



QUALITY REQUIREMENTS FOR SUPPLIERS

Modifications Log

Revision	Revision log	Revision date	Written by	Verified by	Approved by
01	Initial release	05-04-16	Steve Etesonne	Danny Thibodeau	Steve Etesonne
02	AS9100D requirement	03-11-17	Steve Etesonne	Danny Thibodeau	Steve Etesonne

Scope

SF Tech is active in the supply of treatment, parts and assemblies for Aviation Space and Defence industries. This document identifies the quality requirements applicable to suppliers of products and services affecting parts quality.

Responsibilities

Any supplier failing to meet the requirements of this document could be removed from the list of approved suppliers.

Requirements

General Quality requirement

Suppliers shall maintain a quality system in conformity with requirements standard

ISO 9001 for raw materials and tooling

AS9100 for supplying completed parts and NADCAP accreditation for performing controlled processes

AS9120 for distributors of standard components of the Aerospace industry

Supplier shall provide

- Certificate of Conformity (CofC) with each shipment.
- Mills test reports when applicable.
- Inspection Reports when applicable

Supplier Contract Review

- 1) The Supplier shall flow down to its sub-tier suppliers all applicable requirements, per SF Tech's purchase order and its attachments, including key characteristics, critical safety items, terms and conditions and SF Tech's customer contractual requirements if any.
- 2) Suppliers shall also verify that they hold required approvals.



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Supplier Communication

- 1) Subjects affecting product quality shall be discussed with SF Tech Quality department.
- 2) Subjects affecting product delivery status shall be discussed with SF Tech purchase department.
- 3) Direct communication between suppliers and SF Tech customer is not permissible unless authorized by SF Tech buying and/or quality department.

Controlled goods program and confidentiality clause

- 1) All documents provided for the purpose of submitting a quotation or fulfilling purchase order requirements are Customer property and should be considered in a strictly confidential nature.
- 2) Engineering documents related to military contracts are subject to ITAR or Canadian controlled goods program.

Documented information and Traceability record

- 1) Supplier shall keep documented information related quality records, manufacturing record, purchase order and results for a period of 15 years minimum or as required by SF Tech's customer in a secure environment. Record for critical parts and processes shall be retained for a period of 30 years.
- 2) Records are subject to review by SF Tech and must be readable and easily retrievable.
- 3) Supplier is responsible for maintaining traceability of all parts serialised (when applicable) and manufacturing lot, otherwise a Nonconformity report will be raised.

Supplier statut and information

- 1) The supplier is responsible for informing SF Tech within 10 business days of any major changes, such as quality system, management or ownership.
- 2) The Supplier shall notify SF Tech of any change in process, method, suppliers, manufacturing facility location and then obtain approval for processing and generate a Delta FAI.

Specifications, techniques revisions and certification

- 1) The latest revision of any specification, standard or supplier approved technique called up on purchase orders or accompanying documents is applicable, unless otherwise mentioned on SF Tech Purchase Order.
- 2) Certificates of conformity must indicate the **SF Tech purchase order number, line number, part number and revision, approved techniques number and revision level, processes specification and revision level, test results, date and signature or stamp of the person responsible** who released the product or the treatment in accordance with the SF Tech purchase order requirements and applicable specifications.



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Manufacturing process and technique approvals

- 1) Suppliers are required to ensure that manufacturing sources maintain documented records of manufacturing steps and sequence. Supplier shall submit written manufacturing plans and special processing techniques for approval by SF Tech prior to initiating manufacturing, if applicable or requested by SF Tech.
- 2) The Supplier shall ensure the capability of all sub-tier suppliers and is responsible for the quality of sub-tier work. The Supplier shall ensure that suppliers of special processing are currently approved for the special process/specifications by SF Tech and/ or by its customer.

Offloading Operation

Offloading operation normally performed by a supplier, to another source is prohibited unless authorized by SF Tech.

Risk Assessment

- 1) Supplier must maintain processes to identify, assess and mitigate risk to enable continuous improvement in quality and on-time delivery.

