Rev. No.	Date	Figure, Table or Paragraph No.	AMD	Brief Description	Author	Approved
001	10 May 2019			Initial release	L. Visagie	H. Cosmé
002	17 Apr 2020	All	A	Full review and addition of POA requirements.	L. Visagie	H. Cosmé
003	09 Jul 2020	B.3	A	Traceability documentation requirement up to OEMs added.	L. Visagie	H. Cosmé
004	15 Jul 2020	M.1	M	Record retention changed from 15 years to 36 years.	L. Visagie	H. Cosmé
005	25 Aug 2020	L.1	A	Reference to customer clarified.	L. Visagie	H. Cosmé
006	02 Aug 2023	B.7.e F.7	A A	Reference to COC traceability The control of OP's	J. van der Spuy	H.Cosmé

* ***A*** *- Added* ***M*** *- Modified* ***D*** *- Deleted*

ABBREVIATIONS

COC:	Certificate of Conformance
OEM:	Original Equipment Manufacturer
OP:	Other Party
PO:	Purchase Order
QMS:	Quality Management Systems
SFAI:	Supplier First Article Inspection
SFAIR:	Supplier First Article Inspection Report
Counterfeit Parts:	An unauthorized copy, limitation, substitute, or modified part (e.g. material, part, component), which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer. Examples of a counterfeit part can include (but are not limited to), the false identification of marking or labelling, grade, serial-number, date-code, documentation, or performance characteristics.
Special Processes:	Processes or services, where the resulting output cannot be verified by subsequent monitoring or measurement (for example plating, painting/coating etc.)
Product Safety:	The ability for a product to perform to its intended purpose without causing unacceptable risk or harm to persons or damage to property.
Ethical Behavior:	Knowing the difference between right and wrong, and consciously choosing to do right. Examples of this may include: – Ensuring that official and documented instructions are followed, and stated requirements are met. – Highlight and communicate instances where official documented instructions and stated requirements cannot be met of followed.

PURPOSE

This document defines the contractual quality requirements to be applied to all suppliers of AAT Composites.

SCOPE

These supplier quality requirements are applicable to all POs from AAT Composites to its suppliers, including all supplier sub-tier contractors relevant to AAT Composite supply.

DOCUMENT REFERENCES

Doc. No.	Title
www.aatcomposites.com	AAT Composites Website
BS EN 9001	QMS Requirements
BS EN 9100	QMS Requirements for Aviation, Space, and Defense Organizations
BS EN 9120	QMS Aerospace Requirements for Stockist Distributors
BS EN 9102	Aerospace First Article Inspection Requirement
ERP Controlled	AAT Composites Purchase Order
CP07	Process Analysis (Turtle Diagram): Supply Chain Management
BP CP07.02	Supplier Terms and Conditions
BP CP07.03	Supplier Selection and Control
BP CP07.05	Supplier First Article Inspection
BP CP07.06	Supplier Concession and Production Permit
BP CP07.07	Supplier Management: Marking of Parts and Assemblies
BP CP08.06	Measuring and Test Equipment: Calibration and Verification

BP CP08.03	Non-Conformance Reporting
BF CP07.01	Supplier Quality Assessment
BF CP07.11	Supplier Corrective Action Notification

PROCEDURE

This document will describe aspects under the following headings:

A. Scope and Validity
B. General
C. Supplier Selection and Pre-Approval
D. Calibration Service
E. Contract Review and PO Acknowledgement
F. Quality Audits and Right of Entry/Access
G. Part Marking
H. Inspection
I. Non-Conformance Reporting and Control
J. Traceability
K. Supplier First Article Inspection (SFAI)
L. Shelf Life
M. Retention of Records
N. Packing and Shipping
O. Special Processes
P. Preventing the Use of Counterfeit Parts
Q. Obsolescence Management
R. Product Safety
S. Staff Awareness

