

PURCHASING QUALITY CONDITIONS

1 Introduction

This document describes the minimum quality assurance and control activities to be undertaken by suppliers. The controls described in this document do not replace any part of the suppliers approved QMS. Any contract or order specific quality requirements shall be quoted on the purchase order.

2 Applicability

This document is applicable to quotation, manufacture, supply, inspection and test activities for all items to be covered by a JP AERO-COM purchase orders.

3 Control of Sub-Suppliers

Suppliers shall pass on all applicable quality requirements placed on them by JP AERO-COM onto their own (2nd tier) suppliers (as applicable) and shall provide evidence that this has been done.

4 Contract Appraisal

At the earliest possible stage during the quotation process the Supplier shall (in the case of manufactured parts) conduct a complete review of the requirements of the JP AERO-COM quotation request. This is to ensure the timely development and/or provision of the special controls, standards, processes, test equipment, fixtures tooling and skills required for the efficient manufacture or supply of compliant product.

At Purchase Order stage the supplier shall provide evidence that the Purchase Order has been comprehensively reviewed and the supplier shall demonstrate that the requirements are fully understood and that fully compliant parts can be manufactured or supplied.

5 Planning Inspection and Test Stages

Inspection and the monitoring of processes, materials, or products shall be accomplished in a systematic manner and adherence to these methods for inspection and monitoring shall be as defined in approved work instructions.

6 Risk

The supplier shall identify and advise JP AERO-COM of risks to supply. Parts ordered by JP AERO-COM are deemed to be of current specification and manufacture if this not the case and the parts are obsolete or are about to become so, JP AERO-COM is to be informed by e-mail or fax clearly quoting the parts in question and the JP AERO-COM Purchase Order number. Any specific Risk Management requirements will be advised separately.

7 Configuration Management

- i) The manufacturer shall control the configuration of all data that is required to manufacture the contracted items. Examples are tooling drawings, machine software, work instructions and processes.
- ii) The Manufacturer must maintain traceability from the original Technical Baseline to the current manufacturing standard.
- iii) Change proposals that affect JP AERO-COM defined features and change proposals that would affect the current product qualification shall be forwarded to JP AERO-COM for assessment and approval.

8 Control of Purchased Supplies and Sub-Suppliers

The Manufacturer must be able to demonstrate that all materiel he either proposes to use, or uses in the manufacture of items to be delivered to JP AERO-COM are in accordance with the specified requirements. All materiel shall be procured with a Certificate of Conformity

unless otherwise agreed.

9 Receipt Control

The Supplier shall define and implement a System for the controls to be applied for the receipt of each bought-out item to ensure traceability to the suppliers certification documentation.

10 Process Control

The Supplier must be able to demonstrate that all processes used in the manufacture of items to be delivered to JP AERO-COM are in accordance with the specified requirements and are adequately defined either by standard specifications or specialist procedure documentation.

11 Traceability

All suppliers to JP AERO-COM and their own suppliers shall take measures at their level to ensure unambiguous traceability in an efficient manner. Traceability shall be provided in uniform batches according to the batch coding method practiced by the supplier. Traceability shall also address:

- a. The origin of the materiel and / or procurement date.
- b. Incoming certification from manufacturer / supplier
- c. Material certification (where requested)
- d. Cure date / Life Expiry (if applicable)
- e. Date of Delivery to JP AERO-COM
- f. JP AERO-COM Purchase Order number

12 Bonded Stores

Bonded Store(s) shall be provided in which only those supplies accepted by the Suppliers Quality Assurance department shall be held, pending subsequent issue for manufacture, assembly or despatch.

Storage conditions must ensure that supplies held in store do not deteriorate.

The identity of all supplies shall be maintained.

13 Identification

Product shall be identified as described on the purchase order using the prescribed method. Items that are the subject of major concessions and production permits shall additionally be identified with the applicable reference.

14 Certification of Manufacturing Acceptability

Where Supplier personnel are involved in testing and/or quality control of material and assemblies these staff should hold a stamp-mark or record label which clearly identifies the staff concerned. The Supplier must demonstrate that a system exists which enables an individual to be identified and associated with work which has received his attention. Inspection Stamps, heat treatment and test symbols and all other identification markings shall be applied by impress or rubber stamping, stencil, identity tags, etc.

