAL RELEASE

1.1.4.2.10.6.1 Items processed on unresolved Supplier Requests (form 23G03) or Prereleases (form GT-141) will not be stamped, but will still require the Supplier Request Number be recorded on the CoC, or Prerelease form be attached to the CoC.

1.1.4.2.11 SOURCE SUBSTANTIATION LIST (SSL) PRODUCT

1.1.4.2.11.1 Verify requirements have been completed according to the Purchase Order before release of Material.

1.1.4.2.12 MRB OPEN ITEMS

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1.1.4.2.12.1 Obtain Unison Quality pre-release approval using Form 23G03.

1.1.4.2.13 AUDITS

1.1.4.2.13.1 DSQR is to ensure audits within this section are completed, documented, and maintained in accordance with Supplier internal system requirements.

1.1.4.2.13.2 SCHEDULES

1.1.4.2.13.2.1 Audits will be performed to documented and maintained schedules.

1.1.4.2.13.2.2 Schedules will indicate areas to be audited (e.g. work stations, product families, etc), and timing.

1.1.4.2.13.3 WORKSTATION AUDITS

1.1.4.2.13.3.1 Verify compliance to work instructions.

1.1.4.2.13.4 PRODUCT AUDITS

1.1.4.2.13.4.1 Product families will be audited once per calendar year, except tooling suppliers whom are exempt from this program.

1.1.4.2.13.4.2 Notify SQE before performing to permit SQE to participate.

1.1.4.2.13.5 NONCOMPLIANCE REPORTING

1.1.4.2.13.5.1 Notify SQE of items identified while performing DSQR duties.

1.1.4.2.13.5.2 Maintain evidence of Corrective Actions taken for SQE review.

1.2 SQE

1.2.1 Communicate, in a method deemed appropriate to the SQE, regarding loss of Supplier USRS status with other Unison sites that utilize the Supplier.

1.2.2 AUDIT

1.2.2.1 INITIAL DSQR CERTIFICATION

1.2.2.1.1 One to three lot releases dependent upon DSQR demonstration of readiness and understanding of Program Requirements at SQE discretion.

1.2.2.2 RECURRENT

1.2.2.2.1 May be performed at Unison or Supplier facility to ensure Supplier required activities are properly performed.

1.2.2.2.2 Review a maximum of fifteen USRS related releases for the following unless onsite audit frequency is annual;

1.2.2.2.2.1 Packing Slips and/or bar-coding content are properly completed.

1.2.2.2.2.2 Cross-reference / log and/or check sheets.

1.2.2.2.2.3 Acceptance records, First Article, material certification, special process certifications.

1.2.2.2.2.4 Review of supplier performed audits (verified during onsite audit only).

1.2.2.2.2.5 Re-verification characteristics.

1.2.2.2.2.6 Evidence of compliance to Supplier's USRS related procedure requirements.

1.2.2.2.3 ONSITE AUDIT FREQUENCY

Supplier Rating	Audit Frequency (minimum)
90-100%	One within 36 calendar months
80-89%	One within 12 calendar months

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1.2.3 PROGRAM MAINTENANCE

1.2.3.1 Initiate, coordinate and maintain qualification status Notifications (e.g. Approval, Suspension, Disqualification, etc) with Supplier and Unison Purchasing Department (Buyer).

1.2.3.2 SUPPLIER STATUS CHANGE NOTIFICATIONS

1.2.3.2.1.1 Occur within 14 calendar days of the Status Change and be delivered in a manner, which provides assurance of receipt (e.g. e-mail with delivery/receipt confirmation, certified mail, fax with delivery confirmation, hand delivery, etc).

1.2.3.2.1.2 Form 24A02 will be utilized for **CERTIFICATION LOSS**.

1.2.3.3 Review and approve Supplier's USRS related procedure(s).

1.2.3.4 Train and approve the DSQR candidates.

1.2.3.5 Create supplier audit schedules and maintain supporting documentation.

1.2.3.6 Evaluate the need for, initiate, and ensure the proper completion (i.e. response, approval, follow-up, etc.) of formal Corrective Action.

1.2.3.7 Perform USRS stamp control in accordance applicable site procedures.

2.0 REFERENCES

QD 4.6.2.1 Supplier Quality Assurance General Requirements

QD 4.6.2.4 Special Processes and Process Controls

3.0 DEFINITIONS/ABBREVIATIONS/FORMS

DEFINITIONS/ABBREVIATIONS

DSQR (Designated Supplier Quality Representative) - An authorized Supplier Representative conducting Inspections, Audits and Releases as specified by the Self-Release Program.

Supplier - A Company/Business that by directions of an issued Purchase Order by Unison supplies a Product or Service.

SQE (Supplier Quality Engineer) - a Unison employee functioning as a Supplier interface on Quality related issues. Substituting acronyms/titles based on specific site system requirements is acceptable.

USRS - Unison Supplier Release System as defined within this document.

QD 4.6.2.5 - Purchase Order Quality Directive/Remark invoking USRS.

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FORMS

NOTE: Forms apply unless otherwise stated within local procedures.

ENP6 Certificate of Compliance Form

GT-141 Prerelease

24A12 USRS Designee's Qualification Form

24A13 USRS Stamp Control Form

23G03 Supplier Request Form

24A10 USRS Shipment Checklist

24A11 USRS Agreement Letter

4.0 REVISION HISTORY

DESCRIPTION OF LATEST CHANGE:

General rewrite. Reformatted to UIQP 4.2.2 standards

DESCRIPTION OF PREVIOUS CHANGES:

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