
General Requirements applicable to Aeroworks Suppliers

1. Introduction

This document describes the general requirements that have to be complied by suppliers to assure the quality, safety, traceability and on time delivery of the goods and services to Aeroworks.

Goods includes: Raw materials, consumables, products, parts, standard parts(In accordance with an International Standard: NAS,MS,MIL,SAE, etc.), catalogue parts, products, components and (sub)assemblies.

The general requirements are applicable to all Aeroworks verbal or written purchase orders and subcontracts.

This issue of the document supersedes previous releases of this document.

These requirements are in addition to and do not replace any other purchase requirements, conditions or arrangements. When conflicts arise between the requirements stated in this document and the requirements of the purchase order, the buyer shall be contacted.

This document provides general quality requirements in addition to the product specifications and the related requirements of the goods and the belonging production processes.

These additional requirements do not restrict the responsibility of the supplier for the quality of the delivered goods or services.

Aeroworks maintains a Supplier Rating system to track supplier compliance to the requirements of the purchase order and delivery performance.

Any non-compliance with purchase order requirements will affect your rating and possible your approval status. It is important to respond in a timely manner to any Non Conformance Report.

The general requirements of the purchase order apply both to manufacturers of the goods and to distributors of the goods.

2. General quality requirements

2.1 Responsibility of the supplier

Suppliers of Aeroworks shall:

- Have the organisation, competence, resources and facilities required to deliver the by Aeroworks ordered goods, subcontracting and/or services
- Has implemented a quality system or working under the quality system of Aeroworks
- Guarantee the quality and safety of the delivered goods or services
- Have requirements for the approval of products and services, methods, processes, equipment, and the release of products and services
- Have requirements for design and development control, configuration management, special requirements, critical items, key characteristics, tests, inspections and verifications(including production process verification)
- Have an information security system and meet cybersecurity requirements to protect Aeroworks data(if applicable)
- Measure and improve their quality system

- Perform a contract/purchase order review on each received contract/purchase order, which includes specification/drawing revision(if applicable). Requirements differing from those in the request for quotation shall be resolved prior delivery of the goods
- All contract/purchase order requirements will be flow down to the applicable departments The supplier shall implement adequate controls to ensure that applicable engineering drawings, notices and specifications are in use by production and inspection
- Use customer-designated or approved external providers, including process sources(e.g. special processes), if applicable
- The supplier shall operate a documented inspection system to confirm compliance to the requirements as mentioned in the contract/purchase order, drawing and/or other specifications
- The inspections shall be performed with calibrated measuring equipment and performed by qualified personnel able to perform the inspections
- Statistical techniques for product acceptance shall meet an International Standard or approved in writing by Aeroworks
- Subcontractors shall notify Aeroworks in case of major safety accidents during work for Aeroworks
- Notify the organization of major changes to processes, products or services, including changes of their external providers or location of manufacture and obtain the organization's approval
- Not subcontract any work under any contract/purchase order to other or lower level sub-tiers without written approval of Aeroworks
- Flow down to external providers applicable requirements including customer requirements
- Provide test specimens for design approval, inspection/verification, investigation or auditing
- Report in a timely manner if goods will become obsolescence
- Not use 'conflict minerals'
- Meet the REACH and RoHS requirements

2.2 Inspections and right of entrance

Aeroworks, customers of Aeroworks, certifying body of Aeroworks and regulatory authorities reserves the rights to have free access to applicable areas of supplier facilities and to applicable documented information at any level of the supply chain to do audits, investigations and to determine compliance with the applicable regulations and requirements. These requirements are also applicable to the suppliers of the supplier.

If processes are confidential, this will be made known to Aeroworks prior to the purchase order is accepted.

The supplier shall be notified well before such an audit will take place.

2.3 Flow down of requirements

The supplier shall have a process in place to flow down Aeroworks requirements to sub-tier suppliers. When applicable, the supplier shall ensure that any Aeroworks requirements that are related to goods, subcontracts and services that are procured or outsourced in order to meet an Aeroworks purchase order are flowed down to the applicable sub-tier suppliers.

2.4 Source inspections

Aeroworks and customers of Aeroworks reserves the rights to perform inspections on goods and processes at the supplier facilities prior to shipment of the goods. These inspections will be inspections on the goods but also inspections on the used processes and goods that can have influence on the quality and safety of the delivered goods. These inspections will not be used by the supplier as a proof of quality system by the supplier. Also will these inspections not exempt the supplier from his responsibility to deliver goods to Aeroworks that meets the Aeroworks quality requirements nor that Aeroworks will reject the goods in a later state.

2.5 Traceability

Traceability shall be maintained from receipt of raw material through finished product. Records and goods shall be identified by lot number, material type, specifications and applicable revision identifier or date of issue, heat number, serial number, etc. as required to maintain traceability. Records shall be maintained at the supplier's facility and shall be available upon request within two working days. Aeroworks reserves the rights to perform audits and surveys on data files and archive by tests on the traceability.

2.6 Changes in the manufacturing processes affecting goods

With repeat orders, the supplier shall inform Aeroworks in writing about any major changes in the manufacturing processes, location or material composition that effects the physical properties, chemical properties, flammability properties or form, fit and function of the new supplied goods, compared with previous shipments.

2.7 Materials used by subcontractors

Subcontractors shall either use materials supplied by Aeroworks or materials that demonstrable comply to the material specifications as mentioned on drawings, bill of material or purchase order. The supplier shall have receipt inspection procedures implemented to verify that specified requirements for the materials are met.

Traceability shall be maintained from the material to the material certification test report and other required objective quality evidence.

