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	AS-QUA-2-001-004	01	2017/10/18	INTERNAL
TITLE:	Aerosud Subcontractor Quality Requirements			

This document replaces AS-PCM-1-011-A00.

1 PURPOSE

The purpose of this document is to define the requirements for 'make to print' subcontractors and responsibilities of Aerosud and subcontractors. Subcontracting relates to a portion of a process in the manufacture of an item:

- Machining
- Cutting and printing of electrical wire, loom testing, label printing and torque tightening of connectors.
- Tool and jig manufacture

2 SCOPE


This policy applies to all subcontractors doing work against Aerosud supplied engineering data, build data packs (incl. PPS) and materials.

3 QUALITY REQUIREMENTS

- 3.1 Quality System Requirements
- 3.2 Access to Facilities
- 3.3 Approval by Aerosud
- 3.4 Surveillance
- 3.5 Nonconforming Product/Service (Identified by Aerosud)
- 3.6 Stamp Control
- 3.7 Housekeeping
- 3.8 Inspection, Measuring and Test Equipment (IMTE)
- 3.9 Document and Data Control (and Retention of Records)
- 3.10 Training Records/Competency Matrix
- 3.11 GRAMS Compliance
- 3.12 FOD (Foreign Object Debris/Damage)
- 3.13 Product Safety
- 3.14 Counterfeit Product
- 3.15 Ethical Conduct
- 3.16 Awareness

3.1 QUALITY SYSTEM REQUIREMENTS

The subcontractor shall gain and maintain AS/EN9100 series certification, through an accredited Certification/Registration Body (CRB) according to the IAQG Other Party Scheme and registration in OASIS.

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The subcontractor shall inform the Aerosud Quality Department of any change in its business address, name changes, significant changes to its quality systems or procedures, change of ownership or changes in the posts of any key personnel.

The subcontractor shall notify Aerosud in the event of cancellation or suspension of its AS/EN9100 certification or any special process qualification/certification, (Customer/NADCAP).

Product specific Quality Assurance Plans may be requested by Aerosud's Quality Department if required.

No further subcontracting of work to another subcontractor is allowed.

3.2 ACCESS TO FACILITIES

The subcontractor guarantees the right of access to their facilities and quality related data (applicable to Aerosud PO's), to Aerosud, Aerosud's customers and regulatory authorities. This includes access, participation and support for quality audits.

Arrangements in this regard will be made by Aerosud's Quality Department if and when required.

3.3 APPROVAL BY AEROSUD

3.3.1 Initial Approval

The Subcontractor's approval as a new subcontractor to Aerosud of aerospace related product/service is dependent upon a satisfactory Potential Supplier Evaluation, a successful quality audit (if required by Aerosud's Quality Department) and satisfactory performance in terms of quality and delivery of the first order.

3.3.2 Maintaining of Approval Status

Maintaining of approval status is subject to ongoing satisfactory performance in terms of total quality with regards to product/service provided.


3.4 SURVEILLANCE

Aerosud is responsible for monitoring subcontractor performance to ensure compliance to Quality requirements. The subcontractor is responsible for complying with Quality System requirements noted herein and for meeting Quality performance expectations.

Information or data accumulated as the result of subcontractor evaluation activities shall be kept in strictest confidence by Aerosud. The information or data shall however be available for review by Aerosud's client or Regulatory authorities but will not be made visible to other subcontractors.

Auditing will be the main method for evaluating compliance of product and system requirements. Aerosud will provide a Supplier Audit Report following every formal audit. Any findings raised shall be captured on individual Supplier Audit Report forms (SAR's).

Formal corrective action responses are required from the subcontractor on SAR's, to be submitted to Aerosud Supply Chain QA. Escalation actions will be taken by Aerosud on overdue responses.

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3.5 NONCONFORMING PRODUCT/SERVICE (IDENTIFIED BY AEROSUD)

Aerosud shall notify the Subcontractor promptly of any shortage, defect, damage, or any other delinquency. The Subcontractor shall give immediate attention to the matter and shall resolve such promptly to the complete satisfaction of Aerosud.

Should such a delinquency not be resolved within a period of six (6) months from the date of notification to the Subcontractor, Aerosud shall have the right to claim liquidated damages from the Subcontractor up to the purchase price of the item.

