



ITI Supplier Flow Down Requirements

Process Changes

ITI suppliers must obtain ITI prior approval before making any changes to the process used to manufacture a product being supplied. While manufactured items are governed by manufacturing drawings, process changes could pose a risk that must be evaluated in advance.

Sub-Tier Suppliers

ITI suppliers are required to notify ITI in advance of outsourcing work to sub-tier suppliers or before making changes to any sub-tier suppliers being used and/or the location of work being performed. ITI requires the right to review and approve sub-tier suppliers before they are used consistent with the ITI process used to approve the original supplier. When sub-tier suppliers are approved, ITI suppliers are required to flow-down all applicable ITI requirements to sub-tier suppliers including technical drawings, regulatory requirements, this document, etc.

Certificate of Conformance

Each lot delivery associated with an order is required to be accompanied by a Certificate of Conformance to show that verification has occurred and the lot meets all requirements. Identification and traceability for each lot must be maintained and linked to the Certificate of Conformance. Records must be retained for at least 3 years. Records that are no longer retained must be destroyed versus discarded.

Nonconforming Product

When nonconforming product occurs, the associated ITI supplier shall be immediately notified for appropriate controls and disposition. ITI shall conduct root cause analysis and implement timely and effective corrective actions. If the supplier is determined to be responsible for the root cause of the problem, the supplier shall be required to conduct its own root cause analysis and plan/execute a timely corrective action plan. All ITI supplier actions associated with non-conforming product will be documented and a copy shall be provided to ITI.

Right of Access

ITI, its aerospace customers, and government authorities have the right of access to all facilities, applicable documents, and records involved in processing of ITI orders. ITI, its aerospace customers, and aerospace customer's representative and government authorities intend to perform verification activities at supplier's premises when warranted and/or deemed necessary to assure product and services conform to specified requirements. Advance notification will be provided. This requirement must flow down to all sub-tier suppliers.

Quality

Verification activities conducted by ITI or its customer shall not be used as evidence of effective control of quality and shall not absolve the supplier of the responsibility to provide acceptable product or service, nor shall it preclude subsequent rejection by ITI or its customer.

Counterfeit Parts

ITI suppliers must not utilize counterfeit parts, and must do everything possible with its suppliers and sub-tier suppliers to prevent the use of counterfeit parts. In the event counterfeit parts are discovered, the entire lot will be immediately rejected and the supplier is responsible for complete replacement.

Employee Awareness

ITI requires its suppliers to promote a culture of employee awareness of their contribution to product and service quality, their contribution to product safety, and the importance of ethical behavior.

Retention of Records

ITI Suppliers shall retain all records related to Orders placed by ITI for a minimum of five (5) years unless otherwise defined by customer flowdowns, statutory and/or regulatory requirements.