



PRO ACH002 Rev B

REQUIREMENTS FOR SMAC SUPPLIERS

EVOLUTIONS TABLE

Revision	cause of evolution	Date
A	Document creation - Supersedes FIC ACH004	02/2016
B	Update following evolution EN 9100	03/2020

The changes to the document are symbolized by a red vertical line in the margin of the relevant paragraphs

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OBJET

Defining quality and environmental requirements as well as rules to follow regarding the organization, human and material resources, processes and procedures implemented by any supplier or sub-contractor of SMAC to ensure obtaining and maintaining the level as requested by SMAC.

APPLICATION DOMAIN

This document applies to all supplies and sub-contracting work that SMAC order.

REFERENCE DOCUMENTS

NF EN ISO 9001	Quality Management System - Requirements
AS / JISQ 9100	Quality Management System - Requirements for Aviation, Space and Defence Organizations
NF EN ISO 14001	Environmental Management Systems - Requirements with guidance for use
NF L 00-015	Aerospace - Quality Management and Assurance - Statement of Conformity
CGA SMAC	General purchasing conditions of SMAC

DEFINITIONS

Supplier	Refers to any manufacturer, distributor of products and materials, subcontractor (including tier 2 and above) producing a product or service subject to purchase: design, development, manufacturing, implementation or maintenance of the product, of service providers (design office, transporter / storage, verification and or calibration operations, after-sales service)
Contrat	Means a purchase contract, an order, a specification, a technical specification Product Generic term used to describe the product which is the subject of a purchase contract: Service, Article, Material, Raw Material, Packaging, Trade, and subcontracting operation. It can be purchased from different distributors who buy from one or more Suppliers.
Product	Generic term used to describe the product which is the subject of a purchase contract: Service, Article, Material, Raw Material, Packaging, Trade, and subcontracting operation. It can be purchased from different distributors who buy from one or more Manufacturers.

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1. PRINCIPLES & RESPONSIBILITIES

To obtain and maintain the trust of its customers, SMAC must guarantee the quality of its products, products and services.

This condition can only be satisfied if the quality of its purchases is controlled. To achieve this objective, SMAC requires its Suppliers to maintain an organization aimed at constantly controlling and improving the quality of the product and / or its services.

This document lists all the normative requirements and complementary to the standards required by SMAC.

The provisions defined do not release the Supplier from its full responsibility for ensuring the conformity of the Product or Service delivered with the technical, quality, regulatory requirements or other clauses of the purchase contract or the order.

2. CONFIDENTIALITY AGREEMENT

SMAC undertakes to comply with the rules of industrial confidentiality vis-à-vis the Supplier, in the same way as the Supplier guarantees to SMAC, non-disclosure to a third party, of documents, data and information provided in the context of the execution of the contract, without written authorization.

3. CONTROL OF THE MANAGEMENT SYSTEM

CERTIFICATIONS REQUIRED:

The Supplier must maintain a management system defining the structure, responsibilities, procedures and means to ensure and demonstrate the conformity of the product to the requirements specified by SMAC. This system must comply with the model at least of the ISO 9001 standard, and better of the EN / AS / JISQ 9100 and / or ISO 14001 standard.

The Supplier must also deploy and maintain a risk analysis covering all of its activities and determine the actions accordingly.

SMAC assesses the management system deployed at its Suppliers by means of a preliminary evaluation questionnaire given during the initial prospecting. (FOR ACH005)

SMAC reserves the right to assess, by audit, the Supplier's management system based on the information collected in the questionnaire.

The attestations and certificates justifying the recognition of the Supplier's management system must be sent to the SMAC quality department, upon initial obtaining and each time it is renewed.

The following paragraphs highlight the additional requirements of SMAC, with regard to the normative standards defined above.

PERMISSION TO ACCÈSS:

The Supplier gives access to SMAC representatives, its customers, its principals and, where applicable, the regulatory authorities, to the production sites where the services covered by the Contract are designed and performed. He must grant these same representatives access to all applicable documents and or registrations until their retention expires.

Their visits will be announced in writing in advance.

TRANSFER OF ACTIVITY, CALL FOR SUBCONTRACTING

The Supplier undertakes not to subcontract part or all of the service subject to the contract, without the express written authorization of SMAC.

The Supplier must maintain a list of its qualified subcontractors and make it available to SMAC on request.