Subcontractors will be sent Quality Notifications (QN's) for all nonconformance incidents. Should any significant (as defined solely by Aerosud) problems occur in either the delivery or quality of the product, Aerosud shall identify on the QN that a formal corrective action response is required. The subcontractor shall undertake to respond formally to Aerosud within the requested time period after receipt of the QN.


The quality of the response must be to the satisfaction of Aerosud's Quality Department. An unsatisfactory response and/or resolution of the QN may result in the cancellation or suspension of the Subcontractor's approved status. The response from the Subcontractor shall detail the actions taken to resolve the issues raised, eliminate further nonconformances and lead to permanent quality improvements. Escalation actions will be taken by Aerosud on overdue responses.

The Subcontractor shall remedy any defects and/or deficiencies in the products/services providing the QN has been received by the Subcontractor during the Warranty Period.

3.6 STAMP CONTROL

A stamp system shall be established and maintained in accordance with the following requirements:

- a) Stamps shall be designed to be identifiable to the subcontractor and the subcontractor's operator or inspector who affixes the stamp
- b) Stamps shall be used to verify in-process manufacturing and inspection operations on Aerosud PPS's, MITS's, and subcontractor internal documents linked to Aerosud jobs, inspection reports and release documentation.
- c) If a stamp is lost, the stamp number must be cancelled in the stamp register and may not be used again
- d) Unused stamps shall be kept in quarantine. Stamps that have been returned (e.g. employee that left the company) must remain in quarantine for a period of minimum 1 month before being re-issued. Should the stamp however be re-issued to the same person, the 1 month restriction will not apply

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3.7 HOUSEKEEPING

Proper housekeeping and 5S practices shall be maintained. In terms of material control:

- Aerosud material not yet released to WIP shall be properly segregated from other materials and shall be adequately protected against damage and deterioration. Aerosud batch numbers shall be legibly indicated on the material at all times.
- Material in WIP shall at all times be traceable to the Aerosud batch number or/and specific lot number.
- Off-cuts shall be identified with the corresponding Aerosud batch number or/and specific lot number.

Quarantine areas shall be properly access controlled and a quarantine register maintained.


3.8 INSPECTION, MEASURING AND TEST EQUIPMENT (IMTE)

- All Inspection, Measuring and Test Equipment (IMTE) shall be calibrated or verified and results must be traceable to national standards by an accredited body in the case of calibrated equipment. For final inspections, only calibrated IMTE shall be used.
- A register shall be in place for IMTE and provide details thereof, as a minimum – unique identification, equipment type, location, status, frequency of check/calibration, date of last check/calibration and due date of next check/calibration. IMTE shall have calibration/verification decals affixed showing its unique identification, date of last and due check/calibration dates.
- IMTE may only be used within a valid calibration/verification interval
- CMM equipment needs to be installed and used in a temperature controlled environment with monitoring which includes automatic temperature data capture (e.g. data logger) with an alarm for excessive temperature variation. Soak times of parts need to be considered in terms of tolerances before dimensional inspections are done. Verification checks and intervals to be documented.

NOTE: *This point is very dependent on Aerosud's customer's requirements.*

3.9 DOCUMENT AND DATA CONTROL (AND RETENTION OF RECORDS)

- Design Data or specifications shall only be accepted if supplied by the Aerosud Configuration Control department.
- The subcontractor shall maintain proper configuration management on engineering data and specifications provided by Aerosud irrespective of the format (hard copy or electronic) and ensure that the correct revisions as specified on the Aerosud Production Revision Control (PRC) document is made available to its manufacturing and inspection functions when releasing a job for processing.

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- Revision control on CNC and CMM programs and setup sheets shall be maintained. Traceability to the master design data used must be included. Note: only native CATIA data may be used to create derivative data for CNC and CMM use.
- The subcontractor is responsible to retain their own quality records related to processing of Aerosud jobs in accordance with the AS/EN9100 standard. Additionally, for subcontractors manufacturing Airbus parts, Airbus document Airbus A1001.0 & A1001.0 App A – *Document retention requirements for Airbus suppliers* shall be complied with.
- Obsolete data and documentation shall be inaccessible to production and inspection personnel and archived copies shall be access restricted.

