1 SCOPE AND PURPOSE

This document contains Strata Supplier Quality System Requirements and is applicable to all Strata suppliers through contract and/or purchase order. It is the responsibility of each Supplier to establish processes which ensure compliance with this document and to measure the internal performance accordingly.

2 TABLE OF CONTENT

3 LIST OF CHANGES

Rev.	Issue Date	Page	Report
A	03-Jan-2010	All	First Issue
B	25-Feb-2010	All	All sections in the document are revised. Section 8.1 added
C	07-Feb-2011	All	All
D	15-Mar-2011	7	Section 7.3 All sections
E	7-Apr-2011	3,4,5 & 7	Definition of Extended Workbench supplier Definition of Subcontractor. 6.1 Supplier approval status 7 supplier disapproval
F	14-Jun-2011	7	Section 7 SASL information updated
G	25-Jul-2012	6,7&10	Section 6.1, 6.2, 7d and 9.5 are revised.
H	15-Jan-2013	4	Section 4.1 has been revised. Definition of Supplier
I	30-Sep-2013	12	Section 10.2 FAI PO has been added.
J	23-Mar-2015	5,7,11,13 ,&14	Section 4.1 Definition & 4.2 Abbreviation has been updated. All Section 7 has been revised. Section 9 Special Processes has been updated. Section 11.1 has been revised. Section 11.2.4 & 11.2.5 has been added.
K	27-Aug-2015	5 & 7	Section 6.2 & 7.3.1 has been updated
L	10-Nov-2015	13 & 14	Section 11.2.2, 13 & 14 has been updated
M	06-Mar-2016	7 & 9	Section 7.3 & 8.2 amended to include external capacity assessment
N	20-Dec-2016	13, 14, 15	Section 10.2 amended to include Net Inspect requirement Section 11.2.1 amended to clarify requirement Section 13: addition of section 14 to include REACH requirements
O	31-Jan-2018	6,7,8,12 & 15	Section 7 has been revised & updated. Section 11 has been updated Appendix F has been added.
P	14-May-2018	All	Complete revision of the document
Q	08-Jan-2019	2-7, 9, 11-16	Section 6.1 has been updated with SQA responsibilities Section 6.2 has been updated with GRAMS applicability Section 7.1. has been updated with APQP/PPAP applicability Section 8.4 has been updated new forms Section 11 has been updated with revised rating process New abbreviations and reference to the new forms added in section 4.2 and 14 Added reference to Appendix G in 6.1.3. and 15. Clerical errors and further clarifications corrected in other sections
R	01-Jul-2019	15-17	Paragraph 12 amended to add Supplier Risk assessment

S	02-Nov-20	3-10	• Section 6.2. GRAMS applicability updated with Airbus Supplier Requirement (ASR) • Section 4.1 updated with definition of new category supplier "Non-Aerospace supplier" • Section 4.2 updated Abbreviation for ASR. • Section 6.2.1 updated Non-Aerospace supplier record retention and availability requirements. • Section 7 updated Supplier approval form number & 3rd category supplier "Non-Aerospace supplier". • Section 7.3 defined requirement of supplier approval for "Non-Aerospace suppliers". • Section 7.1 & 7.3 updated General notes.
T	02-Mar-21	4,8,10 & 15	• Section 4.1 updated with Medical Supplier • Section 7 updated with Medical Supplier • Section 7.3 updated with requirements for approval of Medical Supplier • Section 11 updated to include Medical Suppliers
U	21-Apr-21	13	• Section 9.2 updated to clarify the Customers special process lists • Section 10 - FAI requirement clarified
V	19-May-21	8 & 18	• Section 7.1 , point **d** revised & point **e** deleted • Section 16 Updated the title of Appendix E
W	19-Dec-21	8,9,10,11 & 13	• Section 7 updated • Section 7.1 updated to include website questionnaire • Section 7.2 updated • Section 7.2.1 updated • Section 7.2.2 updated • Section 7.2.3 updated • Section 7.2.4 updated • Section 7.3, point e added to include supplier bank details requirement. • Section 8, scope is updated to include website questionnaire and vendor workflow approval in SAP • Section 8.4 updated to include vendor workflow approval in SAP

4 DEFINITION / ABBREVIATIONS

4.1 DEFINITION

Aviation Authority: The official authority having the jurisdiction to approve the design, manufacture and airworthiness of the Aircraft and/or the Item, including but not limited to:

- in the UAE , The General Civil Aviation Authority (GCAA);
- in Europe, The European Aviation Safety Agency (EASA) ;
- in the United States of America, The Federal Aviation Administration (FAA);
- and any other relevant foreign aviation authority.

