
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, traceability and on time delivery of the materials and services to Aeroworks Europe B.V, Aeroworks Special Products B.V and Aeroworks Composites B.V. In this document called Aeroworks.

Materials includes: Raw materials, consumables, parts, standard parts(In accordance with an International Standard: NAS,MS,MIL,SAE, etc.), catalogue parts(tubing, knobs, handles, magnets, etc.), components and 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.

Suppliers of Aeroworks shall:

- Have the organisation and facilities required to deliver the by Aeroworks ordered materials and/or services.
- Has implemented a quality system or working under the quality system of Aeroworks
- Guarantee the quality of the delivered materials,
- Measure and improve their quality system.
- Ensuring that personnel is aware of their contribution to product or service conformity and product safety and ethical behaviour
- Use customer-designated or approved external providers, including process sources(e.g. special processes)
- Statistical techniques for product acceptance shall meet an International Standard
- Notify Aeroworks of non-conforming processes, products or services and obtain approval for their disposition
- Notify the organization of 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 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 materials will become obsolescence
- Not use 'conflict minerals'
- Meet the REACH and RoHS requirements

Aeroworks maintains a Vendor 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

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

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

2.2 Inspection and right of entrance

Aeroworks reserves the rights to have free access to supplier facilities to perform inspections on materials and processes prior to shipment of the materials. The supplier shall give Aeroworks on request also the right to inspect all the used documents and data files that have influence on the quality of the materials and the traceability of the materials and quality. These requirements are also applicable to the suppliers of the supplier.

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

2.3 Aeroworks inspections

Aeroworks reserves the rights to perform inspections on materials and processes at the supplier facilities prior to shipment of the materials. These inspections will be inspections on the materials but also inspections on the used processes and materials that can have influence on the quality of the delivered materials. 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 materials to Aeroworks that meets the Aeroworks quality requirements nor that Aeroworks will reject the materials in a later state.

2.4 Traceability

Traceability shall be maintained from receipt of raw material through finished product. Records and materials 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.

2.5 Inspections by authorities and certifying bodies

On request of the supervising authorities and/or certifying bodies of Aeroworks, the supplier or any supplier of the supplier might be subjected to an audit, of the facility, quality system and products. The supplier shall be notified well before such an audit will take place.

2.6 Inspections by customers of Aeroworks

The supplier and his suppliers shall give the same rights of entrance to customers of Aeroworks. These activities at the supplier's facilities will be performed jointly with and arranged by Aeroworks QA/QC representatives.

2.7 Changes in the manufacturing processes affecting materials

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 materials, compared with previous shipments.

2.8 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.

2.9 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 safety and importance of ethical behaviour associated with meeting the requirements of Aeroworks purchase orders.

3. Acceptance of materials

3.1 Certificates

All products, materials, services and processes 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 products, materials, services and processes supplied to Aeroworks. Failure to provide proper certification may result in rejection by Aeroworks.

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

- The product numbers 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 goods that are traceable to the source.

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 materials

It is the Aeroworks general policy to reject non-conforming materials, unless the buyer permits it. Disposition of non-conforming materials shall be in accordance with procedures acceptable to Aeroworks.

3.3 Materials subject to aging

Materials, 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. A minimum of 75% of the applicable material shelf life from the date of manufacture must remain upon receipt of the material by Aeroworks, unless otherwise agreed.

3.4 Identification of materials

All materials must be identified by a part 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 material, an identification tag shall be securely affixed to each article, or if materials are packed individual or multi-unit boxes, the boxes must be identified with part number.

3.5 Packing of materials

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

Materials 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.

The quality system for suppliers of calibration services and testing shall meet the requirements of ISO/IEC 17025 or equivalent.

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 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.