Quality Management System	MGR FOAMTEX

Document Type	**Work Instruction**
Document Reference	**6.11**
Title	**Supplier Quality Requirements**
Issue	**3**
Date	**March 2024**
Owner	**Quality**

Document Approval			
Position	Name	Signature	Date
Managing Director	Jon Rose		18/3/24
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Revision Control			
Revision	**Change Detail**	**Valid Date**	**By**
2	Implement Revision Control Logo Change UKAS requirement for ISO9001 approval added to Section 4.0 Part 21/145 approvals added to Section 4.0 75% shelf-life requirement added to Section 10.0	Feb 21	T Willis
3	Section 2.0 Product rejection added. Section 4.0 – Part 21G/145 changed to National Aviation Authority approvals. Section 4.2 Product Safety added. Section 6.1 Resource requirements added. Section 6.3 MGR designated sub-tiers added. Section 7.0 – Provision of test specimens added. Section 8.0 reference to critical items, key characteristics, statistical techniques, acceptance instructions added. Section 10.0 Material data sheets added. Section 13.3 Cost of raw material added. Section 15.0 Laws and Ethical Standards added.	Mar 24	T Willis

Compliance	
Regulation/ Standard	Clause
Part 21 Sub-Part G	21.A.139 (b)
AS9100	8.4

Procedure

1.0 Purpose

To define the quality requirements imposed upon suppliers to MGR Foamtex.

2.0 Scope

This document serves as the general quality requirements for MGR Foamtex Suppliers and their sub-tiers.

Suppliers must demonstrate and maintain compliance with these requirements in order to be eligible to receive MGR orders. Failure to comply with the requirements may result in rejection of products received and/or disapproval of the supplier.

Compliance to this document is imposed on MGR Purchase Orders and therefore constitutes part of the contractual relationship.

The words "shall" and "must" indicate mandatory requirements. The words "may" and "should" indicate recommendations.

3.0 Responsibility

It is the responsibility of all suppliers to conform to all applicable requirements contained herein, depending on the product or service provided.

4.0 General Quality System Requirements

The supplier should have an established Quality Management System. Preference will be given to suppliers who are certified to ISO9001 (UKAS accredited only), EN/AS9100 or hold National Aviation Authority approvals. Special dispensation may be given to suppliers without a certified Quality Management System; however, this will be at the discretion of the Quality Manager and Supply Chain Manager.

The Supplier's Quality Management shall be subject to evaluation by MGR Foamtex. MGR Foamtex shall be notified by the supplier when there are any significant changes made to the quality system that may affect product quality. Examples of such changes include,

- Significant change in manufacturing methods and/or processes
- Relocation of production, inspection, or processing facilities
- Change in senior management i.e. Managing Director or Quality Manager

4.1 Right of Entry

MGR Foamtex, MGR Foamtex Customers and regulatory agencies reserve the right to have unlimited access to the supplier's and relevant sub-tiers facility and records as necessary.

The supplier shall be subject to initial and periodic reviews including, but not limited to on site audits, quality system surveys, offsite review of quality documentation and source inspection,

where deemed necessary.

4.2 Product Safety

Operating within the commercial aerospace industry means MGR Foamtex number one priority is product safety.

MGR Foamtex recognizes the critical impact its suppliers have on its ability to supply safe and compliant products to the aerospace industry. By adhering to requirements laid forth within this document, suppliers will actively contribute to minimising risks of safety occurrences.

MGR request all suppliers to report any safety concerns related to products or services provided and acknowledge that they will be handled under Just Culture principles.

5.0 Documentation Requirements

Upon request, the supplier shall grant MGR Foamtex access to Quality system documentation including any quality manual, procedures, and records.

5.1 Control of Documents and Data

The supplier is responsible for the control of MGR Foamtex proprietary documents and for ensuring flow down to any sub-tier organisations as required. Such documents should be used for MGR contract work only.

The supplier is responsible for acquiring copies of industry or government documents/standards available from commercial sources that are required for the fulfilment of the contract or purchase order.

5.2 Control of records

The supplier shall retain production documentation and quality records relating to product and services conformity for a minimum of **10 years** from date of release. This documentation must include all material certifications, work orders, approved concessions, special process certification, test reports, inspection records and shipping documents. The supplier is responsible for ensuring records are protected from loss or damage and that documents remain legible, readily identifiable, and retrievable.

6.0 Product Realization

Prior to acceptance of the work, the supplier shall determine their ability to meet all PO requirements including the manufacture and inspection of all specified design characteristics.

Whereby amendments need to be made to any PO requirements, this should be formally discussed with the MGR Purchasing Contact, and an amended PO received before proceeding.