A. Scope and Validity

1. Points A.1 – A.6 of document (BP CP07.02) Supplier Terms and Conditions are reiterated.
2. The following documents must be viewed in conjunction with each other, describing the quality requirements for supply chain management to AAT Composites, which are contractually binding:
   a) (BP CP07.02) Supplier Terms and Conditions; and
   b) (BP CP07.04) Supplier Quality Requirements; and
   c) Additional or specific requirements noted on the PO; and
   d) The corresponding technical documents as noted on the PO; and
   e) Any other individual quality assurance agreement(s) reached in writing - i.e. (BF CP07.01) Supplier Quality Assessment records.
3. In the event of a conflict between this document and the PO, the PO prevails, and the corresponding technical documents take precedence over the requirements of this document.
4. Changes and amendments to this stipulated quality requirements shall be in writing.
5. Any deviations shall be approved in advance in writing by both parties.
6. Any changes to this requirement, as well as any change to (BP CP07.02) Supplier Terms and Conditions, will be communicated to all suppliers in writing by the Quality Department of AAT Composites.
7. As noted in (BP CP07.02) Supplier Terms and Conditions point M.10, the supplier shall flow down, communicate, and ensure compliance of all requirements and specifications when using sub-tier suppliers, which impacts AAT Composite material supply.

B. General

1. The supplier agrees to deliver only products for which quality has been controlled, verified and considered compliant with the quality requirements as described in point A above regarding scope and validity.
2. The supplier is responsible for the conformity of its delivery and of its supplies.
3. The supplier will provide a COC together with the full traceability documentation (up to the OEM) upon each delivery of goods to verify conformity – refer to point L of this document regarding shelf life requirements.
4. The supplier agrees to inform AAT Composites as soon as possible, in writing, of any discrepancy that may result in non-compliance and that may affect product quality, including those already delivered before the problem was detected – refer to point H and I of this document regarding non-conformance requirements.
5. The supplier agrees to inform the Quality Manager of AAT Composites of any major changes:
   a) To its organization (i.e. fusion/acquisition, company name, closure, change of site, key persons, etc.); and
   b) Its production methods (i.e. change or improvement of a process, technology, resources, etc.); and
   c) Changes to supplier's and any changes to external recognition of the quality system (certifications, approvals, etc.).
6. The supplier shall be obliged to introduce, document and maintain a quality management system that will assure AAT Composites that services and/or products are supplied defect free.
   a) The quality management system of each supplier must be in accordance with the certification requirements of the international standard accredited to the supplier.
   b) For suppliers where quality management systems certification is not feasible (for whatever reason), but yet the supplier is still compliant, the quality management system compliancy must be proven and confirmed by having a quality management manual available, and if required be submitted for review to the Quality Manager of AAT Composites.
7. The supplier shall implement an appropriate document control process to ensure that:
   a) All documents necessary for order achievement were received; and
   b) All documents are the correct revision status as per PO; and
   c) All required documents are available at point of use; and
   d) All obsolete revisions are withdrawn.

e) All COC documents are traceable for the parts manufactured and delivered to AAT Composites – this includes the material COC, surface treatment COC.

8. Quality system compliance with the BS EN 9001 and BS EN 9100 international standards are recommended. If compliance to the foregoing is not met, it is AAT Composite's decision to verify compliance to quality system requirements and to approve the supplier based on this verification.
9. AAT Composites can request from the supplier, documented evidence proving effectiveness of the quality management system of sub-suppliers.
10. AAT Composites can furthermore request written audits and proof to support the effectiveness of quality from its sub-supplier.