SMAC requirements must be fully passed on to subcontractors.

4. GENERAL REQUIREMENTS QUALITY

The supplier has full responsibility SMAC screw bolts of the quality of its provision and compliance with the technical requirements. Upon receipt of the order, the supplier must ensure that he has all the information necessary for its implementation. It should request the additional information it considers necessary to carry out all phases of manufacturing and product control.

The supplier agrees to report at the earliest SMAC any delay in delivery.

The supplier agrees to report to SMAC in writing and as soon as possible:

- Any anomalies occurring during manufacturing
- Any anomaly discovered after delivery

SMAC has the right to exercise oversight of the manufacture and quality in the factories of its suppliers. In conjunction with the provider, this access authorization is extended to second tier suppliers.

Thus, suppliers must ensure SMAC and official monitoring services:

- Free access to their facilities and to any document concerning the SMAC orders
- Any facility to allow fully fulfill their mission

5. CONTROL OF DOCUMENTS AND RECORDS

The Supplier must ensure:

- That he has all the documentation necessary to complete the order.
- That this documentation is up to date and in accordance with the specifications of the order.

The Supplier must manage these documents to protect against the use of expired documents, ensure their distribution to the relevant services and subcontractors if necessary, registration and traceability.

The documentation provided by SMAC may be subject to certain strict dissemination rules. In this case, this documentation may in no case be transmitted to a third party without the authorization of SMAC.

The Supplier must ensure the archiving of documents and records relating to quality relating to SMAC business for a minimum period of 30 years or more depending on the requirements specified.

6. OFFER & CONTRACT REVIEW

The Supplier establishes its price and deadline offer by clearly signaling any discrepancies with the request made by SMAC. It respects the desired response time.

The Supplier acknowledges receipt of the order within 5 working days. He must ensure that he has the necessary documentation that it is up to date and in accordance with the requirements of the definition.

He must report to the SMAC purchasing department any errors or ambiguities noted on the order and the associated documents.

The requirements issued by the company SMAC must be taken into account. The Supplier implements procedures that meet these requirements.

7. RESOURCE & RISK MANAGEMENT

The Supplier must ensure that its personnel are qualified and able to carry out the operations requested.

The skills of personnel implementing special procedures or performing product monitoring and measurement tasks must be demonstrated by initial and continuous training actions.

Staff must be made aware of product and service compliance, safety, security and the environment.

RISK MANAGEMENT

The Supplier must set up a process of identification, periodic evaluation and risk reduction likely to disrupt the industrial process and contractual commitments relating to product quality and compliance with delivery times.

SECURITY MANAGEMENT

The Supplier must take the necessary measures to avoid any misuse of the purpose of the Product intended for SMAC (example: safety of its facilities, storage location and logistical means).

The personnel must be made aware and trained in detecting the presence of foreign products and removing them. The Supplier must implement all means and means to avoid intrusion and the presence of products prohibited by regulation.

RESPECT FOR SECURITY

The Supplier must identify and eliminate any dangerous work situation and must put in place all preventive measures to prevent accidents at work and occupational diseases.

RESPECT THE ENVIRONMENT

The Supplier undertakes to have an environmental organization adapted to its activity allowing it to control and reduce the environmental impacts of its activities, products and services.

The Supplier strives to protect the environment and to make a special effort to reduce its waste (solid, wastewater, etc.), its atmospheric emissions and limit its carbon footprint.

If the Supplier is subject to ICPE regulations (Installation Classified for the Protection of the Environment) or the equivalent for countries outside France, it must have its operating decree and ensure that it remains in compliance with this one.

In addition, the Supplier must be able to demonstrate the design activities which allow the reduction of the environmental impact of its products and services throughout their life cycle, taking into account factors such as energy consumption, use of materials and end-of-life treatment.

Supplier must be able to demonstrate environmentally friendly manufacturing practices.

In any case, no substance or product prohibited by the regulations in force (in particular REACH) must be contained in the products, equipment or services delivered to SMAC.

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

The Supplier must take into account the interests of the various stakeholders in its activities and management. SMAC encourages its Suppliers to develop a policy and actions to meet societal and environmental challenges.

8. PROCURMENT & CONTRACTING SECOND RANG

In the event that the Supplier must carry out the supplies necessary for the execution of the order, it assumes responsibility for all of the products integrated into its service.