Aerostructure Procurement: Procurement of Aerostructure Products and Material products

Aerostructure Products:	Aerostructure products are defined on customer drawing set (and customer proprietary parts), which refer to customer technical specifications or work procedures for manufacturing & inspection processes to be sued to produce them. Aerostructure products include Build to Print Work package, Detail Parts and Extended Workbench, Raw material, Drawing parts, Specified and Standard Part.
Build to Print Work package:	Applicable to contracts for the delivery of Aerostructure Products completed as per customer drawing set provided by the Purchaser and where the Supplier is responsible for the industrialization, procurement, manufacture and test/inspection.
Contract:	The legally binding agreement between the Purchaser and the Supplier. It consists of the contract body (e.g. framework agreement, letter of supply) all the Exhibits and Orders thereto and other documents included by reference, as amended, supplemented or substituted as and when applicable in accordance with the contract.
Distributor/Stockist:	A Distributor or Stockist is a Supplier whose sole function is the onward sale of such products. This Supplier is not responsible for carrying out and further manufacturing processes on the products prior to supplying them to the Purchaser.
Extended Workbench:	Applicable to manufacturing orders for execution of individual job steps (typically like machining, carrying out subassembly etc.). The purchaser is responsible for supplying tested material, the manufacturing plans, as well as the specified manufacturing procedure. In general this also includes the supply of tools, jigs, measuring equipment and manufacturing regulations. In case of Extended Workbench supplier, Strata will define the detail process in a Quality Plan which has to be part of the contract with the Extended Workbench supplier. The Extended Workbench supplier is not allowed to subcontract any work.
General Procurement:	Means the procurement of all other products and services, which are not defined as Aerostructure products.
Medical Supplier:	Medical Supplier are defined as those suppliers delivering raw material, products and services for the PPE (i.e. face mask, face shield, gloves etc.), medical or surgical items/devices that are consumable, expendable, disposable or non-durable (i.e. syringes, gauze bandages, tubing etc.)
Modification:	Means any evolution of the technical definition of the products and of the services, requested by and of the Parties and decided by the Purchaser.
Net Inspect:	Boeing required software for FAI report
Non-Aerospace Supplier:	Procurement of raw material, products and services related to customer specific PPE products (Example: face mask, face shield, Gloves etc.) or general processes or any other specific low risk products.
Purchaser:	The company who has the contractual agreement with the Supplier.
Special Process:	Processes that mandate supplier's qualification prior to performing any work. For projects where the customer holds the design responsibility the

approval will be based on the applicable specification listing the qualified sources for the specific special process.

Specification: The document defining the products in terms of technical requirements, setting out, *inter alia*, its functions and performances.

Supplier: A sub tier supplier or contractor, who supplies materials, products or services according to the: -

STRATA and/or customer qualified product and/or processor list (QPL within process or material specification – e.g. FMS, BMS or DAN).

STRATA or customer owned drawing, technical specification or purchase order requirements.

• In the means of EASA PART-21 a Supplier is defined as follows:

• Supplier with POA Approval: A supplier which holds an approval as production organization according to an international recognized Aviation regulatory (e.g. EASA, FAA).

Supplier without POA Approval (Subcontractor, defined within STRATA as sub tier supplier):

A supplier which holds no approval as production organization and is therefore under STRATA QM-System responsibility. It is the direct responsibility of STRATA to perform adequate inspections and tests in house or directly at the supplier's facility.

Supplier without POA Approval (Subcontractor) : A supplier which holds no approval as a production organization and is therefore under STRATA QMS responsibility. It is the direct responsibility of STRATA to perform adequate audit at the supplier's facility.

Collaborative firm or Supplier's supplier

A sub tier supplier or subcontractor has no direct contract with Strata, but supplies materials, products or services according to:

Strata and/or customer qualified product and/or processor list (QPL within process or material specification)

Strata or customer owned drawing

Technical specification

Sub tier Suppliers or Subcontractors typically maintain their own Quality Management system, subject to approval from Strata and/or customer.

Tooling: Any kind of production equipment as defined in SQI-OP-75-0010 – Tool Administration and Verification, Approval and Identification, Transport & Storage Procedure.

4.2 ABBREVIATION

AS	:	Aerospace Standard
ASD	:	Aerospace and Defense Industries Association of Europe
ASR	:	Airbus Supplier Requirements
APQP	:	Advanced Product Quality Planning
CAD	:	Computer Aided Design.
CAM	:	Computer Aided Manufacturing.

