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**Supplier Quality Assurance
 Requirements**

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1.0 PURPOSE

The purpose of this document is to define the basic supplier quality requirements for Cobham Aerospace Communications (CAC) Prescott facility.

This document shall prevail over any Cobham corporate or local facility procedures and (or) documents, and shall establish the minimum Quality Assurance requirements for any supplier to which a contract or purchase order is issued.

2.0 SCOPE

This manual applies Quality Assurance contractual terms to suppliers who directly provide aerospace material (raw materials, production services, component parts and assemblies/systems) to Cobham Prescott (CAC).

Cobham corporate affiliates supplying material to the CAC facility may be exempt to specific requirements contained in this manual and controlled via internal Quality Assurance Procedures (unless otherwise specified by CAC's customers).

3.0 RELATED AND REFERENCE DOCUMENTS

Document Number	Publisher	Document Title
ANSI/ESD S20.20	ANSI	Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices)
AS9100	SAE	Quality Management Systems –Requirements for Aviation, Space and Defense Organizations
AS9103	SAE	Variation Management of Key Characteristics
AS9120	SAE	Quality Management System-Aerospace Requirements for Distributors
AS5553	SAE	Counterfeit Electronic Parts; Avoidance, Detection, Mitigation and Disposition
AS6081	SAE	Fraudulent/Counterfeit Electronic Parts: Avoidance, Detection, Mitigation, and Disposition – Distributors Counterfeit Electronic Parts; Avoidance Protocol, Distributors
AS9131	SAE	Quality Management Systems-Nonconformance Documentation
A2LA	AALA	The American Association for Laboratory Accreditation
EAI-625	EAI	Requirements for Handling Electrostatic-Discharge-Sensitive (ESDS) Devices
MIL-STD-1686	DOD	Military Standard: Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices)
ISO-17025	ISO	Quality Management Systems-Testing and Calibration of Laboratories
PCS-112	Cobham	Process Control Spec, Marking of P.C. Boards and Assemblies
800-0112	Cobham	Supplier Evaluation Procedure
150-340456	Cobham	Delegated Inspection Authorization
150-440628	Cobham	Supplier Questionnaire (CAC QMS Document)
150-441611	Cobham	Supplier Certificate of Conformance Requirements (CAC QMS Document)

4.0 QUALITY SYSTEMS

Requirements shall be in effect for those suppliers who directly supply material to CAC, or their direct suppliers, and special process suppliers regardless of tier.

- Distributors/Brokers – Distributors/Brokers shall have a quality system that conforms to **AS9120** and preferably be certified to **AS6081**.
- Manufacturers – Manufacturers of Commercial Off-The-Shelf (COTS) items shall have a quality system certified to **ISO-9001** and preferably conforming to AS/EN9100.
- Special Process Suppliers – Special Process suppliers shall have a quality system that conforms to **AS/EN9100**.
- Calibration Suppliers – Calibration suppliers shall have a quality system that conforms to **A2LA, ISO 17025 (Guide 25)** or other country certifying body. All records must be traceable to NIST.
- Raw Material Suppliers – Raw material suppliers shall have a quality system that conforms to relevant industry quality standards, and airworthiness regulatory requirements, as required.
- Proprietary Suppliers: - Suppliers providing parts built to CAC design documentation shall have a quality system certified to **ISO-9001** and preferably conforming to **AS/EN9100**.

Should CAC decide to pursue a business relationship with a supplier not meeting the above quality system requirements, the supplier is subject to an audit at any time, for reasons not limited to performance, at CAC's discretion.

Evidence of conformity to the above quality standards must be shown by either:

- third-party certification; or
- CAC approved audit to assess any gaps to the established requirements.

5.0 SUPPLIER QUALIFICATION AND APPROVAL

Suppliers are qualified and approved through the CAC 800-0112 Supplier Evaluation Procedure. Recurrent survey schedules and Supplier Code classifications are also explained in the 800-0112.

- Special caution shall be taken in regards to any CAC product that is defined as Export Administration Regulations (EAR) or International Traffic in Arms Regulation (ITAR) controlled. A supplier shall not be added to the CAC ASL, nor should Purchase Orders or other design documents be sent to a supplier if they are not capable of meeting the requirements of EAR or ITAR controls.

