



AACQR001

Quality Requirements for Suppliers

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1.0 Introduction

This document represents the minimum requirements of Apollo Aerospace Components Ltd, (AAC) with regard to quality management system establishment at Suppliers and Sub-contractors.

Deviations from these requirements must have prior written agreement of AAC.

The document must be made available to the Quality Manager or a delegated representative within the supplying company who is primarily responsible for product quality.

This document will be specified on all purchase orders and is a contractual requirement for Suppliers and Sub-contractors to AAC. This is in addition to any specific requirements detailed on the Purchase order Terms and Conditions, Procurement specifications, Supplier or Sub-contractor agreement, drawings etc.

Requirements shall be flowed-down to all Sub-tier Suppliers.

This document will be amended from time to time as considered necessary by AAC Quality Assurance Manager.

The term Supplier will be used to indicate either a Supplier or Sub-contractor.

All queries regarding Supplier requirements should be made to the Apollo Aerospace Components Purchasing Representative, as noted on the Purchase Order or by calling +44 (0) 1384-566666

2.0 Supplier/Subcontractor Assessment

A Questionnaire will be sent to each prospective Supplier. This may be followed by assessments associated with the manufacturing capability or a Quality System Assessment.

Suppliers, who have satisfied the requirements of this document, completed a questionnaire and/or audit shall be placed on the AAC Approved Suppliers List.

Suppliers who do not adhere to the requirements of this document or consistently fail to meet Quality requirements will be reviewed and could be removed from the AAC Approved Suppliers List. AAC may conduct a survey of the Supplier's Quality Assurance system and the sub-tier supplier's system, to evaluate the ability to comply with these and other applicable requirements, or assist in the resolution of quality problems. As necessary, the AAC Customer or regulatory body may accompany the AAC Quality Assurance Representative.

3.0 Supplier's Quality Assurance System

The Supplier's Quality Assurance System shall conform to, at a minimum ISO 9000 series or, AS9100 if a manufacturer and AS 9120 if a Distributor.

While third party certification of the Approved Supplier's QMS and ISO 14001 Environmental Management System are desirable, they are not mandatory requirements.

4.0 Apollo Aerospace Components Purchase Order

The Supplier is responsible for adhering to all terms and conditions of the Purchase Order.

Specifications apply when referenced on drawings or the Purchase Order. The applicable revision status of such specifications shall be the revision in effect on date of Purchase Order, unless otherwise specified.

In addition to all the requirements referenced herein; any and all end user flowed down requirement documents referenced on the Apollo PO must be complied with.

Any request to provide materials or products that do not comply with AAC Purchase Order requirements must be made in writing. Before supplying such materials or products, formal AAC approval must be received.

5.0 Right of Access

Apollo Aerospace Components reserves the right of access to Suppliers premises for the purpose of ascertaining compliance, and extends this right to the Accreditation Company representatives (i.e. BSI) and any AAC customer representative.

Surveillance, inspection or tests conducted by AAC or representative of any customer or regulatory body at the Supplier's or AAC facility shall not relieve Suppliers of their responsibility in meeting the quality requirements of the Purchase Order.

6.0 Procurement by the Supplier

The Supplier shall maintain a system to assure that Supplier procured supplies and services conform to drawing and specification requirements. Applicable Quality Assurance requirements shall be conveyed to Suppliers in every tier. The implementation of such controls shall be subject to surveillance by AAC.

7.0 Apollo Aerospace Components Supplied Free-Issue Material

Material provided by AAC shall only be used for the specific work order concerned unless otherwise agreed in writing. Such material shall be used in fulfillment of AAC orders only. Apollo Aerospace Components must be notified where free issue material has been scrapped by the Supplier and disposal instructions given. Material must be adequately segregated and full traceability retained.

8.0 Unapproved or Bogus Parts

The Supplier shall ensure alternative parts are not delivered without prior written approval from Apollo Aerospace Components.

