

## Supplier Quality Requirements

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## 1. Definitions and Interpretations

In these Supplier Quality Requirements:

the following words and expressions shall have the following meanings unless the context otherwise requires:

**“Shall” or “Must” – Indicate a requirement**

**“Should” or “May” – Indicate a recommendation**

**PO – Purchase Order**

**SWA – Sabeti Wain Aerospace**

**QMS – Quality Management Procedure**

**DOA – Design Organisation**

**BFE – Buyer Furnished Equipment**

**SFE – Supplier Furnished Equipment**

**CFE – Customer Furnished Equipment**

**Supplier – Tier 1 Supplier providing products or services to Sabeti Wain Aerospace**

**Sub-tier Suppliers – Tier 2 or lower who provide products or services to the tier 1 Supplier that will be incorporated into the tier 1 Supplier’s products.**

**Sabeti Wain Aerospace Quality – The Quality department of Sabeti Wain Aerospace.  
([quality@sabetiwain aerospace.com](mailto:quality@sabetiwain aerospace.com))**

**i.a.w – In accordance with**

**etc. - et cetera**

## 2. Purpose

This document defines the quality requirements imposed upon Suppliers by Sabeti Wain Aerospace, its customers, and regulatory bodies.

## 3. Scope

All Suppliers to Sabeti Wain Aerospace are required to fulfil the requirements outlined within this document and must be able to maintain and demonstrate compliance. Compliance to these requirements is a pre-requisite to be eligible to receive orders from SWA. The Supplier agrees to comply with the requirements outlined in the latest issue of this document when accepting and/or acknowledging the SWA Purchase Order, the latest issue of this document is made available on our website ([www.sabetiwain aerospace.com](http://www.sabetiwain aerospace.com)). It is the Supplier's responsibility to notify SWA if any of these requirements cannot be met or the requirements conflicts with any existing contracts or regulatory requirements.

## 4. Management Responsibility

Suppliers must have a published quality policy established and approved by senior management; this policy must be implemented throughout all levels of the organization.

A documented procedure delineating responsibilities, authorities, and interrelations among personnel managing, performing, and verifying work affecting quality must be in place.

Regular quality reviews shall be conducted by senior management.

## 5. Quality Management System

Suppliers must maintain a robust Quality Management System (QMS). The Supplier should have at least one of the following approvals; ISO 9001, AS9100, AS9120, IATF 16949, Part 21G, Part 21J, Part 145 or equivalent certified by a recognised accreditation body. Suppliers that do not fulfil the above-mentioned certification criteria may be subject to increased surveillance by Sabeti Wain Aerospace.

A fully documented QMS is required, with clear identification of the current revision level and issuance date. At the request of Sabeti Wain Aerospace, the Supplier must grant access to the quality system and all documents wherein. The Supplier must notify Sabeti Wain Aerospace Quality in writing should any major changes to the quality system that may affect product quality occur (including but not limited to: Change in production facility, change in management personnel, change of ownership, or change in approval status from accreditation body etc)

## 6. Right of Entry

SWA, SWA Customers, and regulatory agencies maintain the right to access the Supplier's and pertinent sub-tier Supplier's facilities and records without limitations as deemed necessary.

The Supplier will be subject to initial and periodic reviews, including but not limited to onsite and offsite audits to verify and validate the effectiveness of the quality management system. The Supplier shall provide all necessary information, facilities, equipment, documentation, and personnel required to perform these activities at no additional cost to SWA. These reviews will be used to

determine the approval status of all SWA Suppliers. Failure to accommodate the above-mentioned reviews may result in the disqualification of the Supplier for future SWA purchase orders.

## **7. Contract Review**

Suppliers must establish and document procedures for creating, coordinating, and reviewing customer contracts or Purchase Orders. The Supplier shall determine its ability to meet the requirements of the Purchase Order and notify Sabeti Wain Aerospace if the requirements cannot be met before accepting the PO.

## **8. Design Control**

Suppliers shall uphold procedures to control and verify product designs to meet all specified customer requirements.

For Build to print Suppliers the latest issue of the design data will be supplied along with the Purchase Order, it is the Supplier's responsibility to ensure the requirements of the product design are fulfilled.

## **9. Document & Data Control**

Suppliers must maintain a documented system for creating, publishing, distributing, using, and revising all quality-related documents and data. The system shall ensure that the latest approved documents and data are used to ensure correct product realization in accordance to the PO requirements.

The Supplier is also responsible for controlling proprietary documents and data belonging to Sabeti Wain Aerospace and its Customers while ensuring its use is solely for Sabeti Wain Aerospace contracted work.

The Supplier shall maintain a document retention schedule in accordance with SWA-FOR-04-01 – Document Retention Schedule.

## **10. Purchasing**

Suppliers must maintain documented procedures including an approved Supplier list to ensure products procured from sub-tier Suppliers complies with the specified requirements defined on drawings, specifications, the Purchase Order, and applicable regulations.

The Supplier shall also have a process to flow down and ensure compliance and conformity to applicable product, regulatory, customer and quality requirements to its sub-tiers (including requirements for traceability, document control, QMS, Supplier control etc) this shall be maintained via a Supplier audit program conducted at regularly defined intervals and an approved Supplier list.

