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Purpose

This document sets forth the general requirements which are applicable and which Suppliers involved in the provision of Shur-Lok products and services must meet.

Parties Concerned

Shur-Lok's Suppliers as well as their subcontractors.

Note In this document:

- the term "Supplier" means all the Suppliers or subcontractors of Shur-Lok,
- -The term **Subcontractor**" means any partner, subcontractor or Supplier of Shur-Lok,
- the term "Principal" or "client" means Shur-Lok,
- the term "Contract" means a purchase contract or an order.

References

EN9100 v 2018 GRP-0087 (at last index)

Releasability of the document

Third party contractors may be informed of this procedure to make them aware of our requirements.

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1. Introduction

1.1. Expectations of Shur-Lok

The implementation of Shur-Lok's quality policy, namely the customer satisfaction and continuous process improvement, involves all the parties and in particular the Suppliers.

This is reflected in the following policy:

• Quality: halve non-quality events as well as non-conformities each year,

• Deadlines: meet deadlines or halve the number of missed deadlines each year.

These objectives must be consistent with the objectives of Shur-Lok and will be reviewed if necessary.

Shur-Lok's Suppliers must contribute to the achievement of these overall objectives, which will therefore be broken down on a case-by-case basis.

The Supplier undertakes to comply with the applicable European and Belgian laws and regulations (including environmental and safety regulations) as well as those of the country of origin and the Shur-Lok requirements in the areas for which it has contracted with Shur-Lok.

The presentation of documents given by Shur-Lok to the Supplier as recommendations or assistance are measures intended to help the Supplier in the production of the product by allowing it to benefit from Shur-Lok's experience. These measures may in no way reduce the supplier's responsibility, particularly with regard to the final quality of the product.

Shur-Lok reserves the right:

- to take the necessary and sufficient remedial and corrective measures to curb non-performance,
- to draw up a list of Suppliers who do not meet the performance requirements specified by Shur-Lok, including amongst other things cost competitiveness, quality and logistics,
- to stop consulting the Suppliers shown on this list.

The following requirements are in addition to the ISO/EN/AS/JISQ standards and are based on the same principle.

1.2. Acceptance of requirements

The acceptance by the Supplier of an order stipulating the application of this document shall be deemed to be acceptance of its content.

To make monitoring easier the requirements in this document are numbered.

Any deviations that there may be in application must be agreed between Shur-Lok and the Supplier.

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1.3. Forgeries

We would like to draw your attention to the fact that forgery means "an unauthorised copy, *imitation, substitute or altered item (e.g., material, part, component), knowingly represented as being an original specified part from an authorised designer or manufacturer* ".

Such forgeries may include, for example, false marking or labelling, incorrect classifications, false serial numbers, false date codes, falsified documentation, falsified performance characteristics, etc.

If so specified, we require our suppliers to be able to trace parts and components back to the original manufacturer.

Our suppliers are required to inform us of any infringement related issues found at their premises or at those of their service providers, so that we can isolate these parts as quickly as possible at our facilities and thus prevent the forged parts from being delivered and used.

Shur-Lok International cannot work with any forged products whatsoever and we reserve the right to quarantine any parts from our suppliers which are suspected of being forged.

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2. Documents needed for the application

The Supplier is responsible for asking for any documents at the latest current index. (definition details and standards) which have not been published by Shur-Lok. The documents and standards referred to directly or indirectly in the contracts shall apply. If no version is specified, the latest valid version shall apply.

The list below gives the main standards that may be needed for the application:

- **EN/AS/JISQ 9100** Quality Management Systems Requirements for Aeronautics, Aerospace and Defence Organisations
- **EN/AS/JISQ 9110** Aerospace Series Quality systems Model for quality assurance applicable to maintenance organisations.
- **EN/AS/JISQ 9120** Aerospace Series Quality management systems Requirements applicable to stockists-distributors
- **EN/AS/JISQ 9131** Aerospace Series Quality management systems Non-conformity documentation
- **EN/AS/JISQ 9134** Aerospace Series Quality systems Guideline for Supplier chain risk management
- EN/AS/JISQ 9102 Aerospace series Quality systems First paper review
- **EN/AS/JISQ 9103** Aerospace Series Quality management system Management of variation in key characteristics
- ISO 9001 Quality management systems Requirements
- NF L 00-015 Aeronautics and space Quality management and quality assurance Declaration of conformity
- **ISO/IEC 17025** General requirements concerning the competence of testing and calibration laboratories
- **IS0 14001** Environmental Management System Specifications and Guidelines for its use
- **ISO 45001** Occupational health and safety management systems Requirements and guidance for their use
- **GRAMS** General requirement for aerospace and material suppliers (AP2190)