6.0 SUPPLIER PERFORMANCE MEASUREMENT

The supplier quality performance is based on the Supplier Defective Parts Per Million (SDPPM) report that is generated weekly, monthly and quarterly. Suppliers whose rating is above the target DPPM, may be subject to further scrutiny and Supplier Quality development activities as deemed necessary by CAC. Refer to CAC 800-0112 Supplier Evaluation Procedure.

7.0 RIGHT OF ACCESS

The supplier shall allow CAC, a CAC customer, or a specified third party (customer/regulatory agency), right of access to the facility and all records related to product ordered by CAC or one of its suppliers. Failure to allow regulatory agencies right of access could result in supplier disqualification or restricted purchasing limitations.

CAC reserves the right for CAC, a CAC customer, or a specified third party (customer/regulatory agency), to perform an audit or inspection at the supplier's facility. Such verification shall not be used as evidence of effective control of quality. This verification does not absolve the supplier of the responsibility to provide acceptable product, and does not preclude any subsequent rejection by CAC or its customer.

8.0 SUB-TIER SELECTION/CONTROL & CONTRACT REQUIREMENT FLOW-DOWN TO SUB-TIER SUPPLIERS

CAC will specify or approve sub-tier suppliers contracted by its suppliers for work performed on CAC material. This includes but is not limited to special process, materials testing services, distributors, and other subcontractors.

- Supplier shall flow down to its sub-tier contractors, all relevant quality requirements imposed by this document and other contractual documents, including government, regulatory and Defense requirements. This shall include Counterfeit Parts Prevention safeguards/requirements.
- Special caution shall be taken in regards to any CAC product that is defined as Export Administration Regulations (EAR) or International Traffic in Arms Regulation (ITAR) controlled. A supplier may not flow down or engage in a contract with any sub-tier that is not capable of meeting the requirements of EAR or ITAR controls.

9.0 SPECIAL PROCESS SUPPLIERS

Regardless of tier, all suppliers shall use only CAC - approved special process suppliers, unless otherwise specified by contract.

Any supplier may request that a sub-contractor be added to a CAC facility's Approve Supplier List (ASL) through the appropriate CAC supply chain contact. However, such sources may not be used prior to receipt of documented CAC Quality approval. Actual costs of approval for a new sub-contractor may be the responsibility of the requestor.

10.0 FIRST ARTICLE PRODUCTION APPROVAL

First Article submittal to and approval from CAC is required. First Articles shall be performed by the supplier in accordance with AS/EN9102.

- First Article Inspection Reports (FAIR) shall be submitted with first shipment of product to CAC. This requirement also applies to any subsequent shipments where design requirements have changed. All certificates of conformance/compliance for each component used to manufacture Cobham product shall be included with the FAIR packet.
- A bubbled drawing, indicating where the requirement is shown, shall be included with the FAIR packet and must match those Characteristic Numbers listed on the AS9102 Form 3. If utilizing a CMM or other dimensional report, that report shall also show this same numbering scheme.

11.0 PROCESS CONTROL FOR KEY CHARACTERISTICS

Suppliers shall implement a process conforming to AS9103 when key characteristics have been defined on CAC design documents or requested by the Purchase Order (PO) Suppliers should use the recommended risk-management process tools (i.e., PFMEA, Control Plans, Process flow diagrams, etc.) when developing this process.

SPC data, including quarterly CAC and CAC summaries for key characteristics identified in the control plan, may be required at the discretion of CAC.

12.0 MATERIAL IDENTIFICATION

The supplier is required to establish a documented system for the control and traceability of all materials. The inspection and test status of all materials should be easily identifiable by the system, and documentation should include a description of any applicable containment areas and/or devices.

Parts or products removed from the normal process flow must be positively segregated and clearly marked per AS/EN9100 requirements.

Upon request from CAC, material certifications and test reports must be made available within a 24 hour period.

NOTE: All subassemblies containing a printed circuit board shall have an individual serial number issued and applied by the Manufacturer prior to shipment to Cobham. This number must be unique and non-repeating and follow the requirements of PCS-112.