The following actions are prohibited:

Unauthorized Repair

Repairs (by welding, brazing, soldering or the use of adhesives) or parts damaged or found faulty in the fabrication process; repairing holes in castings, forgings or other materials by plugging or bushing without written authorization from AAC.

9.0 Counterfeit Product

The supplier shall establish and maintain a Counterfeit Parts Prevention/Avoidance and Control Plan using Industry Standard AS5553 (Counterfeit Electronic Parts; Avoidance, Detection, Mitigation and Disposition) and AS6174 (Counterfeit Material; Assuring Acquisition of Authentic and Conforming Material) as guidelines. The process shall be to prevent and control the delivery of counterfeit parts, while ensuring suspect parts do not re-enter the supply chain.

10.0 Product Safety

The supplier must consider product safety throughout the lifecycle of the product. This consideration includes supply of any storage and handling instructions for Apollo Aerospace Components in order to maintain safety and integrity of the product. These instructions shall be supplied with the product.

11.0 Control of Records

Suppliers are required to maintain detailed and comprehensive records relating to manufacturing activity as evidence of compliance with these requirements and the achievement of product conformance and maintenance of quality levels. Such records include inspection and test records, certificates of conformance, manufacturing route cards, traceability records, etc. Records shall be made available to AAC on request.

Where such records are traceable by serial or lot designation to material or products supplied, these should be retained indefinitely. Where the supplier wishes, the records may be sent to the AAC Quality Assurance Department after a 10 year period for storage.

Likewise, if the supplier ceases trading for any reason, the records should be forwarded to the AAC Quality Assurance Department. Records shall be available for scrutiny by AAC representatives, their Customers or relevant authorities.

12.0 Health, Safety and Environmental Impact

The Supplier shall notify Apollo Aerospace Components of any circumstances where supplied materials or products that may adversely affect the safe operation, or may be hazardous to any AAC employee, third party or the environment, prior to or after delivery. Material Safety Data Sheets (MSDS) must be supplied with the product.

13.0 REACH Compliance

Suppliers must ensure compliance with REACH regulations. More information can be found on the web (<https://www.cia.org.uk/reachready/> or <https://echa.europa.eu>).

For any item containing SVHC in excess of 0.1% by weight, Apollo Aerospace Components require a safety data sheet to be supplied with the product and certificates. Any item on the authorization list must only be used with the correct authorization after the sunset date.

14.0 COSSH

Suppliers shall at all times comply with relevant EU and UK COSSH requirements when supplying product to AAC and shall supply Manufacturers Data Sheets upon request.

15.0 Conflict Minerals

Conflict minerals are minerals sourced from conflict-affected locations, the sale of which can contribute to perpetuation of armed violence, instability, insecurity and associated human rights violations. The minerals are referred to as 3TGs, and cover ores of Tantalum, Tin, Tungsten and Gold, or their derivatives.

The supplier needs to comply with all international Conflict Mineral Regulations and notify Apollo Aerospace Components on any instance in the supply chain of use of conflict minerals. This reporting will follow a Notice of Escape procedures, as Apollo cannot accept parts manufactured with conflict minerals.

16.0 Shelf Life Requirements

All life-limited items shall have a minimum of 85% of total shelf life OR minimum 3 years from date of expiry, remaining at time of receipt at AAC, unless agreed in writing with AAC.

The Supplier shall state the expiry or shelf life on the Certificate of Conformity or on the product together any special storage or handling conditions that may apply.

17.0 Notifiable Events

The Supplier shall notify Apollo Aerospace Components in the event of any of the following:

- Becoming aware that a delivery to AAC may be late.
- Loss of production capacity e.g. through fire, flood, system or equipment failure, etc.
- Failure of a substantial sub-supplier part or process regardless of effect on delivery date.
- Becoming aware of any component or material or process used in the build of AAC product becoming obsolete or whose lead-time increases or is likely to increase significantly.
- Awareness of a product or production process failure which may affect the quality, safety and/ or reliability of the product shall be notified to AAC within 24 hours.
- Any change to the business, part design, subcontractor or manufacturing process.