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3. Terms and definitions

3.1. Abbreviations FMECA Failure Modes, Effects and Control Analysis Criticality

CA/PA Corrective Action/Preventive Action

ACN Airworthiness Competent Authority

AQAP Allied Quality Assurance Publication (NATO)

ASD-EASE Aerospace and Defense European Association for Supplier Evaluation

NDT Non-Destructive Testing

DC Declaration of conformity

EASA Form 1 European Aviation Safety Agency Authorised Release Certificate

IAQG International Aerospace Quality Group

MCE Requirements Compliance Matrix

Nadcap National Aerospace and Defence Contractors Accreditation Program

OASIS Online Aerospace Supplier Information System

PRI-Nadcap Performance Review Institute Nadcap

PV Report

HSE Health Safety Environment

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3.2. Definitions

The terms used are specified by ISO9000, EN/AS/JISQ 9100 and EN/AS/JISQ 9120, with the following additions:

Approval: Result of an evaluation that allows Shur-Lok to contract with the Supplier.

Order: means an order given to a Supplier to deliver a specified product on agreed terms which may be placed as part of a purchase contract or independent of any previous agreement.

Contract: Agreement between Shur-Lok and a Supplier which details the terms and conditions of a purchase or a set of purchases. A purchase contract may specify one or more orders or only detail the conditions for issuing and accepting subsequent orders.

Definition: All the documents/data cited in the contract that constitute the technical standard for the product (drawing and associated documents, technical specifications, classifications, technical documents, special instructions of the contract, etc.).

Batch: A set of products which meets the same technical definition, and which has common manufacturing/control conditions (same production and/or same manufacturing campaign, etc.).

Official body:

- the Quality Assurance Representative (QAR) for military equipment,
- the Competent Airworthiness Authority (CA) for civil aircraft,
- if applicable, the body delegated by an official body above.

Special process: In addition to the manufacturing operations defined as special processes by EN9100, the Non-Destructive Testing operations. (NDT) are assimilated to this category.

Dealer/Stockist/Distributor: A supplier who buys and resells products without modifying them from their original definition.

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4. Quality Management System

4.1 General requirements

4.1.1. Prerequisites

[4.1.1a] As a party involved in the design, production or repair of mainly aeronautics and space products, as well as in the provision of intellectual services, the Supplier must have a quality system which is certified by an internationally recognised certification body (other party).

[4.1.1b] The information collected as part of the certification (audit

report and details of the score achieved) must be available to Shur-Lok.

[4.1.1c] The requirements of the EN/AS/JISQ 91XX (9100/9110/9120 standard according to its areas of activity) are applicable.

[4.1.1d] If the share of its activity in the aeronautics and space sector

reaches 50%, the Supplier must be EN/AS/JISQ 91XX certified and be registered in the OASIS database.

[4.1.1e] In all other cases, ISO 9001 certification is required.

[4.1.1f] If it is not certified to the required level, the Supplier must prove

that it is engaged in a certification process or is qualified by SLI following an audit.

[4.1.1g] For military equipment, the requirements of the AQAP21XX standard (2110/2120/2130) are applicable.

[4.1.1h] The Supplier must ensure, by taking appropriate and permanent measures, that its Quality Management System is continually maintained and improved, in particular for the activities during the production of the product:

- by means of audits, equipment and processes, in its workshops and at the premises of its own Subcontractors,
- by monitoring corrective actions,
- by periodically assessing its level of production quality by means of appropriate measurements, by providing specific indicators at Shur-Lok's request (return rate, punctuality, failure rate in final inspection, etc.).

[4.1.1i] The Supplier must participate in the development process

by introducing a system for the prevention of industrial risks based on environmental and social protection standards.

for example ISO 14001 and ISO 45001.

[4.1.1] The Supplier must inform Shur-Lok of changes to its

Quality Management System (restriction of scope, changes to certifications...) within 48 hours.

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4.1.2. Access rights

[4.1.2a] The Supplier must allow Shur-Lok's representatives, including authorised third parties, accompanied if necessary by its principals and/or the Official Bodies, free access to the part of the workshops and inspection stations which are involved in the production of Shur-Lok's supplies, as well as to freely consult all corresponding records.

[4.1.2b] The Supplier undertakes to provide them with any assistance that they may need so that they can perform their tasks as well as possible.

[4.1.2c] This requirement also applies to the Supplier's Subcontractors who must be informed accordingly.

