Revision

Indication	Date	Modifications	Editor	Approval
L	*23Jun2022*	*§13.2 PACKAGING, PS stuff isprohibited; conversion Kg / lb .*	*E. RICOUR*	*L. LEFOUL*
K	11Jan2022	§13.2 PACKAGING, definition of the max. weight for parcels and bags.	E. RICOUR	L. LEFOUL
J	03/02/2020	§4.1 Statutory respect: adding of "Sensitize staff members to the product security."	E. RICOUR	L. LEFOUL
I	17/12/2019	Revision of Distribution process 6.5.3. Update of penalties 6.5.6. Update of penalties	E. RICOUR	L. LEFOUL
H	28/02/2019	*§4.1 STATUTORY RESPECT: ADDING OF "ADOPT ETHICAL BEHAVIOR AND SENSITIZE STAFF TO THE IMPORTANCE OF THIS REQUIREMENT"* *§10.4 FORGED PRODUCTS – ADDING OF "(PRODUCTS, COMPONENTS, MATERIALS)"*	E. RICOUR	L. LEFOUL
G	21/01/2019	*§13.1.2. Documents:* *FAA FORM 8130-3 to be filled out and put with shipping documents for customs – RECOMMENDED*	E. RICOUR	L. LEFOUL
F	07/12/2018	Adding 14.3 Magnesium paragraph	E. RICOUR	L. LEFOUL
E	12/07/2016	Adding liability insurance and professional chap 16.3. Modification chap 5.2 modification records, modification chap 10.4: counterfeit products.	C.MARVILLE	L.LEFOUL
D	27/11/13	Updates and precisions brought to the whole document	C.MARVILLE	L.LEFOUL
C	04/02/09	Modification further to the implementation of new requirements (REACH, delivery deadlines)	L.LEOFOLD	V.ZILAVEC
B	20/01/05	Revision of the document following standard ISO 9001: 2000 and 9120	V.ZILAVEC	V.ZILAVEC
A	07/04/03	Creation	V.ZILAVEC	L.LEFOUL

REFERENCE DOCUMENTS AND RELATED DOCUMENTS

Identification	Name
ISO 9001 :2008	Management systems of quality: requirements
EN 9100 (AS 9100)	Aerospace Series - Requirements of system quality
EN 9120 (AS 9120)	Aerospace Series - Requirements of system quality applicable to the stock distributers

All requirements of the standards are applicable as usual. Only the added EUREP Industries standards are described in this document to be found in the related chapters.

RESPONSIBILITIES

This instruction is jointly managed by the service Quality and the purchasing department of EUREP Industries.

DISTRIBUTION

The original version is available at the Quality Department. A copy is available on the QSE intranet site and the website. The purchasing department is responsible for the distribution of this instruction with acknowledgement of receipt to all the suppliers of EUREP Industries.

1. PURPOSE

The present instruction Quality describes all the Quality, Logistics, Purchases and Environmental requirements formalized and defined by EUREP Industries to guarantee the quality of the goods and services bought from our suppliers. The respect for these requirements allows the delivery of the product in compliance with the expectations of EUREP Industries according to the current aeronautical standard.
In this respect, every supplier commits:

- to implement the organization and the necessary means allowing to answer these requirements,
- to guarantee the quality of its products,
- to measure and optimize its quality performances.

2. FIELD OF APPLICATION

This document is applicable to all the orders made by EUREP Industries.
It prevails over any opposite clause contained in the specifications or the general terms of sales of the supplier. It also establishes a contractual obligation when it is referenced on purchasing orders.
He can be completed by technical documents such as quality plans, specifications of purchases and control …

The acceptance by the supplier of a contract stipulating the application of the present document holds place of acceptance of its contents. Any possible gap from application or any exception on the conditions required by this document has to be the object of an agreement signed jointly between EUREP Industries and the supplier.

3. DEFINITIONS

Buyer: Indicate EUREP Industries.
Supplier: Indicate the company (subcontractors, distributors or manufacturers) which supplies a product to the buyer.
Subcontractor: Indicate the supplier who provides a service or a product from an explanation document supplied by the buyer.
Distributor: Indicate the supplier of a product made according to a standard or a catalog by a manufacturer.
Manufacturer: Indicate the supplier who provides the manufacturing and the control of a product following a standard or a catalog.
Supply: Product, tooling or service realized partially or totally outside of the premises of EUREP Industries.
Official bodies: authorized civil bodies (DGAC / GSAC) or military bodies (DGA / DPM / SQ) in charge of insuring the surveillance of the execution of contracts, the realization and the delivery of the goods according to the specified requirements.
Special processes: Processes whose results cannot be completely verified by a control and a test, but that are implemented after defaults have been noticed. Those defaults can only be discovered after proper use of the product.

4. GENERAL REQUIREMENTS

4.1. STATUTORY RESPECT

The supplier commits to:

- Adopt ethical behavior and sensitize staff to the importance of this requirement
- Refrain itself from any use of child labor and to respect the directives and the current regulations,
- Respect the legal and statutory requirements applicable to the Environment as well as the specific arrangements indicated in the contractual documents and the requirements of the chapter 14 of the present document.
- Sensitize staff members to be involved in the compliance of the product.
- Sensitize staff members to the product security.

4.2. SUPPLY OF GOODS

The supplier makes a commitment to deliver only products to the quality of which was mastered, checked and judged in compliance with the specifications of the contract or the order. He is responsible for the conformity of his supply and for that of the products that he supplies.
Regarding the quote, the supplier commits to:

· Specify the version of the plan used for the manufacturing and the control and to send a copy to the service Quality of EUREP if it is a plan by the supplier.
· Specify if the tooling is ITAR (please indicate USML number) or EAR (please indicate the ECCN number).

