



QUALITY REQUIREMENTS APPLICABLE TO SUB-CONTRACTORS AND SUPPLIERS

REFERENCE DOCUMENTS

ISO 9001
 EN9100
 PART145
 PART21

Standard NFL00-015: Aeronautics and space - Quality management - Declaration of Conformity

SIGNATURES

	Fonction	Nom	Visa	Date
Verified by	Quality Manager	J. LE GOFF		11/2018
Reviewed and approved by	Accountable Manager	Christophe FALGAYRAS		11/2018

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Within the Company :

This process is available in electronic form on the ERP SAP.

RECORDING MODIFICATIONS

Indice	Nature de la modification	Date	Nom
11	Evolution of documents resulting from a IPCA AIRBUS 14/02/2013. Creating §23. Evolution of documents resulting from a MITSUBISHI audit 19/03/2013. Evolution § 1-2-9 and 18.	08/2013	C.Zielonka
12	§1- addition of compliance with the additional customers spec; § 5. Modified archival life; §8-adding customer requirements; §9- details for ISPs; §21- adding details on the aeronautical std; §23,3 adding details; §23,5 adding and 23.6	08/2015	J LE GOFF
13	In accordance with EN9100-2016 - §23.6 - Addition of requirements relating to the contribution to the conformity of the product / service, the contribution to safety, to the importance of an ethical behavior.	18/11/2017	J. Le Goff
14	Addition§ « Purpose ». Change §2 ; §23.3 ; §23.5 ; §23.6 et Ajout §23.7, et 23,8	27/11/2018	J LE GOFF

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PURPOSE

This procedure defines the applicable requirements of the Falgayras company concerning its sub-contractors and suppliers. **All the requirements of EN9100 are applicable. These requirements are supplemented by requirements specific to FALGAYRAS and by specific customer requirements of FALGAYRAS.**

FIELD OF APPLICATION

This document is applicable to all products and services purchased by FALGAYRAS.

This document constitutes a **contractual obligation** when it is referenced in purchase orders or contracts.

In this case, by accepting the contract or order, the supplier undertakes to comply with the terms and conditions defined in this document.

Any variance in application must be the subject of a **written** agreement between the supplier and the person issuing the contract or order.

1 - GENERAL POINTS

The supplier has the obligation to deliver products that comply with the technical requirements and the clauses stipulated in the purchase order or contract and this document.

The supplier undertakes to comply with the specifications of the end customer or the end user that have made available to it by FALGAYRAS when defining the product or service.

The supplier undertakes to inform FALGAYRAS of all events or anomalies likely to jeopardise the execution of the order or contract (delivery date, conformity of the supply, etc.).

The supplier undertakes to inform FALGAYRAS of any major changes in the key elements in supplier's manufacturing process.

2 - QUALITY MANAGEMENT SYSTEM

The sub-contractor/supplier's must maintain a quality control system effective, efficient and operative (at least quality manual, procedures). It is recommended to Quality control system must meet the requirements specified in standard ISO9001.

Certified or approved sub-contractors / suppliers shall notify FALGAYRAS of any change to their certifications (obtention, renewal, removal) obtained from official bodies, certifying bodies or customers.

Supplier or subcontractor must use, if necessary, suppliers and subcontractors who are certified, approved and if specified; designated and approved by the Customer.

3 - RIGHT OF ACCESS

Official bodies, FALGAYRAS, its customers and third-party organisations shall have free access to the premises of the supplier and its potential suppliers in order to carry out their surveillance functions

4 – DOCUMENT CONTROL

The supplier must put in place the necessary provisions to:

- ensure that it has all the documents required to carry out the contract or order
- ensure that the revision index for these documents is valid
- ensure that the applicable documents are available in the places where they will be used
- ensure that the applicable documents are available at the sub-contractors

- prevent the use of documents that are expired or bear non-validated annotations.

Requests for FALGAYRAS documents (plans, specifications, etc.) needed to carry out the contract or order should be addressed to the FALGAYRAS purchasing department.

5 – ARCHIVAGE

Except where specific requirements are mentioned in the contract or order, commitments relating to the product's compliance and manufacturing history must be archived for the product life and 3 years from the date when the products are delivered to FALGAYRAS (FALGAYRAS order, manufacturing order, inspection report, release documents, etc.).

