



Requirements applicable to the suppliers and the subcontractors

1 OBJECT

Define the requirements compulsory for the subcontractors and the suppliers of items / services(performances) intended for products / services having an impact on the quality of our sold products.

2 NORMATIVE REFERENCES

- **EN 9100** : Aerospace series –Quality Management Systems
- **ISO 9001** : Quality Management System

3 DESCRIPTION

3.1 General organization

- The selected suppliers have to complete our questionnaire and return it to our **Purchaser Assistant**.
- The supplier has to inform DUQUEINE of **any evolution** bound to the organization of the company and to his qualifications.
- The supplier has to have a **"quality" contact**.

3.2 Mastery of the Procedures, the documents and recordings

- If need be, within the framework of an audit or the other one, the supplier guarantees the access of DUQUEINE, his customers and the statutory authorities in the sites of production and in the recordings concerned by our orders.
- The documents of the quality system of the supplier are accessible to DUQUEINE, as well as any proofs relative to the qualification of the staff.
- The supplier delivering us stationery according to specifications has to hold us up to date of their evolutions.
- **Index cards** and the other **documents of recording** bound to our orders must be kept at least **10 years** for items of class 2 or 3 and **99 years** for the item of class 1.

3.3 Treatment of the order

The supplier has to insure a **review of contract** reception of the order and guarantee that all the requirements which it contains will be respected.

3.4 Quality control

- Any supply or subcontracting has to be the object of a **statement of conformity** according to the standard **NF L 0015** and, according to the terms of the order, the **report of control**.
- If need be, a 1st article inspection (FAI) according to the standard **EN 9102** can be asked. In that case, the supplier is responsible for informing us in every change of process to decide if a FAI evolution is required.
- In case of distance in our requirements, an **ask for concession** must be emitted to us **BEFORE expedition** of the concerned stationery: it is of the responsibility of DUQUEINE to determine the conditions of liberation of the concerned stationery.

3.5 Special processes

The special processes applicable to our orders have to be the object of qualifications.

3.6 Purchases and subcontracting

The supplier has to echo on his orders of purchases the requirements DUQUEINE : reference documents, standards and applicable specifications.

3.7 Mastery of the product supplied by our care

The subcontractor is responsible for maintaining the material or the final product supplied by our care according to our requirements and for keeping any time the required traceability.

Signed at : Date : Stamp of the company

Signature and mention " *Signed and accepted* "

Issue	Date of application	Modification	Written by
A	28/07/2008	DI02 PS04 =>DI03P32 following changing of process PS4_ Purchases	Stéphanie BURGUN
B	19/10/2009	Contact : Purchaser Assistante, added " <i>Signed and accepted</i> "	Stéphanie BURGUN