C. Supplier Selection and Pre-Approval

1. As required by international standards (BS EN 9001 and BS EN 9100), selection and pre-approval of suppliers for products and/or services, which are intended for incorporation into the organization's own products, must be done.
2. Reference is made to procedure (BP CP07.03) Supplier Selection and Control, which details the process for this selection, review and approval when found to be satisfactory.
3. Where possible, AAT Composites will arrange a visit with the proposed supplier and assess the supplier according to the (BF CP07.01) Supplier Quality Assessment form.
4. Where a visit is not practicable, an authorized representative of the proposed suppler shall be requested to complete the (BF CP07.01) Supplier Quality Assessment form. The fully completed and signed-off record, together with the supporting documents, will be required to be returned to the Quality Department of AAT Composites to enable review of the suppliers' quality management system and status.
   - An authorized representative will be required to complete and sign-off on the (BF CP07.01) Supplier Quality Assessment form, since it will form part of the contract agreement and is deemed binding.
5. The supplier is approved when the results of the (BF CP07.01) Supplier Quality Assessment demonstrate the suppliers' capability and capacity to satisfy AAT Composites' requirements.
6. The supplier management (approval, disapproval, cancellation etc.) to AAT Composites is subject to the authorization by the Quality Manager of AAT Composites, with the support of the project and requirements engineering departments.
7. Periodic review and supplier performance evaluation will be conducted as described in procedure (BP CP07.03) Supplier Selection and Control, which will directly impact the approval status of each supplier.

D. Calibration Services

1. As noted in procedure (BP CP08.06) Measuring and Test Equipment: Calibration and Verification, only SANAS-Accredited external providers for calibration services may be used.
2. Supplier selection and pre-approval as noted in point C, will also be applicable to calibration service providers.
3. On delivery of calibration services (executed on- or off-site), a calibration report shall be submitted to AAT Composites by the supplier.
4. This calibration report shall contain the following information as a minimum:
   a) The results of the calibration; and
   b) An official statement that declares, the devices used in the calibration are traceable to national or international standards.
   c) Where possible the reference to the national or international standard must be referenced.

E. Contract Review and PO Acknowledgement

1. Each PO displays the following note:
   "By acceptance of this Purchase Order, whether by order confirmation or deliveries against this Purchase Order, the supplier agrees to the (BP CP07.02) Supplier Terms and Conditions and (BP CP07.04) Supplier Quality Requirements as located on the AAT Composites website at www.aatcomposites.com. Please only commence with the manufacturing of these parts once the drawing and the drawing revision have been verified and confirmed by the AAT Composites Engineering Configuration Department."
2. During contract review - applicable and supporting documents as described in A.2 - the supplier shall review and ensure that it can fulfill all the requirements and shall evaluate the associated risks.
3. The supplier shall ensure that it has all the required documents to execute the PO in accordance with the conditions stipulated.
   a) This includes verification of the correct technical documentation and revisions as stipulated on the PO – refer to point E.1 note.
   b) This includes regular review and verification of the quality requirement documentation as published on the AAT Composites website/homepage for the suppliers.
   c) For specialized items and services, the requirement detail must be provided as per the quotation attached to the PO communicated.
4. It is the supplier's responsibility to request any additional information considered necessary.
5. The acknowledgement of receipt for each PO shall be returned to the respective buyer at AAT Composites within 7 days, of its receipt by the supplier, dated and signed by an authorized person.
   a) Any reservations that the supplier may have shall be noted on the acknowledgement of receipt.
   b) Beyond this deadline, the PO is considered to be accepted and its execution shall be performed under the conditions defined.

6. By accepting the PO, the supplier declares itself capable of fulfilling the order in compliance with quality, lead-times, and price.
7. The supplier shall therefore have the means to verify its supplies, sub-contracting, and manufacture.