This requirement remains applicable if there are interruptions to contracts or purchase orders.

Except where specific requirements are mentioned in the contract or order, FALGAYRAS must be able to consult or communicate the documents archived by the supplier at any time on simple request.

The storage environment and the media used must ensure that the data is preserved and readable throughout the archive period.

6 - WORK ENVIRONMENT

The supplier must have suitable premises and facilities for carrying out the contract or order.

If applicable, the supplier must implement provisions for controlling ESDs (ElectroStatic Discharges) during manufacturing and handling operations for electronic components or assemblies.

These provisions must comply with the requirements described in the standards in force.

The supplier must put in place a documented system for identifying and regularly calibrating the measurement and testing means used to check the products' compliance.

7 - CONTRACT REVIEW

When contracts or orders are received, suppliers must make sure that they have all the information required to carry them out

The review of the requirements with respect to products must take all elements of the purchase order or contract into account. FALGAYRAS must be notified in writing of any inability to meet the defined requirements detected during the contract review.

The order review must lead to an acknowledgement of the receipt of the order being sent to the FALGAYRAS purchasing department.

8 - PURCHASE

Whatever the level of sub-contracting, the supplier remains responsible for the product's compliance with regard to the purchaser.

The supplier must pass on to its sub-contractors the applicable requirements mentioned in the contract or order and in this document, including the special requirements of the customer or the end use

The supplier must implement an evaluation, selection and qualification procedure with respect to its sub-contractors.

The raw materials (steel, stainless steel, etc.) procured in the context of carrying out the contract or order must be accompanied by a material compliance certificate.

The electronic components procured in the context of carrying out the contract or order must be accompanied by a manufacturer's compliance certificate.

For the procurement, when the order code (reference) and manufacturer are specified in the parts list the electronics sub-contractor must comply with them.

Upon request from FALGAYRAS, the sub-contractor must provide us with the list of its sub-contractors and suppliers of raw materials for approval.

The supplier must systematically and without delay notify the purchaser of any notice of obsolescence or changes reported by its sub-contractors relating to the components, materials and processes used in the Falgayras products.

The supplier's purchasing documents must allow access to the sub-contractors' premises by the purchaser's representatives, possibly accompanied by representatives of the end customer or official bodies.

9 - FIRST ARTICLE INSPECTION

When requested by Falgayras, a first article inspection must be carried out and formalized on a representative sample from the first production run of a new product in order to verify that the production processes, manufacturing and inspection records and the equipment used to produce products comply with the technical requirements specified.

The supplier shall deliver FAI record to the customer.

Note: the "First Article" inspection activities must comply with standard 9102

Falgayras reserves the right to participate in the first article inspection in the premises of the supplier and /or its sub-contractors.

10 - INSPECTION

All the contractual characteristics of the product must be verified. These checks must be carried out at suitable steps in the production procedure for the product.

11 - MEASUREMENT AND TESTING MEANS

All the inspection, measurement and testing equipment must be identified.

When their characteristics are likely to drift in time, regular checks will be carried out at a defined frequency.

12 - TRACEABILITY

The traceability rules implemented must enable, for a given product, all batches of components or raw materials concerned to be identified (downward traceability).

The traceability elements defined above will be communicable upon simple request.

13 - STOCK MANAGEMENT

Falgayras may contractually ask the supplier to maintain a stock of finished products or components covering one or more delivery cycles.

14 - PROPERTY OF FALGAYRAS

The supplier must take care of any product entrusted by Falgayras.

The supplier must identify, check, protect and safeguard any product that Falgayras has provided to be used or incorporated in the product.

The supplier must notify Falgayras when a product entrusted by Falgayras has been lost, damaged or deemed unfit

for use.

Falgayras may provide production means and/or inspection and testing means in the context of carrying out the contract or order.

The supplier is bound to identify them, keep them in order, ensure the calibration is valid and inform Falgayras in writing of any wear or deterioration.

The supplier must keep a list of its means up to date; this must be communicable to Falgayras upon simple request.

These means entrusted to the supplier exclusively for carrying out the purchase order or contract shall remain the property of Falgayras; they will be returned to Falgayras upon simple request.

Falgayras may provide technical documents and manufacturing or inspection instructions. The supplier is bound to identify them, keep them in order, ensure their validity and inform Falgayras in writing of any wear, deterioration or non-validity.