The Supplier shall have procedures in place to ensure prevention of counterfeit goods including the implementation of a process for the validation of raw materials.

## 11. Control of BFE/CFE/SFE Supplied Product

Suppliers must have a system to control customer or sub-tier supplied products. While in possession of Sabeti Wain Aerospace supplied products the Supplier shall ensure proper segregation, identification and apply suitable handling and storage procedures to ensure preservation of product. Sabeti Wain Aerospace must be notified should any damage occur to tooling or material supplied by Sabeti Wain Aerospace or its customers. The Supplier shall ensure that BFE, CFE and SFE material is verified and inspected to meet all applicable requirements.

## 12. Identification & Traceability

Suppliers must have documented procedures ensuring product identification and traceability throughout all stages of delivery, production, installation, and use. Traceability shall be identified via batch/lot numbers of the raw materials from which the product is made including traceability to the source manufacturers and sub-tier Suppliers.

Part Marking requirements must comply with the PO requirements, applicable specifications and/or engineering drawing.

## 13. Process Control

Suppliers must implement a system ensuring thorough planning and controlled conditions for all production processes affecting product quality, whilst providing objective evidence that the products conform to specification, this shall include step-by-step manufacturing operations and inspection points (route cards, productions process sheets etc).

Any changes to production processes for products under the design control of Sabeti Wain Aerospace's customers must not be made without approval of Sabeti Wain Aerospace and its customers.

## 14. Inspection and Testing

Suppliers must have documented procedures for inspection and testing at appropriate phases to ensure customer product requirements are met. This includes receiving, in-process, and final inspections.

## 15. Control of Measuring & Test Equipment

Suppliers shall have a documented procedure to control, calibrate, and maintain inspection equipment used to verify or validate product conformity. Calibration must be traceable to international or national standards (UKAS, NIST etc).

## 16. First Article Inspection (FAI)

Suppliers must have a documented procedure to manage and perform FAI's i.a.w. the latest revision of AS9102 requirements. The Supplier shall perform a Partial or Full FAI when; the criteria outlined in the latest revision of AS9102 are met or requested on the PO.

The Supplier must have adequate processes in place to ensure FAI inspectors are authorised to undertake the work. The Supplier may use their own FAI template or the most up to date Sabeti Wain Aerospace FAI template, which is available on request.

## 17. Control of Non-Conforming Product

Suppliers must establish procedures for controlling non-conforming products/services. This includes identifying, documenting, evaluating, segregating, and disposing of non-conforming products, along with notifying customers and sub-tier Suppliers about identified non-conformances.

When a suspected non-conforming product has been shipped to SWA a notification will be sent to the Supplier via email, if the issue cannot be resolved remotely the product may be returned to the Supplier (at no additional cost to SWA) for review. The disposition shall be decided by SWA, if the Supplier does not agree or can improve on the disposition given by SWA, the Supplier must contact SWA Quality and seek approval prior to implementation. The Supplier may be required to conduct containment, corrective and preventative actions. SWA may issue a Corrective Action Report which shall be complete within the requested timescales.

## 18. Concession and Production Permit request

Any deviations from approved/applicable design data and or customer/DOA defined specifications/documentation shall be approved by SWA before shipping via a signed SWA-FOR-20-02 Concession & Production Permit Request Form.

The trigger points for the raising of a CAN may be (but are not limited to) a deviation from:

- the approved/applicable design data,
- the customer purchase order requirements,
- the SWA documented process,
- the product specification,
- the DOA or customer approved specifications or documentation.

They can also be where parts are supplied with:

- Incomplete documentation such as CofC, flam certificates etc.
- Incomplete FAIR documentation.

The Supplier must request the latest issue of SWA-FOR-20-02 Concession & Production Permit Request Form from the SWA buyer, the form shall be completed, signed, and returned to SWA for approval. Once the Supplier has received approval the product/'s may be shipped, the unique SWA CAN number must be noted on the incoming certs (CofC etc).

### Additional Notes for SWA-FOR-20-02:

- All fields are mandatory.
- If any box is not required then N/A must be entered into that box.
- Any hand alterations shall be initialled and dated by the person who is amending the form.



## 19. Corrective & Preventive Action

Suppliers must have documented procedures for implementing corrective and preventive actions, including detailed processes for proactively identifying root causes and implementing corrective measures.

## 20. Handling, Storage, Packaging, Preservation of Product, and Delivery

Suppliers shall have documented procedures for controlling materials and products throughout handling, storage, packaging, preservation, and delivery to ensure no damage or degradation occurs during these stages.

The Supplier must have an adequate process to ensure the detection and removal of foreign object debris.

Age sensitive materials must be delivered with a minimum of 70% shelf life left, the product and certs must be clearly labelled with date of manufacture, expected product life and storage conditions if applicable.

## 21. Control of Quality Records

Suppliers must have documented procedures for identifying, collecting, filing, and long-term storage and retrieval of manufacturing and quality records.