3.10 TRAINING RECORDS/COMPETENCY MATRIX

A competency matrix of operators and inspectors shall be maintained, backed up by training records and qualification documents of these personnel.

3.11 GRAMS COMPLIANCE

The expectation is for subcontractors doing work on Airbus A350 and A400M products to become fully compliant to Airbus GRAMS (General Requirements for Aerostructure and Material Suppliers) as contained Airbus document AP2190.

This will involve the compilation of a GRAMS CAM (Compliance Analysis Matrix). The CAM and GRAMS check list will identify gaps between the subcontractor's processes, procedures and systems and the GRAMS requirements. Action plans to address these gaps will be required.

GRAMS compliance will form part of the Aerosud audits. Airbus may also request to conduct GRAMS audits directly on Aerosud's subcontractors.

GRAMS requirements are over and above AS/EN9100 requirements although there are significant overlaps.


3.12 FOD (FOREIGN OBJECT DEBRIS/ DAMAGE)

Definitions:

Foreign Object Debris (FOD) – Any alien substance or article that is left in or on an elementary part, equipment, assembly or aircraft that does not belong to the product.

Foreign Object Damage (FOD) – Any damage or incident caused by foreign object debris that can be expressed in physical or economic terms that may degrade the product's required safety and/or performance characteristics.

Examples of foreign object debris include items (but not limited to): work tools, drill bits, assembly parts, machining chips and assembly process debris (any consumables used for assembly, packaging and

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shipping). Other potential FOD include personal items such as food and beverages, coins, jewellery, stamps, buttons, pens, pencils, paper clips etc.

FOD can be generated by machines, processes, environment or people.

It is the responsibility of everyone working on or handling product to ensure that FOD is not introduced in the product. FOD can have many forms and can potentially occur at many places and processes. Good housekeeping and 'clean-as-you-go' practices shall be followed. Every inspection activity conducted shall include checking for FOD.

If it is suspected that FOD may have occurred or was found to have occurred, it shall be reported to Aerosud Quality.

3.13 PRODUCT SAFETY

Definition of product safety – The state in which a product is able to perform to its designed or intended purpose without causing unacceptable risk of harm or damage to property.

Product shall be handled and processed at all times in such a manner to prevent damage.

Special processes (where the resulting output cannot be verified by subsequent monitoring or measurement) shall be conducted in compliance with data pack and Build Manual requirements and instructions to preclude hidden flaws.

If it is suspected that damage or incorrect processing may have occurred or was found to have occurred, it shall be reported. This is important as hidden damage or flaws could result in a product safety related incident.

Product shall be free from burrs and sharp edges (except where a sharp edge is a design feature) in order to prevent possible damage to other products or injury.


3.14 COUNTERFEIT PRODUCT

Definition of counterfeit product – An unauthorised copy, imitation, substitute or modified part (e.g. material, part, component), which is knowingly misrepresented as a specified genuine part of an original or authorised manufacturer.

Counterfeit product poses a huge risk in the aerospace sector and requires vigilance from everybody working with aerospace product.

No person shall conduct any fraudulent or counterfeit activity e.g. falsification of documents or data, misrepresenting of processing data, substituting of products used in the production of a part or assembly with products which are of unknown origin or do not correspond with the traceability data recorded on the applicable data pack, counterfeiting a stamp or obtaining a stamp by means other than the formal procedure, etc.

Any fraudulent or counterfeit incident or product, suspected or found, shall be reported.

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Known or suspected counterfeit products shall be segregated, quarantined and disposed of to prevent its re-introduction into the supply chain under any circumstance.

3.15 ETHICAL CONDUCT


In addition to specific notification requirements that may be stated elsewhere in this document, every person is under the obligation to report /notify to their management:

- Own mistakes made during the manufacture, processing or inspection of product so as to prevent product with 'hidden' flaws, non-compliance to technical requirements or damage before continuing with further processing or delivery to customers.
- Any practices they are aware of where manufacturing, processing or inspection instructions or specifications are being or have been contravened. If proper actions are not taken by the person/s that was notified, it must be escalated to a higher level.
- Any FOD related incident, suspected or found.
- Any fraudulent or counterfeit incident suspected or found.
- Any incident related to product safety, suspected or found.