13.0 INSPECTION AND INSPECTION SAMPLING

All supplier personnel performing inspections on product procured on behalf of, or produced for CAC, at a minimum, shall be trained to the specifications called out in the Contract/PO or type design documentation. If specialized training on complex parts or processes is required, CAC will provide detailed training prior to supplier approval for production.

Individuals who inspect material for final acceptance must have Color Vision (Color perception Ishihara psuedochromatic plates or examiner approved equivalent) and Near-Vision (Snellen 14/18 or better or examiner approved equivalent) eye examinations every 12 months.

The individual must meet the minimum standards in one eye, corrected with glasses or not corrected. A medical professional must perform the eye examinations. Records of these exams are to be kept on the supplier's premises and made available upon request from CAC.

Delegated Inspection Authority will be pursued at CAC discretion and when such training and delegation is mutually agreeable. Refer to Cobham 150-340456 Delegated Inspection Authorization.

Suppliers may use reduced inspection frequency (sampling) inspection plans only when historical records indicate that a reduction in inspection can be achieved without jeopardizing the level of quality. The supplier may employ sampling inspection in accordance with nationally accepted or customer required standards, as-specified by CAC.

Sampling cannot be applied to assembly level Acceptance Tests, Flying Probe, Bed in Nails, BGA X Ray, Go-No Go Gaging, or Pass/Fail fixture testing.

Requirements for Contract Manufacturers providing Printed Circuit Board Assemblies (PCBAs):

A. 100% AOI (Automated Optical Inspection) after surface mount activities.

- B. **All PCBA's undergoing any form of Hand Installation, Modification, Rework or Repair shall undergo 100% HOI (Human Optical Inspection) per IPC-A-610.**
- C. 100% X-Ray/3-D X-ray for all BGAs, QFPs and other complex electronic devices with bottom only terminations, which cannot be seen with the naked eye or normal magnification aides. Photographic evidence of these verification activities shall be electronically stored and available for review upon request by Cobham Aerospace Prescott.
- D. 100% FPT (Flying Probe Test) at the highest level of assembly possible.

The supplier shall maintain quality records in sufficient detail to establish evidence that any sampling was representative, the required tests and verifications were properly performed, and that only material meeting specified requirements have been accepted for production and delivery to CAC. These records shall be available for review by CAC or a CAC authorized representative, as required. Copies of individual records shall be furnished to CAC upon request.

14.0 SOURCE INSPECTION

When invoked via Contract/PO, the supplier shall support Source Inspection activities by CAC, CAC Customer, or Government representatives. The supplier will contact the appropriate party for source inspection upon completion of the product.

Product shall not be shipped until source inspection has been completed including appropriate documentation. If the supplier has difficulty in reaching the appropriate source inspector, they shall contact their CAC buyer for support, without undue delays.

15.0 DRAWING AND CHANGE CONTROL

The supplier's quality system must ensure that the latest engineering drawings and specifications are available at the manufacturing, test or inspection location per the PO requirements.

- The written procedure(s) should indicate the method utilized for receipt, review or distribution of all changes and the method of recalling and disposing of an obsolete item.
- The written procedure(s) should also address special control of any documents deemed Export Administration Regulations (EAR) or International Traffic in Arms Regulation (ITAR) controlled.

A review process must be established in that system to confirm that applicable drawings and specifications are at the latest revision level with the issuing source.

16.0 RECORDS

The supplier must retain adequate quality system records, not limited to all advanced quality planning documents, process guidelines, laboratory test instructions, gauge/test equipment verification and calibration and performance test methods.

- In addition, the supplier must retain quality performance records, not limited to control charts, FAI, inspection and test results.

At a minimum, the supplier must retain the records for the periods indicated herein and make them available for review as required (within 24 hours of request):

- Quality system records (control charts, inspection and test records, audit records) - **10 calendar years**

- Quality performance records (production part approvals, purchase orders and amendments, tooling records) - **one calendar year** after part production is discontinued

The supplier agrees to transmit to CAC, those records kept in support of CAC work, in event that the supplier discontinues business operations.