The possible delivery for the supplier by EUREP Industries of documents as recommendation or as assistance are measures intended to help the supplier in the realization of the product. These measures shall not decrease the responsibility of the supplier as regards the final quality of the product.
The supplier also commits to:

· Insure the full responsibility of the processes outsourced towards the conformity with all the requirements of EUREP Industries and forward to his subcontractors the requirements expressed by EUREP Industries,
· Inform EUREP Industries of the end of the contractual relation by registered letter (with acknowledgement of receipt) at least six months in advance concerning any intention of abandonment of production and sales of its products.
· Take all measures to avoid any pollution in the making of the components and keep this state of cleanliness, with an adapted packaging up to the place of delivery.

4.3 CONFIDENTIALITY

The operations of manufacturing considered confidential by the supplier must be indicated to EUREP Industries before their implementation and conversely the supplier makes a commitment to insure the confidentiality of products and projects in the course of development and information relative to products during all the duration of non-disclosure certification (CND) to see appendix1.

4.4 RISK CONTROL

The supplier has to establish and update a system of identification and continual evaluation of the risks until the fulfillment of the contractual requirements.
This system of risk control contains at least:

- An analysis of the potential risks in each of the stages of the life cycle of the product (design), development, industrialization, manufacturing, after-sales services) ideally in the form of AMDEC,
- An action plan suited to minimize the consequences of the risk and/or reduce its probability of happening,
- A security plan in case of major incident such as strike, fire, natural disaster.

In case of a repetitive non-compliance, EUREP industry reserves the right to ask for a copy of these documents and make the necessary changes, in agreement with the supplier, to solve the problem.

4.5. LOGISTICS

The supplier commits to using a logistic management system allowing to guarantee the principles of the FIFO and the respect for delivery deadline.

4.6. OWNERSHIP OF EUREP INDUSTRIES OR OF HIS CUSTOMER

The supplier commits to:

- mark in an indelible way all tooling and tooling for testing and controlling, so that the owner of every object is clearly visible and can be easily recognizable,
- Inform EUREP Industries of the obsolescence of tools at least six months before the end of life of the tooling,
- Store the tooling in a secure place,
  - Subscribe and insurance guaranteeing the replacement and/or repair as new in case of a disaster, and to supply every year document of proof of this insurance.

  - Return all material belonging to EUREP Industries or to his client at the end of the contract between EUREP Industries and the supplier or in case of discontinuance of business of the supplier.

4.7 ACCESS RIGHTS AND VISITS

The supplier makes a commitment to allow access to his premises and to those of his suppliers or his subcontractors and access to the information relative to all the finished products to the following persons:

- **Representatives of EUREP Industries:** the surveillance has for object the system quality of the supplier, the means for the right execution of the contract (procedures and processes) and the conformity of products. This surveillance can lead EUREP Industries to ask to the supplier to set up corrective actions. EUREP Industries reserves the right to verify the conformity of the recording process of the supplier by tests of traceability (researches) for recordings on products of the contract).
- **Customers of EUREP Industries,**
- Representatives of the official bodies: the orders made by EUREP Industries may be watched by official bodies insuring the surveillance of products realized by the supplier. They have a right to inspect in all the stages of the realization of the product at the supplier and at his own suppliers. The official bodies can be the representative of the Ministry of Defense of the French Government for the military tooling, the Civil Aviation Security Group (GSAC) for the civil tooling and, where necessary, the French or foreign bodies having received delegation of an aforesaid official body or a customer of EUREP Industries. In case an action would be activated by these authorities or on their behalf, EUREP Industries will ask to the supplier to communicate on any current order and relative technical information, as well as to authorize them to access all zones necessary for their action.

The results of these visits do not establish a proof of the effective control of the quality and unload in no way the supplier of his responsibility for supplying a product in compliance with the requirements.

4.8 COMMUNICATION BETWEEN EUREP INDUSTRIES AND THE SUPPLIER

The supplier has to appoint a person responsible for the quality. This person will be, with the management, the interlocutor of the quality controller of the buyer. The data relative to this person (name, first name, phone, email address) must be communicated with the Quality Department of EUREP Industries.

5. REQUIREMENTS RELATIVE TO THE DOCUMENTATION

5.1 CONTROL OF DOCUMENTS

The management system of the quality of the supplier has to guarantee that all the necessary documents used for the realization of goods, including all the documents given by EUREP Industries (origin of the supplier or the subcontractors), are in compliance with the requirements of the order (drawings, standards). The supplier has to provide himself the copies of the specifications and the standards prescribed but not supplied by EUREP Industries.

The suppliers of article "catalogs" make a commitment to communicate to the purchasing department of EUREP Industries a copy of their catalog (rather under electronic form) and this during the signing of the first order and/or after every development of the catalog.

The supplier has to insure the distribution and the management of documents and data within his establishment as well as with his own suppliers and/or subcontractors. All out-of-date or in poor condition documents are invalid. The necessary measures against the use of such documents must be clearly described in the management system of the quality.

The supplier has to ensure that the whole documentation is available in all the places where it must be applicable.

The requirements of the particular reference tables concerning the supplier must be included or referenced in the documentation of the management system of the quality.

