1 OBJECT

Define mandatory requirements for subcontractors and suppliers of items / services 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
- **EN 9102**: Aerospatiale series – Quality System – Exigence for first article inspection.
- **EN 9163**: Aerospatiale series – Requirements for the certificate of conformity.

- **DOC016430**: Reminder of goof practise – Fill in a supplier FAI report.

3 DEFINITION

Organization: All suppliers or sub-contractors of DUQUEINE items/services.
External service providers: All suppliers or sub-contractors of items/services of the organization.

4 DESCRIPTION

4.1 General organization

- The Organization must inform DUQUEINE of any developments linked to the organization of the company and its qualifications.
- The Organization must implement a quality management system.

4.2 Control of procedures, documents, and records

- If necessary, as part of an audit or otherwise, the Organization guarantees access for DUQUEINE, its customers and regulatory authorities to production sites and applicable documented information, at any level of the supply chain.
- The Organization's quality system documents are accessible to DUQUEINE, as well as all proof relating to the staff's qualifications.
- The Organization delivering supplies to DUQUEINE according to specifications must keep DUQUEINE up to date with their developments.
- **Production tracking sheets and other registration documents** related to DUQUEINE orders must be kept for a minimum of **10 years** for class 2 or 3 items and **99 years** for class 1 parts. Shelf life and destruction requirements must be clearly specified by the Organization.

4.3 Order Processing

The Organization must ensure a **contract review upon receipt of the order** and guarantee that all of the requirements it contains will be respected.

4.4 Quality control

- Any supply or subcontracting must be the subject of a **declaration/statement of conformity** according to standard **EN 9163** or similar and, according to the terms of the order, **an inspection report.**
- If necessary, a first article review (FAI) according to standard **EN 9102** may be requested. In this case, the organization is responsible notifying us of each process change to decide whether an FAI evolution is required.
- **In the event of a deviation** from our requirements, non-conformities in processes, products or services, the Organization must notify this deviation via a **concession** request **BEFORE shipping the concerned supplies**: it is DUQUEINE's responsibility to determine the release conditions of the concerned supplies.
- In order to prevent the use of counterfeit parts, the Organization must:
  - Notify DUQUEINE of changes impacting processes, products or services, including changes in external service providers or production location and obtain DUQUEINE's agreement.
  - Provide, where applicable, test specimens for design approval, checks/verifications, investigations or audits.

-The Organization must provide assurance that its staff are aware of:

- Its contribution to the conformity of the product or service contribution at the conformity of the product or service.

DUQUEINE Rhône-Alpes_Parc d'activités, 442 avenue Lavoisier _01600 Massieux
Site web: www.duqueine.fr_Tél: 04 78 98 39 93 / Fax. 04 37 92 90 10

- Its contribution to product safety.
- The importance of ethical behaviour.

5 SPECIAL PROCESSES AND QUALIFICATIONS

- The special processes applicable to DUQUEINE's orders must be subject to qualifications.

- The Organization must use, where appropriate, external service providers designated by the customer or approved, including sources for processes (e.g. special processes).

5.1 Purchases and subcontracting

-The Organization must pass on to the external service providers the applicable requirements, including customer's requirements: reference documents, applicable standards and specifications.

5.2 Control of the product supplied by DUQUEINE

The Organization is responsible for maintaining the material or product supplied by DUQUEINE according to the defined requirements and for maintaining the required traceability at all times.

6 GUARANTEE OF ENERGY PERFORMANCE

- The Organization undertakes to identify the energy impact of all the products and services provided to DUQUEINE and to isolate those which have the most influence on its energy performance.
- At the request of DUQUEINE, the Organization undertakes to provide the energy consumption linked to the products and services provided to DUQUEINE.
- The Organization undertakes to limit its energy consumption by implementing all the means at its disposal to offer the best balance of Costs/Delays/Quality while guaranteeing the most optimal energy performance.
- Where applicable, the Organization must specify in the instructions for use all the best practices, settings, instructions, etc. to guarantee and maintain the energy performance of the products or services provided over the long term.

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 " *Signed and accepted* "	Stéphanie BURGUN
C	16/01/2023	Update with the exigences of EN9100: 2016	Meryam ZEGHMAR
D	14/03/2024	Update with new DUQUEINE's graphical charter	Meryam ZEGHMAR
E	17/06/2024	Addition §6 on energy performance - ISO50001	Meryam ZEGHMAR
A	20/05/2026	Document number update – Previously DI03P32 Update NFL0015 by EN 9163 + Addition of DOC01643	Meryam ZEGHMAR

DUQUEINE Rhône-Alpes_Parc d'activités, 442 avenue Lavoisier _01600 Massieux
Site web: www.duqueine.fr_Tél: 04 78 98 39 93 / Fax. 04 37 92 90 10