





## **1. PURPOSE**

The purpose of this document is to define the requirements for acceptance as an approved supplier of Almec Aerospace. In this way we aim to prevent non-conformities, maximise on-time delivery, provide evidence of control, with a good level of customer service.

This document therefore defines:

- The minimum acceptable standards of quality management required for the supply of hardware, software or services involved in Almec Aerospace products;
- A baseline against which the Quality Department may assess the suitability of suppliers.

## **2. SCOPE**

This document covers only the requirements for supply to Almec Aerospace, although companies included on the Almec Aerospace approved suppliers list shall automatically be approved for supply to Almec EAS.

Hardware, software and services that directly affect the quality of Almec Aerospace products include:

- Components, parts, subassemblies and assemblies which make Almec Aerospace products;
- Services and processes such as testing, plating and coating of those parts;
- Embedded software and software used for manufacture and / or testing of Almec Aerospace products;
- Delivery, shipping, couriers and packaging supplies.
- Other products and services that Almec Aerospace and / or their customers or regulators identify as critical.

Where this document requires a procedure to be in place this means that the procedure must be documented, implemented and controlled.

## **3. RESPONSIBILITY AND PLANNING**

It is the responsibility of the Almec Aerospace Supplies Manager to ensure that products are sourced only from suppliers listed on the approved suppliers list.

It is the responsibility of the Quality Department to verify that all companies included on the approved suppliers list meet these requirements.

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#### **4. SUPPLIER APPROVAL POLICY**

- 4.1 Almec Aerospace aims to provide its customers with products and services, which meet or exceed their requirements.
- 4.2 Almec Aerospace can only meet these requirements by using reliable and trustworthy suppliers with a firm commitment to quality. Accordingly Almec Aerospace will only select those suppliers who fully accept responsibility for the quality of the products and services they supply, and can demonstrate this through the quality management systems they operate, their delivery performance and the quality of their products.
- 4.3 Almec Aerospace shall issue the following to all suppliers and potential suppliers:
- 4.3.1 Supplier Quality Assurance Questionnaire (Form QA021).
  - 4.3.2 An uncontrolled copy of the Quality Requirements for Suppliers document (QA053). If required, latest issues can be obtained from the Quality Engineer at Almec Aerospace.
  - 4.3.3 QA053 includes a declaration form, which the supplier is required to return to Almec Aerospace within 10 days. This form demonstrates the supplier's compliance with the requirements of this procedure.
- 4.4 Almec Aerospace shall review all suppliers' continued ability to meet the requirements of this document in one or more of the following ways:
- o Quality Assurance Self-Assessment Questionnaire,
  - o Audit Visits,
  - o Assessment of delivered product,
  - o Response to corrective action requests,
  - o Review of 3<sup>rd</sup> party audit reports or certificates (e.g. AS9100 or ISO9000 certificates).
- 4.5 Almec Aerospace maintains a database of approved suppliers who meet (and agree to continue to meet) the requirements defined by this document, from whom the supplies department is authorised to purchase. Unsatisfactory supplier performance can result in their removal from the database.
- 4.6 Almec Aerospace shall review these requirements periodically, and will provide up-issued copies to suppliers in the event of any significant changes. It may be necessary for the supplier to confirm their ability to meet the revised requirements, in which case Almec Aerospace will request that the supplier return the declaration form.



## **5. KEY REQUIREMENTS**

### **5.1 General Quality Requirements**

- 5.1.1 The supplier, through an arranged visit, shall afford the right of access to Almec Aerospace, Almec Aerospace's customers and the CAA (as the regulatory body) representatives to verify at the suppliers premises that the purchased product / service conforms to Almec Aerospace specified requirements. However, if there is requirement, Almec Aerospace has the right to arrive unannounced to discuss any issues relating to the quality of goods and/or services provided or to conduct source inspection and audits, of a product or process.
- 5.1.2 The supplier shall have an organisation with defined responsibilities for personnel engaged in work affecting quality. There shall be a management quality representative with sufficient staff and resources to ensure that the requirements of this standard are maintained, regardless of other responsibilities. Almec Aerospace **MUST** be notified of changes in company ownership, senior management, and organisation structure or quality representative.
- 5.1.3 The supplier will maintain a documented quality system that defines the procedures and methods used.
- 5.1.4 The supplier must ensure that the requirements of this standard are met and that the products and services supplied to Almec Aerospace conform to the specified requirements. For this purpose the supplier must have a quality manual and appropriate associated instructions.

### **5.2 Product Manufacture, Control, Identification and Traceability**

- 5.2.1 Full traceability back to raw materials must be possible for each batch, with C of C's (or an applicable Certificate of Airworthiness) being supplied from all second tier suppliers, for their goods. The Certificate is to provide a statement that the product supplied has been manufactured, inspected and tested in accordance with Almec Aerospace specifications and that it meets the requirements defined. Suppliers must provide a C of C with each batch. This is a mandatory requirement.
- 5.2.2 The supplier will have a procedure for identifying the product at all stages of manufacture and shipping. This applies to all product intended for delivery to Almec Aerospace, including product issued to the supplier by Almec.

