

PRODUCTION PROCESS SUPPLIER REQUIREMENTS

PROD401

Version 10/2020

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Restriction conditions : N/A			

Version	Description	Date
02/2018	Creation	15/02/2018
05/2018	Update	04/05/2018
02/2019	§3.10 : Add a requirement on the supply of materials and minerals from conflict zones.	27/02/2019
08/2020	- Add §3.19 about the REACH and RoHS regulations. - §3.6 : add foreign objects risk requirements (FOD)	13/10/2020

1 OBJECT AND FIELD OF APPLICATION

This instruction defines the general requirements applicable to suppliers of ROCH Mécanique. This document is applicable to all suppliers for whom this specification is included in the order. It constitutes a contractual obligation. By accepting an order, the supplier agrees to comply with the requirements of this document. The applicability of the latter depends on the type of supply made and the Quality Plan mentioned in the order. In addition, the technical documents and requirements mentioned in the order are complementary to the requirements defined in this document.

2 TERMINOLOGY AND DEFINITION

- ⇒ The term **supplier** refers to both a supplier and a subcontractor. These are differentiated in 2 categories according to their activities defined in the table below:

Category	Activities
1	<ul style="list-style-type: none"> - Machining (turning / milling, grinding, etc.) - Heat treatment - Surface treatment - Tribofinishing - Painting - Washing/cleaning of mechanical parts
2	<ul style="list-style-type: none"> - Supply of material

For Category 1 suppliers, the applicability of the requirements also depends on the Quality Plan on which the parts within ROCH Mécanique (A or B) depend and which is mentioned on each order (see example below).

Réf	Désignation article	Délai	Qté	Prix U.HT
4209188 / 06	Chape à ailettes Plan qualité applicable : A			

Order example

- ⇒ The term **product** designates both a physical product as well as a service likely to have an impact on the quality of the service provided by ROCH Mécanique to its customers.
- ⇒ **Special process** means any production process whose output elements cannot be verified by subsequent measurement or monitoring.
- ⇒ **Special characteristics** are those characteristics of the product and/or service whose variation has a significant influence on the assembly of the product, its performance, its service life or its realization.

3 REQUIREMENTS

For each category of supplier, the applicable requirements are marked with an "X".

	Supplier cat. 1		Supplier cat. 2
	Quality Plan A	Quality Plan B	
3.1 General			
The supplier must inform the company ROCH Mécanique of any significant change concerning : <ul style="list-style-type: none"> - Name of the company - Mergers and acquisitions - Organization and management - The production sites - Manufacturing processes - The breakdown between internal and external manufacturing - Certificates and approvals 	X	X	X
The supplier undertakes a duty of strict confidentiality with respect to information, documents or any other material that may be transmitted by the company ROCH Mécanique in the context of consultation or for the execution of an order. The supplier undertakes not to transmit any information, document or material to a third party without the formal approval of the company ROCH Mécanique.	X	X	X
The supplier undertakes to authorize free access to the documents of its Quality system as well as to its premises with a view to possible surveillance audits carried out by representatives of ROCH Mécanique, its customers and official bodies.	X	X	X
3.2 Quality Management System			
The supplier should ideally have an ISO 9001: 2015 certification or any other sector certification based on ISO 9001: 2015 (e.g. EN 9100: 2016).	X	X	X
In the event that the supplier is not certified, a preliminary audit of the quality system may be carried out in order to qualify the supplier. The result of this audit can be used to determine the level of surveillance to be taken into account for the control of the articles and/or services provided by the supplier.	X	X	X
3.3 Management Responsibility			
The supplier's management must ensure that responsibilities are defined and communicated within its organization and that a member of its management has the necessary responsibilities, organizational independence and free access to management to deal with aspects relating to the quality of the products supplied to ROCH Mécanique.	X	X	X
3.4 Archiving			
The supplier must set up an organization allowing to find all the information relating to the products and/or services provided to the company ROCH Mécanique for a minimum period of 20 years . After this period, destruction will only be authorized with the written authorization of ROCH Mécanique.	X		X
3.5 Staff Training and Competence / Resource Management			
The supplier must define the resources required to meet the requirements defined by ROCH Mécanique. If the necessary resources are insufficient at a given time, the supplier must inform ROCH Mécanique as soon as possible.	X	X	X
The Supplier shall ensure that the qualifications of the personnel are appropriate for the positions held . Where necessary, the supplier must be able to prove the qualification of its personnel by recognized organizations.	X	X	X
The supplier must ensure that the personnel working under his authority are informed of the criticality and safety of the equipment produced by ROCH Mécanique, as it is airworthy on aircraft. For this, the personnel must be aware of : <ul style="list-style-type: none"> - Their contribution to the conformity of the work carried out and entering into the equipment intended for ROCH Mécanique - Their contribution to ensuring the safety of the finished equipment on aircraft - The importance of ethical behaviour 	X		
3.6 Work Environment			
The supplier must implement an organization to ensure that the measuring and testing instruments used to prove the conformity of the products and/or services provided to the company ROCH Mécanique are well connected to international measurement standards .	X	X	X

