



Engineering Solutions

SUPPLIER SAFETY & QUALITY COMPLIANCE REQUIREMENTS

QCI-PRD-030

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2.0 INTRODUCTION

AT Engine Controls (ATEC) are an AS9100/ISO9001,OHSAS 18001 & ISO 14001 accredited business specialising in the design, development, manufacture, repair and through life support of computer based control and monitoring systems for harsh environments across the Aviation, Marine and Oil/Gas industries. Our overriding objective is to deliver high quality, low risk, cost effective and safe solutions on time and in full to our customers assuring complete satisfaction. This can only be achieved in partnership with all suppliers and contractors.

This document contains the ATEC supplier quality requirements applicable when conducting business and/or accepting purchase orders from ATEC. The term supplier used throughout this document refers to any vendor supplying raw materials, drawn/designed parts, alternatively sourced parts, propriety parts or commercial of the shelf (COTS) parts. ATEC is committed to respecting and promoting internationally recognised values and fundamental rights. ATEC do not practice or benefit from any form of human trafficking or slavery and is committed to ensuring compliance with all relevant legislation on forced labour.

ATEC is committed to driving out acts of modern day slavery and human trafficking within its business and its supply chains, including sub-contractors and partners. ATEC acknowledges and accepts our responsibility to the Modern Slavery Act 2015 and will ensure transparency within the organization and that of its suppliers of goods and services to the organization.

This document contains the base line requirements, however there may be additional ATEC customer flow down requirements as documented within a purchase order and/or contract. All flow down requirements must be notified to a suppliers sub tier partners. These quality requirements do not replace the legal terms and conditions applied to all ATEC conditions of purchase.

2.1 PRODUCT SAFETY

ATEC acknowledge and accept it is our ultimate responsibility to provide safe products to our customers that perform in service to design and performance specifications. It is imperative that all suppliers recognise their role in the safety chain when supplying ATEC with materials, components and services. Failure to adhere to a specification, process or technical data during manufacture can increase the risk to product failures by introducing a potential safety hazard via non-conforming product

Reducing the chance of counterfeit parts into the supply chain can be avoided by obtaining OEM/OCM certificates of conformance. An often-underestimated hazard is time pressures. Attempting to deliver on time when under pressure for various reasons can introduce inadvertent human errors and shortcuts as the perception could be the customer must have this, rather than the customer must have conforming product. Human factors (threat and error management) play a vital role in performance. ATEC are happy to provide or facilitate Human factors awareness training to any supplier as required.

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3.0 ORDER ACCEPTANCE & CONTRACT REVIEW

All ATEC purchase orders accepted by a supplier must be acknowledged within 5 working days. All purchase orders must be subject to a contract review as part of the order acceptance and acknowledgement process with any potential non-conformances being communicated to ATEC before any work commences. Any deviation from agreed delivery dates must be communicated to the ATEC supplier contact immediately irrespective of liability.

As part of the supplier contract review the supplier must consider and flow down the requirements of the ATEC purchase order requirements. The flow down requirements must include but are not limited to capacity and capability. Any tooling, drawing or pattern provided or paid for by ATEC will remain the property of ATEC and be treated as confidential. All ATEC tooling should be maintained without damage and returned to ATEC when agreed.

4.0 ATEC ACCESS TO SUPPLIERS & SUB TIER PARTNERS

Given reasonable notice the supplier agrees to ATEC representatives and where applicable its customers and interested authority representatives access to the suppliers' facilities to enable them to participate in the audit, inspection or investigation of productions or systems as considered necessary. Such visits would be mutually agreed with the supplier and its sub tier partners.

5.0 TRACEABILITY OF RAW MATERIALS AND COMPONENTS

The supplier must take responsibility for ensuring the authenticity and traceability of all raw materials and components being delivered as part of an ATEC purchase order or contractual requirement. Unless prior agreement is obtained from ATEC all raw materials and parts shall be purchased from the original equipment manufacturer (OEM) or original component manufacturer (OCM) and be delivered with the OEM/OCM certificate of conformance confirming full batch traceability and tracking back to the OEM/OCM. Any raw materials or components not meeting these standards will be rejected and returned to the supplier in line with ATEC counterfeit parts policy ATEC-PLY-004.

6.0 CONTROL OF MANUFACTURE

The Suppliers Quality Control System shall provide for early detection of conditions in manufacture that could lead to a reduction in the level of product quality and subsequently the implementation of immediate action to overcome these deficiencies. Inspection must be carried out to ensure that all products comply with drawing, specification and purchase order requirements.

ATEC will provide all drawings/specifications and product requirements when placing a purchase order. No departure from ATEC drawings or specifications shall be allowed unless authorised by the purchase order, production permit or concession. Material identity must be preserved during all states of manufacture with evidence of inspection recorded on suitable documentation. The supplier shall

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implement and maintain a system to ensure that correct written instructions are provided to operators, and operations carried out are recorded.

The supplier shall ensure that no work is started until they are in possession of relevant data identified in the purchase order and associated documents. The supplier must be able to demonstrate control procedures for modification of hardware and software used in design, manufacture and test of deliverable items.

7.0 FIRST ARTICLE INSPECTION

Before any new or modified component including items that has been out of production for more than 24 months are delivered, ATEC require a First Article Inspection be performed to the requirements of AS9102. This notification will be included as part of the purchase order requirements.

8.0 RELEASE DOCUMENTATION

All goods supplied to ATEC shall be accompanied by a Certificate of Conformance clarifying that the material/parts/services are traceable (as per 5.0) and have been satisfactorily inspected and conform to the requirements of the drawing specification, applicable standards and the ATEC order.

