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REPERTOIRE DES MISES A JOUR / *CHANGE RECORD*	
Révision / Revision	Nature de la mise à jour / Description of change
A	Première diffusion / First issue
B	Application ECR00002976 : mise en cohérence indice de révision entre version française et version anglaise.

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1.Subject

This document defines Sodern's quality requirements that apply to its suppliers or sub-contractors by default, except where specific technical clauses or requirements are mentioned in the other contractual documents.

2.Scope

This document applies to all suppliers and sub-contractors who provide services or product used to manufacture Sodern products, except for consumable or catalogue materials.

3.Applicable documents

The documents referenced below apply to the version in effect when the order is made.

[DA 01]	Sodern purchasing conditions	DAF/CT/PC/EF-337

4.Reference documents

[DA 04]	Supplier non-conformity report form	PS_00009714
[DA 05]	Supplier NDA	PS_00011113

The documents referenced below must be in the version in effect when the order is made.

[DR01]	ISO 9001 Quality management system - requirements
[DR02]	NFL 00-0015 Management et assurance de la qualité - Déclaration de conformité
[DR03]	NFL 00-015 Quality management and assurance – Statement of conformity
[DR04]	EN 9100 Aerospace series. Quality management systems - Requirements for Aerospace, Space and Defence bodies
[DR05]	ECSS-Q-ST-10-09 Space product assurance – Non conformance control system
[DR06]	ECSS-Q-ST-20 Space product assurance - Quality assurance
[DR07]	ECSS-M-ST-40 Configuration and Information management
[DR08]	NF EN 9102 Aerospace series - Quality systems - First article inspection
[DR09]	NF EN 10204 Metallic products – Types of inspection documents

5.Abbreviations, symbols and acronyms

DR	Deviation Request
ECSS	European Co-operation for Space Standardization
FAI	First Article Inspection
NCR	Supplier Non-Conformity Report
NDT	Non Destructive Test
RQ	Sodern Quality Department Representative
SPC	Statistical Process Check

6.Definitions

SPECIAL PROCESS: process used in a manufacturing operation likely to modify the physical, chemical or metallurgical properties of an article in a way that cannot be detected in the normal manufacturing cycle.
The Non Destructive Test operations (NDT) are associated with a similar process.

WORK: all of the supplies or services to be provided by the Supplier according to the provisions in the order,

7.General quality requirements for Sodern suppliers

7.1.Access to installations by Sodern and its customers

The supplier guarantees open access for Sodern representatives and customers to the premises where the work is carried out, whether on supplier premises or on the supplier sub-contractors' premises. This access right also applies to all documents relating to the work (except for documents that are protected by a non-disclosure agreement mentioned in the contractual documents).
The participants undertake to respect the interior regulations and the safety rules of the supplier and/or their own suppliers.

There may be 3 types of visit:

- Audit at one or all suppliers sites where the work ordered by Sodern is carried out. These audits will be conducted to assess a new supplier, monitor a supplier or in the context of a specific issue related to the product realization.
- Visit for specific issues, such as non-conformity closure, problem-solving, the resources implemented to carry out the work, the quality management system, the special process qualification...
- Material inspection (in the context of buy off for example).

In the first 2 cases, an agenda will be prepared and submitted to the supplier for acceptance. The notice period is 15 days.

7.2.Documentation to be attached to the delivery

The products delivered to Sodern must be accompanied by the following documents:

- Delivery note indicating the Sodern reference for the article and its index, the drawing reference and its index, the order and line number and the item and the quantity.
- Declaration of conformity based on NF L 00-15 standard
- Copy of the deviation request accepted by Sodern where applicable (see paragraph 7.12)
- And depending on the scope:
    - Report indicating the test reports (example: dimensional reading) or measurement reports (example: material certificate)
    - Declaration of conformity for the processing (thermal and/or surface) where applicable. Depending on the case, the sub-contractor's internal procedure (reference + index) is indicated.

7.3.Taking account of requirements

The supplier is responsible for sending the Sodern requirements to all of this suppliers/sub-contractors and ensures that these requirements are applied and promise to notify any deviation.

7.4.Sodern suppliers' quality management system

The supplier is able to demonstrate that their quality management system conforms to Sodern's requirements.

The supplier must keep Sodern informed of any changes to these certifications and any major changes to their quality management system.

The supplier must ensure that their own sub-contractors meet Sodern's requirements.
Sodern may decide to audit the supplier's sub-contractor by agreement with the supplier.

