



AACQR001

Quality Requirements for Suppliers

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1.0 INTRODUCTION

This document represents the minimum requirements of Apollo Aerospace Components Limited Ltd, (AAC) with regard to quality management system establishment at Suppliers and Sub-contractors. Deviations from these requirements must have prior written agreement of APOLLO AEROSPACE COMPONENTS LIMITED.

The document must be made available to the Quality Manager or a delegated representative within the supplying company who is primarily responsible for product quality.

This document will be specified on all purchase orders and is a contractual requirement for Suppliers and Sub-contractors to APOLLO AEROSPACE COMPONENTS LIMITED. This is in addition to any specific requirements detailed on the Purchase order Terms and Conditions, Procurement specifications, Supplier or Sub-contractor agreement, drawings etc.

Requirements shall be flowed-down to all Sub-tier Suppliers.

This document will be amended from time to time as considered necessary by APOLLO AEROSPACE COMPONENTS LIMITED Quality Assurance Manager.

The term Supplier will be used to indicate either a Supplier or Sub-contractor.

All queries regarding Supplier requirements should be made to the Apollo Aerospace Components Limited Purchasing Representative, as noted on the Purchase Order or by calling +44 (0) 1384-566666

2.0 SUPPLIER /SUBCONTRACTOR ASSESSMENT

A Questionnaire will be sent to each prospective Supplier. This may be followed by assessments associated with the manufacturing capability or a Quality System Assessment.

Suppliers, who have satisfied the requirements of this document, completed a questionnaire and/or audit shall be placed on the APOLLO AEROSPACE COMPONENTS LIMITED Approved Suppliers List.

Suppliers who do not adhere to the requirements of this document or consistently fail to meet Quality requirements will be reviewed and could be removed from the APOLLO AEROSPACE COMPONENTS LIMITED Approved Suppliers List.

APOLLO AEROSPACE COMPONENTS LIMITED may conduct a survey of the Supplier's Quality Assurance system and the sub-tier supplier's system, to evaluate the ability to comply with these and other applicable requirements or assist in the resolution of quality problems. As necessary, the APOLLO AEROSPACE COMPONENTS LIMITED Customer or regulatory body may accompany the AAC Quality Assurance Representative.

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3.0 QUALITY MANAGEMENT SYSTEM

The Suppliers Quality Management System is required as a minimum to hold and maintain a valid and current ISO9001 / AS9100 Certificate (for Manufacturers), and AS9120 (for Distributors) Certificate, to the latest Quality Management System Standard, by an accredited 3rd party Certification Body.

Certificates of Registration must be endorsed by a recognised Accreditation Body, registered with the International Accreditation Forum (IAF) or the IAQG.

While third party certification of the approved Supplier's QMS is a requirement, suppliers of sole commercial product release for non-aerospace / ground use are exempt from this requirement.

An ISO 14001 Environmental Management System approval although desirable is not a mandatory.

For communication with APOLLO AEROSPACE COMPONENTS LIMITED, the Supplier shall have the capability to communicate in English including the following documents unless otherwise approved:

- Quality manual
- First level Quality procedures
- Process documentation requiring APOLLO AEROSPACE COMPONENTS LIMITED approval
- All formal communication

In cases where Supplier maintains copies in their native language as well as in English, and there is a conflict, the English language document shall take precedence.

4.0 APOLLO AEROSPACE COMPONENTS LIMITED - PURCHASE ORDER

The Supplier is responsible for adhering to all terms and conditions of the Purchase Order.

Specifications apply when referenced on drawings or the Purchase Order. The applicable revision status of such specifications shall be the revision in effect on date of Purchase Order, unless otherwise specified.

The Supplier shall only accept agreements and instructions in writing (e.g., purchase order, purchase order supplements/amendments). Verbal agreements and instructions shall not be construed as APOLLO AEROSPACE COMPONENTS LIMITED approval or authorisation.

In addition to all the requirements referenced herein; any and all end user flowed down requirement documents referenced on the Apollo PO must be complied with.

Any request to provide materials or products that do not comply with APOLLO AEROSPACE COMPONENTS LIMITED Purchase Order requirements must be made in writing. Before

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supplying such materials or products, formal APOLLO AEROSPACE COMPONENTS LIMITED approval must be received.