3.16 AWARENESS

Subcontractor management shall ensure that their staff is made aware of:

- their contribution to product or service conformity,
- their contribution to product safety,
- the importance of ethical behaviour.

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4 JOB RELATED REQUIREMENTS

- 4.1 Supplied by Aerosud
- 4.2 Actions Required by Subcontractor upon Receipt of Job (Non-consignment)
- 4.3 Actions Required by Subcontractor upon Receipt of Job (Consignment)
- 4.4 Actions applicable to all Subcontractors prior to job processing
- 4.5 Processing of a Job
- 4.6 Release and Return of Jobs to Aerosud


4.1 SUPPLIED BY AEROSUD

TO BE SUPPLIED	MEANS OF SUPPLY (SUBCON NOT SFDC OR CONSIGNMENT STOCK ENABLED)	SFDC AND CONSIGNMENT STOCK ENABLED)
PO	With physical delivery	By email
Delivery note	With physical delivery	DN not per job but per material delivery
Complete data set (Drawing and schedule and models)	Config Release	Config Release
Aerosud Inspection media (if applicable)	Config Release	Config Release
Build data pack (consisting of Aerosud PPS, MITS, PRC and COS (if applicable))	With physical delivery	By email (Production Master Scheduling)
Customer specifications	Config Release	Config Release
Material (Not tooling)	With physical delivery	Consignment stock
Material (Tooling)	Own supply	N/A

4.2 ACTIONS REQUIRED BY SUBCONTRACTOR UPON RECEIPT OF JOB (NON-CONSIGNMENT)

The following must be done as a minimum:

- Review requirements of PO and the accompanying Aerosud PPS/PRC to ensure that technical, quality and delivery requirements can be met, i.e. Contract Review to be conducted
- Ensure that all specifications have been received
- Ensure that data correspond to PRC
- Ensure that data is properly configured

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- Ensure that material is identified with the Aerosud batch number and that the number matches that on the MITS
- Conduct a visual check on material condition and verify that the quantity supplied is correct
- Check that the material size matches what is reflected in the MITS
- Control material until release to the job
- Where the subcontractor has been enabled on the Aerosud SFDC system, scanning of PPS's upon internal job launch shall be done
- Updating of the management report on the SFDC system

4.3 ACTIONS REQUIRED BY SUBCONTRACTOR UPON RECEIPT OF JOB (CONSIGNMENT)


The following must be done as a minimum (in addition to :

- Review requirements of the monthly Purchase Order to ensure that contractual, technical, quality and delivery requirements can be met, i.e. Contract Review to be conducted.
- Ensure that all specifications have been received
- Ensure that data have been received
- Ensure that data is properly configured
- Ensure that consignment material is identified with the Aerosud batch number
- Conduct a visual check on material condition and verify that the quantity supplied is correct
- Check material size matches what is published in the MITS
- Control material until release to job
- Updating of the management report on the SFDC system

4.4 ACTIONS APPLICABLE TO ALL SUBCONTRACTORS PRIOR TO JOB PROCESSING

It is the responsibility of the subcontractor to make sure that Aerosud work packages are manufactured iaw the engineering data as called out on the PRC, specifications and any additional requirements flowed down via the PO's or Condition of Supplies (COS).

In the event that all required data or materials are not available, the subcontractor must inform Aerosud without delay.

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If there are any queries e.g. differences in revision levels as stated on the PRC vs data in possession of the subcontractor, Aerosud must be informed in writing without delay in order to resolve the query.

For SFDC enabled subcontractors, any PPS affected by any of the above mentioned queries must be scanned into the Aerosud Quarantine cell for further action by Aerosud.


4.5 PROCESSING OF A JOB

4.5.1 General Requirements

- The Aerosud LOT number (PPS Number) is the unique identifier used for part traceability and must be referenced on all documents and correspondence.
- CATIA model data, in its native status shall be used as supplied by Aerosud for the manufacture of machined or fabricated parts. No derivative data is permitted for CMM inspection of machined or fabricated parts.
- Subcontractor to raise internal job card/router. CNC and CMM software programs (as applicable) must be 'called up/referenced' as tools within the job card/ router operation narrative. The internal job card/ router shall reflect the Aerosud PPS lot number for cross-reference and traceability purposes.