CAR	:	Corrective Action Request.
CMM	:	Coordinate Measurement Machine.
C o C	:	Certificate of Conformity
CB	:	Certification Body.
DPD	:	Digital Product Definition.
EASA	:	European Aviation Safety Agency.
EN	:	European Standard.
ERP	:	Enterprise Resource Planning.
FAI	:	First Article Inspection
FOD	:	Foreign Object Debris
IAQG	:	International Aerospace Quality Group.
ICOP	:	Industry Controlled Other Party
MRB	:	Material Review Board.
MBD	:	Model Based Definition.
NADCAP	:	National Aerospace and Defense Contractors Accreditation Program
NDA	:	Non-Disclosure Agreement
NDI	:	Non-Destructive Inspection
OEM	:	Original Equipment Manufacturer
PO	:	Purchase Order.
QAM	:	Quality Assurance Manual.
QMS	:	Quality Management System
QAP	:	Quality Assurance Plan.
QPL	:	Qualified Products List.
RFP	:	Request for Proposal
RFQ	:	Request for Quotation
SQA	:	Supplier Quality Assurance
SQP	:	STRATA Quality Procedure

5 DISTRIBUTION

This document is made available to all Suppliers through the contract or purchase order as well as to Strata employees as needed through Enovia.

6 RESPONSIBILITY AND AUTHORITY

6.1 STRATA RESPONSIBILITY

6.1.1 Strata Supply Chain responsibility

Strata Supply Chain department responsibility is to efficiently manage the overall supplier base and Logistics in order to achieve set objectives.

6.1.2 Strata SQA responsibility

Strata Supplier Quality Assurance function structure, roles and responsibilities are defined in SQP-SO-74-0004 Appendix G.

6.2 SUPPLIER RESPONSIBILITY

Suppliers have to follow the requirements of this document as well as any additional requirements as defined in the contract and/or purchase order (i.e. Customer specific requirements and OEM general requirements). In example if the supplier delivers the parts to be used on specific Airbus programs, the OEM specific requirements referred to as “ASR” shall be followed by supplier. The applicability of selected ASR modules and supplier compliance to these requirements shall be approved and agreed by Strata SQA department and Airbus if required.

Suppliers are responsible to flow down these requirements to their subcontractors. In addition to this, STRATA suppliers (and subcontractors) are responsible to request all required documentation to fulfill contractual requirements.

Suppliers, including distributors or stockist, shall ensure that all materials (defined as materials, semi-finished products, standard parts / hardware and specified parts) used for manufacturing of products or direct delivery to Strata are:

- Purchased from OEM (e.g. Airbus, Boeing, Leonardo etc.) approved sources,
- Qualified by the OEM and
- If the material is purchased from a Distributor / Stockist, then the Supplier shall request two Certificates of Conformity (CoC) with delivered product: the Distributor’s / Stockist’s own CoC + a copy of CoC from the original manufacturer of the product and shall be provided to Strata upon request.

Distributor or Stockist shall inform Strata of any problem form their subcontractors (including the manufacturer) and of any change made to the supply or the manufacturing process by the manufacturer.

If applicable, the Supplier shall use the Strata or Strata’s customer qualified material/source couples. In case the qualified source cannot be determined through the Customer specific list (i.e. Airbus QPL) the supplier shall request Strata to confirm the necessary qualification.

In case a Supplier wishes to use material/source couple that is not approved by the Strata customer (i.e. OEM), the Supplier shall send a formal request to Strata that contains a rationale (benefits vs price), risk assessment analysis and any other information required by Strata. This request shall be provided using the Coordination Memorandum and/or any other OEM required documents as defined in supplier Quality Plan

STRATA procurement department has to be immediately notified in case of change of ownership or in case the Supplier plant relocation.

Supplier shall grant the right of access for Strata, it´s customer and regulatory authorities to all facilities involved in the order and to all applicable records and flow this down to all of its suppliers and sub tiers.

Supplier shall inform STRATA and obtain approval prior to subcontracting of any contract activities.

When using DPD/MBD (e.g. CAD files), the QA System of the supplier or sub-tier supplier must comply with applicable customer requirements; either the STRATA's or final customer's regulated control measurements for the use of DPD/MBD.

In case supplier cannot meet these requirements the alternative process shall be agreed with Strata and formally detailed in QAP.

6.2.1 Record Retention and Availability

Unless otherwise specified by contract, the supplier shall retain quality records in English language for a minimum of thirty (30) years or the life of the aircraft. However, prior to the disposal of any quality records, STRATA must be contacted for agreement. Records have got to be readily available for review by either the STRATA, customers or any regulatory agencies at all times; and must always be accessible within 24 hours upon request.

Unless otherwise specified Non-aerospace / Medical supplier shall retain quality records in English language for a minimum of two (2) years or based on customer specific requirement, if applicable.

7 REQUIREMENTS FOR SUPPLIER APPROVAL – REGISTERED AND APPROVED SUPPLIERS

Strata will maintain a group of registered and approved suppliers that can be accessed through SAP. Each of the criteria for each tier need to be verified based on the requirement.