2.8 Prevention of Counterfeit parts

Suppliers shall have a plan and control process in place to prevent, detect, and control suspect counterfeit or counterfeit parts usage and inclusion in Aeroworks products. This requirement must flow down to all sub-tier suppliers.

NOTE: A counterfeit parts is an unauthorized copy, imitation, substitute, or modified part (e.g., material, part, component), which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer.

Examples of a counterfeit part can include, but are not limited to, the false identification of marking or labeling, grade, serial number, date code, documentation, or performance characteristics.

2.9 Awareness

Suppliers shall ensure that personnel processing orders or performing work are trained and aware of their contribution to product or service conformity, product safety, safe work environment and importance of ethical behaviour associated with meeting the requirements of Aeroworks purchase orders.

3. Acceptance of goods

3.1 Certificates

All goods and services supplied to Aeroworks shall be accompanied by an appropriate Certificate of Conformance(CoC), Certificate of Analysis(CoA), Certificate of Test or Certificate of Calibration, etc. The supplier shall be responsible for maintaining and supplying this certification documentation as objective evidence of meeting purchase requirements. The supplier shall provide an appropriate certification for each lot(shipment) of goods supplied to Aeroworks. Failure to provide proper certification may result in rejection by Aeroworks.

This document has to contain at least the following items(if applicable), unless otherwise specified on the Aeroworks purchase order:

- The product number and description
- The product specification
- A signed '**conformity statement**', which declares that the delivered goods or services meets the specification
- Certificate stating the chemical composition and physical properties of the goods
- The inspection or test results
- The separate delivered parts(if applicable)

For distributors it is required to supply certificates of the goods that are traceable to the manufacturer.

Note: *In special cases the purchase order can require the following documents:*

- *An Authorized Release Certificate (EASA Form 1, FAA form 8130-3, etc.)*
- *A copy of the work sheet or routing sheet*
- *An inspection report*
- *An acceptance report*
- *A First Article Inspection report (FAI),*
- *Copies of the test results/reports*

3.2 Non conforming goods

Supplier shall notify Aeroworks of non conforming processes, products or services and obtain approval for their disposition

It is the Aeroworks general policy to reject non conforming goods, unless the buyer permits it. The supplier will have a non conforming item control procedure implemented which includes a root cause analyses of the non conformance related to product, process and quality system, and establishes corrective actions to prevent re-occurrence of the non conformance.

The corrective action program will extend to all areas of activity within the suppliers organisation (e.g. design, purchasing, manufacturing)

non conforming goods needs to be identified to the applicable rejection document

3.3 Goods subject to aging

Goods, having definite characteristics of quality degradation or drift with age and/or environment, shall be marked with the useful life remaining and with storage environmental requirements. Goods shall not be shipped with less than 75% of the remaining shelf life to Aeroworks, unless approved in writing by Aeroworks.

3.4 Identification of goods

All goods must be identified by a part and batch number that is permanently and legibly affixed direct to the surface of each article. In the event this is not possible, due to physical size or nature of the goods, an identification tag shall be securely affixed to each article, or if goods are packed individual or multi-unit boxes, the boxes must be identified with part and batch number.

Parts, (sub)assemblies, components and products must be identified as specified on the drawing or applicable specification. When identification is not specified on the drawing, the item must be identified as specified on the purchase order. When items are too small to easily identify, they must be bagged and tagged.

3.5 Packing of goods

The supplier shall assure prior to shipment that all contract requirements have been met and required inspections have been performed.

The supplier shall incorporate commercial standard practices for the preservation and packing of all goods and shall identify each package permanently and legibly with the purchase order number, manufacturers name, date shipped and packing sheet number.

Goods that are volatile or toxic shall be properly contained in accordance with applicable international regulations. The package will be plainly marked as to contents with appropriate warnings, precautions, instructions and storage conditions.

4. Requirements to the quality system

The quality system for suppliers of goods and services shall meet the requirements of ISO9001, AS/EN9100 and/or AS/EN9120, unless approved in writing by Aeroworks.

The quality system for suppliers of calibration services and/or testing shall meet the requirements of ISO/IEC 17025 or equivalent, unless approved in writing by Aeroworks.

In special cases the contract can require the following:

- The supplier has to be certified according to the above mentioned requirements
- The quality system shall meet the requirements or must be certified according to the latest version of the AS/EN9100 and/or AS/EN9120 standard

In the case the supplier is certified for ISO9001, AS/EN9100 and/or AS/EN9120 he shall Aeroworks give a copy of the latest certificate. Also shall the supplier inform Aeroworks if the certificate is revoked or will not be extend.

In the contract of the Aeroworks purchase orders additional quality requirements can be issued.

5. Requirements for records

All records of used materials, inspections, processes, process data(registration of process data(temperature, time, pressure, etc.), used materials, machines, tools, operator, programs, etc.) and tests performed on materials and/or parts destined for Aeroworks should be retained complete and accurate for a minimum period of ten years or otherwise specified in the purchase order. The disposition of documents shall meet the Aeroworks disposition requirements.

The records shall be either on paper or computer system or any combination of both. Paper systems should use robust materials, which can withstand normal handling and filing and remains legible throughout the required retention period.

The storage of the paper records will be in locked cabinets, protected for possible fire and water('sprinkler') against deterioration, loss, altering and theft.

Computer back-up discs, tapes, etc. should be stored in a different location from that containing the working discs, tapes, etc. in an environment that ensures they remain in good condition or should be stored in a safe suitable for possible fire and water('sprinkler') against deterioration, loss, altering and theft.

These records shall be available for review by Aeroworks and copies shall be furnished upon request. When the supplier cannot meet the requirements of retention, the records shall be supplied with the goods upon delivery to Aeroworks.