F. Quality Audits and Right of Entry/Access

1. Concerning onsite quality audits and access to the supplier and sub-tier supplier premises - attention is highlighted to points M.15, M.17, M.27 and M.29 of document (BP CP07.02) Supplier Terms and Conditions.
2. Such an onsite quality audit, which shall be preferably be agreed to prior to the scheduled performance, may take the form of a system, process, or product audit as per AAT Composites' directives.
3. Reasonable restrictions made by suppliers to protect its business secrets shall be respected.
4. To assure adherence to the contract, the supplier will regularly and periodically perform quality audits as required by BS EN 9001 and BS EN 9100 international standards. The supplier will conduct ad-hoc quality audits and perform corrective actions in case of important or repeated deviations.
5. Quality audits and other quality surveillance measures carried out by the supplier internally, and also at its sub-contractors' and sub-suppliers' sites, is part of the contract.
6. As noted under point C, onsite quality audits will be required to be conducted by relevant AAT Composite personnel - to enable review of the supplier quality requirements. Upon completion of these audits a supplier audit report will be drafted and communicated between both parties:
   a) Findings will be classified as major non-conformances, minor non-conformances, observations for improvement and strong points.
   b) It will be required by the supplier to promptly address and correct non-conformities raised, also implement and action the agreed observations for improvements.
   c) Corrective action and closure of highlighted items must be submitted in writing to the Quality Manager of AAT Composites for tracking and updating purposes.
7. All suppliers who are deemed acceptable as approved OP's are indicated on the approved supplier list and are notified in writing of which suppliers they must control on behalf of AAT Composites. All suppliers who are under surveillance of third parties are indicated on the approved supplier list and are informed in writing of who will complete the surveillance and control on behalf of AAT Composites.

   AAT Composites holds the right to impose the following minimum requirements on any designated OP:
   a) Verify and control that certification standards and checklists are acceptable and applied to the applicable scope required by the company.
   b) Verify that the OP is appropriately qualified and has sufficient knowledge, experience, and training to perform its allocated tasks.
   c) Verify and control that the frequency with which the OP carries out surveillance of the suppliers is commensurate with the complexity of the product and with the surveillance frequency established by the POA holder's suppliers' control programme
   d) Verify that the surveillance of the suppliers includes on-site surveillance activities that are conducted by the OP.
   e) Ensure that the surveillance report will be made available to the company and the competent authority upon request.
   f) Verify that the OP continues to be recognized or accredited.
   g) Verify and ensure that the OP has access to the applicable proprietary data to the level of detail necessary to survey the suppliers' functions.

G. Part Marking

1. Labelling of products, parts and packages shall conform to the requirements agreed with the customers of AAT Composites, hence described in (BP CP07.07) Supplier Management: Marking of Parts and Assemblies.
2. Any additional or other marking requirements (e.g. AAT Composite customer instructions) will be communicated by the AAT Composites Engineering Configuration Department upon drawing revision verification.
3. Deviations from the existing marking and labelling requirements are only valid if agreed in writing between the supplier and customer (project engineering). The project engineer from AAT Composites is the only authority to approve or instruct changes to part and assemblies marking of a project.
4. If the supplier procures individual parts from sub-suppliers for its component, the identification marking of the individual parts of this component must be implemented in such a way that the sub-suppliers concerned are included in the identification marking.
5. The supplier shall ensure that the marking and labelling of packaged products will:
   a) Be permanent and legible – also during transport and storage.
   a) Not impair the formation and life of the part.
   b) Avoid having an excessive number of markings.

c) Not cause deterioration from the aesthetic appearance of the component and/or assembly.
d) The identification marking must be suited for the intended operational and storage environment of the component as well as be legible during its entire service life.

H. Inspection

1. The supplier shall be responsible for implementing an inspection concept to comply with agreed targets and specifications.
2. Included in this requirement is the necessity that the supplier shall implement a validation system to ensure capability and reproducibility.
3. Upon receipt, AAT Composites shall inspect the supplier's products in respect of compliance with quantity and identity as well as in respect of visible damages.
4. Any defects detected in the ordinary course of business will be reported by AAT Composites to the supplier without delay.
5. To that extent, the supplier hereby expressly waives any rights it may have in respect of obligating AAT Composites to perform any incoming goods inspection.
6. In the event of defective deliveries, also refer to point H.4 of this procedure, the supplier shall take immediate remedial actions (replacement deliveries, rework, etc.).

