

AERO FABRICATIONS LTD Common Lane Watnall Nottinghamshire NG16 1HD and Unit A and B Birch Park Industrial Estate Coombe Road off Engine Lane Moorgreen Nottinghamshire NG16 3SU			
Document Title		Document Number	Revision Number
Terms & Conditions for External Providers		T&C-001	3
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1. GENERAL

These Terms & Conditions have been established to ensure that purchased material, services, tooling and equipment comply with the requirements of Aero Fabrications Ltd and EN9100 section 8.4.3.

2. Responsibility

It is the responsibility of the Supplier to ensure that these terms and conditions are followed and flowed down where necessary. Any deviations must be requested in writing to the Quality Manager prior to acceptance of the purchase order.

3. Scope

It is the policy of Aero Fabrications Ltd to implement effective controls to ensure all purchases are made from Approved Suppliers who adhere to these terms and conditions.

4. Quality System Requirements

4.1 The supplier shall establish, document and maintain a Quality Management System in accordance with the requirements of a relevant national standard and this document. This excludes the purchase of consumable products which do not require approval.

The supplier shall ensure a system is established to control the identification, storage, protection, retrieval, retention and disposition of all records for viewing upon request. Records shall be retained for a minimum period of life of aircraft + 1 year

4.2 The supplier shall have a documented process to review all quotations and purchase orders received from Aero Fabrications including requests for amendments.

Acceptance of the purchase order is acknowledgement that all products & services are to be provided with full traceability to the relevant technical data (e.g. specifications, drawings, process requirements and work instructions). All data MUST be verified to the correct issue prior to the supply of the requested product or service.

Any deviations to the agreed delivery or price must be notified to the buyer as soon as practicable to ensure there is no impact from this deviation.

Suppliers are restricted from the use of any sub-contractors without the prior approval from Aero Fabrications Ltd. Where such approval has been granted, only designated or approved external providers shall be utilised and ensure that ALL requirements of this document are flowed down. Suppliers shall adhere to the non-disclosure of any data, drawings or specifications to third parties without prior written consent from Aero Fabrications Ltd

Any changes to products, processes or services, including changes to external providers or location of manufacturing must be notified in writing.

4.3 Where requested, the relevant approvals are to be annotated on certificates of conformity/release notes and must include the suppliers' approval number. All release

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documents shall be identified by a unique document number for traceability and must be signed by an approved signatory nominated by the supplier.

4.4 The Supplier will ensure that all supplied products or services are carried out by competent/qualified personnel.

4.5 All written and oral communications including specifications, procedures and reports shall be in English. Transfer of electronic data shall be through a secure network or password protected email.

4.6 Aero Fabrications evaluate suppliers based on quality, delivery and cost. Any concerns arising from the evaluation of suppliers will be notified in writing.

Any non-conformances raised MUST be responded to in a timely manner with full RCCA carried out. Failure to do so may result in removal from Aero Fabrications Approved Suppliers List.

The supplier must notify Aero Fabrications Ltd in writing of any non-conforming product supplied.

4.7 Aero Fabrications Ltd, their customer and any regulatory body reserve the right to visit supplier or their supply chains premises to complete any necessary investigations where it is deemed necessary to monitor performance and suitability of the service/products provided.

4.8 The supplier shall meet specific design and development requirements specified by way of the purchase order and any supplementary documents.

4.9 The use of statistical techniques for process control and product acceptance are recommended to promote continuous improvement in quality, service, delivery, value and environmental management. Examples may include, but are not limited to: -

- Failure Mode and Effects Analysis
- Parts per million
- Control charts
- Pareto charts

4.10 The supplier shall identify, control and monitor any critical items, special requirements or key characteristics identified within the drawing pack, dataset, material or process specification.

4.11 The supplier shall have in place a system to control, detect and prevent FOD. The supplier shall also prevent and mitigate the use of counterfeit parts to ensure counterfeit part is not delivered to Aero Fabrications. If the supplier becomes aware or suspects that it has furnished counterfeit parts to Aero Fabrications, the supplier shall notify Aero Fabrications immediately. Any counterfeit part identified at Aero Fabrications shall be scrapped immediately on site upon informing the supplier.

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4.12 The supplier shall plan, implement and control all processes needed to assure product safety during the entire product lift cycle, as appropriate to the organization and the product.

Examples of these processes include:-

- Assessment of hazards and management of associated risks
- Management of safety critical items
- Analysis and reporting of occurred events affecting safety
- Communication of these events and training of persons.

4.13 The supplier shall carry out all inspection, testing and verification in accordance with contract or purchase order requirements. The inspection required shall include, as applicable, receiving inspection, process inspection, special processes, final inspection and first article inspection. Inspection status of parts shall be clearly detectable during all stages of manufacture ensuring only products which have passed the required inspections and testing being supplied. Inspection and testing reports shall be made available upon request. Only qualified or competent personnel shall perform inspection and testing.

4.14 Payment will be made in line with purchase order schedule only. Early delivery will only be accepted if agreed prior to goods being delivered.

4.15 By the acceptance of these Terms and Conditions, the seller represents that it has not participated in any conduct that violates the Standards of Business Ethics and Conduct of Aero Fabrications Ltd, alternatively, equivalent Business Ethics and Conduct of seller. If, at any time, Buyer determines that seller is in violation of the applicable Standards of Business Ethics and Conduct, Buyer may cancel any agreement made upon written notice to seller and Buyer shall have no further obligation to seller.

4.16 Changes to these terms and conditions will be updated on the company website. It is the responsibility of the supplier to ensure the latest revision is adhered to.

END OF DOCUMENT

Issue 1 – 16/04/2019 new document

Issue 2 – 13/05/2019- Additional reference to product safety and monitoring and measurement of suppliers.

Issue 3 – 16/04/2024 Section 4.1 requirement changed from AS9100 to a relevant National standard excluding consumables. Section 4.7 Access to supplier premises changed to include their supply chain to carry out any necessary investigation.

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Document Author	Signature	Reviewed by:	Signature	Date Issued to QMS
J. Wakeman		R. Higginbottom		