For any change to the part design or subcontractor or any change to the manufacturing process, you must obtain written approval from Apollo Aerospace. Without written approval, you are not authorized to implement a change. Failure to obtain change approval in advance of shipments will result in product rejection and financial liability of all affected products from raw material, work-in-process, and finished goods inventory, and will result in penalties and in NBH (New Business Hold) status.

Changes can include, but are not limited to:

- Change in ownership
- Change in financial status
- Change of business operations location
- Change of manufacturing process
- Change of primary contacts
- Change in AS9100/ISO certification (achieving/losing)

18.0 Code of conduct / Ethics Policy

Apollo Aerospace Components works under a code of conduct requiring ethical behavior of all our employees. Suppliers shall comply with regulations and laws on Business Ethics pertinent to local legislation. Specifically, the following may not be undertaken by with the Apollo Aerospace Component supply chain, including all sub-tiers.

- Forced or Involuntary Labour
- Child Labour

Suppliers should have a written code of conduct or Ethics Policy that can be made available to Apollo Aerospace Components on request.

19.0 Mandatory Occurrence Reporting

In the event of an Airworthiness incident the Supplier may be required to support AAC in its investigation with the Airworthiness Authorities and must be prepared to share and divulge all necessary information.

20.0 Material Control

Procedures shall be maintained describing controlled processes for Handling, Storage, Packaging and Preservation of material. Materials in store shall be segregated and safeguarded against damage. Material shall be issued on a 'first in - first out' basis (FIFO) or alternative suitable method for managing the aging of inventory.

21.0 Identification and Traceability

The Supplier shall provide a copy of their Certificate of Conformity, with an AAC purchase order noted on it with each shipment. Traceability to batch number or, as appropriate, serial number level shall be maintained throughout the supply chain, including copies of interim Certificates of Conformity and an identification system shall be provided to ensure correct material usage and traceability during subsequent manufacturing or repair processes.

Systems shall exist for the identification of materials throughout all stages of manufacture. This will normally be achieved by segregation of manufacturing batches with travelling records giving identification of material specification and source of supply.

22.0 Non-conforming Items

No known non-conformance shall be shipped to AAC without written consent from AAC Quality Department. For parts found non-conforming by AAC or its customer a rejection notification will be by means of a Rejection Note. On receipt of the Rejection Note, the supplier shall take immediate action, to investigate, isolate and correct similarly defective parts, and to record all this on the Rejection Note.

The Rejection Note must be completed and returned to the Apollo Aerospace Components, within 14 days of date of rejection.

Deliveries made in response to a Reject Note, shall be segregated and referenced to an RMA Number.

In addition to the Reject Note a Corrective Action Report may be issued to the supplier requesting Containment Action, Root Cause Analysis and Corrective Action. The Report must be

completed and returned to the AAC Quality Assurance Manager within 14 days of receipt. In the event of any non-conformity occurring post-delivery the Supplier shall, as requested by AAC, undertake to investigate the part within a reasonable time period.

The Supplier is responsible for initiation of prompt replies to AAC requests and implementation of required corrective action.

The Supplier is responsible for the costs of returning rejected batches and shipment of replacement parts.

The root cause of the nonconformity, and the consequential effects (if known) with the proposed corrective action to prevent re-occurrence, is to be supplied to AAC with copies of the Reports.

The Supplier shall notify AAC if there may be a form, fit, function, usability, or reliability problem with parts or assemblies that have already been delivered.

23.0 Processing

The Supplier's Quality Control system shall check all processing operations for compliance with the drawing or procurement specifications. Manufacturing documentation shall record all manufacturing, inspection and test processes carried out together with resources used. The Supplier shall be responsible for ensuring records are kept for each batch of work together with the results of any tests carried out on each batch.

The Supplier shall establish a system to ensure that chemical, metallurgical, or other critical processes, the control of which cannot be readily determined by inspection of the part, will be performed in accordance with specification requirements in adequate facilities by competent personnel using correct procedures.