5.2 CONTROL OF THE RECORDS

The supplier has to archive elements giving evidence of the conformity with the requirements, even in case of interruption of purchasing orders on behalf of EUREP Industries.
The durations of archiving to be respected are the durations recommended in the aeronautical standard EN 9130. (Minimum 30 years). On specific requirements of the customer, another duration of archiving (longer than that of EN 9130) can be asked and will be necessarily written on the order of EUREP Industries.

Documents archived by the supplier must be able to be consulted by EUREP Industries or its customers at any given time.
The supplier has to consider the specific recordings as property of EUREP Industries and accept their return to EUREP Industries on his request and consequently makes a commitment to destroy such documents (beyond the contractual life expectancy) only with the written agreement by EUREP Industries.

5.3 STANDARD WATCH

The supplier is responsible for obtaining all the elements of the definition and the standards used for the orders. If the supplier offers different standards than those specified by EUREP Industries, their equivalence must be demonstrated by the supplier and approved by EUREP Industries.

6. QUALITY REQUIREMENTS

6.1 INTRODUCTION

Based on the relation with others (customers and suppliers), our work is particularly demanding and EUREP Industries must set up and keep an organization which is client-oriented. The listening skills, the availability, the diplomacy are major elements of our success.
The management system of the quality of EUREP Industries is fundamentally centered on the satisfaction of our customers to perpetuate their trust.

EUREP Industries wishes to develop a close partnership with its suppliers:
· by associating them with the achievement of the objectives within the framework of the organization of a successful Supply Chain,
· by accompanying them in the deployment of their continuous improvement approach.

The Quality, Safety and Regulatory requirements of our customers became more and more severe and consequently those of EUREP Industries also.
EUREP Industries also encourages its suppliers to participate in the initiatives of sustainable development by defining an industrial system of risk prevention based on the ISO 14001 or OHSAS 18001 standards.

6.2 GENERAL INFORMATION

To satisfy the requirements of EUREP Industries, and consequently those of his customers, the supplier has to implement a quality policy answering the following principles:

· Customer satisfaction: the supplier has to estimate the performance of his processes of manufacturing and control to make sure of the satisfaction of his customers,
· " 0 defect ": it must be systematically looked for as a target of a process of continuous improvement of the quality using most widely possible anti-error devices ,rigorous methods of resolution of problems and the control and the reduction of the variability of the parameters of its manufacturing process.
· Efficiency Quality: the performance of quality and services must be obtained in globally competitive and profitable economic conditions.

6.3 QUALITY MANAGEMENT SYSTEM

The supplier must be certified by an accredited body:

- ISO 9001 current version,
- EN/AS 9100 current version if the part of its activity in the aeronautical domain accounts for more than 50 %,
- EN/AS 9120 current version if the part of its activity in the aeronautical distribution, accounts for more than 50 %.

Furthermore, the supplier realizing or subcontracting special processes will have to demonstrate the control of the process via aeronautical accreditations (NADCAP) or via EUREP Industries' audit.
The copies of quality certifications, special processes, customers (EADS) must be communicated with the Quality Department of EUREP Industries.
If the supplier is not certified to the required level, he has to prove that he started a certification process.
The approval of EUREP Industries will be made according to the chapter 10.5 of the present instruction.
If specified in the orders / contracts, the supplier has to establish and keep up to date a Plan of Quality Insurance about the contract / order. The supplier has to inform the buyer of any change in his quality management system (resources, installations, means).

6.4 DOCUMENT OF INDUSTRIAL VALIDATION (DVI)

The realization of the DVI has to be made in accordance with the EN/AS 9102 standard in the following cases, considered as potential generators of risks:

- Realization of the product for the first time or first order of the product,
- Back to manufacturing after two years of interruption,
- Modification of the product (dimension, feature, interchangeability, raw material),
- Modification of the process of manufacturing (change of technology, means, place of manufacturing),
- Change of source of supply,
- Formal request of EUREP Industries (further to a customer requirement, for example).

The manufacturing of the samples of the first item must be realized with the means of manufacturing and control planned for the series (or representative of the means of series). They allow to qualify the product and the means of production through the validation of typical parts and give the authorization to the supplier to mass-produce.

In the sample batch of the first delivered goods, the supplier has beforehand and formally identified 3 pieces (batch of less than 100 pieces) or 5 pieces (batch of more than 100pieces). Those pieces are measured and the results are written down on file "First Item". In case of non-compliance, a control is made on the whole batch.

The supplier is responsible for the conformity of his samples and has to put down the information on the EN/AS 9102 Form 1, Form 2 and Form 3 of the document named "First Item" to demonstrate the conformity of the delivered samples.

The document contains:

- A dimensional statement of 100 % of the quotations of the plan,
- The results of capacity (as the case may be),
- An analysis of the material,
- A statement of measured performance (as the case may be).

He also has to add the control plan, the manufacturing flow, the documents for operations, and any other document allowing to give evidence of the conformity of the delivered products. The supplier has to make reference to the applicable documents in case of confidentiality.

After examining the information of the supplier, the measures made on parts) and the auditing of the batch, the Quality service of EUREP Industries puts the information on the first page of the DVI. In doing so, the supplier knows whether the Quality Service of EUREP Industries gives his agreement or not concerning the samples. A copy of the page is sent to the supplier. In case of refusal, the supplier has to take the necessary measures to modify and adjust what is needed. After those measures have been implemented, a new report and new samples have to be made.

The DVI reference and its revision index must be forwarded on the Statement of Conformity of the batch that has been used for the making of the first article or good.