I. Non-Conformance Reporting and Control

1. The supplier shall have an internal process in place for the control of non-conforming outputs and apply it.
2. Products from serial production with any non-conformance/deviation from the required specifications may not be delivered, also not reworked without prior written consent from the relevant project engineer of AAT Composites.
3. Non-conforming product shall clearly be marked and identified as being discrepant.
4. Parts with non-conformance/deviation for which no standard rework has been defined and agreed upon by AAT Composites shall, as a rule, be scrapped.
5. Reporting of Non-Conforming Outputs:
   a) If a non-conformity/discrepancy is detected after delivery to AAT Composites, the supplier shall notify the Quality Manager and Purchasing Manager of AAT Composites within 24-hours of detection.
   b) Point C.7 is again reiterated, noting that non-conforming outputs will be reviewed during supplier performance evaluations and will directly impact the approval status of each supplier.
   c) AAT Composites will isolate the concerned non-conforming component and the supplier will be informed by receipt of a (BF CP07.11) Supplier Corrective Action Notification as described in (BP CP08.03) Non-Conformance Reporting procedure.
   d) It is the responsibility of the supplier to thoroughly complete this document (as noted in point I.7) and return it to the purchasing department without delay.
6. Corrections or rework activities:
   a) The corrections/rework determined by the relevant project engineer of AAT Composites must be implemented by the supplier within the set time limit.
   b) Only in exceptional cases, (if necessary) by schedule and if economically acceptable, the supplier shall inform AAT Composites and make a corresponding recommendation for the rework of the non-conformance with the application for a supplier concession or production permit as per (BP CP07.06) Supplier Concession and Production Permit.
   c) The supplier is in any case obliged to implement all necessary improvements immediately.
   d) In urgent cases, AAT Composites can, in agreement with the supplier, make the improvements himself or have it made by a third party. The extra costs involved for this shall be borne by the supplier.
7. In cases, after quality audits have been conducted by AAT Composites to improve the quality of parts, where parts are continuously delivered incorrectly, the supplier will be charged for repairs of defective parts, as well as the time lost by our production floor, awaiting the repairs.

J. Traceability

1. The supplier shall ensure the traceability of products supplied to AAT Composites - up to the OEMs. In the event of a defect being detected, the traceability system shall be good enough to permit tracing the number of potentially damaged parts/products to the smallest possible quantity. AAT Composites will provide the supplier with any data required for traceability purposes.
2. The supplier commits to ensure the traceability of the supplies up to the OEMs, considering all production changes being used.
3. Traceability information and records must be retained as described under point M, flowing this requirement down to sub-supplier (if and when applicable).

K. Supplier First Article Inspection (SFAI)

1. The supplier shall complete a SFAI according to international standard AS9102 Aerospace First Article Inspection Requirement instructions as described in the (BP CP07.05) Supplier First Article Inspection procedure for the following instances as a minimum:
   a) Manufacture of product for first time.
   b) Resumption of manufacture after a prolonged period of suspension.

c) Major change to product (dimensions, functionality, interchange ability, raw materials, etc.).
d) Change in manufacturing process (change in technology, equipment, place of manufacture, etc.).
e) Change in source of procurement.
f) Formal request from AAT Composites (as a result of customer requirements, for example).

2. The requirement to provide a SFAI will be indicated on the PO or supporting documentation as verified and confirmed by the AAT Composites Engineering Configuration Department.
3. The SFAI part must be supplied to AAT Composites prior to commencement of series production together with the SFAIR.

L. Shelf-Life

1. The recommended shelf life, as applicable, shall be shown on the COC provided to AAT Composites.
2. Upon shipment, shelf life remaining shall meet the minimum shelf life specified on the order.
3. If no shelf life is specified, 80 percent of the shelf life shall be remaining on products on this order unless waivered by the Purchasing Manager.
4. Shelf-life extension(s) of material used during part manufacturing or provision of raw materials may only be granted from or with the approval from the supplier and may not be approved inhouse without the clear written consent of the supplier.

M. Retention of Records

1. Records relating to the products delivered to AAT Composites must be kept - by the supplier and includes the sub-suppliers - for a period of at least thirty-six (36) years (actual test data and records reflecting that all materials and finished items were controlled, tested in accordance with, and met all specifications and requirements).

