1.0 Purpose/Scope

1.1 The purpose of this procedure is to establish the process for configuration management at Triad.

1.2 The procedure also addresses the product safety operational controls.

1.3 The procedure also addresses the operational controls for the prevention of counterfeit parts.

2.0 Responsibilities and Authorities

2.1 The QMS representative has the prime responsibility and approval authority for this procedure.

2.2 Additional responsibilities for the Project team/Top management/Data Management are detailed in relevant paragraphs of section 5.0 below.

3.0 References and Definitions

3.1 Reference

3.1.1 This document addresses clause 8.1.2 of the AS 9100 D standard, Configuration management.

3.1.2 This document addresses clause 8.1.3 of the AS 9100 D standard, Product safety.

3.1.3 This document addresses clause 8.1.4 of the AS 9100 D standard, Prevention of counterfeit parts.

3.2 No Definitions

4.0 Resources

4.1 None

5.0 Instructions

5.1 In support of the planning Procedure 8.1 for Operational planning and control, this procedure addresses operational controls associated with configuration management, product safety, and prevention of counterfeit parts.

5.2 Configuration management.

5.2.1 The Data management team plans, implements, and controls for configuration management for the products and services to ensure the identification and control of physical and functional attributes throughout the product life cycle.

- This is controlled by using customer input data (contracts, drawings, specifications, etc.) and isolating all input by ASSEMBLY NAME AND REV for each product or service.

- All communication, access of data and identification is thereafter by ASSEMBLY NAME and REV for each product and service.

5.3 Product safety.

5.3.1 Top management plans, implements, and controls the processes needed to assure product safety during the entire product life cycle. Since Triad does not engage in design and development, product safety outside of industry specific manufacturing processes and procedures (e.g. handling of batteries) shall be defined by the customer.

- During the quote phase, the customer is responsible for advising of potential hazards associated with the manufacturing of their product. These hazards may be related to the design, the manufacturing, the test process and/or storage.
- Once a hazard is identified, it will be noted in the risk review process and have specialized routing instructions in the BOM Traveler. The BOM Traveler will serve as the product safety documentation.
- The hazard/risk is evaluated for level and mitigation during the risk review phase of the quote process.
    - Product safety may also be recognized as any raw material OR characteristic of a finished assembly that requires safety/critical handling procedures. This will not apply to all products and services.

5.4 Other interrelated requirements.

5.4.1 Key characteristics and critical items as identified with 8.1.5.

5.5 Statutory and regulatory requirements.

5.5.1 Statutory and regulatory requirements as required (per Procedure 4.0 par 5.6) are determined and summarized in the worksheet.

5.6 Prevention of counterfeit parts.

5.6.1 The QMS representative plans, implements, and controls the processes needed for the prevention of counterfeit or suspect counterfeit part use and their inclusion in products for customers.

5.6.2 Counterfeit part prevention considers one or more process for:

- Training of persons in the awareness and prevention of counterfeit parts, (per Procedure 7.2).
- Application of a parts obsolescence monitoring program through CalcuQuote.
- Controls for acquiring externally provided products from approved sources, original manufacturers, authorized distributors, and monitoring of counterfeit parts reporting from external sources, (per Procedure 8.4).
- Requirements for assuring traceability of parts and components to their

original authorized manufacturers, (per Procedure 8.5.2).

- Verification and test methodologies to detect counterfeit parts; this may be outsourced as part of the purchase agreement.
- Quarantine and reporting of suspect or detected counterfeit parts.

5.7 Additional instructional information on the configuration management process is provided in the Procedure 8.1.6.

5.8 Documented information associated with this procedure is retained with procedure 7.5.

6.0 Forms and Documented Information

6.1 Attachments / Forms

None

6.2 Documented information / Related processes

Related Processes:

- 7.5
- 8.1
- 8.1.1
- 8.1.5
- 8.1.6

7.0 Opportunities and Risks

7.1 Procedure 8.1.1 for Operational risk management addresses the risks associated with the operational processes required for the provision of products and services.

7.2 Triad makes use of organizational knowledge, lessons learned and experience with the activities associated with **Operational configuration management** to determine the opportunities and risk that need to be addressed and that can:

- Give assurance that the procedure can achieve its intended result(s).
- Enhance desirable effects, and prevent or reduce undesired effects.
- Achieve improvement.