5.0 RIGHT OF ACCESS

Apollo Aerospace Components Limited reserves the right of access to Suppliers premises for the purpose of ascertaining compliance, and extends this right to the Accreditation Company representatives (i.e. BSI) and any APOLLO AEROSPACE COMPONENTS LIMITED customer representative.

Surveillance, inspection or tests conducted by APOLLO AEROSPACE COMPONENTS LIMITED or representative of any customer or regulatory body at the Supplier's or APOLLO AEROSPACE COMPONENTS LIMITED facility shall not relieve Suppliers of their responsibility in meeting the quality requirements of the Purchase Order.

6.0 PROCUREMENT BY THE SUPPLIER

The Supplier shall maintain a system to assure that Supplier procured supplies and services conform to drawing and specification requirements. Applicable Quality Assurance requirements shall be conveyed to Suppliers in every tier. The implementation of such controls shall be subject to surveillance by APOLLO AEROSPACE COMPONENTS LIMITED.

7.0 APOLLO AEROSPACE COMPONENTS LIMITED – FREE ISSUE MATERIAL

Material provided by APOLLO AEROSPACE COMPONENTS LIMITED shall only be used for the specific work order concerned unless otherwise agreed in writing. Such material shall be used in fulfillment of APOLLO AEROSPACE COMPONENTS LIMITED orders only. Apollo Aerospace Components Limited must be notified where free issue material has been scrapped by the Supplier and disposal instructions given. Material must be adequately segregated, and full traceability retained.

8.0 UNAPPROVED OR BOGUS PARTS

The Supplier shall ensure alternative parts are not delivered without prior written approval from Apollo Aerospace Components Limited.

The following actions are prohibited:

UNAUTHORISED REPAIR

Repairs (by welding, brazing, soldering or the use of adhesives) or parts damaged or found faulty in the fabrication process; repairing holes in castings, forgings or other materials by plugging or bushing without written authorisation from APOLLO AEROSPACE COMPONENTS LIMITED.

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9.0 COUNTERFEIT PRODUCT

The supply of material, product and services shall be strictly controlled in respect to eliminating fraudulent counterfeit materials, components, parts and services, herein referred to as goods.

APOLLO AEROSPACE COMPONENTS LIMITED require all Suppliers to establish /implement sufficient controls at their premises and sub tier levels with respect to proving the origin of their goods are from the original and authorised manufacturing source.

Fraudulent Counterfeit or suspected fraudulent counterfeit goods shall be deemed nonconforming and placed into quarantine by the Supplier.

Where the Supplier has doubts as to the origin of the goods, the Supplier must first quarantine the items and inform APOLLO AEROSPACE COMPONENTS LIMITED, within 48 hours.

The supplier shall establish and maintain a Counterfeit Parts Prevention/Avoidance and Control Plan using Industry Standard AS5553 (Counterfeit Electronic Parts; Avoidance, Detection, Mitigation and Disposition), AS6496 (Fraudulent/ Counterfeit Electronic Parts: Avoidance, Detection, Mitigation, and Disposition – Authorised / Franchised Distribution) and AS6174 (Counterfeit Material; Assuring Acquisition of Authentic and Conforming Material) as guidelines. The process shall be to prevent and control the delivery of counterfeit parts, while ensuring suspect parts do not re-enter the supply chain.

Regulations - DFARS 252.246.7007 (CONTRACTOR COUNTERFEIT ELECTRONIC PART DETECTION AND AVOIDANCE SYSTEM) and DFARS 252.246.7008 (SOURCES OF ELECTRONIC PARTS) are applicable requirements, when stipulated by the Purchase Order of APOLLO AEROSPACE COMPONENTS LIMITED.

10.0 PRODUCT SAFETY

The supplier must consider product safety throughout the lifecycle of the product. This consideration includes supply of any storage and handling instructions for APOLLO AEROSPACE COMPONENTS LIMITED in order to maintain safety and integrity of the product. These instructions shall be supplied with the product.

11.0 CONTROL OF DOCUMENTED INFORMATION (MAINTAINED AND RETAINED)

Suppliers are required to maintain detailed and comprehensive records relating to manufacturing activity as evidence of compliance with these requirements and the achievement of product conformance and maintenance of quality levels. Such records include inspection and test records, certificates of conformance, manufacturing route cards, traceability records, etc. Records shall be made available to APOLLO AEROSPACE COMPONENTS LIMITED when requested, within 5 working days.

