

Title Source Inspection (KAC or Customer)		Book Identification SQRM		Number Control SQR 11.0
Originator L.Chodasiewicz		Approval R. Ledger		Appendix N/A
Date Issued 11 April 1997		Rev Level 4	Date Revised 26 JUNE 2007	Date Reviewed N/A
Flowdown From Quality Operating Procedure				

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Blue text indicates the changes for this revision.

All Hyperlinks are in blue and underlined.

1.0 Source Inspection Requirements

- 1.1 The supplier shall complete final inspection and/or tests and prepare all contract-required documents prior to submission to the Kaman source inspector, quality control representative, or shipment to KAC. The supplier shall not deliver material containing discrepant conditions (nonconforming material) unresolved by MRB action without obtaining prior written approval from KAC Quality Assurance.
- 1.2 Requirements for KAC or Customer source inspection shall be specified on the purchase order or the Vendor Instruction.
- 1.3 KAC Supplier Quality Control (SQC) shall support product inspection within five working days after receiving the request.
- 1.4.1 The supplier shall submit requests for source inspection services to supplier quality control. An electronic copy of Q.F. 4.1.412, (Source Inspection Request form) is available on the company website.
- 1.4.2 Verification of source inspector assignment will be made via a return e-mail, fax or telecom to the point of contact identified on the request.
- 1.5 The supplier shall provide the source inspector with:
- a. Required tools and gauges, and any necessary personnel,
 - b. Applicable certifications and documents (purchase order, vendor instruction, work instructions, test specifications and test data) for review prior to the inspection of parts, and
 - c. Adequate lighting, ventilation, and work space.
- 1.5.1 If any of these items are not available, the source inspector shall work with the supplier to resolve any issues, if however a resolution cannot be achieved, the source inspector may terminate the inspection process, and re-schedule when all the supplier requirements are available.
- 1.6 In-process source inspected parts must be properly identified with the required inspection acceptance status. Typically the source inspector shall apply their stamps to the supplier routing/document or leave copies of KAC inspection reports documenting the status of inspections accomplished.
- 1.7 Each shipping container must have a completed source inspection label affixed to it. The KAC source inspector will supply labels.

- 1.8 Product requiring KAC source inspection, delivered without evidence of source inspection, may be rejected. KAC SQC may waive the source requirement. The waiver notification shall be provided to the supplier via e-mail message or a completed Q.F. 4.1.412. The supplier must ensure that a copy of the waiver accompanies the product shipment.
- 1.10 Applicable certifications and document packages are to be maintained on file at the supplier's facility and are to be made available to KAC within two business days if requested.

2.0 Records

2.1 Data entry Key :

Source Inspection Request - Q.F. 4.1.412

1. Company name
2. Complete address, including zip code
3. Phone number of company and/or contact person
4. Email of contact person
5. Person to be contacted at supplier
6. Supplier purchasing/contracts rep.
7. thru 11

Specific information for the part number/s

12. thru 14

"X" boxes indicating product inspection required. **When a FAIR part is included 2 boxes must be "X"**.

15. Include comments related to product; rework, repair, sub-tier activity, Inventory previously inspected , etc....

16. thru 20

Leave blank- To be completed by Kaman Supplier Quality.

**KAMAN AEROSPACE CORPORATION
SOURCE INSPECTION REQUEST**

Please complete product information below and e-mail posting to:

KAS-Supplier.Support.Svs @ Kaman.com

KAMAN SOURCE INSPECTION WILL SUPPORT WITHIN 5 DAYS OF RECEIVING REQUEST.

Supplier: 1 _____

Address: 2 _____

Phone: 3() - _____

Email: 4 _____

Quality Representative: 5 _____

Purchasing Representative: 6 _____

Part Name Description	Part Number	Qty.	Purchase Order & Project #	Date Ready	Inspection Required		
					FAI	In-Process	Final
<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u> <input type="checkbox"/>	<u>13</u> <input type="checkbox"/>	<u>14</u> <input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions/Comments:

15 _____

WHEN A SOURCE WAIVER IS ISSUED A COPY MUST BE INCLUDED WITH THE PARTS.

Source Inspector: 16 _____

Date at Supplier: 17 _____

Notification: 18 _____ Date: 19 _____ Time: 20 _____

- KAC Purchasing
- Supplier

APPROVAL: via e-mail on 08/06/07

Robin Ledger

Manager Supplier Quality