Strata suppliers will fall into the following categories:-

1. Aerostructure Procurement Suppliers
2. General Procurement Suppliers
3. Non-Aerospace / Medical Suppliers

Supplier Approval Process flowchart for a new Aerostructure supplier is described in Appendix F of this procedure.

Approved Suppliers shall be categorized according to commodities or services in order to minimize the effort required to develop bidders list for future RFPs and RFQs.

7.1 AERO STRUCTURE PROCUREMENT SUPPLIERS

Aerostructure procurement suppliers are defined as suppliers delivering Aerostructure Products and Material products. Strata only use qualified and approved suppliers to procure Aerostructure Products and Materials products used for the manufacture of Aerostructure parts.

The supplier mandatory approval procedure requires that the STRATA procurement and SQA department obtain from the 'potential supplier' the following information along with Supplier questionnaire:

a) Certificates of Quality Assurance approvals from Industry Controlled Other Party (ICOP) acknowledging the international standards stipulated in the AS/EN/JISQ 9100, AS/EN 9110, AS/EN 9120, ISO 9001, regulatory agency approvals and/or a final customer's approval.

b) A certificate of a final customer 'special process' approval – if applicable.

c) A certificate of NADCAP accreditation - if applicable.

Supplier Assessment Questionnaire is defined in SQP-SO-74-0004 Appendix C or a website questionnaire (https://www.strata.ae/suppliers-aerospace/)

In addition to this minimum required information, STRATA may also request and manage the following additional information for all potential Aerostructures procurement suppliers:

d) Relevant reports of any 'Quality System Audits' performed by companies within the IAQG, ASD or any other major aerospace companies and/or CB's. If requested by the STRATA SQA department, these are also to include reports from any 'Process Audit' based on the final customer's process specifications.

e) A load capacity (machine, space, human resources) analysis providing evidence that the supplier holds the necessary capacity to meet the STRATA demand as per the communicated forecast.

In addition to the above mentioned requirements which are a baseline for qualification as a 'potential supplier' for STRATA - an onsite visit, audit (system, process, and product) or assessment (capacity) may be performed by STRATA.

In case a 'potential supplier' does not meet the above mentioned criteria or its approval does not meet within the range of the expected business, a QAP based on the requirements of either AS/EN 9100 or ISO 9001 must be issued by the "potential supplier". Guidelines how to prepare a QAP are defined in paragraph 12.

Note:

1) The supplier shall inform Strata in case of suspension or withdrawal of its QMS certification.

2) The supplier shall provide upon request the copies of all its certificates/ approvals obtained, with the associated scope/ability list and name of the organization which granted them,

3) The supplier shall notify Strata with any major changes to the QMS (e.g. Scope change)

All Aerostructure suppliers shall ensure that APQP and PPAP methodologies are introduced and utilized in their QMS where required. The detail format, implementation and verification process shall be agreed with Strata SQA.
All new suppliers or the existing suppliers that will provide the new parts shall follow five stages of APQP (if applicable) process followed by PPAP.
The general requirements and process overview are specified in AS9145 "Requirements for Advanced Product Quality Planning and Production Part Approval Process"

7.2 GENERAL PROCUREMENT SUPPLIERS

General procurement Suppliers are defined as those Suppliers delivering products and services other than Aerostructure products and Material products. General procurement suppliers must demonstrate they have a valid trade license and provide the Bank Account Details on their Bank's Letterhead in order to be approved as STRATA suppliers and provide evidence on the satisfactory financial status (if requested by Strata). In addition, if there is any exchange of proprietary information, a non-disclosure agreement (NDA) must be signed by both parties.

7.2.1 Suppliers of Capital Equipment

General Procurement includes Capital Equipment including large fixed machines and tooling that can be considered an asset to STRATA PJSC. Suppliers of these products require detailed analysis, which may include capabilities analysis, delivery lead times, industry data, customer lists, and applicable certifications and licenses. Suppliers of capital equipment that comes into direct contact with manufactured parts or the manufacturing line must be approved as general procurement suppliers with all necessary requirements as detailed in Sec.7.2 of this procedure.

7.2.2 Suppliers of Tooling

General procurement suppliers include Suppliers manufacturing tooling for Strata. In addition to requirements as detailed in Sec.7.2 of this procedure, requirements for Tooling Suppliers are defined within SQI-OP-75-0010 – Tool Administration and Verification, Approval and Identification, Transport & Storage Procedure have to be followed.

7.2.3 Laboratories

General procurement suppliers include Suppliers for Laboratories services. In addition to requirements as detailed in Sec.7.2 of this procedure, Laboratories must be certified in accordance to an international quality standard (e.g. ISO 17025).

7.2.4 Contracts and Services – General requirements

General Procurement includes Service Suppliers and Contract Labor. Approval process is contingent upon the supplier producing, requirements as detailed in Sec.7.2 of this procedure and the review and approval of any certifications that are applicable for the work being performed (e.g., Calibration Services shall supply relevant specifications and certifications for work to be performed).