[4.1.2d] The Supplier must inform Shur-Lok, prior to contracting, of any restrictions to information which is considered confidential and propose satisfactory access arrangements.

4.1.3. Cost control

[4.1.3a] The Supplier is responsible for the management and control of all the costs for all the products and services supplied to Shur-Lok, at each stage of production (development, manufacturing, after-sales, etc.).

[4.1.3b] As such, the Supplier must:

- be able to present the principles and rules of its cost structure,
- ensure that Shur-Lok has control over the origin and cost management,
- implement a permanent cost reduction programme,
- assist Shur-Lok in setting up and meeting its cost targets, including proposing changes where the specification is provided by Shur-Lok.

[4.1.3c] The Supplier must identify and hedge the risks on costs relating to exposure to exchange rate variations or any other economic factors.

4.1.4. Logistical strength

[4.1.4a] In order to demonstrate its ability to adapt its production reactively to changes in the demand from Shur-Lok, the Supplier must identify all the constraints that have a bearing on the industrial plan.

[4.1.4b] Flexibility rules in the expression of need are drawn up at the initiative of Shur-Lok. These rules are based on firm, flexible and forecast periods. In the event of sudden and/or significant changes in demand, the Supplier must draw up simulations and present the consequences to Shur-Lok.

[4.1.4c] The Supplier must be able to manage the flexibility resulting from its risk analysis. It must at any time be able to anticipate anything that may disrupt the flow of components and assemblies within the production and delivery processes.

[4.1.4d] The Supplier is responsible for making sure its own Subcontractors meet the required responsiveness.

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4.2 Documentation requirements

See specific ISO 9001 or EN9100 requirements.

4.3. Configuration management

[4.3a] The Supplier must be able to manage the configuration of the supplies during the the various implementation phases entrusted to them.

[4.3b] If the Supplier proposes working standards which are different to those specified by Shur-Lok, the Supplier must prove that they are equivalent and submit their application for use on products for approval by Shur-Lok, which reserves the right to terminate the contract. [4.3c] Any process change must be approved in advance by Shur-Lok

[4.3d] If Shur-Lok amends a document specified in the contract, the

Supplier must inform Shur-Lok of the application of this change to the product. Reminder: The control of the configuration management process is a requirement of the EN/AS/JISQ 9100 and AQAP 2110 series standards.

5. Responsibilities of the Management

See specific ISO 9001 or EN9100 requirements.

6. Resource management

6.1. Provision of resources

[6.1a] The Supplier must have a policy and processes which allow it to manage its resources based on Shur-Lok's needs.

[6.1b] The Supplier shall ensure on an ongoing basis that it has the operational resources: in terms of equipment and staff, including its Subcontractors, to meet Shur-Lok's needs. The supplier can handle all the deadlines regarding its critical resources (equipment supply,

operator training, etc.) and systematically analyses future needs for these specific areas.

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6.2. Human resources

[6.2a] The Supplier must ensure that the skills level of staff, who are in particular responsible for the programme management, Quality and production functions, are maintained at a sufficient level in line with Shur-Lok's needs.

[6.2b] The Supplier must be proactive in terms of managing and planning its human resources, by ensuring that Shur-Lok's needs are clearly identified and taken into account. [6.2c] The Supplier must be able to demonstrate that the staff responsible for working on Shur-Lok products have the qualifications and experience required to meet Shur-Lok's needs and objectives.

6.3. Infrastructure

[6.3a] In the event of changes to the infrastructure (relocation, redesign, etc.), the Supplier must specify and implement the necessary measures to maintain product quality. [6.3b] The Supplier must inform Shur-Lok of any changes to its industrial systems before they are implemented.

[6.3c] The Supplier must take steps to ensure the security of its facilities, storage areas and logistics to avoid any risk of inappropriate use of the products concerned by the contract.

6.4. Working environment

See specific ISO 9001 or EN9100 requirements.

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7. Product production

7.1. Planning of the product production

[7.1a] The Supplier must have a policy and processes which allow it

to manage the production planning entrusted to it by Shur-Lok.

[7.1c] If requested, the Supplier must draw up and keep updated a Product Quality Assurance Plan in accordance with Shur-Lok's requirements.

[7.1d] The Supplier must have a policy and processes which allow it

to manage and store its stocks properly.

[7.1f] The Supplier must have, as a minimum, a

project management policy which is appropriate to the complexity and risks of the service requested.

[7.1g] The Supplier must appoint a project manager with authority over the delivery of all the parts of the project: quality, performance improvement, OTD management, risks,....