The Supplier must disclose to its own Suppliers the appropriate requirements of this document and of any document called for in the contract or order and the normative requirements ISO 9001 and / or AS/ JISQ 9100 as appropriate.

When the choice of subcontractor is not imposed in the definition file, SMAC reserves the right to check the conditions of approval and monitoring of the chosen subcontractor. The Supplier must set up an evaluation process, the selection of its subcontractors.

The Supplier must provide all the checks and tests necessary to ensure the conformity of its supplies with the requirements of the corresponding definition. All the necessary measures must be taken to ensure the traceability and storage, under satisfactory conditions, of the supplies received. Non-conforming products must be isolated in order to prevent any unintentional integration into the service.

The registration documents relating to the verification on receipt of supplies must be made available to SMAC.

9. IDENTIFICATION & TRACABILITY

It is the Supplier:

- Identify its products through labeling or other adequate means, marking packaging or accompanying documents
- Establish a system to ensure traceability of product manufacture
- Take appropriate measures tracking its records of manufacture and control to locate its product compared to the results of its quality.
- Take appropriate measures tracking its records of manufacture and control to locate its product compared to the results of its quality
- Ensure the continuity of traceability when related articles or SMAC registration documents
- Ensure archiving of records related to quality on SMAC business for a minimum of 30 years or more after the specified requirements.

Traceability must also be at the documentary level; refer supplier lot numbers, test report ... on all documents relating to manufacturing.

10. PRESERVATION OF THE PRODUCT

The Supplier must take all the necessary measures to ensure the preservation of the materials, product, components, materials, tools which are the property of SMAC. This preservation includes handling, packaging, storage and packaging upon delivery.

11. CONTROL OF THE SPECIAL PROCESS AND PROCESSES

The Supplier must ensure that the production processes are implemented under controlled conditions.

The Supplier must identify the special processes used to produce the product (e.g. surface treatments and coatings, heat treatments, laser welds, etc.).

These special processes must be qualified by the Supplier before use. The significant parameters must be identified, controlled and recorded. In the case of the implementation of special procedures, operators must be qualified according to the requirements specified on the plans, technical specifications, contracts or purchase orders. These provisions also apply to special subcontracted processes. The special process qualification file is available for consultation by SMAC on request.

The Supplier must inform SMAC of any change concerning these processes.

12. CHECKS & TESTS

The Supplier must carry out and record all the control operations necessary to provide proof that the products or services performed comply with the specifications of the SMAC order.

When it is a requirement specified in the contract, the Supplier provides the records relating to the inspections and tests carried out on the products.

The Supplier must keep at the disposal of SMAC the documentation relating to the inspections carried out.

FIRST ARTICLE INSPECTION / FAI

The Supplier must set up a system for control, verification and documentation concerning the first article. This documentation must include the list of characteristics required by the design data, their tolerances, the results of the measurements and the results of the tests. This documentation must be completed to take into account changes in definition and changes in production processes.

The Supplier can use its own documentation or use the form EN-9102

13. CONTROL OF MEASUREMENT, CONTROL & TEST EQUIPMENT

The manufacturing and control tools entrusted or possibly produced by the Supplier on behalf of SMAC will be checked and identified. They must be stored in conditions avoiding any deterioration.

No modification of tooling or accepted program can be carried out without the written agreement of SMAC technical services.

The measuring, control and testing equipment and the control or test tools must be regularly calibrated according to the rules defined in the standard EN/AS/JISQ 9100.

14. CONTROL OF NON-COMPLIANCES

Any product, material or tooling that does not comply with the definition documents, but is deemed recoverable, will be subject to acceptance by SMAC Quality Control and will be the subject of a control document describing the non-conformity precisely.

In any case, products, materials or tools that do not comply with the definition must not be delivered without a written agreement from the Supplier and a favorable response from the SMAC Quality Service.

In case of acceptance by the SMAC Quality Service, the delivery concerned will be accompanied by a declaration of conformity on which the description of the anomaly must be found and the supplies must be clearly identified, isolated from the compliant products.

If the Supplier's Quality Service considers that a derogation procedure may be applicable, it will make a written request to the SMAC Quality Service, which will decide what to do.

Any scrap will be reported immediately to the SMAC Purchasing Service in order to trigger replenishment as soon as possible.