N. Packing and Shipping

1. The supplier shall assure that parts or materials supplied to AAT Composites are packaged, as agreed, to specification.

2. If no specification exists:
   a) The supplier shall ensure that the material received will be to the drawing and all applicable specifications.
   b) The packaging shall contain the applicable part numbers and lot/batch numbers to be readily identifiable.
   c) The packaging will be adequate to protect the parts or materials from damage or alteration until received on the customer's property.
3. For each consignment, the following must be indicated on the delivery note:
   a) The quantity; and
   b) The designations; and
   c) The drawing number and the revision state, according to which the parts have been manufactured.

O. Special Processes

1. Suppliers having special processes will be reviewed and approved according to special process requirements during the supplier approval phase as noted in point C of this document.
2. The AAT Composites PO and/or AAT Composites Engineering Configuration Department will clearly communicate special process specifications and requirements to the supplier during supplier approval, contract review and PO acknowledgement phase.
3. The supplier will implement production and service provision under controlled conditions for special processes.
4. The supplier will ensure validation and control of special processes by establishing arrangements for these processes which will include, as applicable:
   a) Definition of criteria for the review and approval of the processes.
   b) Determination of conditions to maintain the approval.
   c) Approval of facilities and equipment.
   d) Qualification of persons.
   e) Use of specific methods and procedures for implementation and monitoring the processes.
   f) Requirements for documented information to be retained.
5. Any changes to special processes by the supplier, which includes changes at sub-suppliers level, will be communicated in writing to the Quality Manager of AAT Composites, and await written approval from the project engineer of AAT Composites to proceed with the changes indicated.

P. Preventing the Use of Counterfeit Parts

1. Refer to the requirements as described in AAT Composites' (BP CP07.02) Supplier Terms and Condition under the heading Counterfeit Parts.
2. The supplier shall have an internal process in place for the detection, prevention, and control of counterfeit parts, and apply it.
3. The suppliers' internal counterfeit-part prevention-processes and -initiatives must consider:
   a) Only new and authentic materials shall be used in products delivered to the purchaser.
   b) Training of appropriate persons in the awareness and prevention of counterfeit parts.

c) Application of a parts obsolescence monitoring program.
d) Controls for acquiring externally provided product from original or authorized manufactures, authorized distributors, or other approved sources.
e) Requirements for assuring traceability of parts and components to their original or authorized manufacturers.
f) Verification and test methodologies to detect counterfeit parts.
g) Monitoring of counterfeit parts reporting from external sources.
h) Quarantine and reporting of suspect or detect counterfeit parts to ensure removal of such items from the system and prevent re-entry into the supply chain.

Q. Obsolescence Management

1. The supplier shall implement and maintain an obsolescence management system, conforming to requirements as described in AAT Composites' (BP CP07.02) Supplier Terms and Condition under the heading Obsolescence Management.

R. Product Safety

1. Where applicable, the supplier shall plan, implement, and control the processes needed to assure product safety during the entire product life cycle, as appropriate or relevant to the product.
2. As such, product-safety occurrence-events communicated by the buyer shall be analyzed to:
   a) Promote a safety-culture and lessons learned from occurred events (considering the impacts of the parts delivered by the supplier on the final-product safety).
   b) Prevent occurrences of safety issues by considering industry-experience (including occurrences on other products with similar functions or based on same technologies or components).

S. Staff Awareness

1. It is required from the supplier to ensure that each person involved within its organization are aware of the following:
   a) See point P.3.b – awareness about counterfeit parts.
   b) Their contribution and role towards product or service conformity (meeting requirements).
   c) Their contribution to product safety.
   d) The importance of ethical behavior – by themselves, as well as coworkers.

AUTHORITY AND RESPONSIBILITY

Authorities and responsibilities are described under each activity heading. Refer to individual sections.

DOCUMENTED INFORMATION (RECORDS)

- Retention period: 36 Years - refer to Section J and M of this document.