For each category of supplier, the applicable requirements are marked with an "X".

	Supplier cat. 1		Supplier cat. 2
	Quality Plan A	Quality Plan B	
The Supplier shall put in place provisions for the prevention, detection and elimination of foreign objects (also known as "FOD") during manufacturing, assembly, testing, storage, packaging and shipping operations.	X		X
3.7 Product realization planning			
The supplier must implement an organization capable of planning the realization of the product and/or service ordered by ROCH Mécanique within the requested deadlines . This planning must take into account product requirements, verification activities and the generation of documents and records required by ROCH Mécanique.	X	X	X
Any deviation from the planned and announced planning must be communicated as soon as possible to ROCH Mécanique.	X	X	X
3.8 Contract Review / Determination of Customer Requirements			
The organization must have an organization allowing the review of orders placed by ROCH Mécanique . This review must make it possible to ensure that all the requirements relating to the realization of the product have been taken into account and, in the case of impossibility of realization, inform ROCH Mécanique before starting the manufacture or the service and, if possible, by issuing reservations when the offer is submitted.	X	X	X
3.9 Design and Development			
N/A - ROCH Mécanique does not purchase design and development services related to the products it manufactures.			
3.10 Purchasing			
The supplier remains, whatever the level of sub-contracting, responsible for the conformity of the product towards the company ROCH Mécanique.	X	X	X
The supplier must be able to prove the ability of its own suppliers to meet the requirements of ROCH Mécanique. The supplier must only use suppliers and/or subcontractors approved by ROCH Mécanique and/or its customers .	X	X	X
The supplier has the obligation to pass on all of ROCH Mécanique's requirements to lower-ranking external service providers when it subcontracts manufacturing operations itself.	X	X	X
The supply of materials and/or components by ROCH Mécanique does not relieve the supplier of his obligation to provide a product that complies with the requirements transmitted. In the event of any discrepancy in the supply transmitted, the supplier must inform ROCH Mécanique by formulating reservations at the time of receipt .	X	X	X
The supplier must set up and control processes to prevent the supply of counterfeit parts to ROCH Mécanique.	X		X
In the event that ROCH Mécanique orders the complete execution of a supply, outside the supplier's catalog, including the supply of the material, the supplier is required to provide a material certificate type 3.1 (or failing that type 2.2) according to the EN 10204 standard. Upon the express request of ROCH Mécanique, the validation of the certificate by ROCH Mécanique may be requested prior to the start of manufacturing by the supplier.	X	X	
In the event that ROCH Mécanique orders the complete execution of a supply, outside the supplier's catalog, including the supply of the material, the supplier is required to ensure complete traceability of the supply chain from the manufacturing unit.	X		
In the event that ROCH Mécanique orders the complete execution of a supply, outside of the supplier's catalog, including the supply of materials, the supplier undertakes not to procure materials and minerals from conflict zones.	X	X	
The supplier carrying out only a material supply activity is required to provide a material certificate type 3.1 (or failing that type 2.2) according to the EN10204 standard.			X
The supplier carrying out only a material supply activity is required to ensure complete traceability of the supply chain from the manufacturing unit.			X
Within the framework of obsolescence management, the supplier must notify ROCH Mécanique without delay of any scheduled stoppage of its production.	X	X	X
The supplier carrying out only a material procurement activity undertakes not to procure materials and minerals from conflict zones.			X
3.11 Production and service preparation / Validation and control of production processes			
The supplier must identify the special processes used to produce the product. When this is specified in the order, the supplier must control its special processes in accordance with instruction PROD600.	X		X

For each category of supplier, the applicable requirements are marked with an "X".

