

REQUIREMENTS FOR SUPPLIERS

LNQA0500

Issue 8

June 2017

Procedure No: LNQA0500	Issue No: 8	
Date: 26-June 2017	Page 1 of 12	NMB-Minebea UK Ltd

Issued By: C Bennett – Compliance Manager NMB-Minebea UK Ltd
Approved By: C Bennett – Compliance Manager NMB-Minebea UK Ltd
Approved By: S. Essam – Operations Manager – Process NMB-Minebea UK Ltd
Approved By: A. Weston – Operations Manager – Supply Chain NMB-Minebea UK Ltd
Current release updated By: C Bennett;

Iss	Amendment Record	Date
1	New Issue	12 th Feb 04
1A	4.2; AS/EN9100 certification 4.4; IAQG Standards 6.7; Corrosion and Damage Protection	14 th Oct 04
2A	Section 5.2.3 amended to include rights of access.	02 nd Feb 07
3A	Section 14.2 amended to include period records are to be retained for.	06 th Feb 08
3B	Section 3.12 amended to include the flow down requirements of AS9120	09 th Apr 08
4A	Section 7.1 External Processor requirements added.	23 rd Dec 08
4B	Section 9.4 Added – Reference customer FAIR requirements	08 th Dec 11
5	New Company Logo Approvals titles changed Rev levels removed – Issue Numbers now only apply	13 Jun 14
6	Section 3.13 Flow down means statement amended	30-Apr 2015
7	Section 3.15 Corporate & Social Responsibilities	08-Dec 2016
8	New company logo & references to MinebeaMitsumi added Title changed – was Quality Requirements for Suppliers Section 1 – Scope amended Section 3 – changed to General Requirements Section 3 – the term 'product and/or services' added Section 3 – 'interested parties' added throughout Section 3.15.4 – amended to include Environmental obligations & requirements Section 3.15.5 - added	26-Jun 2017

Procedure No: LNQA0500	Issue No: 8
Date: 26-June 2017	Page 2 of 12 NMB-Minebea UK Ltd

THIS PAGE IS INTENTIONALLY BLANK

Procedure No: LNQA0500	Issue No: 8
Date: 26-June 2017	Page 3 of 12
	NMB-Minebea UK Ltd

Contents

- 1.0 Purpose
- 2.0 Scope
- 3.0 General Requirements
- 4.0 Quality Management System
- 5.0 Purchase Order Review
- 6.0 Manufacturing Process Control
- 7.0 Traceability
- 8.0 Change Control
- 9.0 First Article Inspection
- 10.0 Control of Non Conformance
- 11.0 Delivery
- 12.0 Delivery Rejects
- 13.0 Supplier Monitoring
- 14.0 Records

Procedure No: LNQA0500		Issue No: 8	
Date: 26-June 2017	Page 4 of 12		NMB-Minebea UK Ltd

1.0 Purpose

To define the Supplier Requirements placed on external organisations used for supplying products, processes and services for use in NMB-Minebea UK Ltd (NMBUK-R&S) products, processes and services and the expectations thereof.

2.0 Scope

- 2.1 This document details the requirements to be satisfied by suppliers to NMB-Minebea UK Ltd. of the MinebeaMitsumi Rod End & Fasteners Business Unit, hereafter referred to as NMBUK-R&S.
- 2.2 NMBUK-R&S requires each supplier to comply with the requirements set forth in this document and to maintain a quality system that ensures compliance with all requirements.
- 2.3 These requirements are applicable to all Suppliers on whom Purchase Orders in furtherance of NMBUK-R&S work are placed and are mandatory to the extent specified in the Purchase Order.
- 2.4 In the event of any conflict between the requirements of the Purchase Order and this document, the Purchase Order has precedence.

