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Date: October 17, 2012

From: George Boutsikakis
Supplier Development Manager – Aerospace Group
Michael Dodd
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Subject: Eaton Aerospace – Supplier Quality Documentation

Dear Eaton Aerospace Supplier:

Eaton Aerospace has undertaken a review of the DMRs (Defective Material Reports) metrics in WISPER and has established that a high majority of DMRs raised are for Documentation errors such as:-

- Incorrect or missing drawing revisions on the certificate of conformance
- Incorrect quantity recorded on certificate of conformance
- No material or treatment certificates of conformance
- Incorrect or missing drawing revisions on First Article Inspection Reports (FAIRs)
- FAIR Form 3 dimensional data missing or recorded as "OK"
- No FAIR submitted for parts supplied after a 2-year lapse in production
- Parts Supplied with an expired production permit.
- Non-conforming parts supplied with an expired (or without) concession/deviation

Actions Requested

Please review your internal procedures to assure these documentation errors do not occur on any future shipments. This action will help us reduce these non-productive and costly administrative errors

If the parts you are supplying do not meet the purchase order/drawing requirements, **they shall not be shipped** unless you have official Eaton Aerospace approval (Concession/Deviation/Production Permit) to do so.

Failure to submit accurate and complete documentation will result in a Discrepant Material Report (DMR) being raised and subsequent DMR administration charges being applied.

Many thanks for your compliance.

Best Regards,

George Boutsikakis

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Michael Dodd

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