QUALITY AND BUSINESS MANAGEMENT SYSTEM

FLOWDOWN OF REQUIREMENTS TO SUPPLIERS

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PREFACE

This document is based upon the requirements of ISO9001 with the addition of AS9100 clauses where appropriate. It is designed to provide guidance to all suppliers as to the requirements necessary to supply products and/or services to AmSafe Bridport. Supplier types include accredited, non-accredited, manufacturers, distributors and subcontractors. The requirements in this document should be used by the supplier to support and provide guidance to their sub-tier suppliers.

The document is intended to enhance productive and mutually beneficial relationships between AmSafe Bridport and their Suppliers. AmSafe Bridport's goal is to focus business with preferred suppliers and build long-term strategic relationships based on quality, delivery and service. Continuously improved performance standards should enhance the supplier's position to receive future business opportunities. Preferred Supplier status can be awarded to Suppliers complying with the requirements of this document. Further details for gaining Preferred Supplier status and Supplier Agreements can be made available upon request to the Procurement Team.

This document is provided in an electronic format to all Suppliers and is available on AmSafe Bridport Website. The latest issue of this document is stipulated on AmSafe Bridport purchase orders. Acceptance of purchase orders confirms compliance to this document alongside the additional requirements listed in the Terms and Conditions (T&Cs).

In the event of any areas of non-compliance, suppliers shall request FORM-QA-03.06.01 Compliance Matrix and submit to AmSafe Bridport's Quality Team for Approval.

Any deviations to the requirements stipulated in this document must be submitted in writing and subsequently approved in writing by AmSafe Bridport

Any queries or requested support in regards to this document should be directed to the AmSafe Bridport's Quality Team and/or Procurement Team.

Contact Details:

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Buyer Contact Details are at point of order otherwise Procurement-Commercial@amsafebp.com

Document Approval Status

Delete or amend key personnel as applicable for document approval

Document Author	Tanya Armstrong
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Document Change Details

Document Issue	Date	Reason / Description of Change
01-09	See Previous Issues	
10	21/11/2018	Full Review and update including remove delegated responsibilities and rewrite change management / counterfeit parts / add AAM
11	04/12/2018	Removal of Appendix 1 (CNA Form) and change of Appendix 2 to Appendix 1
12	04/12/2018	Updated document issue control page
13	20/09/2019	Updates made to incorporate STOR and customer PO requirements.
14	25/10/2019	Added section "1.22 Calibration Services" Moved Appendixes to section 2.0
15	24/07/2020	Numerous additions and re-structure
16	11th August 2023	Addition to Section 1.5: Equivalent/alternative material requirement Amendment to Section 1.7: Special Processes Addition to Section 1.19: Country of Origin requirement Amendment to Section 1.23: Export Control

Shading denotes changes

Contents

1.1 QUALITY SYSTEM

(1) The Supplier will provide and maintain an effective Quality Management System that is compliant with this document. In the event of any areas of non-compliance, suppliers will request FORM-QA-03.06.01 Compliance Matrix and submit to AmSafe Bridport's Quality Team for Approval.

(2) AmSafe Bridport preference is that supplier's hold an accredited Quality Management System to a minimum of one of the following:

- Manufacturers AS/EN 9100 / ISO9001
- Maintenance and Repair AS/EN 9110
- Distributers AS/EN 9120

Suppliers who are not certified to any of the above will be subjected to higher levels of surveillance activity.

(3) The supplier must inform AmSafe Bridport of any changes to Third Party accreditation including lapse or withdrawal in writing.

(4) The Supplier's Quality Representative shall be directly responsible to a senior executive of the company.

(5) The Supplier shall carry out inspection of all products and services before submitting them to AmSafe Bridport, and will certify that all such products and services conform to the requirements of the purchase order.

(6) Where contractually agreed only, Process Control must be established for features on applicable Purchase Order documented information (e.g. Key Characteristics stipulated in drawings or specifications). The suggested standard is AS9103 – Quality Management Systems, Variation Management of Key Characteristics.

(7) Where contractually agreed only, Process Control documents must be established and submitted to AmSafe Bridport (e.g. Control Plans, PFMEA, Process Flow Charts etc.)

(8) The Supplier's Quality Representative must have access to all purchase order requirements, drawings, specifications and other related documentation necessary to fulfil their duties.

1.2 CONTROL OF RECORDS

(1) The use of correction fluid on all forms of documented information is not acceptable.