The provision by Falgayras of supplies, technical documents, inspection instructions, inspection or production means does not release the supplier from its responsibility with respect to the final quality of the supply.

15 - DELIVERY OF PRODUCTS WITH A SHELF-LIFE

The expiry date of products with a limited life must be reported at least on the Declaration of Conformity (it shall have been mentioned previously in the acknowledgement of receipt of the order).

In the case of products with a shelf-life, the delivered products must have a shelf-life, as of the delivery date, equal to at least 80% of their maximum shelf-life, except where specific requirements are mentioned in the order or by prior agreement with the Falgayras purchasing department.

16 - PACKAGING

The supplier must ensure that all measures are taken to preserve products during handling and transport to the delivery site.

All products delivered must be clean and not polluted.

If a delivery comprises several production batches, the supplier must separate these batches and identify them.

Where applicable (electronic components and products), the suppliers must take the necessary measures against electrostatic discharges in accordance with the standards in force.

A standard notice indicating that the contents may be damaged by electrostatic discharge must be affixed to the packaging.

Where applicable, products sensitive to humidity must be packed in a suitable manner.

Where applicable, the products, or otherwise the packaging, must bear an indication concerning compliance with the ROHS regulations.

17 – DELIVERY DOCUMENTS

Products delivered to Falgayras must be accompanied by the following documents:

- **A Declaration of Conformity** containing at least the following information:
 - Designation, reference and revision index of the product ordered by the purchaser.
 - Quantity
 - Serial no. or Batch no. where applicable
 - Use-by date (if applicable)
 - Falgayras purchase order or contract no.
 - Exemption request reference, if applicable

The following mention: *"We declare that the supply cited complies with the requirements of the contract and that,*

after verification and testing, it satisfies the specified requirements and the applicable standards and regulations in every point, except for the exceptions, reservations and exemptions listed in this declaration of conformity"

- **A delivery note** containing at least the following information:
 - Designation, reference and revision index of the product ordered by the purchaser.
 - Quantity
 - Purchase order or contract no.
 - Any other document specified in the contract or order (EASA FORM ONE, FAA FORM 8130-3, etc.).
 - Where applicable,, Sub-contractor's Declaration of Conformity

18 - NON-COMPLIANT PRODUCT CONTROL

The supplier must define provisions relating to the management of non-compliance detected internally or after delivery:

- method of identifying non-compliance
- method of isolating non-compliant products to avoid mixing them with compliant products.
- responsibilities with regard to decisions about processing non-compliant products:
 - Request for concession (the request for derogation must be made before the delivery of parts)
 - rework
 - rejection (scrap)
- implementation of remedial, corrective and preventive actions
- monitoring of actions undertaken

Non-compliant products detected by Falgayras will be returned to the supplier accompanied by a Non-compliance Sheet DI103 specifying the reason for the non-compliance.

The supplier undertakes to communicate in writing to Falgayras as quickly as possible, by means of the document referred to above, the analysis and the actions that it has defined following the non-compliance.

19 - CORRECTIVE ACTIONS

Any non-compliance notified by Falgayras (non-compliant products, delivery delays, etc.) must be the subject of an analysis of the root causes.

This analysis must lead to suitable corrective and preventive actions being put in place.

The supplier undertakes to communicate the results of this analysis and the corresponding action plans, upon simple request from Falgayras, within the agreed time period.

20 - MEASURING QUALITY AND PUNCTUALITY PERFORMANCES

The supplier must implement monitoring of quality and logistics performances for products delivered to Falgayras

21 - SPECIAL PROCESSES

If the supplier or sub-contractor must use special processes (i.e. processes for which subsequent inspection does not give sufficient guarantee of the compliance of the outcome of its utilization) to produce products for Falgayras he held at his disposal, evidence and their qualification to aeronautical standards (ex. qualified processes NADCAP, Airbus, Safran ..), it shall keep the proofs and their qualification, as well as the proofs of the qualification of the staff carrying out these processes, available for Falgayras.

If the special processes are sub-contracted, the supplier shall keep the definition of the sub-contractor selection and evaluation procedure and the proofs of qualification for these processes, available for Falgayras.(ex. NADCAP qualified processes , Airbus, Safran ..).