15 Packaging, Handling and Cleanliness

All materiel shall not be subject to any degradation or undue environmental stress whilst being manufactured, handled or stored.

16 Certificate of Conformity

Each delivery of articles from the Supplier shall be accompanied by a correctly completed certificate of conformity that fully reflects the requirements of the purchase order.

The Certificate of Conformity shall include serial numbers or batch traceability information. It shall also reference any major concessions or production permits that are authorised against the deliverable product.

The Certificate of Conformity shall be signed by the Company's duly authorised signatory, with a quality statement confirming that the supplies detailed have been inspected and tested, and unless otherwise stated conform in all respects with the requirements of the contract or order.

17 Delivery

The Supplier must ensure that all supplies shipped, are packaged in accordance with the specified requirements and are sealed to prevent ingress of dirt and tampering. Where no specification is quoted, packaging must be undertaken to preclude transit damage.

The following documentation shall accompany the item for delivery:

- a. Certificate of Conformance
- b. Copy of any Test Results as applicable
- c. Manufacturing Certification as applicable
- d. Material Certification as applicable

18 Non-conformance and corrective action controls

The Supplier shall operate a comprehensive closed-loop system for the recording analysis and corrective action of all non-conformances that occur during manufacture, inspection and test, in accordance with a Non Conformance Control procedure defined in the Quality Plan.

The objective shall be to determine causes in order to prevent recurrence. As part of this system, the Supplier shall arrange for failure to be analysed by careful and controlled methods, whether the failure occurs in-house or at a sub-contractors. All reports shall be analysed and progressively correlated.

The Supplier's Procedure shall:

- a. Define the methods to be implemented for the segregation and control of all non-conforming material.
- b. Detail the procedures to be used to the acceptance, rework concession application or disposal of non-conforming hardware.
- c. Forbid the improper use of Non-Conformance Procedures as a means of embodying modifications.
- d. Ensure that all non-conformances shall be reported at the lowest level of assembly or manufacture at which the non-conformance can be identified.

19 Concessions & Production Permits (Deviations & Waivers)

Product will not be accepted with deviations from Purchase Order requirements unless prior written authorisation has been obtained in the form of a JP AERO-COM approval for the deviation.

20 Rework of Non-conforming Product

Where items are non-conforming and have been rejected by JP AERO-COM the Supplier shall only undertake rework action once JP AERO-COM has given approval. The Supplier shall ensure that any re-work does not prejudice the quality of the deliverable product.

All re-work carried out shall be fully documented. Re-submitted parts shall be subjected to the same tests or proof as the original submission. If it is not possible or permissible to take corrective action or if resubmitted parts do not meet the agreed acceptance criteria, those parts shall be excluded from delivery.

21 Quality Audits by the Supplier

The Quality Plan shall require the Supplier Quality Organisation to perform Quality Audits of systems, procedures and materiel to a declared audit programme to ensure correct controls are being implemented. The Quality Plan shall detail the nature, timing and the sample rates of

audits to be applied.

22 Quality Audits by JP AERO-COM

JP AERO-COM reserves the right to monitor Quality Assurance arrangements and to witness such inspections and tests as he may deem necessary at the suppliers premises or at further suppliers premises via the supplier. Any inspection or test activities carried out at the suppliers premises by representatives of JP AERO-COM or the end user shall not relieve the supplier of his responsibility to ensure product conformance, likewise such inspection or test shall not prejudice the right of JP AERO-COM to reject supplies subsequently found not to conform. The Supplier shall provide JP AERO-COM and/or end user representatives with reasonable accommodation, facilities and assistance, at mutually agreed times, in order that the product quality requirements may be monitored. This may extend to sub-contractors.

23 Records

All documentation supporting the batch traceability of items supplied to JP AERO-COM are to be retained in any Media form in a readily retrievable condition for a minimum period of twenty five years.

24 Drawings

Full drawing control must be practiced by the supplier / manufacturer and supply must be to the latest issue unless otherwise agreed by the JP AERO-COM Quality Manager or his nominee.

25 Flow Down of Quality Conditions

JP AERO-COM reserves the right to flow down any additional quality conditions placed upon it by its own customers