6.5. PROCESSING OF NON-COMPLIANCES

6.5.1. Ranking of non-compliances

Non-compliances between EUREP Industries and its supplier are classified in three categories:

- Critical non-compliance: non-compliance that cannot been modified by alteration and concerning directly the safety of functioning, the potential, the shortening of use (life cycle), the contractual performances of the tooling, the maintenance of the user (interchangeability), the non-application or the application by anticipation of official modifications planned on the tooling. All parts belonging to this categories shall not be delivered to EUREP Industries.
- Major non-compliance: non compliances that are not critical yet could affect the characteristics of the tooling to a late stage of assembly or during the course of its operation process. Without influence on the critical criteria, the processes of manufacturing or control imposed. This non-compliance can be modified and corrected according to a range of validated return policy. The supplier is responsible for keeping the documents identifying this non-compliance and its traceability
- Minor non-compliance: non-compliance neither critical nor major. It does not affect the stages of the manufacturing process nor has incidence on the features of the tooling at an upper stage of assembly or in the course of its operation. It is easily corrected through touch up or return or can be acceptable as such.

6.5.2 Non-compliance detected at the supplier

Should the requirements of EUREP Industries not be followed exactly, the supplier has to file a deviation request before the delivery and give as much information as possible about:
· The exact nature of the noticed defect,
· The proportion of defective and/or a statistical analysis allowing to estimate this proportion,
· The quantity or the desired duration.

If the deviation request is accepted by EUREP Industries and/or by its customer, the number of this deviation will clearly be identified on the packagings and the delivery note.

6.5.3 Non-compliance detected at EUREP Industries

The supplier makes a commitment to deliver only corresponding products. This responsibility covers:
· parts themselves,
· Their transport up to the site of EUREP Industries,
· The possible defects only visible upon assembly on products delivered by EUREP Industries to its customer.

In case of doubt on a delivered product, the buyer will send to the supplier a note by registered letter with recorded delivery under 48 hours.
In case of detection of non-compliance by EUREP Industries or by the end customer, a report of non-conformity will be faxed to the supplier.
In every case, the supplier shall:
· Set up actions within 48 hours to prevent and to secure (sorting of parts, identification and isolation of the non-corresponding products in all the stocks)
· send the report duly completed with the causes, the corrective and preventive actions for the attention of the department quality of EUREP Industries within 15 days maximum.

The non-answer of the supplier concerning the causes of the non-compliance and the action plan set up as well as the detection of a non-compliance to be checked to validate the certificate of compliance can lead to immediate radiation of the supplier in the list of the suppliers approved by EUREP Industries.

All the non-corresponding products will be shipped “en port dû”. Shipping expenses to Eurep or to its client will be invoiced to the supplier. The supplier has to keep up to date the recordings of the non-corresponding products and the periodic statements of follow-up.

6.5.4 Corrective and preventive actions

The supplier makes a commitment to set up and to formalize the corrective and preventive actions necessary

for the preservation of the quality of the delivered products and/or in stock.
Every corrective or preventive action organized further to an internal non-compliance or detected by EUREP Industries will be the object of a check of its efficiency.

The suppliers make a commitment to indicate all the defects discovered after the deliveries and any important change concerning the processes, the means and the organization.

The suppliers make a commitment to allow access to the buyer, the end customer or the official bodies, to any document or premises concerning any goods parts of an order made by EUREP INDUSTRIES.

6.5.5 Related Services

EUREP Industries reserves the right to request the supplier for the expertise. In that case, the methods of the expertise are jointly agreed by the supplier and the Quality service of EUREP Industries to:

- Determine contradictorily the causes of the incident or the dysfunction,
- start the needed actions to cancel any defect on the products in the course of manufacturing,
- Define the methods of application in using the warranty.

6.5.6 Penalties of Non-compliance

In the case of important or recurring non-compliances, the buyer will impute to the supplier the induced costs, in particular those of controls, analysis of non-compliances and the shipment charges of parts.
A lump sum of 250,00$ will be invoiced.
In case the non-compliance has activated penalties for EUREP Industries on behalf of the end customer, the buyer reserves the right to impute the amount of these penalties to the supplier.

6.6 AUDITS

EUREP Industries may audit on the manufacturing premises of the supplier or its subcontractors to determine if the implemented quality processes (SMQ, process of realization) meets the requirements described in this document. The audit can be made on the process or on the system. The date of the audit will be fixed in agreement with the supplier. Further to the audit, a report will be passed onand the corresponding action plan must be communicated in writing with EUREP Industries within the agreed deadline.

6.7. IDENTIFICATION AND TRACEABILITY

The supplier is able to prove tracability of its products throughout the process of production, reception and delivery as well as the material used.
Except the specific requirements of traceability, the subcontractors and the distributors have to ensure an elementary traceability of all their productions for EUREP Industries.

For this elementary traceability, they have to register and keep the documents of manufacturing with at least:

- The purchasing order,
- The certificate of material
- The statements of controls made

In every case, a marking on packaging will have to mention:

- The EUREP Industries reference of the product noted on the order of supply,
- The product reference of the supplier if this one is different from that of the buyer,
- The batch or serial number,
- The quantity,
- The identification of the supplier,
- The order number of EUREP Industries,
- The manufacturing and end of life dates.

Any product has to be part of a serie. The serial number or the code dates must be engraved on these.
When collective packaging is accepted (rivets, nuts,screws) the marking will be made on the collective packaging.
If a control on a sample has been made, the supplier has to isolate and identify clearly the sample on the product as well as on any control document so that the controllers of EUREP Industries can exercise an effective surveillance.
These measures do not exempt the supplier from delivering the required certificates of compliance.