NOTE: All subcontractor documents forming part of manufacturing data pack shall be revision controlled.

- Establish if the job is at First Article or steady Production status. For First articles, see notes below. If the subcontractor is in receipt of a blue Aerosud PPS (i.e a FAI PPS) for a new job, but the subcontractor has submitted a FAIR on a previous occasion (and still awaiting Aerosud QA verification of the FAIR), the subcontractor may proceed with the new job as "production status".
- Ensure that material batch no/s correspond to the MITS before releasing job for manufacture
- A job's parts must AT ALL TIMES be able to be linked/ traced to the Aerosud PPS lot number. This can be accomplished by temporary identification, keeping a job together in bags or bins etc.
- Parts must at all times be protected against damage.
- Parts must be protected at all times against corrosion as called out in the applicable Condition of Supply (COS) document
- Final inspection must include checking for Foreign Object Debris (FOD). For machinings this will typically involve proper cleaning of parts from swarf and oils especially from holes, cavities and internal threads.
- 100% inspection of all parts shall be conducted unless approval has been provided by Aerosud Quality to use sampling.

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- For dimensional inspection for steady state production (post FAI completion), as a minimum, all ballooned dimensions specified by an Aerosud Quality Instruction (AQI) and/or Aerosud LJ drawing and/or Aerosud COS shall be measured and reported. For First Article see below.

4.5.2 First Article Inspection (FAI)

- When FAI is required (either because of an Aerosud PPS at FAI status or as a result of process, program or machine changes by the subcontractor, this will be carried out against Aerospace Standard AS9102. Full FAI's shall always be required.
- The software tool tryout process must be able to demonstrate acceptance of program planning and authorisation for release to manufacturing
- All dimensional characteristics have to be measured and reported for a first article part on a FAIR Form 3. Each dimension reflected on the FAIR Form 3 / CMM Report shall correspond to the balloon reference as marked by the subcontractor on the accompanying customer drawing and/or Aerosud LJ drawing and/or Aerosud COS.
- Aerosud Supply Chain QA will provide FAI status (complete or not complete) updates to the subcontractors. A scan of the FAIR signed off by Aerosud QA will be supplied.

4.5.3 Inspection Report Requirements


Minimum data to be reflected on inspection reports (subcontractors are allowed to use their own inspection report formats):

a) Header Data

- Aerosud name
- Aerosud PO number
- Aerosud PPS lot number
- Part no, description
- PRC (Production Revision Control) sheet issue.
- Subcontractor job number
- Job quantity
- Date (can also be in the footer section)
- Page number and number of pages (this information can also be in the footer)

b) Detail Data

- Grid reference or number corresponding to ballooned dimension
- Dimension sequential number
- Required dimension (and tolerance)
- Measuring method
- Item number

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NOTE: Actual dimensions measured must be recorded, not just a tick or cross mark. Failed dimensions to be highlighted e.g. by circling it.

c) Footer Data/ Release Section

- Report must indicate the quantity of parts that have passed
- The report must be stamped off by a Quality Inspector

NOTE ON CMM REPORTS: A report containing the data reflected above is required as a covering document for any CMM report/s attached to it. In terms of the 'Detail data' section, it can refer to the CMM report/s attached. Each CMM report must be linked by at least the Aerosud lot number to the covering document, must reflect pass/fail status and be individually stamped and dated.

Each dimension reflected on the CMM report shall correspond to the balloon reference as marked on the accompanying customer drawing and/or Aerosud LJ drawing and/or Aerosud COS. See par. 4.3.1 and 4.3.2 for more details relating to steady state production and first articles (on first articles the balloon definition is done by the Subcontractor).

4.5.4 Nonconformance Control


a) Internal Rejection

- Any nonconforming product must be properly identified to show the status e.g. by means of a rejection tag (as prescribed by the subcontractor's non-conformance control procedure). If the subcontractor made the decision to scrap the part, it must be clearly visible on the part that it is scrap. It is preferable that scrap parts be physically rendered unsuitable for its intended function but as long as it is positively marked as scrap, Aerosud will dispose of it in a proper manner after receipt back thereof.
- Quarantine areas shall be access controlled to prevent unauthorised removal of nonconforming parts (or material). Quarantine areas shall be visibly signposted as such.
- The Aerosud PPS operation shall be completed to show Qty acceptable and Qty Rejected.

b) Loss of an Aerosud PPS

Lost PPS's will constitute a nonconformance on the part of the subcontractor and Aerosud shall have the right to carry out and immediate audit of the subcontractor's document control system at the subcontractor's premises.

