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|  | | Number: ASC OP-08.5.4 | |
| | | Operating Procedure: Shelf-Life Sensitive Materials | |
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1.0 Purpose:


- 1.1 This Procedure has been developed to provide directions for Part set-up, Quoting, Purchasing, Inspecting, Shipping and Stocking Shelf-Life sensitive items for US Government and Non-US Government orders.

2.0 Scope:

- 2.1 This Operating Procedure applies to the Defense Business Unit (Defense Systems and Logistics) at the Wood Dale, IL facility.


3.0 Responsibility and Authority:

- 3.1 The responsibility and authority for the implementation and maintenance of this procedure is assigned to the Vice President of Corporate Quality and Business Systems Compliance and the respective Operations Managers for AAR Supply Chain, Inc.
- 3.2 Product Line, Contracts, Quality Control, Operations Manager, and Sales Teams are responsible for ensuring proper training on this Operating Procedure is provided to their teams.
- 3.3 Human Resources is responsible for ensuring that all training plans are completed and posted in the Learning Management System per OP-07.2 - Resources / Training / Competence / Awareness and Communication.
- 3.4 Quality Control Inspection, and Warehouse Operations Personnel are responsible for handling Shelf-Life Sensitive material in accordance with ASC-WDL-PFC-4.8-4 - Hazmat, ESD, Shelf-Life and AD Process Flow Chart.

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4.0 Forms and References:

- 4.1 This Operating Procedure is intended to work in conjunction with the following Operating Procedures, Process Flow Charts, Defense Basic Requirements, Business Management Systems (BMS) BMS Forms and Manuals.
- 4.1.1 ASC-WDL-0107 - Supplier Quality Requirements Manual
 - 4.1.2 ASC-WDL-PFC-4.8-1 - Receiving Process Commercial and Defense
 - 4.1.3 ASC-WDL-PFC-4.8-12 - Defense Inbound Quality Inspection
 - 4.1.4 ASC-WDL-PFC- 4.8-13 - Defense Final Inspection
 - 4.1.5 ASC-WDL-PFC-4.10-13 - MRB - Inspection - Defense
 - 4.1.6 ASC-WDL-PFC-4.8-10 - Defense Shipping - Government Destination
 - 4.1.7 ASC-WDL-PFC-4.8-14 - Defense Shipping - Government Origin
 - 4.1.8 ASC-WDL-PFC-4.8-18 - Defense Shipping Non-Government
 - 4.1.9 ASC-WDL-PFC-4.14-4 - IFS RMA Process
 - 4.1.10 ASC-WDL-PFC-4.8-4 - Hazmat, ESD, Shelf-Life Program and AD Processes (H.E.S.A.)
 - 4.1.11 ASC-WDL-IFS-001 - IFS Desktop Instructions
 - 4.1.12 OP-07.5 - Control of Documents and Records
 - 4.1.13 OP-08.2 - Customer Related Processes (Contract Review)
 - 4.1.14 OP-08.4.2 - Product Configuration Management and Verification of Purchased Product at Receiving and Final Inspection
 - 4.1.15 OP-08.5.2 - Identification and Traceability
 - 4.1.16 OP-08.5.3 - Customer Property or Property Belonging to External Providers (Consignment, Repair Management & Government Property)
 - 4.1.17 OP-08.5.4 - Preservation of Product, Infrastructure & Work Environment
 - 4.1.18 OP-08.5.5 - Foreign Object Debris Prevention Program
 - 4.1.19 OP-08.7 - Control of Nonconforming Product Suspect Unapproved Parts and Counterfeit Parts
 - 4.1.20 MIL-STD-129 - Department of Defense Standard Practice. Military Marking for Shipment and Storage
 - 4.1.21 MIL-STD-2073-1E - Department of Defense Standard. Practice for Military Packaging
 - 4.1.22 MIL-HDBK-695 - Department of Defense Handbook. Rubber Products: Recommended Shelf Life
 - 4.1.23 ASTM D 3951 - Standard Practice for Commercial Packaging
 - 4.1.24 AS1933 - Aerospace Standard Age controls for Hose containing Age Sensitive Elastomeric Material
 - 4.1.25 ARP5316 - Aerospace Recommended Practice. Storage of Elastomer Seals and Seal Assemblies which include Elastomer Element Prior to Hardware Assembly.

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5.0 Procedure:

5.1 Part Setup - Product Line

- 5.1.1 IFS Shelf-Life will be set up to meet either United States Government (USG) Requirement, Original Equipment Manufacturer (OEM), or Design Authority Shelf-Life recommendation, based on which is shorter.
- 5.1.2 Items NOT controlled for Shelf-Life shall be indicated via the checkbox in the Master Part Record.
 - 5.1.2.1 Determination of Shelf-Life control will come from AAR USG Contract, the OEM, or Design Authority.
 - 5.1.2.2 Indication of products that are controlled for Shelf Life will have evidence of a Cure Date, or Manufacture date, or Assembly Date, or any combination, indicated on the physical part, or identification plate, band, label, or Packing Slip / Certificate of Conformance. Expiration date may be included.
 - 5.1.2.2.1 The presence of the above-mentioned dates does not automatically indicate a product is controlled for Shelf Life.
 - 5.1.2.3 Validation of purchased items shelf life will be IAW AAR Supplier Quality Requirements Manual and AAR Defense Basic Requirements.
 - 5.1.2.4 Expired AAR Stock material with shelf life set up based on USG Contract Shelf-Life requirements, will be scrapped, or reevaluated for updating the shelf life based on OEM Shelf-Life recommendation.

5.2 Quoting - Contracts


- 5.2.1 AAR Quote will be In-Accordance-With the IFS Shelf-Life.
 - 5.2.1.1 For USG Orders, items under 85% remaining.
 - 5.2.1.1.1 Shelf-Life may require Contract Language or Modifications to allow under 85% of Shelf-Life remaining.
 - 5.2.1.2 For Non-USG Orders, items under 85% remaining.
 - 5.2.1.2.1 Shelf-Life requires Customer Approval via Purchase Order or Correspondence.

5.3 Purchasing – Product Line

- 5.3.1 AAR Purchase Order Flowdown will contain Shelf-Life requirements when applicable.

5.4 Quality Inspection – Quality Control

- 5.4.1 Quality Inspection will process Shelf-Life Items In Accordance With (IAW) IFS Desktop Instructions, Defense Basic Requirements, Process Flow Charts, Work Instructions, Customer Requirements, and Standards.

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5.4.2 Expiration dates, if applicable, will be identified on the AAR Inventory label based on the ERP cure date and assembly date information.

5.5 Warehousing /Shipping - Operations

5.5.1 Warehouse Operations will stock Shelf-Life items IAW applicable Process Flow Charts.

5.5.2 Shipping will process Shelf-Life Items IAW IFS Desktop Instructions, Applicable Process Flow Charts, Work Instructions, Customer Requirements, and Standards.

6.0 Revision History:

| Revision Date: | Revision: | Sections / Page Revised: | Description / Reason for Revision: | Approved by: |
|----------------|-----------|--------------------------|------------------------------------|--------------|
| 12/DEC/2023 | Original | All | Initial release | M. Baiz |
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