



Date: 1/2/2024

To: Approved Supplier for FFC Floats and Fuel Cells

From: Bridget Pecoraro, Quality Manager

Subject: Annual Reminder of Basic Quality Requirements for FFC

Dear Valued Supplier,

FFC has requirements that we request each supplier to confirm and follow each year. Please complete & return the attached supplier contact info and let the following serve as a reminder of several key process expectations.

1. Prompt response to the annual quality survey (<2 weeks), reasonable access & participation in an onsite quality systems audit (when applicable).
2. FFC requires all suppliers to provide facility access to FFC, our customer's representative, and regulatory agencies, such as the Federal Aviation Administration (FAA).
3. FFC must be notified of any significant process, facility or organizational change that may affect the delivery or quality of product supplied to FFC. When in doubt, please notify ahead of such change.
4. Traceability of raw materials and maintaining records of traceability at the supplier location is a requirement of all FFC suppliers.
5. All products must be manufactured to FFC's specifications, drawings, or P.O. requirements. It is the responsibility of the supplier to communicate P.O. requirements to their suppliers as applicable. Certificates of Conformance are expected with each shipment, attesting to the conformance of meeting those requirements.
6. Suppliers will notify FFC of any non-conforming product shipped to FFC within 24 hours of realization of such non-conforming shipment. These may include such instances as out of calibration tooling or equipment discovered post-delivery as well as any items included in Suspected Unapproved Parts notices issued by the FAA. (ref. AC21-29, AS6174, GIDEP as applicable).
7. Suppliers may supply parts that are part of an Original Equipment Manufacturer (OEM) & are subject to the specific OEM requirements (Leonardo QRS 01, Bell Helicopter F 7 4.2, Robinson Helicopter) in addition to the standard FFC requirements as outlined in their Quality requirements. Questions about these requirements are directed to procurement for clarification.

As always, you are an important part of the supply chain, and we look forward to partnering to work together. If I can be of any assistance, please do not hesitate to reach out.

Regards,
Bridget Pecoraro

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FAA Repair Station No. TH4R544M – A Division of Linden Street Capital Corporation
Revision Date: 1/08/2013. Rev. 0 FFCM-700-03-0000004
ISO 9001 and AS9100 Certification No. 12986



CONTACT INFORMATION UPDATE	
Company Name:	
Address:	
City State, Zip	
Telephone:	
Fax Number:	
Suppliers Primary Products	
Number of years in business	

Sales Contact:	
Email:	
Telephone No:	
Quality Manager	
Email:	
Telephone No:	

By signing below the Vendor confirms they have received and reviewed Floats and Fuel Cells Annual Reminder of Basic Quality Requirements.

Signature:	Date:
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