The supplier shall retain documented information regarding results of this review.

6.1 Resource Management

The supplier shall determine and provide the resources needed for the establishment,

implementation, maintenance, and continual improvement of the quality and/or production management system. Resources include people, equipment, tools, measuring and test equipment and suitable working environment.

The supplier shall have a process to identify and perform training for all personnel who directly or indirectly affect product quality. The supplier shall maintain records of this training (including on the job training). Records shall be made available on request.

6.2 Configuration Management

The supplier's quality system shall ensure the latest applicable drawings, specifications and instructions required by the contract or purchase order are used for production, inspection, and testing. Relevant controls shall be put in place to protect from misuse of incorrect revisions of such data.

6.3 Control of Work Transfers

The supplier shall establish a process for the control of any work contracted to sub-tiers. The process shall include the verification of conformity of the work contracted prior to the shipment to MGR.

Whereby MGR determine specific sub-tiers that are to be used in fulfilment of orders, suppliers shall ensure instruction is followed.

It is the supplier's responsibility to ensure that MGR property and proprietary data is controlled, and production records maintained within any sub-tier. The supplier shall flow down all applicable product, regulatory and quality requirements to the supplier's sub-tier.

7.0 Production & Service Provision

The supplier shall employ a system for controlling, documenting, and maintaining product quality throughout the manufacturing process. This shall include a step-by-step sequence of manufacturing operations and inspection points. This documentation shall provide objective evidence that the product(s) conform to the specified requirements. This may include the provision of test specimens for design approval, inspection/verification activities, investigation, or auditing.

8.0 Product Process Verification

The supplier is responsible for completing an AS9102 compliant First Article Inspection Reports (FAIR) for products under MGR Design Control

A supplier may use their own template to conduct a FAIR as long it is compliant to AS9102. Alternatively, a template may be provided by MGR (Form 026) for a supplier to use.

In accordance with AS9102 a FAIR should be provided in the following circumstances.

- As verification of the first production run (a new part)
- A change in issue or revision level (a design change affecting fit, form, or function of the part)
- A change in the manufacturing source(s), process(es) inspection methods, location of manufacture, tooling or materials that can potentially affect fit form or function.

- A natural or man-made event which may adversely affect the manufacturing process.
- An Implementation of corrective action required to complete a previous FAI.
- A lapse in production of two years. This lapse is from the completion of last production to the actual restart of production.
- As specifically requested via MGR Purchase Order

Requirements for First Article Inspection is not applicable to

- Raw Materials
- Procured Standard Catalogue Items (COTS)

FAIRs must be accompanied by all relevant material certificates/test reports for materials/processes listed in Form 2 of the FAIR.

A copy of the FAIR shall accompany the delivery of product (with delivery paperwork)

MGR approval of a FAIR shall not relieve the supplier of responsibility for meeting all specifications and requirements on future orders and the supplier should still take necessary steps to ensure conformity of all products and services prior to delivery, specifically any critical items, key characteristics, or special requirements that are flowed down.

The use of statistical techniques for product acceptance and related instructions for acceptance by the organisation should be considered.

As requested, all documentation supporting production and verification of conformity shall be made available within 24 hours of the submitted request.

9.0 Identification and Traceability

9.1 Traceability

The supplier is responsible for maintaining traceability of product and materials through all stages of the production including at sub-tier levels. Supplier's system shall ensure that products are traceable back to the raw material batch from which they were made including traceability to the source mill.

The requirement for traceability applies to all raw materials and manufactured goods. Examples include but are not limited to, alloys, sub-assemblies, machined components, composites, rubber, fabric, foam, leather, and consumables.

9.1.1 Free Issue Material

On occasion MGR may free issue the supplier with materials or components for use in fulfilment of a purchase order. Whilst MGR remain responsible for ensuring traceability of the material or component back to raw material batch, the supplier must be able to trace where the free issue materials or components have been used within their own production records.

9.2 Identification

Part identification or part marking requirements must comply with the requirements detailed on

the applicable engineering drawing or specification.

When shipping raw material each unit must be uniquely identified by lot or batch reference.

10.0 Preservation of Product

The supplier's quality system shall ensure products are stored and shipped are effectively preserved, protected, and packaged to safeguard against damage or loss during operations.

This should be established using best commercial practices unless any specific instructions are flowed down by the original material manufacturer (i.e. material data sheet) or MGR.

Age sensitive materials or products must be clearly identified and labelled with relevant expiry information (also referenced on delivery paperwork) to ensure product conformity, including any necessary environmental storage conditions. Age sensitive materials must arrive at MGR with a minimum of **75%** shelf life remaining unless authorised in writing by MGR.