7. REQUIREMENTS RELATIVE TO THE RENEWAL OF THE CONTRACT

During the renewal of the contract, the supplier has to verify that it is capable of satisfying all the requirements and has to evaluate the associated risks (short deadlines, new technology, etc.). He has to make sure that he arranges all the documents necessary for the execution of the order according to the requirements, to the last current indication. It is up to him to ask for the further information which he considers necessary.

The responsibilities and the authorities concerning the renewal of contract must be clearly defined. The requirements of EUREP Industries must be knowledgeable by all related services and will be then analyzed and understood to be able to take the necessary actions taken by the renewal. By the acceptance of the order, the supplier declares himself capable of realizing the product in the respect for the quality, the deadlines and the price. In particular, he has to be able to control his supplies, his subcontracting and his manufacturing.

8. REQUIREMENTS RELATIVE TO THE DESIGN, THE ETA DEVELOPMENT AND THE INDUSTRIALIZATION **(Applicable to the product design suppliers)**

8.1 SCHEDULE , DESIGN AND DEVELOPMENT DOCUMENT

The supplier has to establish and keep up to date written procedures to manage and verify the design of products according to the specified requirements. He has to elaborate a document of conception and development with a schedule, including:

- The various phases of the project
- The significant components when the activity is complex as well as the associated responsibilities,
- The analysis of risks and the defined key features,
- The organizational and technical interfaces,
- The inspection of conception (preliminary and critical),
- The method of control of the configuration,
- The output data (drawings, instructions, specifications on the identification, the manufacturing, the controls and the tests, the use, the documentation, the maintenance of the product),
- other elements upon request (Quality Plan…).

8.2 VALIDATION OF THE DESIGN AND THE DEVELOPMENT

The design and the development will be validated by the supplier if the theoretical justification and experimental reports of studies, calculations, test results) demonstrate that the definition of the product meets the requirements of the specification for the identified environmental conditions.

The design and development document must be put given to EUREP Industries who will validate according to the contractual capacities.

8.3 HIERARCHY OF THE FEATURES

These measures are applicable for products subjected to a hierarchical organization of the features identified on the technical documentation:

- Normal feature: The supplier has to verify the features by sampling
- Key or critical feature: The supplier has to verify the feature during the process of production by making sure that it cannot be invalidated afterward. The values listed are registered on the control document handed to EUREP Industries.

9. REQUIREMENTS RELATIVE TO THE MANAGEMENT OF THE CONFIGURATION

9.1 GENERAL POINTS

The supplier has to establish, inform and keep up to date a system of the configuration suited to the product from the initial concept, by way of the design, the development, the supply, the production, the installation, the implementation of the maintenance and until the elimination of the product.
He also has to keep up to date the traceability of the configuration of the ready-to-be-delivered product to know his state of configuration including the gaps between the real state and the approved state.

9.2 MANAGEMENT OF THE OBSOLESCENCE OF THE PRODUCT

As soon as the obsolescence of the product is known, the supplier has to file a request for technical development with EUREP Industries. The technical development of the product by the supplier is possible only after validation by EUREP Industries.

In the case of an equivalent product proposed by the supplier, the specification or the detailed data sheet of the proposed product will have to be attached to the proposal.
In the case of a disagreement with the data of the order of the buyer, the supplier will have to necessarily formulate the disagreement in writing.

9.3 MANAGEMENT OF THE DEVELOPMENTS

The supplier has to manage the major technical developments brought to the product or to the tooling (called "modifications").
He has to submit to EUREP Industries, for notice and agreement, any modification relative to the product, to the process of manufacturing and production site affecting the requirements of EUREP Industries. The subcontracting of the product not planned originally is considered as a modification of the manufacturing process.
All the aspects of the development quoted below must be identified and analyzed:
· The qualification of the product,
· The safety of the higher system,
· The reliability or the safety of functioning,
· The interchangeability (towards the customer or in-house interface between several products),
· The maintenance,
· The features by catalog or by contract of the product,
· Any technical development affecting a product under license
· Any development of the special processes.

The definition of products and the developments which are brought to it must be knowledgable at any time of the life cycle of the product at the supplier and his subcontractors. The supplier integrates the developments into his industrial document and on guard the traceability.
For any development, an update of the DVI must be made.
Further to any development realized without the preliminary agreement of EUREP Industries, the supplier insures the full responsibility of the defects detected by EUREP Industries or by his customer during the exploitation of the product.

10. PURCHASING REQUIREMENTS

10.1. GENERAL CONDITIONS OF PURCHASING

Purchases must be realized according to the general conditions of purchasing defined by EUREP Industries (Appendix 2). The acceptance of these conditions has to be made by return of the stamped, signed and dated appendix.
An acknowledgement of receipt of order must have returned systematically within 5 days following the reception of the order of the buyer. The acknowledgement of receipt can serve as validation with order.
EUREP Industries reserves the right to cancel any order not having been the object of an acknowledgement of receipt.
EUREP Industries reserves the right to refuse any product who would not meet the requirements of its customers or in the contractual requirements.

10.2. CONDITIONS OF SUBCONTRACTING LEVEL 2

It is strictly forbidden to a supplier of special processes to subcontract these processes without specific agreement of EUREP Industries. If the supply is beyond the capacity machine of the supplier (specific machine…), the implementation of a subcontract is possible with the prior written consent of EUREP industries. This level subcontractor 2 has no right to transfer this contract to the third subcontractor

In every case, the supplier is responsible for his supply. The orders sent by the supplier to his subcontractor will have to make reference to the specifications of EUREP Industries. The supplier has to maintain and guarantee the traceability with his subcontractor.