Non-compliant materials are identified and isolated in a safe place to avoid mixing with compliant supplies.

In the event of discovery of non-conformities after delivery, the Supplier undertakes to use all necessary means to deal with them in collaboration with the SMAC services.

Any material found non-compliant by SMAC will be collected by the Supplier at its expense.

15. CONTINUOUS IMPROVEMENT

The Supplier must put in place a device to take the necessary measures to correct any anomaly or non-compliance encountered, to verify the application of corrective actions and to measure their effectiveness.

On the other hand, the Supplier must respond to requests for action issued by SMAC by indicating the investigation results, the corrective actions that have been decided and the expected completion time.

16. COUNTERFEIT

SMAC strives to combat the use of Counterfeit Products in products delivered to its customers.

SMAC requires that these Suppliers engage in prevention actions:

- by putting in place processes to identify and report counterfeit products or suspected of being
- by training its personnel concerned
- get it from authorized sources
- knowing the origin of all products and materials
- responding to requests for information relating to the origin of any material or product used.

The Supplier must inform SMAC of any risk concerning the delivery of counterfeit products or suspected of being.

17. OBSOLESCENCE

For any Product presenting a risk of obsolescence, the Supplier undertakes to inform SMAC in writing as soon as possible and to propose a security measure allowing the qualification of an alternative solution.

The Supplier also undertakes to set up an organization to anticipate future obsolescence and ensure follow-up.

18. SUPPLIER ANALYZES

SMAC measures the operational performance of its Suppliers throughout the year.

Suppliers are rated according to quality criteria and compliance with deadlines. Every year a report of this analysis is sent to the Suppliers. Depending on the results, immediate protective actions, corrective actions or preventive actions may be requested from the Supplier, or even notification to the Supplier of the termination of trade relations with him.

A supplier audit program is implemented following this assessment.

19. DELIVERIES

Supplies will be delivered systematically accompanied by the following documentation:

- **A delivery slip** stating:
 - ✓ The SMAC order number
 - ✓ The item number
 - ✓ SMAC reference of the delivered product
 - ✓ The quantity delivered
 - ✓ The accompanying documents with their reference (ex: Test report n° xxx, certificat 3.1...)
- **A Statement of conformity** according to the NFL 00-015 mentioning :
 - ✓ The delivery slip number
 - ✓ The SMAC order number
 - ✓ SMAC reference of the delivered product
 - ✓ The accompanying documents with their reference (ex: Test report n° xxx, certificat 3.1...)
 - ✓ Reference to any derogations

Sometimes, and under the terms of the purchase order:

- A test report
- A chemical analysis report
- ...

It is up to the supplier to ensure that the protection of its supplies to be effective against the risk of damage that can be caused by transport.

In no case the package must not contain polystyrene flakes.

Depending on the case, packing, packaging and transportation can be a clause in the purchase order, in this case, the supplier will comply.

20. APPENDIX – COMPLIANCE MATRIX

C = Compliant / PC = Partially Compliant / NC = Not compliant / NA = Not applicable

Requirements	C	PC	NC	NA	If PC or NC: proof / action envisaged in order to be Compliant and Deadlines for application
2. CONFIDENTIALITY AGREEMENT					
3. CONTROL OF THE MANAGEMENT SYSTEM					
4. GENERAL REQUIREMENTS QUALITY					
5. CONTROL OF DOCUMENTS AND RECORDS					
6. OFFER & CONTRACT REVIEW					
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15. CONTINUOUS IMPROVEMENT					
16. COUNTERFEIT					
17. OBSOLESCENCE					
18. SUPPLIER ANALYZES					
19. DELIVERIES					

Observations :

SMAC VALIDATION:

Name :	Date :	Visa :
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Observations :

21. APPENDIX – SUPPLIER ACKNOWLEDGMENT

SUPPLIER ACKNOWLEDGMENT		
<p>I, the undersigned declare in my capacity as</p> <p>of the company acknowledges receipt and accepts according to the matrix of compliance. requirements for suppliers and sub-contractors</p> <p style="margin-top: 20px;">Date : Signature :</p> <p>Stamp of the Company :</p>		
VALIDATION OF SMAC QUALITY SERVICE		
Name :	Date :	Visa :
OBSERVATIONS :		