22 - ENVIRONNEMENT

REACH Regulation: the requirements defined below are applicable to products manufactured or delivered in the European Community.

The chemical substances and preparations present in the products must only comprise substances registered and authorised by the REACH regulation.

This requirement is also applicable to chemical substances and preparations used in the products' manufacturing operations.

The list of registered substances is available on the site

<http://apps.echa.europa.eu/registered/registered-sub.aspx#phasein>

For substances in the list of candidate substances, the supplier must inform the Purchaser if the presence of this substance in the product exceeds 1% of the total mass.

The list of candidate substances is available on the site

http://www.echa.europa.eu/chem_data/authorisation_process/candidate_list_table_en.asp#download

Note 1: the substances that make up a chemical product are listed on the Safety Data Sheet (SDS) for the product in question.

Note 2: Additional information and guides for the application of the REACH regulation are available on the site <http://guidance.echa.europa.eu>

23- FOR ADDITIONAL REQUIREMENTS SUBCONTRACTORS


23-1 DELIVERY DOCUMENTS

Sub / contractor is required to provide the delivery of products, in addition to documentation requirements specified in § 17:

→ A record of the dimensions

- if dimensions with positive or negative tolerance ≤ 0.05 or if ISO adjustments depending on the defined sampling plan below

SAMPLING					
Normal inspection high stringency (III)					
No. of items in the batch	No. of items to be inspected	No. of items in the batch	No. of items to be inspected	No. of items in the batch	No. of items to be inspected
2-8	3	51-90	20	501-1200	125
9-15	5	91-150	32	1201-3200	200
16-25	8	151-280	50	3201-10000	315
26-50	13	281-500	80		

- if dimensions critical  according to the sampling plan 100%

→ A material certificate

- *if material supply*

→ A Processing Declaration of Conformity

:

- *If processing*

The absence of one or more delivery documents shall be the subject of a non-compliance

23-2 STAINLESS PARTS

Any piece of steel after machining untreated is likely to have traces of oxidation over time. It is imperative that these parts are protected with anti-corrosion treatment and delivered in special packaging.

23-3 SPECIAL REQUIEREMENTS, CRITICALS ELEMENTS AND KEY CHARACTERISICS

The contractor must complete the registration, **recording** and analysis of **special requierements, critical elements** and key characteristics (KC; Characteristics Key) notified by FALGAYRAS or mentioned on defining plans (eg, critical dimensions, functional, security).

At any time the supplier or subcontractor must be able to attest to this monitoring.

23-4 CAPACITY MANAGEMENT

The subcontractor shall establish and maintain a level of capacity (Capacity Plan) appropriate and current.

It should assess the impact of any change in terms of capacity and performance of all services.

He must ensure that measures to improve the performance are implemented wherever necessary to meet the

capacity plan.

23-5 RISK ANALYSYS AND USE OF STATISTICAL TECHNICS

Supplier or subcontractor must:, whenever they are considered necessary or they are specifically requested by FALGAYRAS, conduct risk analyzes (FMEA, FMEA) **and deploy statistical analysis technics.** to establish action plans to improve and **acceptance of** products or processes and risk reduction. The minutes of these analyzes can be searchable by FALGAYRAS and the end customer.

23-6 COMPLEMENTARY REQUIREMENTS

Depending on the product where the supply or service is intended;. FALGAYRAS communicated to the supplier or service provider the additional requirements dictated by the Customer or End User (ex. For the Airbus GRESS the Gramms, etc. **Airbus Helicopters : ER070 06-01 ; Safran : GRP-0087 ; etc.**).
 Supplier or service provider must comply with these requirements.
 Audits are carried out to verify their application.

The supplier or subcontractor must make organizations and personnel involved aware of products and services, to contribute to compliance, and to contribute to safety and promote ethical behavior.

23-7 FOD MANAGMENT

The supplier or subcontractor must implement the necessary provisions to manage and eliminate any unwanted object or particle (FOD) that may cause performance degradation on the final product or equipment. Ex dust, chips, packaging particles, etc.

23-8 COUNTERFEIT MANAGEMENT

The supplier or subcontractor must implement the necessary provisions to prevent the use or dissemination of counterfeit or suspected parts. These provisions include: stakeholder training, procurement control, traceability, control, obsolescence management, segregation and customer and supervisory information