10.3. CHECKING OF THE PURCHASED PRODUCT

The supplier has to use only materials having been the object of a certification of control and of conformity. The system quality of the supplier has to affect and implement at his subcontractor's and suppliers , in case of subcontracting of all or any of the supply, the requirements of the buyer (and of his customers) mentioned in the order of EUREP Industries as well as to supply the referenced documents.
When the supplier is a distributor, it is of his responsibility for implementing the measures of the present document to the supplier who realizes the manufacturing of products, including all the clause of EUREP industries' order. He has to ask to his own supplier for the certificate of compliance manufacturer and transmit it to the buyer.

10.4 FORGED PRODUCTS

The supplier shall take all measures needed to prevent the purchase of forged products (products, components, materials). The documentation shall always be verified, The manufacturer certificate of compliance proves the product origin.

10.5. CONTROL AND EVALUATION OF THE SUPPLIERS

The supplier is responsible for the quality of any products purchased from suppliers including those appointed by EUREP Industries. The supplier has to define the purchasing terms and the responsibilities of any market participant (preparation and establishment of the order, follow-up, reception) .
The supplier has to set up a process of selection, approval and follow-up of the suppliers including those imposed by EUREP Industries. This process has to plan periodic evaluations of the system quality of the level 2 supplier to verify the efficiency and the conformity with regard to the requirements of the present document.
The supplier has to keep up to date the list of his approved suppliers.

11. REQUIREMENTS RELATIVE TO THE MANUFACTURING

11.1. GENERAL POINTS

The operations of manufacturing must be made only in agreement with approved data (plans, names, list of tooling). The supplier has to provide objective evidence that all the operations of manufacturing and control were realized as expected.

Any gap with regard to the initial document of definition (names, plan, standards, specifications, equivalent products) must be approved by the buyer before its application.

11.2. MODIFICATION AND TRANSFER PLAN

Any modification of the manufacturing process must be communicated to the purchasing department which will make sure, together with the competent service of EUREP Industries, that it will not affect the features of the product.

The supplier has to inform, beforehand and as soon as possible, the buyer of any modifications of his infrastructure (moving around machines, geographical moving from premises, change in the organization or software…) impacting on the quality of the product and services supplied. In case of relocation of the place of production, an action plan for the transfer of the production must be implemented by the supplier and communicated to the purchasing department of Eurep Industries.

11.3. DOCUMENT OF MANUFACTURING AND CONTROL

The supplier has to set up a document of manufacturing and control to make sure that every operation was realized according to the requirements. This document includes:
· The ranges of manufacturing, assembly and controlling,
· The criteria of acceptance and refusal,
· The authorizations of the staffs to make the operations,
· The detailed instructions concerning the specific operations,
· The follow-up of the key parameters,
· The list of the instruments of control and the associated documents (report of calibration….)

The documents enumerating each of the operations to be made, have to include the products that are currently being manufactured and assembled . These documents are to be communicated to any person who has to make sure that all the previous operations were well made.
All these documents have to make reference to the name of the product, to its identification (reference, serial number, batch number), to indicated documents (including the plan), and has to be at the disposal of Eurep Industries.

11.4. QUALIFICATION OF THE MANUFACTURING AND CONTROL STAFF

The supplier has to make sure that the operations of manufacturing and control are realized by a qualified staff.
In case of special processes, the staff has to have an adapted qualification fitted to the current standards.
EUREP Industries reserves the right to verify by himself that the conditions required for the initial training, the preservation of the skills and the qualification of the staff of the supplier are effectively applied.
The operators using non-destructive control processes (ressuage, magnétoscopie, projector of prodocument) must be certified by an approved body.

11.5. SPECIAL PROCESS

Any process considered special (surface treatment, heat treatment) must be clearly identified and qualified according to a supplier procedure or the approval according to the NADCAP reference table. Considering the requirements of aeronautical customers, EUREP Industries encourages his suppliers to begin the initiative of certification NADCAP of the special processes. The supplier provides the report of his qualification for approval to EUREP Industries. In the case of a modification of the special process, a proposal is made for EUREP Industries and must be accompanied with a justification defining the advantage of the change and justifying that there is no fatal effect on the result of the process.

The supplier owes to:
· Verify that all the aspects of the special processes produce repeatable results,
· Define the significant operations and the parameters of the process to be mastered during the production,
· Verify the special processes by making one or several typical parts in the conditions defined for the phase of production,
· Maintain up to date a list of the qualified special processes.

In the case of statutory or specific requirements of the customer, EUREP Industries specifies it) on the orders and the supplier has to conform to it.

11.6. SERVICES, SUPPLIES AND WORKING ENVIRONMENT

When they have an influence on the quality of the product, the services and the supplies such as water, compressed air, electricity or chemicals used in production must be regularly mastered and verified to insure the constancy of their effect on the process.
When the working environment has an important influence on the quality of the product, suited limits (concerning temperature, hygrometry, cleanliness) must be mastered and verified by the supplier.

11.7. PRODUCT CONSERVATION

The conservation of the product must be insured at every stage of the manufacturing process and of the transport. The supplier has to use the packaging defined by EUREP Industries when these are specified on the order. Within the framework of sensitive or electronic products, the particular agreements between EUREP Industries and his supplier become requirements for the supplier in particular for the packaging of parts (Chap. 13.2).

12. REQUIREMENTS RELATIVE TO CONTROLS AND TESTS

12.1. GENERAL POINTS

Before each delivery, the supplier has to verify and guarantee the conformity of the product and inform EUREP Industries of any delegation of operations of control or trial which may have to be made by himself.