7.2.4.1 Outsources Services carried out at Customer in situ

In case the Outsourced Services are carried out at the Customer in situ the Customer specific requirements shall be clearly defined on the Purchase Order and respected by supplier.

Example: in case the outsourced service shall be carried out at Airbus in situ the supplier shall follow the M20691.1 requirements for all the activities performed as well as A1057 for the FOD awareness. All specific requirements shall be defined in the Quality Plan prepared for such activities where both Strata and supplier responsibilities and qualifications shall be determined.

7.3 NON-AEROSPACE / MEDICAL SUPPLIER

Non-Aerospace suppliers are defined as those suppliers delivering raw material, products and services for the PPE (i.e. face mask, face shield, gloves etc.) or general processes or specific low risk products.

Medical Supplier are defined as those suppliers delivering raw material, products and services for the PPE (i.e. face mask, face shield, gloves etc.), medical or surgical items/devices that are consumable, expendable, disposable or non-durable (i.e. syringes, gauze bandages, tubing etc.)

These suppliers shall comply with below requirements. In addition, if there is any exchange of proprietary information, a non-disclosure agreement (NDA) must be signed by both parties.

a) Certificates of Quality Assurance approval acknowledging the international standards stipulated in ISO 9001, in addition to this Medical Supplier shall also have ISO 13485 certification. (Note – Medical Supplier shall be clearly defined on SAP to differentiate between Medical & Non-Aerospace Supplier)

b) Regulatory agency approvals and/or a final customer's approval – if applicable.

c) A certificate of a final customer 'special process/ testing' approval – if applicable.

d) Suppliers must demonstrate they have a valid trade license.

e) Provide Supplier Bank Details on their Bank's Letterhead

In addition to the above mentioned requirements which are a baseline for qualification as a 'potential supplier' for STRATA - an onsite visit, audit (system, process, and product) may be performed in accordance to form SQF-QA-82-0081.

Note:

a) The supplier shall inform Strata in case of suspension or withdrawal of its QMS certification.

b) The supplier shall notify to Strata any major changes to the QMS (e.g. Scope change).

8 SCOPE OF QUALITY APPROVAL

Strata reviews and approves Aerostructure procurement suppliers on the basis of their Quality Management System maturity and for based on their technical capabilities. The approval granted by STRATA is limited to the scope of approval defined on questionnaire SQP-SO-74-0004 Appendix C *or* as per website questionnaire (https://www.strata.ae/suppliers-aerospace/) and approval form SQF-SO-74-0019 *or* approval through vendor workflow in SAP. If a change is needed to the scope of approval for STRATA, supplier approval status must be re-evaluated.

8.1 RE-EVALUATION – QUALITY SYSTEM

STRATA can re-evaluate the supplier's quality system at any time during the life of the contract and/or purchase order.

This re-evaluation shall be in the form of either an 'on-site audit' or based upon an evaluation of current audit reports (performed at the supplier) by companies within the IAQG, the ASD or any other major aerospace companies.

The interval for the aerospace supplier re-evaluation shall be based on annual Risk Assessment. Re-evaluation of general procurement suppliers will be based on the individual quality and delivery performance.

STRATA´s receiving inspection procedure 'and' STRATA´s vendor rating system - will act as instruments for continuous control and therefore measure the effectiveness of the supplier's quality system.

8.2 RE-EVALUATION – MANUF. PROCESS / PRODUCT/SPECIAL PROCESSES/CAPACITY

Following the initial approval of a supplier and to ensure there continued compliance to the quality requirements, STRATA may re-evaluate the supplier's (or subcontractor) manufacturing process and/or product at any time during the life of the contract and/or PO. The supplier must ensure that the sources of special processes or materials are listed within either the STRATA's Final Customer Approved Processor/Product List.

Special processes or products which are not controlled by the Final Customers Approved Processor/Product List - will be audited by STRATA on regular basis, following the requirements of SQP-QA-82-0001 – Internal / External Audit Procedure.

A detailed and extensive load capacity assessment might be performed by STRATA at the supplier whenever STRATA deems necessary, for instance but not limited to: industrialization of new project, production ramp-up, mitigation of risk analysis, supplier surveillance. This will be performed following the requirements of SQP-QA-82-0001 – Internal / External Audit Procedure.

