

TITLE PATRIA BEC SUPPLIER QUALITY REQUIREMENTS FOR BROKERS / DISTRIBUTORS

Applies To	This specification applies to all Patria BEC product suppliers (Type A).			
Introduction	This document defines the core elements of Patria BEC Quality System and describes the basic requirements and guidance for all suppliers used by Patria BEC.			
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Nature of Change	Edition Date	Rev.	§ Changed	Description of the Change
	12/2017	01		Document creation – Ex DQF 02 splitted for Spares suppliers and subcontractors - CoC requirements review
	10/2019	02	§1 + §3	Review of traceability requirement + Addition of shelf life limit product requirement + addition of packaging requirements
	10/2020	03	See margin	Addition of the possibility to provide an EMAR FORM 1 instead of the CoC
Table of Contents (Optional)	Chapitre	Titre		
	Chapter I	Requirements		
	Chapter II	Supplier qualification requirements & surveillance		
	Chapter III	Product requirements		
	Chapter IV	Record retention requirements		
Requirement Origin	Document & Section	Title		
	AS 9110 § 8.4	Control of externally provided processes, products and services		
Ownership	Process Owner: Quality Manager (PS10 : Insure Product Quality) Document Custodian: Quality Manager Publication Notification: QPulse			
Supporting References	The following references support the implementation of this document:			
	Reference	Title		
	DQF.01	Supplier Quality System Requirements For Maintenance Organizations		
Records & Forms	00eq0506 - Supplier Qualification Questionnaire			
Definitions	Approved Technical Data	Commonly Abbreviated: ATD. Data approved by the appropriate National Aviation Authority (NAA), delegated government authority, or military customer, for the use in performing maintenance, preventative maintenance, or repair of aircraft engines, items, appliances and components.		
	Certificated Supplier	A supplier that holds a valid and current certificate from: <ul style="list-style-type: none"> - an appropriate National Aviation Administration (NAA) or - a certification body (FAA, EMAR, EASA, EN/AS 91XX, ...). Appropriate means that the supplier holds a valid and current certificate from the aviation authorities or CB.		

Certificate of Conformance	A document that certifies product conformity to process, design and/or specification requirements
National Aviation Authority	This is the governing body of each respective country, or union of countries, which establishes rules, laws, guidance and other requirements of all things related to commercial aviation, including maintenance and overhaul of commercial or military aircraft registered in the respective country.
Counterfeit Part	<p>An unauthorized copy, imitation, substitute, or modified part (e.g., material, part, component), which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer.</p> <p>NOTE: Examples of a counterfeit part can include, but are not limited to, the false identification of marking or labeling, grade, serial number, date code, documentation, or performance characteristics.</p>
Qualified Supplier List	A listing of maintenance functions contracted to other repair stations. It focuses on the maintenance functions being contracted and to whom.
Escape	<p>Parts, engines, services, or other delivered products that do not meet customer requirements. Escapes are determined by Patria BEC based on the following two categories:</p> <ol style="list-style-type: none">1. Significant Escape—An escape that results in customer impact through:<ul style="list-style-type: none">• Recommendation for field recall or significant inspection• Flight restriction/launch impact• In-flight shutdown• Product/flight safety2. Other Escapes—All other escapes outside of the Significant Escape criteria.
Fabricator	Manufactures detail parts for OEM business
Foreign Object (FO)	A substance or article alien to the product that could potentially cause Foreign Object Damage (FOD). Manufacturing, Assembly, and Inspection process debris of the type that is a direct by-product of that process shall not be considered FO unless the criteria for FOD Event or FO Event have been met.
Foreign Object Damage (FOD)	<p>Any damage attributed to a foreign object that can be expressed in physical or economic (monetary) terms, which may or may not degrade the product's required safety and/or performance characteristics.</p> <p>Example:</p> <ul style="list-style-type: none">- Product damage- Impeded performance- FO delivered to processes or customers
Non-Certificated Supplier	A supplier that either holds no certificates from a National Aviation Authority (NAA) or CB (FAA, EASA, EN/AS 91XX, ...).
Type A - Dealer, Stockist, Distributor, Catalogue, Standard.	Supplier of an article or material which complies with a specification published by the Supplier, an industry or a recognized national authority of which all characteristics are defined in a text, a civil or military normative definition or a catalogue. Supplier with control over the product's design. They are responsible for the technical definition of a product or article and its technical management.
Unapproved Part	A part that was not produced or maintained in accordance with approved or acceptable data and applicable statutory, regulatory, and customer requirements.

Acronyms

(Optional)

The following defined acronyms are used throughout this document

Acronym - See			
ARC	Authorised Release Certificate	OASIS	Online Aerospace Supplier Information Center
ATD	Approved Technical Data	QMS	Quality Management system
CB	Certified Body	GQA	Government Quality Assurance
COC	Certificate of conformity	OEM	Original equipment manufacturer
NAA	National Aviation Authority	QSL	Qualified Supplier List

CHAPTER I GENERAL REQUIREMENTS

Introduction This chapter describes the basic requirements and guidance for all distributors and brokers

Basic Requirements Distributors and brokers must be listed on the Patria BEC QSL.

