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## **General Requirements applicable to Aeroworks Composites Subcontractors and Suppliers**

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### **1. Introduction**

This document describes the general requirements that have to be complied by subcontractors and suppliers to assure the quality, traceability and on time delivery of the materials and services to Aeroworks Composites.

Materials includes: Raw materials, consumables, parts, standard parts(NAS,MS,MIL,SAE, etc.), catalogue parts(tubing, knobs, handles, magnets, etc.), components, assemblies.

The general requirements are applicable to all Aeroworks Composites verbal or written purchase orders and subcontracts.

These requirements are in addition to and do not replace any other purchase requirements, conditions or arrangements. When conflicts arise between the requirements stated in this document and the requirements of the purchase order, the buyer shall be contacted.

Subcontractors/suppliers of Aeroworks Composites shall:

- Have the organisation and facilities required to deliver the by Aeroworks Composites ordered materials and/or services.
- Guarantee the quality of the delivered materials,
- Measure and improve their quality system.
- Ensuring that personnel is aware of their contribution to product or service conformity and product safety and ethical behaviour
- Use customer-designated or approved external providers, including process sources(e.g. special processes)
- Notify Aeroworks of non-conforming processes, products or services and obtain approval for their disposition
- Prevent the use of counterfeit parts
- Notify the organization of changes to processes, products or services, including changes of their external providers or location of manufacture and obtain the organization's approval
- Not subcontract any work under any contract/purchase order to other or lower level sub-tiers without approval of Aeroworks Composites
- Flow down to external providers applicable requirements including customer requirements
- Provide test specimens for design approval, inspection/verification, investigation or auditing
- Report in a timely manner if materials will become obsolescence
- Not use 'conflict minerals'
- Meet the REACH and RoHS requirements

Aeroworks Composites maintains a Vendor Rating system to track subcontractors/suppliers compliance to the requirements of the purchase order and delivery performance.

Any non-compliance with purchase order requirements will affect your rating and possible your approval status. It is important to respond in a timely manner to any Non Conformance Report.

The general requirements of the purchase order apply both to manufacturers of the material and to distributors of the material.

## **2. General quality requirements**

### **2.1 Responsibility of the subcontractor and supplier**

This document provides general quality requirements in addition to the product specifications and the related requirements of the material and the belonging production processes.

These additional requirements do not restrict the responsibility of the subcontractor and supplier for the quality of the delivered material.

### **2.2 Inspection and right of entrance**

Aeroworks Composites reserves the rights to have free access to subcontractors/suppliers facilities to perform inspections on materials and processes prior to shipment of the materials. The subcontractor/supplier shall give Aeroworks Composites on request also the right to inspect all the used documents and data files that have influence on the quality of the materials and the traceability of the materials and quality. These requirements are also applicable to the subcontractor and supplier of the subcontractor/supplier.

If processes of the materials are confidential, this will be made known to Aeroworks Composites prior to the purchase order is accepted.

### **2.3 Aeroworks Composites inspections**

Aeroworks Composites reserves the rights to perform inspections on materials and processes at the subcontractor/supplier facilities prior to shipment of the materials. These inspections will be inspections on the materials but also inspections on the used processes and materials that can have influence on the quality of the delivered materials. These inspections will not be used by the subcontractor/supplier as a proof of quality system by the subcontractor and supplier. Also will these inspections not exempt the subcontractor and supplier from his responsibility to deliver materials to Aeroworks Composites that meets the Aeroworks Composites quality requirements nor that Aeroworks Composites will reject the materials in a later state.

### **2.4 Traceability**

All materials should be traceable maintaining lot and batch control and traceability to the supplied documents. Aeroworks Composites reserves the rights to perform audits and surveys on data files and archive by tests on the traceability.

### **2.5 Inspections by authorities and certifying bodies**

On request of the supervising authorities and/or certifying bodies of Aeroworks Composites, the subcontractor/supplier or any subcontractor/supplier of the subcontractor/supplier might be subjected to an audit, of the facility, quality system and products. The subcontractor/supplier shall be notified well before such an audit will take place.

### **2.6 Inspections by customers of Aeroworks Composites**

The subcontractor/supplier and his subcontractors and suppliers shall give the same rights of entrance to customers of Aeroworks Composites. These activities at the supplier's facilities will be performed jointly with and arranged by Aeroworks Composites QA/QC representatives.