(2) Documentation and records necessary to demonstrate compliance with the requirements of the purchase order will be maintained and made available for auditing by AmSafe Bridport's representatives upon request at all reasonable times.

(3) All documentation must remain legible and readily identifiable ideally for an indefinite period. If records are not held for a minimum of 10 years, the Supplier must ensure that all product traceability and test records are supplied with each AmSafe Bridport delivery.

(4) If at such time the company ceases to trade, all records must be passed to AmSafe Bridport.

1.3 EVALUATION

(1) AmSafe Bridport's approved suppliers are continuously monitored to assess their on-going suitability by measurement of quality, cost and delivery performance and surveillance through audits, source Inspections and/or witnessing First Article Inspections.
Suppliers are required to achieve minimum standard of 98% conforming goods, calculated by line items. These metrics will be available upon request.

(2) Should a Supplier's performance fall below the aforementioned minimum standard, Supplier may be notified in writing and the following steps may be undertaken by AmSafe Bridport as part of a recovery plan:
- (a) The Supplier will be subject to a review with a view to improving their performance to the aforementioned standard
- (b) Approval may be suspended or withdrawn if the standard is not met within an agreed time-scale – See Appendix 1

1.4 ACCESS

(1) The Supplier will permit reasonable access to their company premises for AmSafe Bridport Quality/Purchasing Team, AmSafe Bridport's representatives and/or Customer representatives and also allow access to regulatory authorities If necessary to :
- (a) Discuss the terms and conditions of the Purchase Order with the Quality representative
- (b) Conduct periodic audits/assessments of the Supplier's quality/business operating system and supporting facilities,
- (c) Conduct Source Inspections and other visits which may include examining general processes, personnel and products,
- (d) Agree corrective action plans following a reported non-conformance
- (e) Audit the requirements of this document

(2) Records, Specifications and other related documented information must be made available to support the above activities.

(3) Suppliers may be required to participate in Reviews/Seminars at AmSafe Bridport when requested, given reasonable notice.

1.5 CONTRACT REVIEW

(1) On receipt of the order the supplier shall conduct an effective Contract Review prior to proceeding

(2) It is the supplier's responsibility to ensure they have been provided with sufficient information to meet the requirements of the order e.g. specification references, drawings and required delivery dates. If the Supplier does not have the Revision Level of documents stated on the Purchase Order, it is the responsibility of the supplier to have it prior to commencing manufacture.

(3) Discrepancies, omissions, and the need for clarifications or interpretations of any nature encountered by Supplier in respect of furnished drawings or specifications shall be brought to the attention of AmSafe Bridport Procurement Team for resolution.

NOTE: where drawings allow an "alternative" or "equivalent" material, supplier must gain approval in writing from AmSafe Bridport Engineering for the material selected.

(4) The Supplier MUST ensure the requirements of the order are within the Scope of their approval

(5) Contract Review requirements shall also apply to contract amendments.

It is essential that Suppliers review and ensure compliance with Purchase Order conditions. As a minimum Certificate of Conformances shall be supplied as well as any additional documents stipulated within the Purchase Order.

1.6 SUB CONTRACTING / SUB-TIER SUPPLIER CONTROL

(1) The supplier shall maintain methods of qualifying and approving their suppliers

(2) All relevant AmSafe Bridport quality requirements and necessary information must be flowed down to respective sub-tier Suppliers via Purchase Orders or Contracts. This includes but is not limited to testing, examination, inspection, instructions, correct issue/revision numbers, key characteristics, quality system or documentation requirements stipulated on AmSafe Bridport Purchase Orders.

(3) The supplier shall verify purchased product which may include review of certificates of conformity, material certificates and test reports, statistical process control, inspection and/or audit at source

(4) The Supplier shall retain documented information pertaining to incoming goods which should include certificates of conformity (as a minimum) and any applicable material certificates and results of incoming inspections.

(5) The Supplier's Sub-contractor/Sub-Tier performance shall be monitored, recorded and reviewed to be used as a basis for establishing the level of controls to be implemented.

Necessary actions should be taken in the event that sub-contractors/sub-tiers do not meet requirements

(6) AmSafe Bridport reserves the right to evaluate and audit any 2nd line sub-contractor / sub-tier supplier. Any such action will not relieve the Supplier of his responsibility to ensure the quality of any product supplied or service provided to AmSafe Bridport.