Where such records are traceable by serial or lot designation to material or products supplied, these should be retained indefinitely.

Changes to documented information (e.g., work instructions, travelers, routers, test reports, shipping documents) shall be recorded, dated, and traceable to a qualified person making the change (e.g., name, signature, stamp, electronic signature) with a permanent marking method and the original information being legible and retrievable after the change.

Where non-electronic records are generated by the supplier the records shall be documented in ink or other permanent marking.

The use of Whitening fluid corrections shall not be acceptable within the suppliers organisation.

Where document corrections are made these shall be crossed through so that the error can still be legible. e.g. ~~correction~~, and signed or stamped with a date indicating the day of alteration.

Where the supplier ceases trading for any reason, the records should be forwarded to the APOLLO AEROSPACE COMPONENTS LIMITED Quality Assurance Department. Records shall be available for scrutiny by AAC representatives, their Customers or relevant authorities.

12.0 HEALTH, SAFETY AND ENVIRONMENTAL IMPACT

The Supplier shall notify Apollo Aerospace Components Limited of any circumstances where supplied materials or products that may adversely affect the safe operation, or may be hazardous to any APOLLO AEROSPACE COMPONENTS LIMITED employee, third party or the environment, prior to or after delivery. Material Safety Data Sheets (MSDS) must be supplied with the product.

13.0 REACH COMPLIANCE

Suppliers must ensure compliance with REACH Regulations. More information can be found on the web (<https://www.cia.org.uk/reachready/> or <https://echa.europa.eu>).

Any item on the authorization list must only be used with the correct authorization after the sunset date.

The Supplier shall specifically comply with all applicable requirements of European Regulation (EC) No. 1907/2006 concerning the Registration, Evaluation, Authorisation, and Restriction of Chemicals ("REACH").

In relation to REACH, Supplier shall fully cooperate with the AAC Buyer to fulfil all obligations under REACH including:

(i) Supplier shall deliver products to Buyer that do not contain any substances that are prohibited under such REACH regulations or that require registration and have not been duly registered under REACH;

(ii) Supplier shall notify Buyer of any REACH substances of very high concern (SVHC) exceeding 0.1% by weight of the individual article being supplied by Supplier and shall only deliver Components that contain SVHC (a) that have been authorised for their specific use or (b) the relevant use of which is exempted from authorisation;

(iii) Supplier shall submit to Buyer duly completed Material Declaration Forms and, to the extent necessary, Safety Data Sheets and/or safety information;

(iv) Upon request, Supplier shall provide all information showing that Supplier has fulfilled its obligations under REACH (including registration and pre-registration numbers of the relevant substances);

(v) Supplier shall comply with the obligations stipulated in REACH related to the identification, notification and/or authorisation of substances appearing on the Candidate List or the Authorisation List to the European Chemicals Agency (ECHA);

(vi) Supplier shall comply with the obligations stipulated in REACH related to the restriction of substances as set out in REACH; and

(vii) Supplier shall comply with the obligations relating to the classification, labelling and packaging of products as set out in Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures.

14.0 COSSH

Suppliers shall at all times comply with relevant EU and UK COSSH requirements when supplying product to APOLLO AEROSPACE COMPONENTS LIMITED and shall supply Manufacturers Data Sheets upon request.

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15.0 CONFLICT MINERALS

Conflict minerals are minerals sourced from conflict-affected locations, the sale of which can contribute to perpetuation of armed violence, instability, insecurity and associated human rights violations. The minerals are referred to as 3TGs, and cover ores of Tantalum, Tin, Tungsten and Gold, or their derivatives.

The supplier needs to comply with all international Conflict Mineral Regulations and notify Apollo Aerospace Components Limited on any instance in the supply chain of use of conflict minerals. This reporting will follow a Notice of Escape procedures, as Apollo cannot accept parts manufactured with conflict minerals.

16.0 SHELF-LIFE REQUIREMENTS

All life-limited items shall have a minimum of 85% of total shelf life OR minimum 3 years from date of expiry, remaining at time of receipt at APOLLO AEROSPACE COMPONENTS LIMITED, unless agreed in writing with APOLLO AEROSPACE COMPONENTS LIMITED.