If all data related to traceability can be provided (material, operators, dates etc.) Aerosud may consider raising a replacement PPS but it will be at Aerosud's discretion. If the loss is not accepted the subcontractor will be held liable for the material cost and will not be able to invoice the parts. Any parts and excess material must still be returned to Aerosud.

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c) Nonconformance identified after delivery, Notice of Escape (NOE)

Aerosud Quality Department and the Aerosud Buyer shall be promptly notified of any event where the subcontractor has identified a product nonconforming condition after delivery of the product to Aerosud. A typical example is when IMTE fails a check/calibration or it is ascertained that measuring data was incorrect at time of inspection.

Note: Aerosud shall also be notified of any confirmed or suspected incident related to counterfeit product or product safety.

Full details shall be provided covering:


- Description of the part or material affected, including reference numbers e.g. Part number, lot or batch number, Aerosud PO number, release date
- Fault description
- Quantity of items affected
- Circumstances of discovery including time and date
- Probable cause of fault
- Action already taken
- Recommended action
- Relevant sketches and/or photographs

4.5.5 Stopping of Work in Process

- Aerosud will advise via email of any jobs affected by a 'Stop work' instruction.
- The subcontractor is responsible to move the affected part/material and build data pack to their quarantine area, thereby preventing any further work from taking place.
- Aerosud will advise via email when a 'stop work' disposition has been reached with instructions on how to proceed.

4.5.6 Job Prioritisation

- Jobs are prioritised by the Aerosud Shop Floor Data Collection (SFDC) system. This prioritisation is largely automated with minimal human intervention.
- Each subcontractor has access to this system and thus full visibility as to daily priorities.
- Priorities follow the precedence shown below:
 - Black status
 - Time in Cell (TIC)
 - Time in System (TIS)
 - Red Priorities

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- Yellow priorities
- Green Priorities

The job prioritization system is interactive and requires weekly (minimum) updates on the status/delivery of each black pack and where the TIC exceeds maximum.

4.5.7 Queries

Supplier queries arising from any contract review process will be communicated to Aerosud via a Query Note (QN) process.

Query notes must be directed to Aerosud Subcontract Management via email.

4.6 RELEASE AND RETURN OF JOBS TO AEROSUD

- Upon completion of a job, the subcontractor operation on the Aerosud PPS must be properly completed, dated and stamped off. All Inspection/Test reports must be attached to the Aerosud data pack.

NOTE IN TERMS OF DATE FORMAT: YYYY/MM/DD is preferable, if recorded differently on PPS, Inspection reports etc. it must be ensured that the year is written/typed in full

- Use of a Certificate of Conformance is optional. If used however it shall reflect the Aerosud PO and PPS lot number/s.
- For jobs that are not included as consignment, material supplied should be sufficient to meet the requirement of the job to be undertaken. However, should excess material be supplied, that excess (properly identified with the Aerosud batch number), shall be returned with the parts and Aerosud data pack. Under no circumstances shall any excess material be held by the subcontractor.
- Parts dispositioned as Scrap by the subcontractor shall be delivered along with the accepted parts and the corresponding Aerosud data pack. Scrap parts shall be clearly identified.
- Should the subcontractor manufacture excess parts (for whatever reason), the subcontractor shall notify the relevant buyer at Aerosud in writing thereof before the parts and data pack are delivered to Aerosud. It shall be Aerosud's decision whether to accept excess parts or not. If accepted, the PO will be amended to reflect the larger quantity.
- The excess parts shall then be returned to Aerosud along with the PPS quantity of parts and the data pack. If excess parts are not accepted, they shall be scrapped off upon receipt at Aerosud.

NOTE: Should parts and documentation that are delivered back to Aerosud not be correct and completed, the delivery will be quarantined until all corrective actions have been completed.