3.0 General Requirements

- 3.1 Suppliers shall, where appropriate, design, manufacture, service, release and deliver all products and services in accordance with the purchase order and all requirements identified therein.
- 3.2 All products and services shall be provided strictly and in accordance with the purchase order.
- 3.3 When the supplier is providing a product or service to NMBUK-R&S drawings they shall only use sub tier processors who are NMBUK-R&S approved, unless
 - 3.3.1 The supplier has formal written approval from NMBUK-R&S
 - 3.3.2 The supplier is purchasing recognised proprietary products or national / international standard parts.
- 3.4 When the supplier is providing a product or service to NMBUK-R&S prime drawings they shall only use sub tier processors who are an approved supplier to NMBUK-R&S and NMBUK-R&S Primes, stipulated on the drawing, purchase order or work instructions.
- 3.5 The supplier shall operate a quality system that ensures product quality, safety and integrity is maintained throughout.
- 3.6 Suppliers shall demonstrate compliance with this standard and any other procedures / specifications relevant and / or specified on the purchase order. This compliance shall be maintained and subject to audit at any time.

Procedure No: LNQA0500		Issue No: 8
Date: 26-June 2017	Page 5 of 12	NMB-Minebea UK Ltd

- 3.7 Where suppliers consider this standard conflict's with their organisations operational standards the supplier may seek variations or exemptions in writing from NMBUK-R&S Compliance Manager.
- 3.8 NMBUK-R&S pursues continual improvement through Quality, Cost and Delivery initiatives and suppliers are expected to have plans in support of these improvement activities.
- 3.9 Change to the management representative responsible for Quality or significant change in the supplier's organisation or ownership, shall be communicated in writing to the NMBUK-R&S Compliance Manager and Supply Chain Manager
- 3.10 Changes in premises shall be notified in writing sufficiently in advance to both the NMBUK-R&S Compliance Manager and Supply Chain Manager.
- 3.11 The supplier shall grant right of access to NMBUK-R&S, its customers and any regulatory authorities necessary, to all facilities involved in the order and to all applicable records upon request and without restrictions.
- 3.12 The supplier shall ensure these requirements and those detailed on drawings, specifications and purchase orders are communicated (flow down) to sub-tier suppliers including where appropriate the requirements for:
 - 3.12.1 approval of product, processes, equipment and procedures
 - 3.12.2 qualification of personnel
 - 3.12.3 quality management system
 - 3.12.4 the description product name or any other positive identification, including the relevant issue levels of drawings, specifications, processes, inspection procedures and any other relevant technical data.
 - 3.12.5 notification of any nonconforming product
 - 3.12.6 any changes to product definition
 - 3.12.7 rights of access by NMBUK-R&S, our customers, and or regulatory authorities to all facilities involved in the order and all applicable records
 - 3.12.8 a certificate of conformity, any test reports and/or airworthiness approval from the approved manufacturer / repair station
- 3.13 Further 'Flow Down' of customer requirements by NMBUK-R&S is via, but not limited to;
 - 3.13.1 The declaration on the Purchase Order stating the order is in furtherance of a customers order place on NMBUK-R&S and therefore subject to compliance with said customers associated Quality Standards (i.e GRAMS, Messier-GRP-0087 ; Rolls Royce-SABRe ; GLG-Doc300 etc).
 - 3.13.2 Source control drawings – either NMBUK-R&S customer or the NMBUK-R&S drawings
 - 3.13.3 Technical specification(s)
 - 3.13.4 Procurement specifications
 - 3.13.5 Written instruction in the form of purchase order statement.
- 3.14 Where a supplier operates out of more then one site, each site must hold the appropriate approvals.
- 3.15 NMBUK-R&S recognises we must integrate our business values and operations to meet the expectations of our interested parties who include (but not limited to) our owners, customers, employees, investors, suppliers, the community, authorities and the environment.

Procedure No: LNQA0500		Issue No: 8	
Date: 26-June 2017	Page 6 of 12		NMB-Minebea UK Ltd

- 3.15.1 We recognise that our social, economic and environmental responsibilities to our interested parties are integral to our business. We aim to demonstrate these responsibilities through our actions and within our business operating policies and procedures.
- 3.15.2 We take seriously all feedback received from interested parties and, where possible, maintain open dialogue to ensure we fulfil the requirements outlined therein.
- 3.15.3 We shall be open and honest in communicating our strategies, targets, performance and governance to interested parties in our continual commitment to sustainable development through our Business Operating Systems, Quality and Environmental Management System and our Health and Safety Systems.
- 3.15.4 NMBUK-R&S expects the commitment from its Suppliers of products, processes and services to comply with and fulfil their obligations in this regard, including but not limited to, Quality, Cost and Delivery, Environmental obligations, responsibilities and operational controls, Health and Safety, Corporate and Social Responsibilities, (3TG) Conflict Minerals, Modern Day Slavery Act – 2015, Hazardous Substances including REACH legislative requirements.
- 3.15.5 NMBUK-R&S expects it's suppliers of products, processes and services to adopt and encourage operational controls relative to environmental compliance as defined by local agencies and regulatory authorities, and demonstrate best practices compliant with ISO 14001 Environmental Management System.