7.5.Service / product realization

Before service or product realization, the supplier must be able to demonstrate that they have formalised all the tasks/operations needed for the product or work. The working instructions, the equipment used the parameters and the test and verification steps must be described and guarantee the effectiveness and reproducibility of the process.
If a statistical process check (SPC) is carried out, it must be detailed.

Beforehand, and as the product or service is being realized, the supplier must ensure for each operation that the resources (equipment and human resources) are identified, authorised and available.

Any major changes in the manufacturing process must be submitted to Sodern for approval.
(For example: temporary or permanent transfer of the work, change in manufacturing process, etc.).

7.6.Alerts

The supplier must alert Sodern if any problems are discovered on their premises or the premises of their sub-contractors that have an impact on the products delivered or to be delivered.

If there is a risk of obsolescence or if any obsolescence is observed (material, component, etc.), the supplier must inform Sodern and suggest alternative solutions, including risk management and qualification/verification.

7.7.Special processes

The supplier keeps an up to date list of the special processes, including those that are sub-contracted, that are implemented for the product/service. This means that they pass on the Sodern requirements to these sub-contractors.

The supplier checks that the human resources, equipment and the associated processes guarantee that this special process can be carried out repeatedly. The special process's parameters must be specified and qualified by the supplier or Sodern. This qualification is based on tests and checks to be carried out on samples or specimens.
N.B.: The supplier must inform Sodern if they have any NadCap accreditations or qualifications from major customers.

The special process / supplier combination is qualified by Sodern for a three-year period.

A special process's qualification may be suspended if any drift is detected in the supplier's process or if non-conformities are generated. The process may be qualified again if the supplier proves that the faults have been resolved.

7.8.FAI "1st article Inspection"

Sodern may request in the supplier order to carry out the first article inspection. This review will be carried out according to standard EN 9102.

The FAI will be carried out in the following cases:

- During a first series manufacture
- After a change of definition or process
- If the manufacturing location changes
- If the part ordered has not been manufactured for over 2 years

The first article inspection does not apply to prototypes, standard or catalogue materials or deliverable software.

7.9.Work transfers

The supplier must inform Sodern of any work transfer plans (i.e. transfer of the manufacturing site, change in sub-contractor, decision to sub-contract an activity, etc.).
In this case, Sodern is entitled to carry out an audit to check that this change will not have any impact on the product conformity.

7.10.Identification and traceability

The supplier controls the product identification and keeps records of it.
The supplier must be able to:

- Find the manufacturing, assembly, testing and verification documents for a product
- Trace all the products manufactured from the same raw materials batch or the same manufacturing batch until delivery.

Unique formal correspondence must be established between the supplier and Sodern article reference and/or identification number.

7.11.Preservation

The supplier guarantees the storage and handling of the products and articles while the product is being produced, the work is being carried out and during delivery.
If Sodern provides material (raw material, tooling, test material, components, etc.), the supplier undertakes to check the integrity of the material at reception and informs Sodern of any anomalies.
The supplier undertakes to guarantee its preservation.
If Sodern provides specific documentation to be filled in (monitoring files, measurement records, etc.), the supplier has to fill it in and send it back with the material.

7.12.Deviation with the purchasing order

The supplier informs Sodern of any differences with the order as soon as they are aware of them. In particular, this relates to:

- The contractual dates,
- Conformity with the product realization process,
- The product conformity.

In the case of a product non-conformity, the supplier will inform Sodern of it, and submit a deviation request (DR)*, stipulating the root cause of the problem identified and the actions put in place to reduce the impact of this non-conformity and to satisfy the next delivery. If the corrective action requires a longer search process, the supplier will indicate it strategy and the associated schedule.

*: the DR must stipulate the Sodern article reference and the Sodern purchasing order with line number. It must be written in French or English

7.13.Customer feedback/complaint

Refer to the general purchasing conditions for Sodern's product acceptance after delivery.
Even if a buy off is carried out on the supplier's premises, the product acceptance will be given after the Sodern's incoming inspection.
The supplier centralises deviations and actions requested by Sodern and processes them effectively. If a non-conformance is detected on product, Sodern will send a non-conformance report (NCR). The supplier responds to the report within 5 working days.
A non-conformance report raised by Sodern cannot be closed until Sodern has formally accepted the closure.

7.14.Supplier commitment

The supplier informs Sodern of any structural or organisational modifications in its entity that have an impact on the product cost, delay and quality.
The supplier must alert Sodern if there are changes in suppliers while the work is being carried out.

7.15.Archiving

All the records related to the Sodern work must be archived for at least 15 years.