

## QP SP01.06 – SUPPLIER QUALITY REQUIREMENTS

Rev. No.	DATE	Figure, Table or Paragraph No.	A M D	Title or Brief Description	Author	Approved
001	2011-04-18			Initial release	TL	
002	2012-09-26		D	Annex	IR	TL
003	2013-02-13		M	Some minor changes to be in line with General Terms and Conditions (QP SP01.10)	TL	SvdW
004	25 Apr 2016		M	3 Yearly Cycle Review of Procedure	M. d Swardt	M. d Swardt
005	05 Apr 2017	A.2	A	Supplier COC requirement added.	M. d Swardt	P. Theron

\* **A** - Added    **M** - Modified    **D** - Deleted

### NOMENCLATURE AND ABBREVIATIONS

P/O: Purchase Order  
 SFAI: Supplier First Article Inspection  
 COC: Certificate of Conformance

### PURPOSE

The purpose of this document is to define the contractual quality requirements to be applied to all Suppliers of AAT Composites.

### SCOPE

This document regulates the requirements applying to the quality of any and all services and/or products manufactured and/or delivered to AAT Composites. This document is contractually binding and is available on the AAT Composites website. When the Supplier accepts any Purchase Order, the Supplier agrees to comply with all the requirements stated in this document. Any deviations shall be approved in advance in writing by both parties. These requirements are in addition to the specific requirements given in the Purchase Orders. Any additional specific requirements included in a Purchase Order, contract, etc. or in the corresponding technical documents take precedence over the requirements of this document. In the event of a conflict between this document and the order, the order prevails.

### DOCUMENTATION

Doc. No.	Title
SP01	Process Analysis (Turtle Diagram): Procurement
www.aatcomposites.com	AAT Composites Website
ISO 9001	Quality Management System requirements
EN/AS9100	Quality Management System Aerospace requirements
QP SP01.07	Marking of Parts and Assemblies
QP SP01.08	Supplier First Article Inspection
QF SP01.06	Supplier Corrective Action Notification
QF SP01.02	Supplier Quality Assessment

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### PROCEDURE

#### A. General

1. The Supplier agrees to deliver only products for which quality has been controlled, verified and considered compliant with the order/contract and related specifications. The Supplier is responsible for the conformity of its delivery and of its supplies.
2. A COC will be supplied by the Supplier together with the delivery of goods to verify conformity.
3. The Supplier agrees to inform AAT Composites as soon as possible in writing of any discrepancy that may result in noncompliance and that may affect product quality, including those already delivered before the problem was detected.
4. The Supplier agrees to inform the AAT Composites Quality Manager of any major changes to its organization (fusion/acquisition, company name, closure, change of site, key persons, etc.), its production methods (change or improvement of a process, technology, resources, etc.), changes to suppliers and any changes to external recognition of the quality system (certifications, approvals, etc.).
5. The Supplier shall be obliged to introduce, document and maintain a Quality Management System that will assure AAT Composites that services and/or products are supplied defect free. Each supplier shall define its Quality Management System by a Quality Management manual in writing, whether he has a Quality Management System certification or not. A copy of the quality manual to be revised in the future, if necessary is to be submitted to the AAT Composite Quality Department.
6. The supplier shall implement an appropriate document control process in order to ensure that all documents necessary for order achievement were received, are the correct revision status as per order, are available at point of use, and that obsolete revisions are withdrawn.
7. Quality system compliance with the ISO 9001 or EN/AS9100 standard is recommended.
8. AAT Composites can request from the supplier a documented evidence proving effectiveness of the quality management system of sub-suppliers. AAT Composites can furthermore request written audits and proofs of quality from his sub-supplier.

#### B. Supplier Approval

1. Where possible, AAT Composites will arrange a visit with the proposed supplier and assess the supplier according to Supplier Quality Assessment (QF SP01.02). Where a visit is not practicable, the proposed supplier shall be requested to complete the Supplier Quality Assessment. The supplier is approved when the results of the Supplier Quality Assessment demonstrate its capability to satisfy AAT Composites' requirements.
2. The use of a new supplier is subject to the approval of the Quality Department.

#### C. Contract Review

1. During contract review, the supplier shall check that it is capable of fulfilling all the requirements requested and shall evaluate the associated risks. The supplier shall ensure that it has all documents required for executing the order in accordance with the conditions of the order. It is the supplier's responsibility to request any additional information considered necessary.
2. The acknowledgement of receipt for each order shall be returned to the respective Buyer at AAT Composites within 3 days, of its reception by the supplier, dated and signed by an authorised person. Any reservations that the supplier may have shall be noted on the acknowledgement of receipt. Beyond this deadline, the order is considered to be accepted and its execution shall be performed under the conditions defined.
3. By accepting the order, the supplier declares itself capable of fulfilling the order in compliance with quality, lead-times and price. The supplier shall therefore have the means to verify its supplies, subcontracting and manufacture.