1.7 SPECIAL PROCESSES

(1) Special processes must be conducted by processors who hold the relevant approvals / accreditation to follow the standards requested on the Purchase Order.

If special processes must be performed by organisations holding NADCAP or Boeing approvals (See Section 1.22), then this will be specified on the Purchase Order. NOTE: this may not be specifically stated on the Purchase Order but contained within documents detailed on the Purchase Order.

Special processes include but are not limited to:
(a) Non-destructive Testing (NDT)
(b) Heat Treatment (HT)
(c) Coatings including painting (CT)
(d) Chemical Processing (CP)
(e) Welding (WLD)
(f) Non-Conventional Machining and Surface Enhancement (NMSE)
(g) Surface Enhancement, e.g. shot peening (SE)
(h) Composites (COMP)

1.8 MATERIAL SEGREGATION AND CONTROL

(1) The Supplier will provide secure facilities, preferably a bonded area, to ensure that material is not used until inspected or otherwise verified as conforming to specification. A clear distinction is required between material in quarantine and material accepted for use and waiting issue.

(2) The Supplier agrees to control materials in such a manner to maintain batch traceability and to align with current AmSafe Bridport Purchase Order requirements.

(3) Where material is procured, free issued from AmSafe Bridport or made specifically for AmSafe Bridport orders, necessary steps shall be taken to ensure that the designated material and only that material is used on the order.

(4) Materials will be stored and protected in such a manner to prevent damage, corrosion, contamination, deterioration or loss of identification and traceability at all times.

(5) When sub-tier test reports are utilized to verify supplied products, the Supplier shall implement a process to evaluate the data in the test reports to confirm that the product meets requirements. When raw material is identified as a significant operational risk within

the supply chain, the Supplier shall implement a process to validate the accuracy of test reports.

1.9 TRACEABILITY

(1) All raw material obtained by the Supplier to meet an order, and all parts incorporated into assemblies which are subsequently supplied to AmSafe Bridport must be traceable to the manufacturing source and identifiable to the manufactured item.

(2) Traceability must be maintained through all stages of the Supplier's manufacturing process, including the maintenance of inspection and test records. These records include any applicable documented information such as use of a Concession, Production permit, Rework or corrective actions.

(3) For any given AmSafe Bridport product, the Supplier must maintain documented information pertaining to production, manufacture, assembly, inspection and test.

(4) In the event of certain processes being further sub-contracted; traceability to the 2nd stage control, inspection and / or test records must be maintained for the aforementioned documentation retention periodicities.

1.10 PREVENTION OF COUNTERFEIT PARTS

To mitigate the risk of Counterfeit Parts entering the supply chain:

(1) All AmSafe Bridport Suppliers shall implement a process for the prevention of counterfeit parts. Industry Standards for guidance are as follows:

- AS6174 Counterfeit Materiel; Assuring Acquisition of Authentic and Conforming Materiel
- AS5553 Counterfeit Electrical, Electronic, and Electromechanical (EEE) Parts; Avoidance, Detection, Mitigation, and Disposition

(2) All AmSafe Bridport Suppliers shall use distributors/stockists that are EN9120 certified and authorised by the Original Equipment Manufacturer (OEM) or from other approved sources via an approved suppliers list

(3) **A Certificate of Conformity from Sub-Tier Supply is mandatory to ensure traceability of parts and components to their original or authorised manufacturers. The Supplier commits to carrying out reasonable due diligence activities to confirm the authenticity of any documented information provided to them by sub-tier suppliers.**

(4) Alternative products are not to be delivered without prior written approval from AmSafe Bridport

(5) Material Certification and/or Batch Traceability is mandatory if requested on AmSafe Bridport Purchase Order

(6) Appropriate functional testing and/or validation of the supplied parts must be carried out

(7) The Supplier should provide training to appropriate personnel in the awareness and prevention of counterfeit parts

(8) The Supplier shall ensure control of Counterfeit Parts is cascaded to sub-tier at any level of the supply chain as applicable and ensure they are understood and fulfilled.

(9) Suspect counterfeit parts shall be controlled to prevent entry or re-entry into the supply chain.