The Supplier shall comply with Patria BEC Supplier Quality Assurance System Requirements.

Brokers or distributor that provide spares for the military must be AS9120 registered.

ISO9001 certificated and non-certificated suppliers may be allowed but subject to specific QMS audits or surveillance by Patria BEC.

Suppliers must comply with the following:

- Registered to ISO or AS requirements
- Allow inspection and/or audit of their system or processes by the contracting organization
- Always provide the Certificate of Conformance (CoC)
- Insure traceability to the manufacturer / OEM

Sub tiers suppliers The supplier shall ensure flow down of the requirements describes in the following chapters, as applicable, to any sub-tiers suppliers used.

The supplier shall use customer-designated or approved external providers, when required in the purchase order or the Approved Technical Data

CHAPTER II SUPPLIER QUALIFICATION REQUIREMENTS & SURVEILLANCE

Introduction	Prior to provide parts for Patria BEC a supplier must be granted approval and be placed on the Qualified Supplier List. Once added, a supplier must maintain an “Approved” status. This chapter describe this process.
QSL Qualification process	<p>The supplier qualification process consist in:</p> <ul style="list-style-type: none"> • Completing an initial questionnaire that characterizes the supplier organization (00eq0506) • Successfully pass a full system audit compliant with regulations and/or standards • If applicable, providing a copy of all NAA certificates, ISO/AS registration, and applicable operations specification and capability lists. <p>Patria Belgium Engine Center S.R.L will perform a desktop audit base on the elements provided to ensure that an organization meets the requirements of the Patria BEC Supplier Quality Assurance Program.</p> <p>If needed, a physical QMS audits by Patria BEC may be schedule to finalize the qualification process.</p>
QSL Statuses	<ul style="list-style-type: none"> • Added – This means a supplier has applied for addition to the QSL. With this status may not perform work or provide spares until all qualification requirements have been met • Approved – This status means that the supplier has met all qualification requirements and has been granted approval to perform work. The supplier may be approved as certificated, non-certificated, or registered • Suspended – This status means that a decision has been made to temporarily suspend a supplier’s approval • Removed / Do not use – This status means the supplier has been removed from QSL and is not approved to perform work. Restoration to the QSL will require a full qualification process
Maintaining QSL Approval Status	<p>Upon qualification, suppliers listed on the QSL must ensure that:</p> <ul style="list-style-type: none"> • Report any events that may affect quality or performance of product, or potential impact to the purchase order, to the Patria BEC Quality; includes changes in ratings/certifications, QMS ownership, location, or management. • Provide updates of certifications • Complete the survey that characterizes the current state of the supplier organization when requested. If the Survey is not completed in a timely manner, a physical audit will be scheduled. • Maintain performance expectations with respect to Supplier Escapes, On-time delivery, etc. A full list of current measured characterizations can be supplied upon request • Retain quality records for as required. • Must comply with all stated terms and conditions listed on the PO or Contract, as applicable.
Removal from the QSL	<p>A supplier may be removed from the QSL if one of the following happens:</p> <ul style="list-style-type: none"> ○ Refusal to submit to an audit when requested ○ Lack of action to address quality performance issues ○ Violations of the terms and conditions ○ Violations of the local and US export laws ○ Falsification of data ○ Failure to provide updated Certificates (if applicable)
Performance Surveillance	Patria BEC will regularly evaluate the supplier’s performance and risks. If the evaluation results do not met the expectations, appropriate actions will be taken (close follow up, on site audit, ...)

CHAPTER III PRODUCT REQUIREMENTS

Provided product/service The purchase order will contain the requirements regarding the product or service to be provide including the identification of relevant technical data applicable.

Release to service document If available, the EMAR FORM 1 Authorized Release Certificate must be provided.

If not available, a Certificate of Conformance (CoC) will be provided to ensure the traceability and the status of the part.

❖ **For New spares**

Distributor / Broker **must insure traceability to a recognized manufacturer or OEM**

This Certificate of conformity (CoC) must contain the following:

- The supplier name and address
- The unique CoC number or identifier
- The number of page of the CoC *if higher than one*
- The quantity
- The reference to any non-conformance / deviation
- The item designation, reference and serial or batch number (when applicable)
- The name, date, and signature and/or stamp of the CoC approver
- The conformity statement
- The status of the part: **New*** or Manufactured or Produced**, indicating that the spare item was produced as per applicable definition.

***New can be either "NS" for new surplus; "NE" for New equipment or "FN" for Factory New;

Patria BEC may accept New parts without the traceability if they are from the OEM, P&W in the original sealed packaging. In that case, the picture of the original P&W label shall be provided to Patria BEC prior to shipment so P&W can be contacted to retrieve the original CoC.