	Supplier cat. 1		Supplier cat. 2
	Quality Plan A	Quality Plan B	
Where necessary, the supplier must prove that the special characteristics transmitted by ROCH Mécanique are taken into account and monitored in accordance with EN 9103. <i>Note: The supplier may, if desired, refer to our instruction PREP240 as a guide.</i>	X		
The supplier shall take all necessary measures to ensure the preservation of materials, components, equipment, tools and data that are the property of ROCH Mécanique. Any deterioration or loss must be reported as soon as possible.	X	X	X
3.12 First Item Control			
The supplier supplying non-standard or catalog products undertakes to carry out a detailed and recorded review (1st article inspection) of the characteristics impacted by a change in the definition or production process. The recording of this review may be requested or audited at any time by representatives of ROCH Mécanique, its customers or official bodies.	X		
3.13 Control of Manufacturing Process Changes			
Any evolution of the manufacturing and control file must be documented and recorded in order to ensure the traceability and configuration management of the product.	X	X	X
The supplier must request authorization from ROCH Mécanique prior to any major change in its manufacturing and/or control processes.	X	X	X
3.14 Product Monitoring and Measurement / Measurement, Analysis and Improvement			
The supplier must implement monitoring of the characteristics of the products and/or services at appropriate stages of the manufacturing process in order to ensure their conformity.	X	X	X
When requested, the supplier must establish a fixed control plan whose modifications must first be approved by ROCH Mécanique.	X	X	X
3.15 Traceability			
The supplier must have an organization allowing, within the time limits defined in §3.4, to trace for any order of ROCH Mécanique: <ul style="list-style-type: none"> - The material and/or components used as well as possible subcontracting operations - The manufacturing and control operations carried out, including the means and personnel involved - Elements of definition and specifications used - Non-conformities found in relation to the applicable definition, manufacturing and control file 	X		X
3.16 Delivery Documents			
The product delivered to the company ROCH Mécanique must be accompanied by the following documents: <ul style="list-style-type: none"> - A declaration of conformity according to the NF L 00-015C standard. - A delivery note containing at least the following information : <ul style="list-style-type: none"> o Designation, reference and index of the ordered product o Quantity o Contract or purchase order number o Derogation number if applicable - A material certificate according to §3.10 in the case of an order including the supply of the material. - Any other document specified in the order (e.g.: first item control report, etc.) 	X	X	X
3.17 Control of non-conforming product			
The supplier must take the necessary measures to communicate as soon as possible about potential or occurring non-conformities on the products or services ordered by ROCH mécanique. This requirement also takes into account products that have already been delivered .	X	X	X
In the event that the supplier wishes to deliver to ROCH Mécanique a non-conforming product that he deems acceptable, a derogation request with a proposal for corrective action must be sent to ROCH Mécanique for approval before delivery of the products. In case of acceptance by ROCH Mécanique, the delivery documents must mention the number of this derogation.	X	X	X

For each category of supplier, the applicable requirements are marked with an "X".

	Supplier cat. 1		Supplier cat. 2
	Quality Plan A	Quality Plan B	
3.18 Improvements / Corrective and Preventive Actions			
For any non-conformity notified by the company ROCH Mécanique (with or without return of parts), the supplier undertakes to search for the root causes of realization and non-detection of the defect and to implement the appropriate corrective and preventive actions .	X	X	X
The supplier undertakes to communicate the results of the requested causal analyses as well as the corresponding action plans to ROCH Mécanique within the agreed timeframe.	X	X	X
3.19 Environment			
The supplier undertakes to comply with the European directive REACH (EC) No. 1907/2006.	X	X	X
Where applicable, the Supplier undertakes to comply with the European RoHS Directive (EC) No. 2011/65/EU as well as delegated directives.	X	X	X