(10) The Supplier shall ensure the product is checked against their Purchase Order upon receipt at Goods Inwards and records are kept for the aforementioned retention periodicities

(11) The Supplier must notify AmSafe Bridport in writing of any identified counterfeit or suspected counterfeit product in their supply chain or in their premises or previously delivered to AmSafe Bridport

1.11 TOOLING, GAUGING & MEASURING EQUIPMENT CONTROL

(1) All AmSafe Bridport supplied tooling becomes the responsibility of the supplier whilst in their possession.

(2) The equipment must be maintained in a reasonable condition and subject to an effective and appropriate calibration process where applicable.

(3) All AmSafe Bridport tooling must be Identified and maintained in good working order and promptly returned when requested by AmSafe Bridport.

(4) All gauging and measuring equipment shall be identified by a unique serial number and a record maintained of the initial and subsequent dimensional and operational inspection examination of such equipment.

(5) All equipment shall be subject to an Initial calibration check against a National Standard and subsequent checks will be carried out on each item of equipment, the frequency of which shall be based on objective evidence of stability and continuing accuracy.

(6) Records will be compiled for each item, stating the date and result of each check.

(7) The Supplier shall arrange for measuring equipment which is the personal property of their employees and used on products supplied to AmSafe Bridport to be identified and controlled In accordance with these requirements.

(8) Where the calibration status of equipment is not clear, it shall not be used until the calibration has been verified.

(9) The Supplier must ensure that environmental conditions are suitable for all calibrations, inspections, measurements and tests being carried out.

(10) Measuring equipment should be available to enable verification of identified key characteristics

1.12 NON-CONFORMING PRODUCT

(1) The Supplier shall ensure that outputs generated internally, received from an external provider, or identified by a customer that do not conform to requirements are identified and controlled to prevent their use. This shall also apply to nonconforming products and services detected after delivery.

(2) The Supplier's nonconformity control process shall be maintained as documented information including the provisions for:

a) Defining the responsibility and authority for the review and disposition of nonconforming outputs and the process for approving persons making these decisions;
b) Taking actions necessary to contain the effect of the nonconformity. This includes checking all work in progress, stores stock, despatch/shipping area, product in transit, at sub-tier suppliers, similar parts/processes and previously supplied affected deliveries
c) Defining root cause and corrective actions for nonconforming products and services. AmSafe Bridport recommend utilisation of a Cause Chain methodology such as 5-Why
d) Identifying all products, product families and manufacturing processes which may have contributed to the non-conformity (inclusive of sub-tier as applicable)
e) Implementing agreed corrective actions for all affected nonconforming products and services
f) Reporting to AmSafe Bridport of confirmed and suspected nonconformities affecting delivered products and services. All notifications of escapes must be logged on FORM-QA-02.01 Supplier Technical Occurrence Report. Forms are available upon request from the AmSafe Bridport Quality Team.
Notification/report submittal must occur within three (3) business days and sent to supplier quality representative with notification to Procurement.

(3) The Product dispositioned for scrap shall be permanently marked, or positively controlled, until physically rendered unusable.

(4) Non-conformances will adversely affect Supplier Performance Ratings. Suppliers agree to the fullest extent to avoid submitting non-conforming product to AmSafe Bridport, and agree to address any discrepancies in this regard in a timely manner.

(5) The supplier may incur a replacement, credit note, corrective action report (CAR) and payment may be delayed.

1.13 CONCESSION APPLICATION

(1) It is the policy of AmSafe Bridport to restrict non-conforming parts and hence discourage the submission of Concession Applications for non-conforming materials. Such submissions may be rejected and any accepted may have an adverse effect on Supplier Performance Rating. The cost of application may also be borne by the Supplier.

(2) **Where necessary, requests for permission to deviate from the purchase order, drawing or specification requirements in advance of manufacture are to be made in writing using Section 1 of AmSafe Bridport's FORM-ENG-02.11.01. Written authority must be received by the Supplier from AmSafe Bridport prior to manufacture or delivery.**

(3) **The Concession Number must be quoted on the release documentation, and the part identified. Failure to observe these requirements may result in rejection of goods**.

1.14 REJECTION AND RESUBMISSION

(1) **Products that do not conform to the requirements of AmSafe Bridport purchase orders, or of this document, are liable for rejection. The Supplier may incur a Corrective Action Report (CAR)**

(2) The Supplier will investigate the cause of non-conformance and instigate corrective action to prevent a recurrence.

(3) Non-conforming products will be reworked or replaced at the Supplier's liability (unless otherwise agreed). Reworked or replaced product should be re-certified and resubmitted if there is a valid AmSafe Bridport Purchase Order.