24.0 Measuring and Testing

The Supplier shall perform suitable inspection and / or test on items covered by the Purchase Order prior to delivery to AAC. Inspection or test of items which cannot be readily examined on the completed products must be performed at the appropriate in-process stages of manufacturing. Adequate records of inspection and test must be maintained by the Supplier.

The Supplier shall maintain a system for identifying inspection status of supplies. Identification may be accomplished by means of stamps, tags, routing cards, labels, bar codes, electronic database, or other control devices. Final acceptance stamps must be provided for Supplier identification unless identification is provided on the product by other acceptable means.

25.0 Source Inspection

Inspection or test acceptance at the Supplier's facilities by AAC does not guarantee acceptance. Acceptance shall be at the AAC facility unless otherwise specified on the Purchase Order.

The Supplier shall provide and maintain suitable gauges, instruments and test equipment to measure and test all supplies for conformance to AAC requirements.

This system shall assure that inherent accuracy of equipment is comparable with requirements of units being tested, and that required measurements are adequately performed. The system shall include appropriate calibration schedules and records.

The Supplier's working standards used for calibration of tooling, measuring, and test equipment shall be checked at established intervals by reference to national standards or equivalent certified standards. The Supplier shall maintain records or other conclusive evidence that proper control is being provided.

AAC may conduct, in the Supplier's facility, an evaluation of the Supplier's standards, measuring/testing devices, and calibration/maintenance personnel and methods to establish correlation between AAC and Supplier measurements.

26.0 First Article Inspection

When defined on Purchase Orders that a First Article Inspection is required it will be carried out in line with AS9102B and full supporting documentation will be issued with the parts. As a minimum, this will include:

- AS9102 Forms 1, 2, 3.
- Certificate of conformity
- Raw Material Certificates
- Special Processing certificates, as applicable to the product

27.0 Preservation and Packaging

All material or products delivered to Apollo Aerospace Components shall be correctly identified by batch / lot number and packaged to provide suitable protection to preserve the quality of the material or products and prevent FOD (Foreign Object Debris). This includes the application to the components of suitable corrosion prevention substances as required.

The Supplier's Quality Control system shall ensure that the packaging of products conform to the minimum requirements to prevent any damage due to misuse, handling or static discharge, this will include during transportation to Apollo Aerospace Components. Any specific packaging instructions will be specified on the AAC Purchase Order.

The following applies only when specified packaging and preservation instructions are not stated on the Purchase Order.

All material intended for Apollo Aerospace Components shall be protected against the usual hazards of corrosion, contamination, deterioration, or other spoilage at the Supplier's facility and in transit.

All material shall be packed with suitable protection so as to prevent damage through handling & delivery.

Components should be packaged within clean, sealed packaging so as to avoid damage. If necessary, components should be individually packaged to prevent surface damage in transit. Staples or other such metal sealing solutions should not be used in the packaging of components to avoid contamination.

28.0 Release Documentation

All material or product delivered to AAC shall certify the conformity of such material or product to the requirements of that order and all material or product shall be clearly identified.

Suppliers will provide with each delivery a Certificate of Conformity and original manufacturer certification, including raw material certificates.

Where a part number is defined on the Purchase Order, the release shall be against the Part Number including issue and associated drawing or specification requirements.

The Supplier's Quality Control system shall ensure that no products are released for packaging and dispatch without full evidence of inspection and test.

Where required the certification shall specify the suppliers incoming certification details in respect of all material used in fulfillment of the purchase order, both from AAC (free-issue) and from other sources.

Each C of C shall be in English, have unique identification and shall be signed by an authorized Supplier representative.

The information recorded on the C of C includes but is not limited to:

- Name and address of the Supplier.
- AAC Purchase Order number.
- Part number and description (as defined on the Purchase Order).
- Quantity
- Drawing issue (revision) status and when applicable, unincorporated drawing change document reference.
- Serial numbers or batch numbers where applicable.
- Shelf Life.
- Other data as requested by the Purchase Order.
- Release (despatch) shall be from the Supplier defined by the Purchase Order (unless previously agreed in writing by AAC).