The final control of a product must be realized by the apposition of a visa of control near the identification of the product (on the product, the labels, BL).
The controls of aspect and/or dimensional must be realized according to the specific requirements defined beforehand between EUREP Industries and the supplier. The supplier must be able to demonstrate at any time that the state of the controls or the tests of products is in compliance with the requirements of the manufacturing process.

All the statements of control are to be kept by the supplier with the document of manufacturing. They can be asked by the buyer during his order.
The acceptance of a delivery by the buyer shall not disengage the supplier from its responsibilities in case of a non-compliance that would be discovered afterwards.

12.2. CONTROL VISAS

The list of the control visas used by the supplier and his own suppliers, as well as the list of the persons authorized to sign discharging documents, must be available at any time to EUREP Industries.

12.3. CONTROL OF THE TOOLINGS

In case the means for controlling are moved to another premise or department, the supplier has to draw up a plan of transfer to define and apply the necessary measures to maintain the quality of the controls.
All standard must be verified by chain calibration that an official representative.

The tooling must be identified, validated before use, maintained and checked periodically according to the procedures defined by the supplier. The recordings of these checks must be kept and supplied to EUREP Industries upon request.

The tooling must be stored in an environment safe from accidents and damages.

12.4. CONTROL OF TESTING

Any means of functional essay planned in the operating process has to be the object of a formal qualification by the supplier before its implementation.
The supplier has to plan and apply the conditions of preservation of the qualification of the means of functional essays.

12.5. CONTROL BY A LABORATORY

For any test specified by EUREP Industries, the means of laboratory have to be the object of a formal qualification by the supplier before their implementation.

The corresponding document must be at the disposal of EUREP Industries by:
· The laboratories of the supplier,
· By those of his own suppliers,
· By independent laboratories.

The supplier has to plan and apply the conditions the qualification of the trial means of laboratories are kept.

13. LOGISTIC REQUIREMENTS

13.1. INSERTED DOCUMENTS

For all delivery, the supplier must supply:

13.1.1. Standard products

· A delivery note,
· A declaration of conformity under standard NFL 00-015, to which can be added certain particular conditions indicated on the report of analysis (expiry date, product sheet),
· The document for the1st article upon request,
· The copy of the dispensation granted (if necessary).

13.1.2. Custom made products

· The requirements identical to the previous paragraph,
· A certificate of seaworthiness (EASA FORM 1, FAA FORM 8130-3) - Suppliers possessing their own approval. *FAA FORM 8130-3 is recommended for all suppliers out of the EEC and needs to be filled-out and included to the shipping documents for customs and forwarder to release the goods to EUREP Industries..*

13.1.3.. Products under resale status

· A delivery note,
· A statement of conformity following the standard NFL 00-015 stipulating the number of the statement of conformity of the producing source (certificate of origin),
· A statement of conformity of the producing source (certificate of origin),
· The DVI upon request.

13.1.4. Delivery slip

The delivery slip of the supplier has to mention the following information:
· The name of the article (s),
· The reference of the product,
· The number of series or batch as the case may be,
· The number of the order
· The delivered quantity,
· The company name of the supplier,
· The dispatching date, the best-before date if necessary.

All the accompanying documents must be aimed by an authorized person in charge of the supplier and must be protected against any loss and/or deterioration. The access to the documentation of support must be possible without damaging the packaging of the product.
The absence of such documents corresponding to the requirements will lead to the automatic refusal of the delivery.

13.2. PACKAGING

The supplier is responsible for the choice of packaging to insure a protection of parts against any of damage (handling, transport and storage) in accordance with the recognized and current standards except specific packaging imposed by the buyer:
· The electronic tooling must be necessarily packed with an individual ESD protection (Electric Static Discharge), according to the current standards.
· products containing elastomers and in a general way all the products with expiry date (joints, membranes, movements) must be delivered in an individual, opaque packaging, in agreement with the current standards (marking date of manufacture, vulcanization, lapsing). Except contractual requirements, any product must be delivered with a date of manufacture, vulcanization or assembly according to the type of product of the current year.

Bulk parts inbox are totally forbidden.

Polystyrene chips as packing material are prohibited.

Before packaging, the following points must be verified:
· perfectly clean parts,
· Absences of shavings and smudges,
· Absence of track of shocks and/or scratches
· parts having undergone an acid treatment must be neutralized and rinsed,
· Demagnetization of parts if necessary.

Batches of the same delivery must be identified and be the object of a separate packaging.

The weight of boxes delivered to EUREP Industries will comply with the following maximums :
- 12 kg [26 lb] Maxi per box or parcel. Several parcels may be gathered on a pallet
- 4 kg [9 lb] Maxi per bag or light box that are contained in the parcel.
- any parcel that exeeds 12 kg [26 lb] will be set onto a pallet.

13.3. LIFE EXPECTANCY OF PRODUCT

The supplier takes the necessary measures to make sure that neither EUREP Industries nor the user undergoes the obsolescence of the product.
Products with life expectancy or with limited storage must be delivered to EUREP Industries with at least 90% of their time capacity. For that purpose, the information of the date of manufacture and the date of expiry must be clearly noted on the product or on the connected documents.
The supplier has to take into account the status of obsolescence of components and the subsets supplied and subcontracted to establish the expiry date of the product.
Any dispensation in this requirement has to be the object of a preliminary written agreement with EUREP Industries.