(4) When returning materials previously rejected by AmSafe Bridport, the Supplier will:

(a) Quote the relevant AmSafe Bridport VRMA Number / CAR number on the release documentation

(b) Complete and return a copy of the CAR indicating the cause of non-conformance and the corrective action that has been taken.

(c) Provide evidence that any items that have been reworked or repaired have been re-inspected and accepted.

(d) Provide documented evidence that items deemed as No Fault Found (NFF) are conforming.

(5) The CAR should be completed within 30 days of receipt. Failure to do so may result in the Supplier being suspended from the AmSafe Bridport Approved Suppliers List – See Appendix 1.
*Due Dates of CARs may be extended upon request and Approval from AmSafe Quality Team to enable adequate investigations where required, provided responses are still received within a timely manner.

(6) CARs agreed to be Supplier liability will have an adverse effect on Supplier Performance Rating. Supplier Approval and Purchase Orders may be restricted until satisfactory acceptance and verification of corrective action is completed on the deficiencies. Future orders may not be forthcoming until corrective action is complete.

(7) For CARs deemed to be Supplier liability, payment may be delayed and supplier may incur a replacement or credit note.

(8) AmSafe Bridport retains the right to levy an additional charge of 250.00 pounds sterling (GBP) per Supplier Liability CAR.

(9) Any repair or salvage action proposed, not covered by the manufacturing drawing proposed, must be approved by AmSafe Bridport in writing prior to resubmission.

1.15 QUALITY PLANS

(1) Where AmSafe Bridport is contractually required to prepare and issue a Quality Plan for the product, the Supplier shall supply such information on the quality systems and procedures operating throughout the Supplier's company, as requested. Confidentiality of commercial processes is recognised by AmSafe Bridport. A Quality Plan may contain documents such as a Control Plan, PFMEA, Process Flow Chart, Statistical Process Control etc.

(2) Where a Quality/Inspection Plan is required from the Supplier, this will be requested in writing and the document must be submitted for written approval by AmSafe Bridport within the time period agreed and prior to commencement of work. Confidentiality of commercial processes is recognised by AmSafe Bridport.

1.16 CHANGE MANAGEMENT

(1) The Supplier shall not carry out changes without notification to AmSafe Bridport. Notification of planned changes shall be submitted using "Form-PURCH-03.01.06 Supplier Change Notification & Approval CNA". The form is available upon request from the AmSafe Bridport Quality Team. Minor changes do not require AmSafe Bridport notification provided it is documented in accordance with the Supplier system procedures and verified to not affect product quality. See Table 1 for definition of Major/Minor changes:

Table 1: Definition of Major and Minor Change

Major Change Form-PURCH-03.01.06 to be submitted	Changes made to the manufacturing process, sequence of operations, product formulations, suppliers of raw material ingredients including location changes, controlled process parameters, controlled process equipment, process acceptance testing, equipment or plant site location, company name changes, product code changes, alternative certification test methods, or any changes that could affect the consistency, quality, fit, form, function, or performance of the product.
Minor Change Form-PURCH-03.01.06 not required	Changes of an editorial nature, correction of spelling errors, clarification of instructions, name changes of suppliers and suppliers of raw materials, addition or deletion of distributors, document format changes, reduction of tolerances or parameter ranges, safety items, addition of in process testing requirements, or other changes that do not fall under the category of major changes.

(2) Form-PURCH-03.01.06 must be submitted to AmSafe Bridport for Major Changes however:

- For types categorised as "Notification" (see Table 2) - no express approval from AmSafe Bridport is required prior to the supplier's implementation
- For types categorised as "Approval" (see Table 2) - express approval in writing from AmSafe Bridport must be received prior to implementation:

Table 2: Major Changes that require Notification only or AmSafe Bridport Approval

CHANGE TYPE	NOTIFICATION	APPROVAL
Manufacturing Process		*
Production Equipment	*	
Tools & Jigs	*	
Material		*
Raw Material Source	*	
Location, contact address, site	*	
Manufacturing Layout	*	
Product Fit, Form or Function		*
Other Design Change		*
Service	*	
Sub-tiers		*
ERP System	*	
Major Organisational Change	*	
Legal, Entity or Ownership	*	
Scope of Operations (certified under Third Party Approvals_	*	
Major Management System/Process	*	
Key Decision Making / Technical Staff	*	
Testing Format		*
Obsolescence		*
Accreditation Status	*	

1.17 OBSOLESCENCE MANAGEMENT

(1) The supplier must take any appropriate action for review of obsolescence in their supply chain, as a minimum this should be for items and services required for processing of product sold to AmSafe Bridport. Details of this review will be made available to AmSafe Bridport if requested.