In all other cases, traceability must be provided.

❖ **For Repaired items :**

Distributor / Broker **must insure Repair Station traceability.**

This Certificate of conformity (CoC) must contain the following:

- The supplier name and address
- The unique CoC number or identifier
- The number of page of the CoC *if higher than one*
- The quantity
- The reference to any non-conformance / deviation
- The item designation, reference and serial or batch number (when applicable)
- The name, date and signature and/or stamp of the CoC approver
- The conformity statement
- The status of the part: **Serviceable or overhauled**, indicating that the item was overhauled or repaired and is compliant with all applicable technical data and can return to service with a full or partial life.
- The detail of work performed and the reference to the approved technical data used to perform this work including the TO paragraph and the work package (If any); Revision of the technical data shall also be mentioned.

Shelf life limited parts	When a part is subject to shelf life limit such as elastomeric seals, it shall be indicated on the certificate of conformity and on the packaging. If the materials has Unlimited shelf life, the expiration date shall be noted as 'Unlimited.'
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Packaging	<p>The packaging shall be appropriate to insure preservation and prevent part deterioration during transportation.</p> <p>Note: When providing elastomeric seals each seal shall be packaged individually in a UV resistant packaging.</p>
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Escape	<p><u>Supplier Escapes</u></p> <p>Escapes from the Supplier Quality System found at a Patria BEC facility are considered Supplier Escapes.</p> <p>These get measured as one characteristic to determine Quality performance of a supplier.</p> <p>A Supplier Discrepancy Report (PVRF) will be issued to the supplier along with a Contractor Corrective Action Request form for the determination of Root Cause and Corrective and Preventative Action(s).</p> <p><u>Customer Escapes</u></p> <p>There are times that Patria BEC does not and cannot determine the acceptability of the Maintenance, Preventative Maintenance or Alterations contracted to the Supplier. In this case, an escape from the Suppliers Quality System would be detected at Patria BEC's Customer. These are reported as Customer Escapes. As per supplier escape, a Supplier Discrepancy Report along with a Contractor Corrective Action Request form for the determination of Root Cause and Corrective and Preventative Action(s).</p> <p>Feedback to the Contractor Corrective Action Request shall be provided according to the deadline defined in the request.</p>
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FOD prevention	<p>Suppliers shall provide services with the highest degree of safety and shall identify hazards in its operating environment and manage the associated risks.</p> <p>Suppliers shall guarantee the appropriate level of training to the relevant persons regarding product safety</p> <p>Product safety issue (FOD) on Patria BEC items shall be reported to Patria BEC Quality.</p>
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Counterfeit and Suspected Unapproved Parts prevention	<p>Supplier shall implement an appropriate process to prevent the use of counterfeit or unapproved parts.</p> <p>Supplier shall train the appropriate persons in the awareness and identification of suspects' parts.</p> <p>Traceability to the recognized manufacturer or OEM is mandatory</p>
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Personnel awareness	<p>The supplier shall ensure than the personnel performing the work is aware of:</p> <ul style="list-style-type: none">• their contribution to product or service conformity;• their contribution to product safety;• the importance of ethical behavior;
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CHAPTER VI RECORD RETENTION REQUIREMENTS

Introduction	Patria BEC suppliers shall comply with the following requirements unless more stringent requirements are required by contract:
Maintenance records	Fifteen (15) years minimum <ul style="list-style-type: none">• Completed and stamped routers proving the work performed
Other Maintenance and Quality System records including Significant Escape Events information	Ten (10) years minimum <ul style="list-style-type: none">• Supplier documentation including purchase orders, COC's and shipping documentation• All production paper work instructions, charts, furnace charts and/or product documentation/worksheets.• Operation buy-off, data collections, work instructions, redlines, over-inspections, operator symbols and record.• Detailed work instructions which may be in another electronic media and/or paper format and are not stored permanently.• Scrap disposition summary• X-rays or other product inspection results (paper, media and/or electronic format)• Production software and/or software revisions• Purchase or Sales Orders (internal and customer)• Investigations (regulatory, customer, internal, etc.)• Significant Escapes investigation packages including DIVE's and final customer communication• High Impact events investigation packages
Audits, general escapes, Corrective & Preventative Action, general documentation	Five (5) years minimum <ul style="list-style-type: none">• External Audit results including Regulatory and Quality System Audits (internal/external, 3rd party)• DIVE's and Corrective Action Requests (CAR's)• Non-significant escapes and related information including the investigation and final customer communications
Records recovery	If required by Patria BEC, records shall be provided in a 2 working days period.
Records destruction	The Supplier is authorized to destroy records regarding Patria BEC orders but it shall guarantee that: <ul style="list-style-type: none">○ records are destroyed in accordance with pre-determined conservation periods,○ destruction of records is traced, irreversible, confidential and secured