17.0 CHANGES TO PROCESS, PRODUCT, SUPPLY CHAIN OR FACILITY

Direct material suppliers are required to obtain documentation of CAC approval prior to implementing any applicable change as listed below. This requirement applies to direct material suppliers, including distributors.

Applicable 'changes' include but are not limited to:

- Approved production processes
- Materials (Material sources are restricted by virtue of design requirements specified in the Bill of Materials and Approved Supplier Listing).
- NDT and special processing including sequencing of same.
- Change of sub-tier suppliers for raw materials, purchased components or services
- Change to test/inspection sequencing or methods
- For bulk material suppliers: Alternative source of raw material from new or existing suppliers
- For distributors: Alternative sources of component parts other than those previously qualified
- Changes in third party certification status

The continuous improvement philosophy encourages process improvements. However, prior to any modification to a process being implemented, the supplier must complete all verifications and tests necessary (including preliminary capability studies) to ensure that a new process continues to yield components that meet specifications. First article requirements per AS/EN9102 always apply.

Additionally, if there is a significant facility or organizational change such as company name, location and senior quality management, the supplier must notify CAC in writing of such changes.

18.0 FOREIGN OBJECT DEBRIS/DAMAGE (FOD) PREVENTION PROGRAM

Product suppliers must have a FOD program for the purpose of prevention, detection, and removal of foreign objects. The program should meet the following requirements as applicable:

- FOD prevention must be implemented in all areas as applicable and FOD awareness training must be given.
- Parts must be protected from handling damage in all areas; material handling awareness training must be provided to all employees and handling standards documented.
- Supplier must document all FOD incidents and perform root cause analysis.
- If critical FOD areas are noted/required, Physical Entry Controls shall be established with entry requirements visually posted outside each area.

Internal auditing of FOD prevention in all critical FOD areas must be conducted and documented.

19.0 PACKAGING, HANDLING AND MARKING

The supplier shall ensure the articles are packaged in a manner and with materials necessary to prevent deterioration, corrosion or damage.

Electrostatic sensitive components shall be handled, packaged, stored and shipped in accordance with the latest revision of MIL-STD-1686, EIA-625 or ANSI/ESD S20.20. **ESD sensitive items must be packed using electrostatic dissipative and shielding packaging materials.**

For products with CAC controlled designs, part marking shall be applied as specified by the CAC drawing or Contract/PO.

20.0 NONCONFORMING MATERIAL

Suppliers shall begin containment action upon discovery/notification of a product nonconformance.

For all non-conformances identified by CAC through a Supplier Corrective/Preventive Action (CPA) notification, the supplier shall submit a formal corrective action response within 30 calendar days from receipt of a corrective action request. Containment actions are due within 48 hours from receipt of a CPA or through notification of a Cobham generated Non-Conforming Report (NCR).

If the product may have escaped their facility and have been shipped to CAC, the supplier will notify their respective CAC buyer and Supplier Quality representative immediately.

- For product that has been found or suspected discrepant prior to shipment to CAC, all requests for approval for repair, or to be "used as is", must be submitted to CAC for approval. CAC currently utilizes 150-444153 Supplier Support Request (SSR) form and AS9131 Waiver for deviation approval. All material must be held at the supplier's address pending receipt of documented CAC approval, prior to further processing and/or shipment of nonconforming material.

For products identified or suspected as nonconforming returned from the CAC facility or its customers; performance testing and analysis must be instituted to determine the cause(s) of the nonconformance. Once product has been reworked, repaired or replaced, the NCR number shall be referenced on the new Certification of Conformance (C of C) with return shipment.

Failure to respond to a corrective action request may result in penalties up to and including suspension and/or removal from the CAC Approved Supplier List (ASL).

21.0 CERTIFICATE OF CONFORMANCE (C OF C)

Unless otherwise specified by PO/contract, a supplier must provide adequate certification of conformance for all materials and processes specified on the purchase order or contract, for each shipment.

By accepting a Cobham Contract/PO, then producing product to Cobham requirements and ultimately certifying the product, the Supplier acknowledges the importance of their contribution to product/service conformity and product safety, as well as maintaining ethical behavior throughout the process.