(2) AmSafe Bridport retain the right to periodically request the supplier to provide product specific Obsolescence. The supplier, if asked by AmSafe Bridport, must provide confirmation of obsolescence risk of product sold to AmSafe Bridport. AmSafe Bridport retains the right to request the obsolescence data.

(3) In the event of component obsolescence the supplier shall offer AmSafe Bridport a "last time buy" notification to ensure adequate materials are made available during the transition to an alternative source. AmSafe Bridport should have a right to increase the purchase order quantity or request call-off stock to ensure stocks last after received "last time buy" notification for one time.

1.18 FIRST ARTICLE INSPECTION

(1) When requested on the Purchase Order, First Article Inspections shall be carried out in accordance with the latest issue of AS9102. The data should be supplied using the AS9102 Standard FAI Forms (latest released version).

Below are outlined key requirements to be met:

(a) Initial First Article Submission (Including drawing Issue changes),
(b) Change in manufacturing source or location, which includes product between sites within their organisation,
(c) Change in manufacturing method, including but not limited to changes to manufacturing processes, production equipment, tools and programmes,
(d) Change to the design of Supplier's proprietary equipment used in the manufacture of AmSafe Bridport products
(e) Changes to testing format
(f) Corrective action for a part which has been rejected more than one time, upon request from AmSafe Bridport
(g) A lapse in production for 2 years, unless written approval received from AmSafe Bridport to deviate from this requirement

Guidance is available upon request from AmSafe Bridport Quality team.

1.19 CERTIFICATION RELEASE REQUIREMENTS

(1) Supplier shall ensure all release certificates and associated documentation (including Certificate of Conformity) are supplied prior to or with delivery of the goods. Failure to do so may affect Supplier rating performance and may delay payment.

(2) The Release Certificate / Certificate of Conformity must carry the following information:

(a) Unique Document Identity (through which traceability to original materials, manufacturing sources and records can be achieved)
(b) Document Issued date
(c) AmSafe Bridport Purchase Order Number and Line Item Number
(d) Description of Product / Service supplied
(e) Part Number and/or Drawing Number and Issue Number
(f) Quantity Supplied
(g) Batch Number / Serial Number, if applicable
(h) Material Specification and Batch Identity, if applicable
(i) Inspection Report/ Concession/ Permit/ Reject Note Number, if applicable
(j) Statement of conformance by approved personnel with a declaration as detailed on the Purchase Order
(k) Any applicable supporting documents.

(3) Due to changes in regulation and legislation regarding imports and exports, an additional declaration is required for all goods supplied into AmSafe Bridport. Supplier shall provide a declaration of the country in which parts were manufactured (Country of Origin).

Note: The Country of Origin may be detailed on the Delivery paperwork (such as the Invoice/Certificate of Conformity/Packing List) or alternatively may be confirmed via the 'Long Term Supplier Declaration' Form. This form is available upon request from the AmSafe Bridport Procurement Team.

1.20 DELIVERY

(1) The Supplier will ensure that all parts are delivered correctly identified, as required by the drawing and the Purchase Order.

(2) Deliveries shall be correctly packaged to prevent damage, deterioration, corrosion and other risks during transportation.

(3) AmSafe Bridport reserve the right to reject product after delivery for a reasonable period to allow for post-delivery inspection activities

(4) Certification and documentation requirements of the AmSafe Bridport order accompany each delivery as appropriate.

(5) Failure to meet these requirements may result in a rejection being raised to prevent a recurrence. Rejects will adversely affect the Supplier Performance Rating and may delay payment.

(6) **The due date stipulated on the AmSafe Bridport Purchase Order is the date for latest receipt at the AmSafe Bridport facility. Early deliveries up to 5 days prior are acceptable.**

(7) **If lines are delivered >0 days after the Due Date then they are deemed Late. Late deliveries will adversely affect the Supplier Performance Rating.**

1.21 PERSONNEL

(1) The Supplier will ensure persons performing work on behalf of AmSafe Bridport are:

- (a) Competent to perform work as assigned, as evidenced by training record or other documentation.
- (b) Aware of their contribution to product and service conformity to AmSafe Bridport requirements.
- (c) Aware of their contribution to product safety in this stage and further stages of product or service lifecycle.
- (d) Aware of the importance of ethical behaviour.