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- 5.2.3 The product must be clearly identified throughout the manufacturing process to indicate the inspection and test status (i.e. awaiting inspection, passed, failed). Products of different inspection and test status must be clearly segregated to prevent any chance of mis-identification.
- 5.2.4 The supplier will ensure that all manufacturing processes are carried out under controlled conditions in a suitable environment and that the components and raw materials employed conform to Almec Aerospace specifications.
- 5.2.5 The supplier will have suitable procedures to ensure that all personnel affecting quality are competent, and able to carry out their duties. Personnel shall be suitably qualified based on appropriate education, experience and training. Training Records shall be maintained.
- 5.2.6 The supplier will have suitable procedures to ensure that all product is stored, packaged, handled and delivered in a suitable manner to prevent loss, damage or deterioration.
- 5.2.7 Product packaging must preserve the product quality to the point of receipt at Almec Aerospace premises. Hazardous product, product with limited shelf life, product with special storage or handling instructions must be clearly marked on each container to indicate the restrictions or limitations of use. All dispersible containers within a delivery must be labelled with the product identification.
- 5.2.8 Suppliers who handle product containing electronic components must have suitable procedures to minimise the risk of ESD. This includes the use of suitable packaging and delivery methods to ensure the product arrives at Almec Aerospace premises in good condition.
- 5.2.9 Goods supplied by Almec Aerospace to the supplier are supplied only for work carried out against Almec Aerospace purchase orders. The goods must be stored in a suitable bonded stores area and labelled or segregated to ensure that it is used only for Almec Aerospace product.
- 5.2.10 Any goods that are supplied by Almec Aerospace that are damaged or unsuitable for use must be recorded and returned to Almec Aerospace supplies department.
- 5.2.11 Any goods that are supplied by Almec Aerospace that are lost must be recorded and reported to Almec Aerospace supplies department.



### 5.3 Inspection and Test

- 5.3.1 All goods intended for use in Almec Aerospace products shall be verified upon receipt that it is correctly identified and received in an undamaged condition.
- 5.3.2 The supplier must have sufficient and adequate inspection, measuring and test equipment to verify that the product conforms to specifications. Each piece of test equipment must be uniquely identified and be calibrated to standards that are traceable to national standards. Each item of equipment must have a record of frequency of calibration, check method and result.
- 5.3.3 The supplier must have procedures to control non-conforming product and to prevent inadvertent use. This shall include methods for identifying, segregating, evaluating, documenting and disposal / rectification. Repaired or reworked product shall be re-inspected to verify conformity and shall be clearly labelled as repaired or reworked.

### 5.4 Process Monitoring and Control

- 5.4.1 The supplier shall conduct planned quality audits to verify the correct operation of procedures and the effectiveness of the quality system. These audits shall be carried out in accordance with documented procedures and to a planned schedule. Results shall be documented and non-conformities corrected promptly.

### 5.5 Corrective Actions

- 5.5.1 The supplier shall maintain documented procedures for corrective actions to prevent the recurrence of non-conforming product, and for ensuring that the actions are effective. The procedures shall include 100% inspection while the causes are investigated and the corrective actions implemented.
- 5.5.2 In the event of corrective action being required by a supplier Almec Aerospace shall issue a Corrective Action Request form. This form must be actioned within 5 working days of receipt. The supplier must formally advise Almec Aerospace of the causes, actions being taken and implementation date.

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## 5.6 Quality Records and Documentation Control

- 5.6.1 The supplier will maintain a documented procedure to ensure controlled distribution of all documents relating to the requirements of this Procedure. Authorised personnel shall approve documents and subsequent changes to them and be available at the point of use. All obsolete documents must be removed from circulation. The control and issue of purchase orders, drawings and specifications issued by Almec Aerospace shall be covered by this procedure, which shall ensure that these documents are available to the quality organisation and are kept confidential.
- 5.6.2 The supplier will, when necessary, select subcontractors on their ability to meet quality requirements. Subcontractor assessment shall be carried out by an appropriate combination of surveillance of their quality systems and evaluation of their capability from previous quality delivery records. Purchasing documents shall clearly describe the product or service required by reference to all the applicable drawings and associated data.
- 5.6.3 The supplier shall maintain data and records, which support conformity of a product, part or appliance for not less than 5 years from the date of issue of the related C of C or Authorised Release Certificate.
- 5.6.4 Data that is considered essential for continuing airworthiness should be kept throughout the operation life of the product, part or appliance. Any such data must not be destroyed during or after this period without prior written approval from Almec Aerospace.

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## 5.7 Design Control

- 5.7.1 The requirements for design control is applicable only in the following cases:
- The supplier receives an enquiry or purchase order to design a product to Almec Aerospace specification;
  - The supplier of proprietary product receives an enquiry or purchase order to customise a product to Almec Aerospace specification.
  - The supplier receives an enquiry that includes the design and manufacturing of tooling.
- 5.7.2 If design control is required, the supplier shall implement a design control procedure, including:
- a. Review of the Almec Aerospace specification to identify incomplete, conflicting or ambiguous requirements that shall be resolved with the Almec Aerospace Design Department.
  - b. The preparation of drawings that define product acceptance or rejection criteria and fulfil the Almec Aerospace specification requirements. Drawings shall be subject to Almec Aerospace Design Department approval, together with design, performance and stress calculations where applicable.
  - c. Design changes will be identified and subject to Almec Aerospace Design Department approval.
  - d. Samples shall be manufactured, and all documented test and inspection records maintained, to verify compliance to both the design requirements and the Almec Aerospace specification.



6. SUPPLIER DECLARATION OF COMPLIANCE

Company Name: .....

Quality Representative:

Name: .....

Position: .....

E-mail: .....

Adress: .....

.....

.....

Tel: .....

Fax: .....

I hereby agree, on behalf of ..... to  
comply fully with the requirements defined in Almec Aerospace document QA053 "Quality  
Requirements for Suppliers". I confirm that I am authorised to sign this declaration.

Signed: .....

Print Name: .....

Position: .....

Date: .....

Please return to:  
The Quality Department, Almec Aerospace Ltd.,  
Knowl Piece, Wilbury Way, Hitchin, Hertfordshire. SG4 0TY. United Kingdom

Fax: +44 (0)1462 437160  
Tel: +44 (0)1462 436566

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