### **2.7 Changes in the manufacturing processes affecting materials**

With repeat orders, the subcontractor/supplier shall inform Aeroworks Composites in writing about any major changes in the manufacturing processes, location or material composition that effects the physical properties, chemical properties, flammability properties or form, fit and function of the new supplied materials, compared with previous shipments.

### **2.8 Materials used by subcontractors**

Subcontractors shall either use materials supplied by Aeroworks Composites or materials that demonstrable comply to the material specifications as mentioned on drawings, bill of material or purchase order.

### 3. Acceptance of materials

#### 3.1 Conformity

The delivered materials have to be delivered with a **conformity document**. This document has to contain at least the following items, unless otherwise specified on the Aeroworks Composites purchase order:

- The product numbers and description
- The product specification
- A signed '**conformity statement**', with the text: 'Certified that the goods listed heron have been inspected, tested and unless otherwise stated conform in all respects with the requirements of the contract or purchase order' or similar text.
- Certificate stating the chemical composition and physical properties of the materials
- The inspection or test results
- The seperate delivered parts(if applicable)

In the case of a distributor both the certificate of the distributor and the certificate of the manufacturer shall be delivered with the materials.

**Note:** *In special cases the purchase order can require the following documents:*

- *An Authorized Release Certificate (EASA Form 1, FAA form 8130-3, etc.)*
- *A copy of the work sheet or routing sheet*
- *An inspection report*
- *An acceptance report*
- *A First Article Inspection report (FAI),*
- *Copies of the test results/reports*

#### 3.2 Non-conforming materials

It is the Aeroworks Composites general policy to reject non-conforming materials, unless the buyer permits it. Disposition of non-conforming materials shall be in accordance with procedures acceptable to Aeroworks Composites.

#### 3.3 Materials subject to aging

Materials, having definite characteristics of quality degradation or drift with age and/or environment, shall be marked with the useful life remaining and with storage environmental requirements. A minimum of 80% of the applicable material shelf life from the date of manufacture must remain upon receipt of the material by Aeroworks Composites, unless otherwise agreed.

#### 3.4 Identification of materials

All materials must be identified by a part number that is permanently and legibly affixed direct to the surface of each article. In the event this is not possible, due to physical size or nature of the material, an identification tag shall be securely affixed to each article, or if materials are packed individual or multi-unit boxes, the boxes must be identified with part number.

#### 3.5 Packing of materials

The subcontractor/supplier shall incorporate commercial standard practices for the preservation and packing of all materials and shall identify each package permanently and legibly with the purchase order number, manufacturers name, date shipped and packing sheet number. Materials that are volatile or toxic shall be properly contained in accordance with applicable international regulations. The package will be plainly marked as to contents with appropriate warnings, precautions, instructions and storage conditions.

#### **4. Requirements to the quality system**

The quality system shall meet the requirements of ISO9001, AS9100 and/or AS9120.

In special cases the contract can require the following:

- The subcontractor/supplier has to be certified according to the above mentioned requirements
- The quality system shall meet the requirements or must be certified according to the latest version of the AS9100 and/or AS9120 standard

In the case the subcontractor/supplier is certified for ISO9001, AS9100 and/or AS9120 he shall Aeroworks Composites give a copy of the latest certificate. Also shall the subcontractor/supplier inform Aeroworks Composites if the certificate is revoked or will not be extend.

In the contract of the Aeroworks Composites purchase orders additional quality requirements can be issued.

#### **5. Requirements for records**

All records of used materials, inspections, processes, process data(registration of process data(temperature, time, pressure, etc.), used materials, machines, tools, operator, programs, etc.) and tests performed on materials and/or parts destined for Aeroworks Composites should be retained complete and accurate for a minimum period of ten years or otherwise specified in the purchase order.

The records shall be either on paper or computer system or any combination of both. Paper systems should use robust materials, which can withstand normal handling and filing and remains legible throughout the required retention period.

The storage of the records will be in locked cabinets, protected for possible fire and water('sprinkler') against deterioration, loss and theft. Computer back-up discs, tapes, etc. should be stored in a different location from that containing the working discs, tapes, etc. in an environment that ensures they remain in good condition. Or should be stored in a safe suitable for possible fire and water('sprinkler') against deterioration, loss and theft.

These records shall be available for review by Aeroworks Composites and copies shall be furnished upon request.

When the subcontractor/supplier cannot meet the requirements of retention, the records shall be supplied with materials upon delivery to Aeroworks Composites.