1.22 BOEING SUPPLIERS ONLY

Requirement to meet this section is specified on the Purchase Order.

(1) For all Boeing Special processes, Suppliers should use Boeing approved Processors as set forth in D-14426. Where special processes are industry or military standards, Suppliers shall use as a minimum NADCAP accredited processors.

(2) Suppliers shall comply with Acceptance Authority Media (AAM) requirements. AAM can be summarised as Quality Assurance throughout the entire process of authorising a product from design to release, specifically relating to authorised personnel signatory/stamping competencies, passwords, control, documentation and security on all associated media.

1.23 EXPORT CONTROL

(1) The AmSafe Bridport Purchase Order will identify whether items are subject to Export control. Each Purchase Order Line will state the item as either "NOT EXPORT CONTROLLED" or "EXPORT CONTROLLED".

If the item is identified as "EXPORT CONTROLLED", then it is the supplier's responsibility to adhere to any relevant export control requirements for export controlled commodities and data/technology. As a generalisation, any commodities/data/technology that can be used to manufacture a component would be deemed as Export Controlled. This may include but is not limited to FAI Reports, Drawings, Manufacturing Specifications and Design Data. This is only a generalisation so if there is any doubt please contact exportcontrol@amsafebp.com BEFORE transferring any data.

All correspondence with "EXPORT CONTROLLED" commodities/data/technology must be conducted through encrypted channels. Please contact Procurement-Commercial@amsafebp.com or QA1@amsafetbp.com (FAO Supplier Quality) to request access to AmSafe Bridport's approved and preferred method. A Guideline is also available upon request "WI-GEN-13.04 FTP – Uploading documents".

(2) If the supplier disputes the export control information defined on the AmSafe Bridport Purchase Order, it is the supplier's responsibility to request, complete and submit FORM-PURCH-03.02 to exportcontrol@amsafebp.com.

(3) It is the supplier's responsibility to report ANY known and/or suspected Export/Import violation, breach, fine within 72 hrs of the incident to exportcontrol@amsafebp.com.

1.24 CALIBRATION SERVICES

(1) All tools/equipment to be calibrated in accordance with the requirements of ANSI/NCSL Z540-3-2006, ISO 10012:2003(E), ISO/IEC 17025:2005 to Mfg. Specs using equipment capable of producing results that are traceable through the National Institute of Standards & Technology (NIST) or relevant National Standards . If tools/equipment cannot be calibrated to Mfg. Specs, please contact AmSafe Bridport as soon as possible.

1.25 SHELF LIFE ITEMS

(1) The Certificate of Conformity for delivered goods must clearly specify that the product is shelf life controlled

(2) Materials with shelf life shall indicate the necessary shelf life data (i.e. date of manufacture, date of expiry or shelf life duration) on the container and/or on the Certificate of Conformity

1.26 FOD PROGRAMME

(1) Supplier should establish and maintain a Foreign Object Debris/Damage (FOD) prevention program that employs appropriate housekeeping practices to assure timely detection and removal of residue/debris generated, during operations and normal daily tasks. Parts supplied shall be free from oil, grease or any other FOD unless part requires said oil in order to avoid corrosion.

1.27 WORKMANSHIP QUALITY

(1) Manufactured products shall be free from burrs, sharp edges, snagging, dirt etc. Cosmetic issues caused during manufacturing may be deemed a reject by AmSafe Bridport, however Suppliers may submit a Visual Acceptance Criteria and request approval by AmSafe Bridport's Quality Team.

1.28 CONFIDENTIALITY

(1) Suppliers shall hold all information received from AmSafe Bridport in confidence and no third-party request for information will be authorized unless approved, in writing, by AmSafe Bridport.

1.29 REGULATORY COMPLIANCE

(1) Suppliers shall, where requested by AmSafe Bridport, provide reasonably necessary information to meet reporting requirements placed on AmSafe Bridport. AmSafe Bridport has to meet corporate, contractual and regulatory reporting requirements. The information requested by AmSafe Bridport will typically be linked to:
   a. REACH Compliance, including details of items with sunset dates
   b. Conflict Mineral Reporting
   c. Anti-Slavery / Modern Slavery

(2) Suppliers should meet all relevant requirements for REACH Compliance, Conflict Mineral Reporting and Anti-Slavery/Modern Slavery. This should include due diligence verification that the Suppliers sub-tier also meet any relevant requirements. Where a supplier or their sub-tier does not meet relevant requirements this must be highlighted in writing to AmSafe Bridport and no further deliveries happen without the express written permission of AmSafe Bridport.