4.0 Quality Management System

- 4.1 Approval by an appropriately accredited certified review body to ISO 9001 shall represent the minimum acceptable Quality Management System certification for all suppliers of product, processes or services to NMBUK-R&S
- 4.2 Suppliers supporting Aerospace related activities shall hold accreditation to the AS/EN9100 series. If suppliers do not wish to operate a QMS under this series, assessments shall be made based upon the scope of activities to determine continued suitability as a supplier to NMBUK-R&S.
- 4.3 Objective evidence shall be made available to demonstrate compliance with the accredited approval.
- 4.4 NMBUK-R&S supports IAQG initiatives and subject to the suppliers scope of activities expects implementation of IAQG standards in relation to Aerospace activities.
- 4.5 Should a supplier not hold a recognised accreditation, NMBUK-R&S shall conduct a Quality Audit to determine the capability of the supplier in meeting the standards required. This may include prime approvals to carryout the product, process or service as defined on the purchase order.

The Supplier shall ensure that quality system procedures are available to all personnel, customers and relevant authorities.

Procedure No: LNQA0500		Issue No: 8	
Date: 26-June 2017	Page 7 of 12		NMB-Minebea UK Ltd

5.0 Purchase Order Review

- 5.1 General Requirements, the supplier shall ensure;
 - 5.1.1 All purchase orders are subject to Contract Review prior to acceptance.
 - 5.1.2 Appropriate approvals are maintained permitting the supplier to carryout the contents of the purchase order inclusive of Prime Approvals
 - 5.1.3 Copies of all processes and specifications quoted either on the drawing or purchase order are available.
 - 5.1.4 Where a supplier is unable to carry out any operations only approved subcontractors are identified and used.
 - 5.1.5 Should problems relating to its fulfilment be identified, they shall be resolved with full agreement of NMBUK-R&S Purchasing and a formal amendment to the purchase order is made.

- 5.2 Specific Requirements
 - 5.2.1 If any second tier subcontract is required it is the supplier's responsibility to ensure all purchase order conditions, including this requirement, are cascaded to the subcontractor.
 - 5.2.2 The supplier's subcontractors may not then subcontract the purchase order. Exceptions to this relate to chemical, metallurgical and special processes issued by the prime. It is nevertheless the responsibility of the supplier to ensure the product / process conforms to all specifications whilst maintaining appropriate records.
 - 5.2.3 NMBUK-R&S it Customers and/or any relevant Regulatory Authority shall be afforded the right of access to all facilities involved in the order and to all applicable records. They shall also be afforded the right to verify at source or upon receipt that purchased product conforms to specified requirements. This shall not absolve the supplier of responsibility for the quality of the delivered product nor preclude its subsequent rejection should other quality issues arise
 - 5.2.4 The identification and selection of a sub-contractor shall form a part of the suppliers initial contract review and may only be deemed suitable in the following circumstances
 - a) The supplier is approved by NMBUK-R&S as an approved processor.
 - b) Where necessary the supplier is an approved processor by the prime.
 - c) For aerospace raw materials, the supplier shall comply with the requirements of IAQG AS9100 or AS9120.
 - d) The work is within their scope of approval.
 - e) The supplier has approved the subcontractor.
 - f) The supplier shall have documented evidence of the review of any subcontractor and their suitability for use.
 - g) The supplier shall ensure the flow down of all contract / design & test requirements to their sub-contractor and shall ensure control & verification of all characteristics of product / processes supplied.