#### D. Quality Audits

1. The Supplier agrees to give access to its premises and to those of its sub-suppliers to perform audits in order to establish whether the Supplier's Quality assurance measures appear capable of ensuring conformance with Customer's requirements. Such audit, which shall be agreed prior to the scheduled performance, may take the form of a system, process, or product audit as per AAT Composites' directives. Reasonable restrictions made by Suppliers to protect its business secrets shall be respected.

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2. To assure adherence to the contract, the supplier will regularly and periodically perform quality audits. Quality audits and other quality surveillance measures carried out by the supplier internally and also at its subcontractors' and sub-suppliers' sites is part of the contract. The supplier will conduct ad-hoc quality audits and perform corrective actions in case of important or repeated deviations.

### **E. Part Marking**

1. Labelling of products, parts and packages shall conform to the requirements agreed with the customer (Marking of parts and assemblies QP SP01.07). Supplier shall ensure that the labels of packaged products remain legible during transport and storage. Deviations from the existing labelling requirements are only valid if agreed in writing between supplier and customer.
2. The identification marking must be suited for the intended operational and storage environment of the component as well as be legible during its entire service life.
3. If the supplier procures individual parts from sub-suppliers for his component, he has to implement the identification marking of the individual parts of this component in such a way that the sub-suppliers concerned are included in the identification marking.

### **F. Inspection**

1. The Supplier shall be responsible for implementing an inspection concept in order to comply with agreed targets and specifications. Included in this requirement is the necessity that the supplier shall implement a validation system in order to ensure capability and reproducibility.
2. Upon receipt, AAT Composites shall inspect the supplier's products in respect of compliance with quantity and identity as well as in respect of visible damages.
3. Any defects detected in the ordinary course of business will be reported by AAT Composites to the supplier without delay. To that extent, the supplier hereby expressly waives any rights it may have in respect of obligating AAT Composites to perform any incoming goods inspection.
4. In the event of defective deliveries, the supplier shall take remedial actions immediately (replacement deliveries, rework, etc.).

### **G. Non-Conformance**

1. The supplier shall have an internal non-conforming process in place and apply it.
2. Products from serial production with any non-conformance from the required specifications may not be delivered and not be reworked without prior approval in writing by AAT Composites. They shall clearly be marked as discrepant. Parts with non-conformance for which no standard rework has been defined and agreed upon by AAT Composites shall, as a rule, be scrapped.
3. If a discrepancy is detected after delivery, the component concerned will be isolated, and the supplier will be informed by receipt of a Supplier Corrective Action Notification (QF SP01.06). It is the responsibility of the supplier to thoroughly complete this document and return to the Purchasing Department without delay. The corrections/rework determined by AAT Composites has to be implemented by the supplier within the set time limit.
4. Only in exceptional cases – if necessary by schedule and if economically acceptable – the supplier shall inform AAT Composites and make a corresponding recommendation for the rework of the non-conformance with the application for a "concession".
5. The supplier is in any case obliged to implement all necessary improvements immediately. In urgent cases, AAT Composites can, in agreement with the supplier make the improvements himself or have it made by a third party. The extra costs involved for this shall be borne by the supplier.
6. In certain cases, after quality audits has been done by AAT to improve quality of parts, where parts are continuously delivered incorrectly, the supplier may be issued with a Supplier Recharge Document, where supplier will be charged for repairs of defective parts, as well as the time lost by our production floor, awaiting the repairs.

### **H. Traceability**

1. The supplier shall ensure the traceability of the products supplied to AAT Composites. In the event of a defect being detected, the traceability system shall be good enough to permit tracing the number of potentially damaged parts/products to the smallest possible quantity. AAT Composites will provide the supplier with any data required for traceability purposes.

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2. The supplier commits to ensure the traceability of the supplies up to the sub-supplier, taking all production changes being used into account.

### **I. Supplier First Article Inspection (SFAI)**

1. The supplier shall complete a SFAI according to Supplier First Article Inspection QP SP01.08.

### **J. Shelf-Life**

1. The recommended shelf-life, as applicable, shall be shown on the Certificate of Conformity submitted to the customer.
2. Upon shipment, shelf life remaining shall meet the minimum shelf life specified on the order. If no shelf life is specified, 80 percent of the shelf life shall be remaining on products on this order unless waived by the Purchasing Manager.

### **K. Retention of Records**

1. Records relating to the products delivered to AAT Composites must be kept for a period of at least fifteen (15) years (actual test data and records reflecting that all materials and finished items were controlled, tested in accordance with, and met all specifications and requirements).

### **L. Packing and Shipping**

1. The supplier shall assure that parts/materials supplied to AAT Composites are packaged, as agreed to, by specification. If none exists, the supplier shall ensure that the material received will be to the drawing and all applicable specifications. The packaging shall contain applicable part numbers, lot/batch numbers to be readily identifiable, and be sufficient to protect the parts/materials from damage or alteration until receipt on the customer's property.
2. For each consignment, the quantity, designations, drawing number and also the revision state according to which the parts have been manufactured, have to be indicated on the delivery note.

## **AUTHORITY AND RESPONSIBILITY**

Refer to each heading for instruction to authority and responsibility.

## **RECORDS**

- Retention period: Refer to section K of this document.