Upon request, the supplier shall demonstrate evidence of manufacturing engineering capability and capacity related to the products supplied. This may include provision of the following if requested by Strata:

- M.E. organization chart.
- Skills analysis.
- Engineering action register.
- Risk analysis and mitigation plans.
- A full industrialization plan.
- Detailed Load Capacity Analysis

8.3 CHANGES OF THE APPROVAL STATUS (QA-SYSTEM, PROCESSES OR MATERIALS)

It is the responsibility of the every approved supplier to inform STRATA immediately of any change to its quality approval status. This may include - but is not limited to – the following information:

- Quality System approved by Industry Controlled Other Party (ICOP) (e.g. AS/EN 9100, ISO 9001 or EASA Part-21, Section A, Subpart G).
- Change of quality system approval scope and validity.
- Process, product and special process approval status (customer approval or NADCAP approval).
- Change of process, product and special process approval status and validity.

In case the certificate for the suppliers Quality System or Process Approval expires, prior to a follow-up audit STRATA SQA must be informed. A detailed schedule towards a renewal of the approval shall be forwarded to STRATA SQA.

An industrial change is defined as any relevant change in the Organization, change of the condition of Controlled Contamination Area (CCA) or Environmental Monitored Area (EMA), internal or external work transfer or outsourcing of any relevant Quality or Production activities (e.g. replacement or movement of jigs) or any quality relevant change or addition to the factory layout that requires a new or Delta First Article. In case such change is planned by supplier Strata shall be immediately notified in order to agree the further activities.

8.4 SUPPLIER APPROVAL WITHDRAWAL

In case a Supplier's approval is expired and not renewed in time the Supplier status in SAP will be adequately updated and the Supplier will be blocked in SAP using form SQF-SO-74-0020 to prevent more orders are placed at that particular Supplier. The process is defined in SQP-SO-74-00004 Appendix F.

In case a part of Suppliers' or Supplier's subcontractor approval related to the Quality System (i.e. AS9100 certification) is expired and not renewed in time, that particular part of the Supplier's or Supplier's subcontractor approval will be blocked in SAP. The process is defined in SQP-SO-74-00004 Appendix F.

Following deteriorating Supplier performance as per section 11 of this procedure, as part of a management review, or at Strata's sole discretion, it may be decided to withdraw a Supplier approval. The Supplier shall subsequently be blocked in SAP system to prevent additional contracts / purchase orders to be placed.

A Supplier may only be approved again following the successful completion of SQP-SO-74-0004 Appendix F procedure and approval via Supplier Approval Form SQF-SO-74-0019 or via the vendor workflow in SAP.

9 SPECIAL PROCESSES

For Strata, unless otherwise specified by contract / PO, the Supplier shall only use special process sources that are approved by OEM (Airbus, Boeing, Leonardo etc.) and NADCAP and listed on the NADCAP/OEM Approved/Qualified Process Suppliers List (i.e. Airbus QSPL, Boeing D1-4426). This requirement also applies to Suppliers who perform special processing such as heat treating, plating, NDT etc., as part of their internal operations.
The Supplier shall flow-down this requirement to its sub-tier sources and ensure their adherence to this requirement.
Strata shall verify the compliance of these requirement's as and when required.

10 DELIVERIES TO STRATA

Latest valid revision of applicable engineering documents (drawing(s), 3D-Models, specifications) and/or customer specifications shall be applied if not otherwise stated within the applicable order item.

The supplier shall review all applicable engineering documents and quality documents. It is in the responsibility of the supplier to ensure full compliance to all requirements stated in the purchase order and the applicable documents. In case any of the required documents are not available, the Supplier shall request all applicable documents (e.g. specifications, instructions) via the STRATA procurement department, exclusion are international standards that shall be obtained through the relevant providers.

It is the responsibility of the supplier to flow down to its subcontractors all such applicable engineering documents (e.g. 3D-Models, drawing(s) - and/or - applicable specifications) - and ensure compliance.

10.1 SUPPLIER PRODUCT IDENTIFICATION

The Supplier shall ensure complete identification and traceability of all related products and documentation.

The Supplier shall identify and mark the items in compliance with the relevant specification drawing and Product standard and any other requirements as may be flown down to Supplier by the contract and/or purchase order.

The Supplier shall ensure Product traceability to material, semi-finished product, standards part, component and part level.

10.2 FIRST ARTICLE INSPECTION REQUIREMENTS

The Supplier shall deliver to Strata the planning (including schedule and description of activities) of the whole First Article Inspection (FAI) on the first production item.

An Initial First Article Inspection, as well as partial and/or complete First Article Inspection, shall be carried out in accordance with the process requirements defined in AS9102 and any other additional requirements defined by Customer (Airbus, Boeing, etc.) as applicable. Strata reserves the right to request FAI report (full or partial) for any parts delivered by supplier.

FAI report shall be forwarded to Strata SQA for review and acceptance if specifically required by relevant Purchase Order.

This approval does not in itself constitute a waiver of the requirements for inspection, tests or other provisions of the contract or does it relieve the supplier from its responsibility to deliver products or services conforming to the contractual requirements.