Procedure No: LNQA0500		Issue No: 8
Date: 26-June 2017	Page 8 of 12	NMB-Minebea UK Ltd

6.0 Manufacturing and Process Control

- 6.1 The supplier shall maintain an infrastructure needed to achieve conformity to product requirements that shall include but is not limited to;
 - 6.1.1 Buildings, workspace and associate utilities
 - 6.1.2 Process equipment
 - 6.1.3 Support services
- 6.2 All processes specified on the drawing, engineering specification or purchase order are to be carried out in full. Suppliers must not omit any part of any specification except when defined on the purchase order.
- 6.3 Suppliers are expected to operate statistical techniques for determining process capability of key characteristics, especially when these are identified on the drawing.
- 6.4 Where the supplier uses sample inspection as a means of product acceptance, the plan shall be founded upon recognised models and statistically valid. Documented procedures and records to demonstrate this shall be available.
- 6.5 All parts are to be identified in accordance with the requirements of the drawings, specifications or purchase order.
- 6.6 Suppliers shall maintain records to identify the drawings and materials used and the manufacturing and processing history of each batch of parts produced. Batches shall be identified to enable retrieval of all associated records.
- 6.7 The application of temporary anti-corrosion products and the use of damage protection media for the storage, inter-operational protection and delivery of product is mandatory.

7.0 Traceability

- 7.1 All parts shall be traceable to the original manufacturer. Where the supplier has purchased, or had a component or assembly externally processed. They shall have a copy of the original manufacturers/processors certificate of conformance, and all relevant test data.
- 7.2 All components and assemblies shall, where feasible, be traceable back to the original material identification.
- 7.3 The traceability system must facilitate the rapid identification of any part delivered and suspected of being defective. Containment action must be implemented immediately on any defects found that affect quality of the product.

8.0 Change Control

- 8.1 Design changes shall be raised with the buyer responsible for the purchase order. The supplier must not progress with any change to the design without written agreement from NMBUK-R&S Engineering.
- 8.2 Method changes shall be controlled as follows;
 - 8.2.1 The suppliers shall carryout and document a risk review before enacting any changes to manufacturing method. This includes changes to machine, manufacturing methods, programme, trained personnel or process sequence irrespective of whether these changes are permanent or temporary.

Procedure No: LNQA0500		Issue No: 8
Date: 26-June 2017	Page 9 of 12	NMB-Minebea UK Ltd

- 8.2.2 The change must be subject to a Partial First Article Inspection Report (P-FAIR) before implementation. It is the responsibility of the supplier to validate and verify the change.
- 8.2.3 The supplier shall submit the P-FAIR to NMBUK-R&S for approval where the change relates to;
 - a) Process changes, i.e. different manufacturing methods
 - b) Change of machinery
 - c) Changes to speeds / feeds and cutting conditions

The changes may only be enacted following approval by NMBUK-R&S
- 8.2.4 The P-FAIR shall be submitted to NMBUK-R&S Operations - Quality Assurance Department with the parts for approval.
- 8.2.5 Changes to the method of manufacture will only be accepted where there are demonstrable benefits to quality, cost and delivery but with no adverse risk to the other.
- 8.2.6 Changes where NMBUK-R&S is not the designer, i.e. 'made to print', is not permitted without either a formal drawing amendment or a production permit approved in advance of the change being made by the prime.
- 8.2.7 Application for such drawing changes shall be submitted to NMBUK-R&S Operations - Quality Assurance Department.
- 8.2.8 Suppliers must not enact any change until they have been issued with either an amended drawing or a production permit.

9.0 First Article Inspection

- 9.1 Where specified on the purchase order a First Article Inspection (FAI) report may be required with the goods demonstrating compliance with all of the procurement specifications called up in the design package.
- 9.2 FAI Reports shall be in accordance with AS/EN9102 using the standard forms
- 9.3 A First Article Inspection Report (FAIR) will be required under the following circumstances.
 - 9.3.1 The first batch of any product a supplier manufactures or supplies
 - 9.3.2 A partial FAIR if part of the method of manufacture is changed.
 - 9.3.3 A partial FAIR if the drawing issue changes.
 - 9.3.4 A FAIR is required either specifically by the purchase order, or is required by another control procedure.
- 9.4 Specific instructions from Customers such as but not limited to Airbus, UTC/UTAS Safran, Rolls Royce etc. who require front sheets and other related documents, should be included in the FAIR received from the supplier. Any such sheets not received may cause the FAIR to be rejected.
- 9.5 A copy of the FAIR shall be supplied with the product unless otherwise stated. The supplier must store the FAIR as a Quality Record, and they may not be disposed of without written permission from NMBUK-R&S. This shall not absolve the supplier of responsibility for the quality of the delivered product nor preclude its subsequent rejection should other quality issues arise.