The certificate of conformance should include:

- Purchase Order number
- Issue of drawings against which parts have been manufactured and quantities consigned
- Material batch number / serial number / date code, as applicable
- Reference number of any concessions or production permits granted
- ATEC NCR number when resubmitting supplies following rework or rectification
- For life limited components/materials expiry date of goods as per Certificate of Conformance

9.0 NON-CONFORMING PRODUCT

A production permit grants permission to the supplier in advance of manufacture or purchase, to utilise material or produce parts, for a defined quantity or period, which differ from approved drawings and/or specifications. A concession is permission granted to a supplier to use or release a limited quantity of material or parts already manufactured but not complying with the approved drawings and/or specifications.

The concession application/production permit shall be submitted for consideration to the ATEC purchasing contact. The concession/production permit application shall then be submitted for consideration via the ATEC purchasing department to the ATEC Engineering Manager or Technical director. The decision to proceed or rejection of the application will be given by the return of a completed

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concession/production permit containing written authorisation. The C of C or first article inspection report should make reference to and include a copy of any granted concession/permits. Until the supplier receives an approved permit or concession any further work completed is at the risk of the supplier.

The supplier shall immediately notify in writing the Quality Manager at ATEC of any supplies already delivered that are suspected of non-conformance, quality escape or questionable traceability. The supplier shall ensure that the necessary corrective action is taken promptly to avoid repetition of the error and that all remaining stock and work in progress meets the requirement. A written document detailing the corrective action taken is to be submitted to ATEC alternatively ATEC may raise a supplier non-conformance report which the supplier must complete and return. No non-conforming product will be accepted by ATEC without prior agreement.

10 SUPPLIERS ORGANISATION, FACILITIES AND QUALITY SYSTEM

As a minimum the supplier quality system and sub tier partners shall satisfy the requirements of ISO9001 and must be accredited by a UKAS (or equivalent) approved organisation. Any changes that could potentially affect this accreditation and/or the quality of supplied parts should be notified to ATEC in writing. Examples of changes are listed below, the list is not exhaustive.

- Change in ownership
- Change of accountable manager or quality manager
- Change to manufacturing/business location
- Changes to process/manufacturing or inspection techniques.
- Any change that may affect the integrity of supplied products/services

11 PACKING OF GOODS AND PRODUCTS

All packaging should provide adequate protection from damage during transportation to ATEC. Where applicable the supplier should ensure that any ESD protective requirements are considered and provided. The ideal standard is BS EN 61340-5-1 .Any hazardous or dangerous goods must be packed and marked accordingly to prevent damage or injury to people and property and in full compliance to U.K. regulation where applicable.

Please consider the environmental impact of over packing and the amount of potential waste generated. Where possible please use recyclable, reusable and sustainable materials.

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12 RECORD KEEPING

Records shall be maintained by the supplier to demonstrate the effective operation of the control systems, to provide traceability of the origin and manufacturing history of materials and components. These records shall be maintained for a minimum period of 35 years from the date of manufacture or purchase and shall include, but not necessarily be limited to, the following: -

- Receipt of inspection and acceptance of all incoming supplies
- Identity of materials and parts during manufacture
- Concessions/Production Permits granted by ATEC
- Inspection Checks including identity of inspector concerned
- Equipment Checks including identity of inspector concerned
- Test Data including identity of personnel concerned
- Issue and withdrawal of inspection stamps

If for any reason these records cannot be retained by the supplier, they shall be forwarded to ATEC for retention. For all ATEC specific tests, copies of test results shall be included with the certificates of conformity or alternate agreed release paperwork.

13 LEGAL

The supplier shall be responsible for ensuring compliance with all countries export regulations from where the goods originate such as but not limited to ITAR/EAR regulations and the U.K. import regulations. The supplier shall indemnify ATEC against any breach or violation of the above regulations A further legal requirement is for all suppliers and their sub tiers to be in full compliance with all U.K. health, Safety and Environmental regulations.

By accepting an ATEC purchase order the supplier agrees to adhere to the contents of this document along with the ATEC general terms and conditions of purchasing transactions unless prior agreement of a deviation is documented by ATEC and the supplier. ATEC acknowledge the responsibility of delivering conforming goods to its customer. ATEC general terms & conditions can be found and will be maintained/updated via the ATEC website www.atenginecontrols.com it is the responsibility of the supplier to ensure they have read and understood the ATEC supplier quality requirements and the general terms and conditions. The latest copy of both documents will be held on the ATEC website.

Please refer to the ATEC Corporate Social Responsibility (CSR) document via the website for labour and anti-slavery policies. Reference ATEC-CSR-001 Is located under the Our Company Tab. The supplier must inform ATEC if they do not conform with ATEC-CSR-001.

14 I.T. & INFORMATION SECURITY

Information and I.T. security are a vital component of any transaction. In todays world of almost constant

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Cyber threats, it is important we adhere to procedures to give ourselves and our supply chain the best chance of defending a Cyber threat or from potentially losing sensitive information. If your business does not already have it Atec would strongly recommend accreditation to the Cyber Essentials (CE) IASME program. Going through this process will reduce the low-level risks associated with IT security management by approx. 80%.

Prior to signing any Non-disclosure agreement, it is important that you read and understand the security implications and any additional requirements as marked on the drawings and other information. Should you have any doubts please contact Atec via your allocated buyer in the first instance for additional guidance on what you should do next.

Although not having CE accreditation will not automatically rule you out of receiving requests for quotes it will increase your risk profile within the approved supplier list.

Abbreviations	
ATEC	AT Engine Controls Ltd
Supplier	Provider of goods or services agreed via a purchase order/indent
Sub-Tier Supplier	Provider of goods or services to an ATEC supplier
CE	Cyber Essentials
IASME	Information Assurance for small and Medium Enterprises