The Supplier shall state the expiry or shelf life on the Certificate of Conformity or on the product together any special storage or handling conditions that may apply.

17.0 NOTIFIABLE EVENTS

The Supplier shall notify Apollo Aerospace Components Limited in the event of any of the following:

- Becoming aware that a delivery to APOLLO AEROSPACE COMPONENTS LIMITED may be late.
- Loss of production capacity e.g. through fire, flood, system or equipment failure, etc.
- Failure of a substantial sub-supplier part or process regardless of effect on delivery date.
- Becoming aware of any component or material or process used in the build of APOLLO AEROSPACE COMPONENTS LIMITED product becoming obsolete or whose lead-time increases or is likely to increase significantly.
- Awareness of a product or production process failure which may affect the quality, safety and/ or reliability of the product shall be notified to APOLLO AEROSPACE COMPONENTS LIMITED within 24 hours.
- Any change to the business, part design, subcontractor or manufacturing process.

For any change to the part design or subcontractor or any change to the manufacturing process, you must obtain written approval from Apollo Aerospace. Without written approval, you are not authorized to implement a change. Failure to obtain change approval in advance

of shipments will result in product rejection and financial liability of all affected products from raw material, work-in-process, and finished goods inventory, and will result in penalties and in NBH (New Business Hold) status.

Changes can include, but are not limited to:

- Change in ownership
- Change in financial status
- Change of business operations location
- Change of manufacturing process
- Change of primary contacts
- Change in AS9100/ AS9120/ ISO 9001/ AC7004/ NADCAP Certification (achieving/losing/ change of scope)

18.0 CODE OF CONDUCT / ETHICS POLICY

Apollo Aerospace Components Limited works under a code of conduct requiring ethical behavior of all our employees. Suppliers shall comply with regulations and laws on Business Ethics pertinent to local legislation. Specifically, the following may not be undertaken by with the Apollo Aerospace Component supply chain, including all sub-tiers.

- Forced or Involuntary Labour
- Child Labour

Suppliers should have a written code of conduct or Ethics Policy that can be made available to Apollo Aerospace Components Limited on request.

19.0 MANDATORY OCCURRENCE REPORTING

In the event of an Airworthiness incident the Supplier may be required to support APOLLO AEROSPACE COMPONENTS LIMITED in its investigation with the Airworthiness Authorities and must be prepared to share and divulge all necessary information.

20.0 MATERIAL CONTROL

Procedures shall be maintained describing controlled processes for Handling, Storage, Packaging and Preservation of material. Materials in store shall be segregated and safeguarded against damage. Material shall be issued on a 'first in - first out' basis (FIFO) or alternative suitable method for managing the aging of inventory.

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21.0 IDENTIFICATION AND TRACEABILITY

The Supplier shall provide a copy of their Certificate of Conformity, with an APOLLO AEROSPACE COMPONENTS LIMITED purchase order noted on it with each shipment. Traceability to batch number or, as appropriate, serial number level shall be maintained throughout the supply chain, including copies of interim Certificates of Conformity and an identification system shall be provided to ensure correct material usage and traceability during subsequent manufacturing or repair processes.

Systems shall exist for the identification of materials throughout all stages of manufacture. This will normally be achieved by segregation of manufacturing batches with travelling records giving identification of material specification and source of supply.

22.0 NONCONFORMING PRODUCT

No known non-conformance shall be shipped to APOLLO AEROSPACE COMPONENTS LIMITED without written consent from AAC Quality Department. **Within 24 hours of discovery of suspect non-conforming product having been shipped regardless of destination, the supplier shall inform the APOLLO AEROSPACE COMPONENTS LIMITED Buyer of the escape.**

For parts found non-conforming by APOLLO AEROSPACE COMPONENTS LIMITED or its customer a rejection notification will be by means of a Rejection Note. On receipt of the Rejection Note, the supplier shall take immediate action, to investigate, isolate and correct similarly defective parts, and to record all this on the Rejection Note.

The Rejection Note must be completed and returned to the Apollo Aerospace Components Limited, within 14 days of date of rejection.

Deliveries made in response to a Reject Note, shall be segregated and referenced to an RMA Number.

