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DEFINITIONS

As used in this manual, the following definitions apply:

- 1.0 **Approved Supplier** - A supplier who has been evaluated by KAC and found to have a quality system capable of providing products, processes, or services in conformance with KAC or customer requirements.
- 2.0 **Certification of Compliance**-All suppliers must enclose this document with product delivery. As a minimum, this document shall reflect product or service identification, configuration and process applications. This document must have a recognize company official signature and title.
- 3.0 **Certification Report (Form K1253)** - When required by the Vendor Instruction, this document is used by the supplier to show compliance to purchase order, drawing and/or specification.
- 4.0 **Contract** - The purchase order is the contract between KAC and the supplier calling for delivery of product or the performance of services.
- 5.0 **Controlled Process** - A process or process sequence that, if changed, could affect design intent; might affect material structure, mechanical, chemical or electrical properties, and cannot normally be evaluated without destructive testing.
- 6.0 **Controlled Process Change** - A change to process previously identified as controlled, a change from a non-controlled process to a potentially controlled process or a change in the location (including from one building to another) in which a controlled process is performed on any component. Temporary changes are included.
- 7.0 **Corrective Action** - Prompt action on the part of the supplier to determine root cause in order to implement timely and positive corrective action.
- 8.0 **Corrective Action Notice, CAR** - The document used by KAC Supplier Quality Control for obtaining corrective action in conjunction with nonconforming material.
- 9.0 **Critical Component** - A component affecting safety, performance, service life or interchangeability, designated by KAC Engineering as requiring special controls. This designation shall be identified on the Engineering drawing.
- 10.0 **Certified Supplier** – A supplier who has exhibited the ability to deliver product or services to KAC, requiring minimal oversight, as reflected in continued high quality rating scores.

- 11.0 **Designated Inspection Representative** - An inspector, employed by the supplier, who is authorized, by KAC Quality, to accept product for KAC.
- 12.0 **Customer** – The originator of a purchase order for goods and services supplied by Kaman Aerospace Corporation.
- 13.0 **First Article Inspection** - A one time verification of a part/assembly to assure the conformity of each engineering drawing characteristic and B/P note. Actual values shall be recorded for all characteristics, CMM, Digital Data, feature chart, and test reports shall be attached. General notes, such as “complies” or “acceptable” for feature inspections will not be acceptable.
- Note:** Reference dimensions and “basic” dimensions for orientation or location of a feature need not be recorded.
- 14.0 **Inspection Method Sheet (IMS)** - A document, which provides specific inspection instructions that KAC references in the Vendor Instruction.
- 15.0 **KSD 0408** - A KAC engineering document (Kaman Standard Directive) which lists specific part numbers and names/addresses of the suppliers who are qualified to manufacture those parts. Parts identified as KSD 0408 are critical components, require qualification testing, prior to use, and shall not be procured by any source other than that listed in KSD 0408.
- 16.0 **Manufacturing Process Plan (MPP)**- Same as; see “Vendor Instruction”
- 17.0 **Material Review Board (MRB)** - A board, consisting of a representative of the KAC Quality and Engineering organizations established for the purpose of reviewing and determining disposition of nonconforming material and ensuring appropriate corrective action.
- 18.0 **NCR** - Noncompliance Record (computerized form) used to document non-conformances.
- 19.0 **Nonconformance** – A process condition or feature which does not conform to the requirements specified in the contract, specification, or drawing.
- 20.0 **Objective Evidence** - Legible records substantiated by actual test and/or inspection results that ensure compliance to specification requirements.
- 21.0 **Preliminary Material Review Board (PMRB)** - KAC appointed personnel, assisted by other KAC personnel, if necessary, to take action when nonconforming materials are initially discovered, prior to referral to the Material Review Board (MRB) for disposition, when warranted.
- 22.0 **Process** - Altering the characteristics of a material by assembling, machining, drawing, casting, plating, heat treating, cleaning, forging, powder coating, hot isostatic pressing, coil winding, etc. (a listing of typical controlled processes can be found in section 5.0 of this manual.
- 23.0 **Qualified Process Supplier Listing (QPSL)** - A listing of suppliers approved to perform specific processes.
- 24.0 **Supplier** - A vendor or subcontractor furnishing supplies, processes, or services to KAC. Supplies may be KAC, Customer, or supplier designed.
- 25.0 **Supplier Quality Performance Rating** - an analysis of data elements to determine a supplier’s ability to satisfy KAC requirements.
- 26.0 **Vendor Request for Variation (VRV)** – a template submitted to Kaman by the supplier for KAC disposition of supplier nonconforming product.

27.0 **Vendor Instruction (V.I.)** - A controlled document, referenced on the purchase order or contract.

28.0 **Dataset** – A named compilation of related data made accessible to a computerized system.

29.0 **Model Base Definition (MBD, 3MBD)** – A dataset containing the exact solid, its associated 3D geometry, and 3D annotation of the products dimensions and tolerances to specify a complete product definition.

This document contains configuration, process, inspection and certification requirements, etc.

APPROVAL:

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