13.4. STORAGE

Storage conditions must be adapted to guarantee the integrity of the product.
Knowing that, the supplier has to possess closed premises and with controlled access for the raw material, the components and the products .
Products with specific preservation (temperature of storage, rate of humidity in the air, ventilated environment) must be stored and transported according to the regulations in force. These products must be identified and EUREP Industries must be informed about the rules of preservation on the product or on the documents connected with the delivery.

13.5. QUALITY OF THE DELIVERY

Except particular indication on the order, the supplier is responsible for his supply until the delivery at EUREP premises. He shall pay attention to the choice of his carrier to guarantee the quality and the deadline of the deliveries. The US suppliers using the carrier of EUREP Industries are not responsible for any delays in delivery.
The supplier commits to meet the deadline under contract. The delivery deadlines indicated on the orders of the buyer are imperative and mean the delivery on the EUREP's premises in Creil.

In case of the contractual deadline is not met, the supplier has to inform the Logistics and Buying Department of EUREP about the delay as soon as it is under his knowledge. He also has to give the following information as soon as possible:
· The origin / cause of the delay,
· The actions undertook to cancel the cause of the delay,
· The new negotiated deadlines

For any delay in delivery, the buyer reserves the right of:
· Cancel the order if the delay had to cause a damage to him or to his customers,
· Ask for penalties (except in case of absolute necessity)

EUREP Industries reserves the right of:
· return at the expenses of the supplier the deliveries arriving more than 7 working days before the due date,
· Refuse the surplus quantities which would not have been the object of a preliminary agreement.

There shall not be any tolerance by EUREP Industries about the delivered quantities. The supplier has to respect the quantities indicated on the order of the buyer.

14. HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS

14.1. CODE OF HEALTH, SAFETY AND ENVIRONMENT

To answer or anticipate the requirements of his customers, EUREP Industries undertakes preventive approach against Health, Safety, Environmental and Industrial risks.

Within the framework of this risk control policy, EUREP Industries specially expects from its suppliers
· A commitment to respect our environmental Health and safety requirements,
· A active participation in the creation of a partnership in order to answer and/or anticipate the environmental, health or safety regulations , such as the REACH regulations,
· A commitment of transparency in the composition of products,
· Packaging suited in size and in quantity with a preference for the re-use and the recycling,
· The supply of equipment and premises in compliance with CE regulation regarding safety and environment,
· The respect for the regulations relative to the transport (ADR),

· A safety plan in case of incident (disaster, strike…),
· The respect for safety instructions implemented on the site of EUREP Industries.

In a wider way, EUREP Industries encourages suppliers to set up a risk-management approach according to reference tables ISO 14001, OHSAS 18001, ILO-OSH on 2001 or equivalent.

14.2. REACH REGULATION – n° 1907/2006 article 33

The supplier has to fulfill his obligations according to the REACH requirement. He shall follow the stages of REACH (pre-recording, recording…) if the delivered products are subject to these regulations. The supplier has to make sure that his own suppliers also respect the REACH regulation.
The supplier takes the responsibility to appoint a person responsible for the REACH follow-up. This person will be the spoke person for the REACH contact of the buyer.

14.3. MAGNESIUM

The use of Magnesium or magnesium alloys in your products shall be notified in order to inform the end user about the potential fire risks in case of inflammation.

14.4. SAFETY DATA DOCUMENT (FDS)

Regarding chemical products, it is mandatory to attach an FDS in French to the delivery slip.

14.5. STATEMENT ABOUT ABESTOS AND RADIOACTIVE PRODUCTS

The supplier shall guarantee that products delivered to EUREP Industries do not contain either asbestos, or radioactive compounds according to the current French regulations.

15. SUPPLIER PERFORMANCE MEASURES

The supplier:
· Has to set up the measure of performance of his manufacturing process,
· makes a commitment to develop plans of continuous improvement in case of changes or if objectives are not met.

The quality performance of the Supplier is estimated through its rate of service:
· The rate of punctuality of the deliveries,
· The rate of corresponding products.

Eurep Industries estimates annually the performances of the supplier and establishes the list of the approved suppliers. The result of this evaluation is communicated to the supplier.

16. APPROVAL OF EUREP INDUSTRIES

16.1. APPROVAL

When a new supplier is in the process of being approved, the approval will be considered as effective if:

· The supplier has an ISO certification 9001, EN/AS 9100 or 9120, or has an acknowledged document certifying his quality management system by any other certifying body,
· The results of the audit of approval are positive,
· The supplier document is complete.

The suppliers having neither certification nor recognition can obtain the approval of EUREP Industries in the following cases (provided that two other points are validated):

· compulsory choice of the supplier imposed by the customer of the buyer
· positive answer to the evaluation test
· sole supplier.

16.2. APPROVAL FOLLOW-UP

Every 2 to 3 years, the suppliers will have to pass the evaluation test. A failure in the test will lead to disapproval.
The approval will be maintained if annual results are met and according to supplier ranking:

Class A: approved Supplier
Class B: Satisfactory supplier: a supplier of class B will provide an action plan to EUREP Industries to enter Class A in the semester
Class C: Supplier approved with monitoring plan: A supplier of class B will have to communicate action plan to Eurep TO BE ACCEPTED in class B during the semester. In the following quotation, if the performance did not improve, the supplier will go to class D.
Class D: unapproved Supplier.

16.3. LIABILITY INSURANCE AND PROFESSIONAL - AERONAUTICS.

As one of aviation industry suppliers, achievements that you are asked to perform may be the origin of a disaster causing any harm to others. This insurance aims at covering you against this risk. The guarantee must cover the financial consequences of your liability towards other parties when it would be proved within your aircraft activities. You will need to provide the insurance certificates for the present year or dated less than 6 months.