In addition to the Reject Note, a Corrective Action Report **shall** be issued to the supplier requesting Containment Action, Root Cause Analysis and Corrective Action.

The Supplier shall have a root cause and corrective action process consistent with the methodology in Aerospace Standard ARP9136 (Root Cause Analysis and Problem Solving).

The Report must be completed and returned to the AAC Quality Assurance Manager within **14 days** of receipt.

All product rework activity shall have documented work instructions. The Supplier shall request and obtain approval for rework of product subject to frozen process control from the APOLLO AEROSPACE COMPONENTS LIMITED Buyer.

In the event of any non-conformity occurring post-delivery the Supplier shall, as requested by APOLLO AEROSPACE COMPONENTS LIMITED, undertake to investigate the part within a reasonable time period.

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The Supplier is responsible for initiation of prompt replies to APOLLO AEROSPACE COMPONENTS LIMITED requests and implementation of required corrective action.

The Supplier is responsible for the costs of returning rejected batches and shipment of replacement parts.

The root cause of the nonconformity, and the consequential effects (if known) with the proposed corrective action to prevent re-occurrence, is to be supplied to APOLLO AEROSPACE COMPONENTS LIMITED with copies of the Reports.

Upon implementation of corrective action, to ensure effectiveness, the Supplier shall have a documented process in place to ensure that 100% over-inspection (i.e., additional independent measurement of the affected characteristic(s)) is performed of the deviated characteristics for a minimum of the next three consecutive manufactured lots (quantities of parts produced under conditions that are considered uniform).

The Supplier shall notify APOLLO AEROSPACE COMPONENTS LIMITED if there may be a Fit, Form or Function, Usability, or Reliability problem with parts or assemblies that have already been delivered.

23.0 PROCESSING

The Supplier's Quality Control system shall check all processing operations for compliance with the drawing or procurement specifications. Manufacturing documentation shall record all manufacturing, inspection and test processes carried out together with resources used. The Supplier shall be responsible for ensuring records are kept for each batch of work together with the results of any tests carried out on each batch.

The Supplier shall establish a system to ensure that chemical, metallurgical, or other critical processes, the control of which cannot be readily determined by inspection of the part, will be performed in accordance with specification requirements in adequate facilities by competent personnel using correct procedures.

24.0 MEASURING AND TESTING

The Supplier shall perform suitable inspection and / or test on items covered by the Purchase Order prior to delivery to APOLLO AEROSPACE COMPONENTS LIMITED. Inspection or test of items which cannot be readily examined on the completed products must be performed at the appropriate in-process stages of manufacturing. Adequate records of inspection and test must be maintained by the Supplier.

Supplier management systems for the control of monitoring and measuring equipment shall meet one of the following requirements: ISO 10012, ISO 17025, or ANSI/NCSL Z540.3. If using ANSI/NCSL Z540.3, Supplier shall implement the requirements using the Handbook for the Interpretation of ANSI/NCSL Z540.3.

The Supplier shall document an impact review whenever monitoring and measuring

equipment is identified with a Significant-Out-Of-Tolerance condition (an out of tolerance condition exceeding 25% of the product tolerance or when measured error of the monitoring and measuring equipment is greater than two times the calibration tolerance when product tolerance is not known) and notify APOLLO AEROSPACE COMPONENTS LIMITED Buyer, within 24 hours of discovery, if impacted product has been shipped.

25.0 ACCEPTANCE AUTHORITY MEDIA

The Supplier shall maintain a system for identifying inspection status of supplies. Identification may be accomplished by means of stamps, tags, routing cards, labels, bar codes, electronic database, or other control devices. Final acceptance stamps must be provided for Supplier identification unless identification is provided on the product by other acceptable means.

The Supplier shall, within its organisation and its supply chain, ensure that the use of Acceptance Authority Media (AAM) e.g., Stamps, Electronic Signatures/ Initial Log, Passwords etc., is suitably controlled within its Quality Management System.

The Supplier will ensure that the method of AAM utilised, is controlled and secure, and its use is considered an endorsement of compliance for the activities of the work performed or witnessed, by approved and authorised personnel of the Suppliers Organisation.

26.0 SOURCE INSPECTION

Inspection or test acceptance at the Supplier's facilities by APOLLO AEROSPACE COMPONENTS LIMITED does not guarantee acceptance. Acceptance shall be at the APOLLO AEROSPACE COMPONENTS LIMITED facility unless otherwise specified on the Purchase Order.