Procedure No: LNQA0500		Issue No: 8
Date: 26-June 2017	Page 10 of 12	NMB-Minebea UK Ltd

10.0 Control of Non-Conformance

- 10.1 The supplier shall have no discretionary power to depart from the specification requirements. Requests for concessions will only be accepted under exceptional circumstances and must be supported with full root cause analysis and evidence of preventative action. Parts subject to concession may not be delivered until the concession is approved by NMBUK-R&S.
- 10.2 Where concessions are accepted the supplier must ensure that control requirements (part marking, certificate of conformance etc.) are followed as per the instructions detailed therein.
- 10.3 No rework shall be permitted on metallurgical or chemically treated parts without written approval.
- 10.4 Where the supplier has any reason to suspect non-conformance of any delivered product, then the supplier must immediately notify NMBUK-R&S
- 10.5 Scrap components shall be physically damaged beyond repair prior to disposal or their return to NMBUK-R&S and clearly identified and segregated.

11.0 Delivery

- 11.1 A Certificate of Conformity shall accompany all supplies submitted
- 11.2 Certificates and supporting documentation will be identified by Purchase Order/Contract number and shall include the following information:
 - Consignee's name and address
 - Consignor's name and address
 - Reference number and date of the certificate
 - Description and quantity of supplies
 - Relevant drawing number and issue number
 - Related specifications and issue levels
 - Identification marks and serial numbers (as appropriate)
 - Manufacturing lot no. or traceability reference
 - For all raw materials cast and/or batch numbers/ date code/lot No., test report reference and, if called for, copies of test results

Where a supplier has authority to issue certification documents under local aviation authority conditions, (e.g. EASA Part-21 Form One) such certification is required.
- 11.3 The Certificate shall include a statement of conformity individually signed by an authorised signatory of the Supplier and shall be as stated below or similar;

'Certified that the whole of the supplies detailed hereon have been manufactured, inspected and tested and, unless otherwise stated, conform in all respects with the requirements of the contract or order.'
- 11.4 The Supplier shall ensure completion of all requirements of the purchase order prior to delivery including all processes. Deliveries of goods that do not fulfil the purchase order requirements will not be accepted.

Procedure No: LNQA0500		Issue No: 8
Date: 26-June 2017	Page 11 of 12	NMB-Minebea UK Ltd

12.0 Delivery Rejects

- 12.1 The Supplier shall be notified of non-conforming supplies found at Goods Receiving Inspection.
- 12.2 After notification the supplier shall take immediate action to investigate the non-compliance, instigate corrective action to contain the problem and ensure compliance of any delivered goods, stocks or work in progress. The supplier shall acknowledge receipt of the Quality Assurance External reject note (QAE) within 7 days and carry out an investigation into the root cause of the problem to prevent recurrence. The completed QAE shall be returned to the Quality Assurance Department.

13.0 Supplier Monitoring

- 13.1 Supplier's quality and delivery performance shall be monitored those whose performance does not achieve the acceptable standard shall be formally notified of their rating and requirements for improvement actions. Failure to improve or respond positively will result in the withdrawal of approval by NMBUK-R&S

14.0 Records

- 14.1 All Quality records shall be legible and identifiable to the product involved. Quality records shall be stored and maintained in such a way that they are readily retrievable in facilities that provide a suitable environment to minimise deterioration or damage and to prevent loss.
- 14.2 Documentation and Records applicable to NMBUK-R&S shall be kept indefinitely, and shall not be destroyed without prior written permission.
- 14.3 Documentation and records applicable to NMBUK-R&S shall not be amended with correction fluid. A single inked line shall delete any revisions and/or correction of errors and will be accompanied by an approved signatory and date. Retrospective amendment of any product related record is not permitted.

Procedure No: LNQA0500		Issue No: 8	
Date: 26-June 2017	Page 12 of 12		NMB-Minebea UK Ltd