Delivered First Article parts must be identified on the delivery note or COC as “First Article”. ***The First Article Inspection Reports shall be attached to the delivery documentation***.
The part weight shall be stated in the FAI Report.

To ensure that First Article Inspection requirements are met, an FAI PO will be generated, and signed off by Quality, however the responsibility will lie with the supplier to ensure that they have a valid FAI on file, should a FAI PO not be placed for all First Delivered Parts.

Additional agreements for First Article Inspection shall be documented in a Quality Plan.

10.3 CERTIFIED TOOL LIST

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10.4 PACKING AND DELIVERY DOCUMENTATION

The Supplier shall pack its Products in accordance with the specific requirements of the contract, the Purchase Order, ATA 300, Spec 2000 and regulations applicable at the time of shipment, suitable for long distance air, road transport and/or sea transport and storage to protect the Products in transit, delivery and storage against dampness, moisture, shock, rust and rough handling.

The supplier shall also ensure that the packaging of the Products is based on Strata Purchase Order. Material from different purchase order shall not be mixed and pack together.

The Supplier shall be liable for any rust, damage and loss attributable to inadequate or improper protective measures and packing. The Supplier shall also comply with the International Standards for Phytosanitary Measures No. 15 (ISPM No.15) if the packaging of the Products uses wood packaging materials for all shipments.

The Supplier shall provide delivery documentation as requested on the applicable purchase order and additional documentation shall be provided in accordance with appendix B of this document.

11 SUPPLIER PERFORMANCE

The Aerostructure Procurement & Medical Suppliers shall be measured for their operational performance in terms of quality and delivery performance. The suppliers targets shall meet or exceed the STRATA targets and the suppliers shall own and manage their own improvement plans to achieve these targets. The level of control and monitoring of the supplier is dependent on their monthly supplier performance. The supplier performance assessment process is defined in SQP-SO-74-00004 Appendix A.

A supplier's approval status will also be subject to regular reviews based upon the quality & delivery performance of received goods, in accordance with STRATA´s Vendor Rating and Monitoring System as defined in Appendix 'A' of this procedure.

Suppliers are requested to continuously achieve high performance, but the minimum expectation is "B" level as per STRATA Vendor Rating and Monitoring System detailed in SQP-SO-74-0004 Appendix A. In case of failure to achieve at least "B" level for three subsequent months, STRATA Procurement shall invoke the supplier escalation process stage 2 defined in SQP-SO-74-0004 Appendix E.

The supplier rating process is defined in SQP-SO-74-00004 Appendix A.

Strata will communicate to their suppliers the Quality, Delivery, Service and Composite performance through a "Supplier Scorecard" which in addition to the performance will provide feedback on specific issue for the supplier to address.

11.1 SUPPLIER ESCALATION PROCESS

Strata's escalation process for all approved suppliers is described in Appendix E of this procedure.

11.2 NON-CONFORMING PRODUCTS

In all cases of non-conformity, the supplier must take immediate action to protect STRATA and its customers. No non-conforming items shall be delivered to STRATA without the prior approval of the STRATA SQA department.

If the supplier realizes that non-confirming parts have been delivered, it is their responsibility to notify STRATA (Notification of Escape) within one working day. In case of a recall of parts already delivered to the customer, STRATA shall notify the customers (Notification of Escape) about the non-conformity.

The supplier's information shall include:

- Description of the problem including notification of the drawing number.
- Suspect/affected serial number, production date.
- Recommendations/instructions (e.g. check the units, required documentation and/or exchange of the parts required)
- Corrective actions including Root Cause Analysis (defined in SQP-QA-83-00001) at STRATA or supplier site.
- Corrective Action implementation plan.
- Effectively date.

11.2.1 Non-Conformity Found at Suppliers Plant

In case of any non-conforming material or part found at supplier's site prior to delivery to Strata, a 'request for concession' must be provided to the STRATA SQA department for approval. The supplier shall use Strata Non Conformance form SQF-SO-74-0018 unless defined otherwise in relevant Quality Plan.

The non-conforming material or product shall not be sent to STRATA without prior and final approval from the STRATA SQA.

Upon supplier reception of final approval by STRATA SQA, the supplier shall ensure the following prior to delivery to STRATA:

- The STRATA concession number (Q5 reference) shall be added on the supplier's certificate of conformity.
- A copy of the STRATA concession (Q5) shall be added to the delivery documentation.
- The part under concession shall be physically identified as such, e.g. with a label referring to the STRATA concession number.
- Corrective actions including Root Cause Analysis (defined in SQP-QA-83-00001)

11.2.2 Non-Conformity Found at STRATA or Final Customer's Plant

In the case of a 'complaint' issued by the STRATA SQA representative, due to a non-conformity being received at either the STRATA or the final customer, the supplier shall develop and perform immediate corrective actions and root cause analysis. In addition the supplier shall present the adequate containment and preventive actions as per SQP-QA-83-00001.