Any Distributor that is non-franchised or any Broker that is not certified to AS6081 must provide an original C of C from the original manufacturer. **If the original C of C cannot be obtained, testing and certification per AS5553 must be completed prior to shipment to CAC.**

Suppliers are responsible for all PO terms and conformity characteristics per the PO/contract accepted.

i.e., for Tier 1 (Direct) suppliers delivering a product which includes sub-contracted or special processes, all such processes must be indicated on the direct supplier's certificate of conformance.

When required by contract, components procured from a supplier holding an applicable Airworthiness Approval from their local regulatory authority, those components are to be supplied

with the applicable Airworthiness Tag/Certification (i.e., EASA Form1 or 8130). This is particularly important for proprietary parts that may not be readily inspected/tested on receipt.

In addition to any specific requirement for Airworthiness Release Tags, the basic categories of the C of C documentation for all products or services are: General, Special Process, Raw (Mill) Material, Functional Test Certification and Age-Sensitive materials.

- **General Certificates**

A General Certification of conformance shall be used for all parts and materials, unless otherwise indicated herein. Refer CAC 150-441611 Supplier Certificate of Conformance Requirements.

- **Special Process Certificates**

In addition to the general certification, an additional special process certification is required for all special processes.

The certificate of conformance will contain at a minimum:

- the process(s) performed,
- the specification number,
- revision level,
- purchase order number,
- part number,
- lot size,
- sample size,
- applicable process specifications/controls
- applicable test results
- serial numbers where applicable to contract.

- **Raw Material Certificates**

Raw materials supplied or used in the manufacture of CAC design controlled products shall include a copy of the original mill certificate or material test report (certification) from the manufacturer or test lab acceptable to CAC. These must be included with each FAI shipment. For follow on builds, these certs may be retained on file by the Supplier, but made available upon request by CAC.

Raw material certifications may not be altered or have any markings other than check marks from verification of physical and chemical values and/or indication of inspection acceptance. Stamps may be applied by warehouses/distributors to add incidental information such as the CAC purchase order, weight shipped, etc.

- When required by contract/PO, certification shall show that all materials comply with all Government requirements including country of origin and country where the material is melted.

- **Functional Test Certification**

As defined by design documentation, functional testing may be required. Test reports showing conformity to design requirements are required. Preferably, the C of C submitted with each shipment shall list the appropriate functional or electrical test that was performed, along with the specification, revision and status of the testing. Any reports generated from the testing are to be kept on file at the supplier unless specifically requested on the Purchase Order. Supplier is responsible for proper storage of the test records to ensure retrieval within 24 hours of CAC request.

- **Age-Sensitive Material Certificates**

All age sensitive materials or components must be properly identified on the C of C to include manufacture date, shelf life of the product or expiration date. All product must have 75% of the shelf life remaining upon receipt to CAC, unless otherwise stated on the Purchase Order requirements.

22.0 COUNTERFEIT PARTS PREVENTION

CAC Prescott will prevent counterfeit parts from entering our product and system by:

- 1) All product/components shall be purchased from an OEM or authorized/franchised distributor and be a Cobham Prescott certified supplier.
- 2) A Certificate of Conformance shall accompany any product/component received into our value stream. If a non-authorized distributor (Broker) is used, this non-authorized distributor (Broker) must be certified to AS9120 and AS6081 and be a Cobham Prescott certified supplier.
 - a) Certification by the non-authorized supplier (Broker) must show the parts are not counterfeit and are traceable to an OEM original product.

CAC Prescott will use the following practice to detect counterfeit parts:

- 1) Compare the received Certificate of Conformance to the Purchase Order requirements to make sure they were purchased from a Cobham certified supplier and that all requirements are met.
- 2) Physical inspection to determine whether the part looks altered in any way (i.e. reprinted logo or date code, evidence of previously being installed, evidence of re-coating, etc.). Any product suspected of being counterfeit shall be quarantined and go through the MRB process.

If a Supplier detects counterfeit parts in their system or has been notified by their supply chain that a potential escape of counterfeit parts has occurred, the Supplier must notify Cobham immediately (within 24 hours) and perform immediate containment of the product(s) affected, to include all stages of assembly.