Non-conforming product

- 1) Non-conforming parts or materials shall be reported to SF Tech in writing within 2 working days on supplier or SF Tech form. The form must be forwarded to SF Tech purchase department for processing and disposition by SF Tech quality department.
- 2) Supplier could be charged for inspection and rework costs associated with non-conformity.
- 3) Non-conforming parts or products detected by supplier after delivery must be reported to SF Tech immediately.
- 4) The supplier must respond to the root cause, corrective action and verify the effectiveness of actions taken to ensure future product compliance for each non-compliant product delivery SF Tech.
- 5) Requests for corrective actions following a discrepancy shall be answered in a short delay. (10 days)
- 6) Recurrent Non-conforming parts/product may require process review.

First article inspection reports

Manufacturers of parts shall perform First Article Inspection in accordance with the latest revision of AS9102 standard in cases of first time production, when a significant change occurs on the manufacturing process and when the parts have not been produced for a period of 2 years.



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Inspection and controls

- 1) Visual inspection is required on 100% of parts delivery to SF Tech.
- 2) All product manufactured or processed by the supplier shall be verified for conformity to requirements in order to ensure that only conforming products are delivered to SF Tech.
- 3) SF Tech reserves the right to review and approve supplier's inspection plans.
- 4) When in-process inspection was made by the machinist or operator and is considered part of inspection plan it shall be supported by records and documentation.

Counterfeit Product Prevention

Suppliers shall take necessary measures for counterfeit parts / material prevention and apply a control plan using SAE AS5553 (section 4) and/or SAE AS6174 (section 3) to ensure counterfeit products are not delivered to SF Tech (e.g. articles, components, hardware, goods, raw materials and sub-assemblies).

As a minimum, the following shall be followed:

- 1) The suppliers shall only purchase Product to be delivered or incorporated as Work to SF Tech directly from Original Component Manufacturer (OCM), Original Equipment Manufacturer (OEM) and/or authorized distributor chain, aftermarket manufacturer, or authorized reseller.
- 2) These products must have complete documentation that certifies the work is traceable to OCM/OEM and a copy of the traceability shall be obtained.
- 3) If traceability is not obtainable for a purchased product, such product shall not be incorporated into the work unless authorized in writing by SF Tech.
- 4) Should the Supplier suspect a product to be counterfeit, he shall notify immediately SF Tech Quality department. The event will be reviewed by SF Tech and the customer shall be notified immediately through form of formal communication.
- 5) The supplier must include this clause or equivalent provisions to sub-tiers contracts for the delivery of product that will be included or supplied to SF Tech.
- 6) The term "Counterfeit Work" defines a Product that either is or encompasses parts that have been misrepresented of having used an approved system during design and/or manufacture. The definition also comprise of approved work that has attained a design life limit or has been damaged beyond repair but has either been altered or misrepresented as being acceptable.

Age sensitive products

- 1) Product shelf life should not have exceeded one third of total product life at time of delivery.
- 2) Labels on containers for age sensitive materials and products shall have all needed information like, Product Name, lot or batch number, storage temperature requirement, manufacturing date and shelf life or expiration.

Calibration and supplier measurement system

- 1) For calibration of gages and measuring instruments, facility must be ISO 17025, any certificate of calibration issue by the supplies must state this fact.
- 2) ISO 10012 Standard shall be used as basis for the control of measurement.



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Right of access

Supplier must grant right of access for SF Tech, SF Tech's customer, government and regulatory agency to all facilities involved in the order, all applicable quality records, for audit and verification.

This requirement shall be flowed down to Supplier's sub-tier suppliers.

Restriction

When DFAR is mentioned for raw material purchases, Defense Federal Acquisitions Regulations Supplement (DFARS) clause 252.225.7009 "Restriction on Acquisition of Certain Articles Containing Specialty Metals" applies.

Product handling and preservation

- 1) Suppliers must develop safe handling, preservation and packaging procedures for parts at all stages of processing and pay attention to foreign object damage.
- 2) Bare surfaces of parts in process, in storage or prior to delivery must be protected properly with corrosion preventive oil or otherwise indicated on SF Tech purchase order.

Supplier awareness program

Supplier shall have in place an internal awareness program for insuring that personnel are aware of their contribution to product or service conformity and product safety and on for the importance of ethical behavior.

Responsibility social and environmental

SF Tech prefers to deal with organisations sharing our values of social responsibility in regard with

- Human rights
- Respect of the environment
- Fight corruption
- Improvement of working conditions

SF Tech's team will do everything possible to deliver peace of mind!