## 22. Document Retention Schedule

SWA-FOR-04-01 – Document Retention Schedule is sent by SWA to the Supplier during the Supplier Approval and Audit process. The document must be signed and returned to obtain Supplier approval.

Suppliers are:

- Required to retain records for a minimum period as stated in SWA-FOR-04-01.
- Responsible for ensuring records are maintained in such a way that they remain legible, identifiable, and retrievable.
- Responsible for the transfer of records to SWA if the Supplier ceases operation.

Unless otherwise stated, all documents used to demonstrate product conformance must be provided in English.

## 23. Internal Quality Audits

Suppliers must have a documented procedure for planning and conducting regular internal audits. Internal Audits shall be used to verify compliance to international standards; regulations; and customer requirements. Authorised internal auditors should have the applicable knowledge and understanding of the requirements and have had adequate experience and training in the field. Regular review of internal audits by senior management is necessary.

## 24. Training & Authorised Personnel

Suppliers must have procedures in place for identifying training needs and providing training to personnel whose function affects product quality. Training records must be maintained and retained in accordance with SWA-FOR-04-01 Document Retention Schedule and shall be made available for review by SWA on request.

Suppliers must have a procedure to document and capture the level of authorisation for key activities performed by individuals within the company.

## 25. REACH Compliance

SWA require the Supplier to provide information in relation to articles supplied, and the associated REACH Regulations requirements. Suppliers must confirm compliance with REACH regulations, particularly substances identified as SVHC, that are listed on the Candidate List above 0.1% (w/w). The Supplier must immediately notify SWA, of any newly identified SVHC above 0.1% (w/w) within their products or manufacturing process.

According to Article 33(1) REACH, Suppliers of articles must inform the recipients of articles about SVHC contained in these articles above 0.1% weight by weight (w/w). Suppliers must provide sufficient information, as available to them, to allow safe use of the article including, at minimum, the name of SVHC.

All substances identified as SVHC are listed in the so-called Candidate List (see website of the European Chemicals Agency (ECHA): <https://www.echa.europa.eu/candidate-list-table> and UK REACH: <https://hse.gov.uk/reach/candidate-list.xlsx> for more info) to which further substances are usually added twice a year. The Supplier should inform the recipients of an article that contains a newly identified SVHC above 0.1% (w/w) as soon as the substance has been included in the Candidate list.

This must be in-line with REACH – Supplier Declaration Form SWA-FOR-30-04.

## 26. Release Documentation

The Supplier may be required to release the products with a Certificate of Conformity (CofC) and/or Burn Certs, this shall be in line with PO requirements. The CofC and Burn Certs shall conform to the requirements outlined SWA-FOR-08-04 CofC and Burn Test Checklist (provided with each PO).

The CofC must be signed by an authorised person. A list of authorised signatories and appropriate Burn Test Certificates for raw materials must also be provided, where applicable.

The Supplier CofC must include (as a minimum):

- Unique CofC number
- Customer Purchase Order (PO) number
- Supplier's Name and Address
- Customer name
- Part number

- Part / Drawing revision (if applicable)
- Part description
- Quantity supplied
- Traceable batch / lot / works order number
- Statement of Conformity (e.g., the product supplied meets the customer purchase order requirements)

Where Burn Test Certificates are required for raw materials, the test house should be approved to a UKAS or equivalent accreditation service (e.g., FAA, A2LA, ISO 17025). If not, evidence may be requested and must be provided to show that the equipment and processes used meets the required standard (i.e., certificate of calibration).

During the Supplier approval process a template of the Suppliers CofC and Burn Test Certificate (If applicable) is provided and approved by the SWA Quality Department. The Supplier shall ensure that the approved template is used on all deliveries. This template and format shall not change without written approval from SWA Quality.

## **27. Obsolescence Management**

Suppliers must have a process to establish a framework for Obsolescence Management. The process must include immediate notification to SWA, outlining appropriate timescale for implementation and availability of suitable alternatives. The Supplier shall then assist SWA and its customers to formulate and implement a cost-effective Obsolescence Management Plan.

## Appendix A - Training Competence Checklist

Training Competence Checklist		
Enter Tasks Associated with this Document		Tick
I have read and understood this Policy		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
<i>If you are a manager signing as a trainee the relevant document owner will be responsible for the approval. If you are the manager and the document owner, strike through the approval box and sign the trainee box only.</i>		
Name (Trainee)	Signed:	Date (DD MMM YYYY)
Name (Manager)	Signed:	Date (DD MMM YYYY)

To be completed in accordance with the requirements of SWA-SOP-17

Training Effectiveness and Evaluation		Y/N
Do you remember what you learned during the training?		<input type="checkbox"/>
Has the training been effective in meeting its objective?		<input type="checkbox"/>
Do you feel confident in being able to apply the learning from the training into your workplace?		<input type="checkbox"/>
Do you have a good understanding of the subject?		<input type="checkbox"/>
Do you require any further follow-up training?		<input type="checkbox"/>
Trainee Notes / Comments:		
Trainer's assessment method:		
Name (Trainer)	Signed:	Date (DD MMM YYYY)
Trainer Notes / Comments:		