The Supplier shall provide and maintain suitable gauges, instruments and test equipment to measure and test all supplies for conformance to APOLLO AEROSPACE COMPONENTS LIMITED requirements.

This system shall assure that inherent accuracy of equipment is comparable with requirements of units being tested, and that required measurements are adequately performed. The system shall include appropriate calibration schedules and records.

The Supplier's working standards used for calibration of tooling, measuring, and test equipment shall be checked at established intervals by reference to national standards or equivalent certified standards. The Supplier shall maintain records or other conclusive evidence that proper control is being provided.

APOLLO AEROSPACE COMPONENTS LIMITED may conduct, in the Supplier's facility, an evaluation of the Supplier's standards, measuring/testing devices, and calibration/maintenance personnel and methods to establish correlation between APOLLO AEROSPACE COMPONENTS LIMITED and Supplier measurements.

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27.0 FIRST ARTICLE INSPECTION

When defined on Purchase Orders that a First Article Inspection is required it will be carried out in line with AS9102 (Revision C) and associated Customer requirements flow down (where specified); and full supporting documentation will be issued with the parts delivered and receipted at APOLLO AEROSPACE COMPONENTS LIMITED.

As a minimum, this will include:

- AS9102 Forms 1, 2, 3.
- Certificate of Conformity
- Raw Material Certificates
- Special Processing Certificates, as applicable to the product

28.0 PRESERVATION AND PACKAGING

All material or products delivered to Apollo Aerospace Components Limited shall be correctly identified by batch / lot number and packaged to provide suitable protection to preserve the quality of the material or products and prevent FOD (Foreign Object Debris).

This includes the application to the components of suitable corrosion prevention substances as required.

For FOD Prevention, the Supplier shall comply with the requirements of Aerospace Standard AS9146 (Foreign Object Damage (FOD) Prevention Program)

In addition, this shall include program elements of cleanliness of manufacturing processes and control of residual magnetism.

Note: Where a process could potentially induce residual magnetism, control of residual magnetism in product and associated tooling should be maintained within +/- 3 Gauss. Ferrous material should be inspected after all manufacturing operations have been completed and on all parts in the Lot.

The Supplier's Quality Control system shall ensure that the packaging of products conform to the minimum requirements to prevent any damage due to misuse, handling or static discharge, this will include during transportation to APOLLO AEROSPACE COMPONENTS LIMITED. Any specific packaging instructions will be specified on the APOLLO AEROSPACE COMPONENTS LIMITED Purchase Order.

The following applies only when specified packaging and preservation instructions are not stated on the Purchase Order.

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All material intended for APOLLO AEROSPACE COMPONENTS LIMITED shall be protected against the usual hazards of corrosion, contamination, deterioration, or other spoilage at the Supplier's facility and in transit.

All material shall be packed with suitable protection so as to prevent damage through handling & delivery.

Components should be packaged within clean, sealed packaging so as to avoid damage. If necessary, components should be individually packaged to prevent surface damage in transit. Staples or other such metal sealing solutions should not be used in the packaging of components to avoid contamination.

29.0 RELEASE DOCUMENTATION

All material or product delivered to APOLLO AEROSPACE COMPONENTS LIMITED shall certify the conformity of such material or product to the requirements of that order and all material or product shall be clearly identified.

Suppliers will provide with each delivery a Certificate of Conformity and original manufacturer certification, including raw material certificates.

Where a part number is defined on the Purchase Order, the release shall be against the Part Number including issue and associated drawing or specification requirements.

The Supplier's Quality Control system shall ensure that no products are released for packaging and dispatch without full evidence of inspection and test.

Where required the certification shall specify the suppliers incoming certification details in respect of all material used in fulfillment of the purchase order, both from APOLLO AEROSPACE COMPONENTS LIMITED (free- issue) and from other sources.

Each C of C shall be in English, have unique identification and shall be signed by an authorized Supplier representative.

The information recorded on the C of C includes but is not limited to:

- Name and address of the Supplier.
- APOLLO AEROSPACE COMPONENTS LIMITED Purchase Order Number.
- Certificate Number
- Date of Issue
- Part Number and Description (as defined on the Purchase Order).
- Quantity
- Drawing Number and Drawing issue (revision) status and when applicable,

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unincorporated drawing change document reference.