(3) The AmSafe Bridport Purchase Order should identify the relevant Commodity Code. If the supplier disputes the Commodity Code defined on the AmSafe Bridport Purchase Order, it is the supplier's responsibility to advise AmSafe Bridport in writing so the Purchase Order can be updated. The supplier should not deliver against Purchase Orders that contain incorrect Commodity Code information.

2. APPENDICES

2.1 APPENDIX 1: CRITERIA FOR UN-APPROVAL AND RE-APPROVAL OF SUPPLIERS

Criteria for the un-approval of suppliers	Criteria for the re-approval of suppliers
Failure to respond to supplier re-approval questionnaire within thirty (30) days	Supplier re-approval questionnaire completed in accordance with QA requirements
*Failure to respond to a CAR document within 30 days	CAR responded to in accordance with QA requirements
A repetition of a product quality issue	Quality issue resolution
Unacceptable external audit results	Closure of external NCN's in accordance with QA requirements
Failure to meet on-time delivery and/or product conformance targets of 98% within six (6) months of notification	Creation of an action plan for the achievement of on-time delivery and/or product conformance targets

*Due Dates of CARs may be extended upon request and Approval from AmSafe Quality team

2.2 APPENDIX 2: FORM-QA-02.01 SUPPLIER TECHNICAL OCCURRENCE REPORT

SECTION 1: (Completed by originating supplier)			CREATION DATE		
SUPPLIER (Originating company)			CUSTOMER	AmSafe Bridport	
SUBJECT ITEM/PROCESS		Description:			
		Part/Item No:		Issue No:	
		Drawing/Specification No:		Issue No:	
PURCHASE ORDER NUMBER(s) AFFECTED & SHIPPING DATES					
QUANTITY AFFECTED					
IDENTIFICATION/SERIAL No/BATCH No					
DESTINATION OF AFFECTED ITEMS					
DESCRIPTION OF OCCURRENCE					
AFFECTED REQUIREMENTS (I.E what should it be)					
PICTURE OF OCCURRENCE (if applicable)					
PRODUCT IMPACT (describe actual variation/risks encountered)					
CONTAINMENT ACTION(s)					
SOLUTION PROPOSAL					
ORIGINATOR	Print Name, Position & Date:		Signature		

<table>
<tr><td colspan="6">SECTION 2: (Completed by AmSafe Engineering Department)</td></tr>
<tr><td colspan="2">ENGINEERING RESPONSE/ TECHNICAL JUSTIFICATION</td><td colspan="4"></td></tr>
<tr><td colspan="2" rowspan="4">ENGINEERING MANAGEMENT DECISION (To be completed by Engineering Department – see options 1-3 as required)</td><td colspan="4"></td></tr>
<tr><td colspan="2">1) Drawing Change Y/N</td><td></td><td colspan="2"></td></tr>
<tr><td colspan="2">2) ASB Concession Required Y/N</td><td colspan="2"></td><td>Concession Number</td><td></td></tr>
<tr><td colspan="2">3) Action Required Y/N</td><td></td><td colspan="2"></td></tr>
<tr><td>ORIGINATOR</td><td>Print Name, Position & Date:</td><td colspan="2"></td><td>Signature</td><td colspan="2"></td></tr>
</table>

<table>
<tr><td colspan="6">SECTION 3: (Completed by AmSafe Quality Department)</td></tr>
<tr><td colspan="2">CONTAINMENT ACTION(S)</td><td colspan="4"></td></tr>
<tr><td colspan="2" rowspan="3">QUALITY DECISION (If escape, NOE required)</td><td colspan="4"></td></tr>
<tr><td colspan="2">NOE Required (Y/N)</td><td></td><td colspan="2" rowspan="2"></td></tr>
<tr><td colspan="2">NOE Number</td><td></td></tr>
<tr><td>ORIGINATOR</td><td>Print Name, Position & Date:</td><td colspan="2"></td><td>Signature</td><td colspan="2"></td></tr>
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