11.0 Control of Monitoring and Measuring Equipment

All equipment used to verify or validate conformity of a product must be calibrated. All calibrated equipment shall be traceable to the National Institute of Standards Technology (NIST) or a National or International equivalent standard. (i.e. UKAS)

The supplier shall maintain a register of monitoring and measuring equipment. The register shall include equipment type, unique identification/reference, calibration status and frequency.

The supplier shall notify MGR of any potential nonconformities resulting from equipment used to verify or validate conformity of product found to be found out of calibration.

12.0 Certificate of Conformance (C of C)

The supplier shall submit with each delivery a written statement signed and dated by an authorized representative, certifying that products or services provided are in accordance with the specified requirements.

For products under MGR design control the C of C shall include the following

- Supplier's Name
- Supplier Address
- Customer's Name
- PO and Line-Item Number
- Part Name
- Part Description
- Part Revision Level
- Quantity of Parts Shipped
- Lot/Batch Numbers (as applicable)
- Shelf-Life Information (as applicable)

When providing shipments of raw material, the supplier shall include the applicable material test/mill report.

13.0 Control of Nonconforming Product

The supplier shall establish a system for identification, segregation and documentation of any nonconforming products found during the manufacturing and inspection operations.

The supplier shall have a system of reporting occurrences whereby it has been identified possible deviations from applicable design data that could lead to an unsafe condition. This system shall include the handling and control of suspected or confirmed counterfeit parts.

13.1 Submittal of Nonconforming Product

The Supplier shall not ship any non-conforming material to MGR without first receiving formal authorisation from MGR. Any waivers/concessions must be referenced on the accompanying certificate of conformance and be included in the delivery paperwork.

13.2 Notification of Delivered Nonconforming Product.

The supplier shall notify the applicable MGR Quality contact of any suspected nonconforming material discovered that has been shipped to MGR. Initial notification must be done via phone and within 24 hours of the discovery. Email notification must follow initial phone conversation and detail applicable information concerning the defect. This shall include part numbers, lot numbers, quantities, ship dates and detailed description of the non-conformance.

13.3 Nonconforming product discovered at MGR or MGR Customer.

Any nonconforming product identified after receipt at MGR may be returned to the supplier. Suppliers will be made formally aware of nonconformances via a Supplier Non-Conformance Report (MGR Form 005). Suppliers shall acknowledge receipt of the report with 48 hours.

In support of MGR's obligations to support customer requirements rejected material may need to be replaced (with new) if parts cannot be re-worked or alternatively reworked and returned.

If parts are to be replaced (with new) MGR will raise a new Purchase Order (PO) or Line Number for the replacements. The new PO or Line number will reference the applicable NCR number.

Replacements of Goods under NCR must be shipped in against the new PO/Line number and not the original PO/Line Number that parts were rejected against. A supplier must not ship new replacements without an open PO or Line to do so against. A credit against the original PO will then be required on acceptance of liability by the supplier.

If parts are to be re-worked and returned, they can be shipped in against the NCR reference. No new PO/Line will be raised.

Alternatively, if the parts are no longer required a credit for the original order will be required.

The supplier may also be liable for the cost of any free issue materials consumed during the manufacture of the rejected parts.

If the supplier does not agree with the liability/charges associated with a rejection the supplier shall contact MGR Quality/Supply Chain with supporting evidence.

13.4 Root Cause and Corrective Actions

As per section 12.3 the supplier will be issued with MGR Form 005 (Supplier Nonconformance Report) on discovery of non-conforming material.

The supplier must complete the Form detailing root caused and corrective actions and return to the relevant Quality contact at MGR within 30 Days of receipt of report. Timescales for closure may be amended at the discretion of the MGR Quality Department.

14.0 REACH Compliance

No chemicals under current REACH restriction/authorisation should be used unless the supplier holds relevant authorisation from the UK/European Chemicals Agency for use. MGR should be advised of use of any such chemicals through an additional statement on the suppliers Certificate of Conformity.

15.0 Laws and Ethical Standards

The supplier shall comply with all laws applicable to its business. The supplier shall in its business practices and policies support the principles of human rights and fair labour practices, including,

- Child and forced labour.
- Compensation and working hours.
- Diversity and inclusion
- Health and safety
- Data protection, information security and disclosure of information
- Bribery and corruption
- Trade Regulation (Export and custom controls)
- Money laundering and financial records
- Environmental laws
- Conflict Materials

MGR Foamtex is committed to corporate responsibility and respecting human rights in its own operations and requests all suppliers to support MGR in acting in a socially and environmentally responsible manner.