Upon Strata SQA representative request the Supplier shall investigate the non-conformity using SQF-QA-82-0078 (or using an equivalent methodology).

11.2.3 Cost of Non-Quality

STRATA will recover all reasonable costs incurred by Strata as a direct result of non-conforming parts/material received from its supplier. The claim process is defined in SQP-SO-74-0008

11.2.4 Inspection Delegation

As per SQP-QA-75-0001 – Inspection Delegation Procedure, STRATA will recognize good performance suppliers with "Receiving Inspection Delegation authority" this is ability to inspect products on behalf of Strata prior to the delivery to Strata.

12 SUPPLIER RISK ANALYSIS

In order to assess risk of each individual Aerostructure supplier Strata shall perform the annual verification to identify high risk suppliers.

This internal risk assessment shall be carried out based on the following criteria:

- Quality, delivery and service performance of each supplier,
- inspection delegation (if applicable),
- business dependence (i.e. single source, business volume in previous two years, forecasts business volume in the next two years)
- any other additional factors that are applicable to the risk assessment

The risk assessment shall be carried out between Supply Chain and Supplier Quality departments and shall be summarized and formally released using Strata Minutes of Meeting form.

Based on the results from the above assessment Strata Supply Chain shall carry out financial due diligence of the high risk and key suppliers to ensure the financial health is satisfactory. This activity shall be carried out internally or using external service provider.

The above listed supplier risk assessment combined with the financial due diligence results shall be the base for the further activities towards the suppliers managed by Strata Supply Chain and shall also result in the annual audit plan completion as defined in SQP-QA-82-0001.

13 GUIDELINES FOR QUALITY ASSURANCE PLAN

This section provides guidelines to assist in the preparation, review, acceptance and revision of quality plans. Supplier shall follow the general guidelines defined in ISO10005 “Quality Management Systems – Guidelines for Quality Plans.

A QAP is constructed to cover the differences between the supplier’s procedures and the requirements of either STRATA or the final customer’s quality system requirements (AS/EN 9100).

Furthermore, the QAP shall outline the procedures and instructions, ensuring that within the processes of design (if applicable), manufacturing, inspection, test and services, the conformity of the material or product satisfies contractual requirements.

If required, suppliers shall submit such a QAP to the STRATA SQA department for approval within 30 days after contract assignment.

Supplier shall be responsible for maintaining the QAP up to date. Strata shall review and approve the QAP whenever any change is introduced by supplier.

14 REACH COMPLIANCE REQUIREMENT

14.1 BACKGROUND

As a supplier to various European companies, STRATA has been requested to provide information to support compliance with the European Union environmental regulation EC 1907/2006 Registration, Evaluation, Authorization and restriction of Chemical (REACH). STRATA must provide sufficient information to European companies on any supplied article that contains more than 0.1% (weight/weight) of a substance of very high concern (SVHC) listed on the Candidate list as part of REACH Article 33.

14.2 STRATA SUPPLIER REQUIREMENT

Prior to the delivery to STRATA, the supplier shall provide sufficient information to STRATA in case of any article supplied to STRATA which contains more than 0.1% (weight/weight) of a substance of very high concern (SVHC) listed on the Candidate list (http://echa.europa.eu/web/candidate-list-table) in line with SQP-SO-74-00004 appendix B.

15 RELATED DOCUMENTS

Reference	Name
SQM-QA-42-0001	Quality Manual
SQP-QA-42-0001	Document Control Procedure
SQP-QA-42-0004	Procedure to Create Quality Assurance Plans
SQI-OP-75-0010	Tool Administration and Verification, Approval and Identification, Transport & Storage Procedure
SQP-SO-74-0003	Quality Assurance in Procurement
SQP-QA-83-0001	Non-Conformity Procedure
SQP-QA-85-0001	Continual Improvement Procedure
SQP-QA-75-0001	Inspection Delegation Procedure
SQP-QA-82-0001	Internal / External Audit Procedure
SQF-SO-74-0019	Strata Supplier Approval
SQF-SO-74-0020	Strata Supplier blocking
SQF-QA-82-0078	Supplier Corrective Action Request Form
SQF-SO-74-0018	Supplier Concession Request Form
EC 1907/2006	European Commission REACH Regulation
SQF-QA-82-0081	ISO9001 Supplier Audit check list

16 APPENDICES

Appendix A	Supplier Rating and Monitoring System
Appendix B	Inbound Delivery Document requirements
Appendix C	STRATA Supplier Questionnaire
Appendix D	Control of Outsourced Processes
Appendix E	Supplier Escalation Procedure
Appendix F	Supplier Approval Process flowchart
Appendix G	Supplier Quality Assurance Internal Organization