- Serial numbers or batch numbers where applicable.
- Shelf Life.
- Other data as requested by the Purchase Order.
- **Country of Origin**
- Release (despatch) shall be from the Supplier defined by the Purchase Order (unless previously agreed in writing by APOLLO AEROSPACE COMPONENTS LIMITED).
- **Statement of Conformity**
- **A signed declaration of product Conformity.**

30.0 REVISION AND APPROVAL

All Changes are highlighted in **YELLOW**.

Rev.	Date	Nature of Changes	Approved By
01	14-SEP-2022	Original issue.	Quality & Compliance Manager
02	03-NOV-2023	<p>General re-formatting to all document sections.</p> <p>Section 3.0 – Title change to remove “Suppliers”</p> <p>Section 3.0 – Updated to add communication in English Language.</p> <p>Section 3.0 – Updated to add - The Suppliers Quality Management System is required as a minimum to hold and maintain a valid and current ISO9001 / AS9100 Certificate (for Manufacturers), and AS9120 (for Distributors) Certificate, to the latest Quality Management System Standard, by an accredited 3rd party Certification Body.</p> <p>Section 3.0 – Updated to add - Certificates of Registration must be endorsed by a recognised Accreditation Body, registered with the International Accreditation Forum (IAF) or the IAQG.</p> <p>Section 3.0 – Updated to add - While third party certification of the approved Supplier's QMS is a requirement, suppliers of sole commercial product for non-aerospace / ground use are exempt from this requirement.</p>	Quality & Compliance Manager

	<p>Section 4.0 – Updated to add verbal instructions and agreements shall not be construed as approval or authorisation.</p> <p>Section 9.0 – Updated the control of Fraudulent Counterfeit Product.</p> <p>Section 9.0 – Updated to add AS6496 (Fraudulent/ Counterfeit Electronic Parts: Avoidance, Detection, Mitigation, and Disposition – Authorised / Franchised Distribution).</p> <p>Section 9.0 – Updated to add DFARS 252.246.7007 (CONTRACTOR COUNTERFEIT ELECTRONIC PART DETECTION AND AVOIDANCE SYSTEM) and DFARS 252.246.7008 (SOURCES OF ELECTRONIC PARTS) where stipulated by the purchase order.</p> <p>Section 11.0 – Updated to add control and method for changes to documented information.</p> <p>Section 11.0 – Updated to add Whitening Fluid corrections are not allowed.</p> <p>Section 13.0 – Updated to include specific REACH Regulation flow down requirements and supplier response.</p> <p>Section 17.0 – Updated to add changes to QMS Certification approval/ scope changes.</p> <p>Section 22.0 – Updated to add Within 24 hours of discovery of suspect non-conforming product having been shipped regardless of destination, the supplier shall inform the APOLLO AEROSPACE COMPONENTS LIMITED Buyer of the escape.</p> <p>Section 22.0 – Updated to add root cause and corrective action process consistent with the methodology in Aerospace Standard ARP9136 (Root Cause Analysis and Problem Solving).</p> <p>Section 22.0 – Updated to add All product rework activity shall have documented work instructions. The Supplier shall request and obtain approval for rework of product subject to frozen process control from the APOLLO AEROSPACE COMPONENTS LIMITED Buyer.</p> <p>Section 22.0 – Updated to add Upon implementation of corrective action, to ensure effectiveness, the Supplier shall have a documented process in place to ensure that 100% over-inspection (i.e., additional independent measurement of the affected characteristic(s)) is performed of the deviated characteristics for a minimum of the next three consecutive manufactured lots (quantities of parts produced under conditions that are considered uniform).</p> <p>Section 22.0 – Updated to correct grammar - Fit, Form or Function, Usability, or Reliability.</p> <p>Section 24.0 – Updated to add - Supplier management systems for the control of monitoring and measuring equipment shall meet one of the following requirements: ISO 10012, ISO 17025, or ANSI/NCSL Z540.3. If using ANSI/NCSL Z540.3, Supplier shall implement the requirements using the Handbook for the Interpretation of ANSI/NCSL Z540.3.</p>	
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