[7.1h] The Supplier must manage the structure of the project coordination process (organisation, planning, management tools, project reviews, management of critical resources).

[7.1i] The Supplier must ensure that its Subcontractors follow

a project management policy which is in line with the same criteria whenever necessary, and must be able to demonstrate that its Suppliers are able to meet these requirements.

7.2. Customer-related processes

[7.2a] The Supplier/Dealer/Stockist/Distributor must pass on to

Shur-Lok the technical data provided by the manufacturers, relating to the products which are concerned by the contract, as well as developments to them.

[7.2b] The Supplier is required to obtain any export licenses required for the export and retransfer of the data and equipment to the end user and/or identified third parties to be authorised.

[7.2c] The Supplier is required to inform Shur-Lok of any export regulations/restrictions concerning the data and equipment that it provides or will provide to Shur-Lok.

[7.2d] In addition, the Supplier must ensure that its subcontractors are equally committed to the requirements applicable to export licences.

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7.3. Design and development

Not applicable for Shur-Lok supplies

7.4. Purchasing

[7.4a] The Supplier must explain to its own Subcontractors the requirements which are applicable to the contract.

[7.4b] The Supplier must make sure of the distribution and management of the documents and data to its own Suppliers with the appropriate level of traceability.

[7.4c] The Supplier must have a clear policy and process for selecting and managing its Subcontractors, with at least the following steps being taken:

- · Management of the choices and approvals of the Subcontractors,
- Subcontractor performance management,
- A process for making up for delays,
- A policy and processes for continuous improvement.

[7.4d] If the Supplier is a dealer, stockist or distributor, in the event of termination of the distribution contract between the Supplier and any of its manufacturers, the Supplier must immediately inform Shur-Lok.

[7.4e] The Supplier must take appropriate measures to prevent the purchase of forged or unapproved products.

7.5. Production and service preparation

[7.5a] The Industrial Validation File must be certified by the Supplier and submitted to Shur-Lok for acceptance.

[7.5b] The Supplier must be able to manage the key characteristics identified throughout the product life cycle. This means:

- a Monitoring Plan approved by Shur-Lok during the first article review,
- an analysis of the results of the measurements of these characteristics for product and process approval by Shur-Lok.

[7.5c] The Supplier must manage the individual or batch numbers of the products if these numbers are provided by Shur-Lok.

[7.5d] The Supplier must plan its logistics activities and position them at the appropriate stages of the product production cycle.

[7.5e] The Supplier must facilitate handling and simplify the packing and unpacking.

[7.5f] The Supplier must implement the relevant logistical solutions with its Subcontractors in order to reduce risks and costs throughout the Supply-Chain.

[7.5g] The Supplier must work with Shur-Lok at the industrialisation stage, on the packaging, packing, identification, protection, handling and storage of the product.

[7.5h] The Supplier must guarantee the availability of the product and the associated handling resources at all times, in cases where Shur-Lok is responsible for the transport.

[7.5*i*] The special processes (including testing laboratories) used must be qualified and all special processes covered by PRINadcap must be accredited by this body.

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7.6. Control of monitoring and measurement systems

[7.6a] The Supplier must implement methods to assess the reproducibility and repeatability of the systems used.

[7.6b] The Supplier must ensure that any calibration laboratory used is recognised by an approved national or international agency.

[7.6c] Any decommissioned system must be properly identified, and its conditions of use controlled.

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8. Measurement, analysis and improvement

8.1. General remarks

In order to provide its customers with a guarantee that the quality, costs and deadlines of its services are met, Shur-Lok is committed to a policy of risk reduction and asks its Suppliers to commit to a similar approach.

[8.1a] The Supplier must implement standard quality systems such as: 5P, Ishikawa, Fast-8D/IMPACT-8D, 5S, FMECA. It is understood that we shall not require our systems to be used if the supplier specifies and demonstrates that it uses equivalent systems.

[8.1b] The Supplier must have a process for identifying and managing risks (technical, production, financial, commercial, obsolescence, etc.) that may affect the processes used to produce Shur-Lok products.

This risk management process must include the following four steps:

- Identification of potential risks,
- Risk assessment and mapping,
- Decision on and implementation of action plans to deal with the risks,
- Monitoring, follow-up and reporting on risk-related actions.

This process must be repeated throughout the life of the business with Shur-Lok and must be supported by Risk Reviews conducted at regular intervals by the Supplier.

[8.1c] The risk management process, mapping and action plans can be provided to Shur-Lok upon request.

Any significant risk that may impact Shur-Lok must be made know immediately, along with the action plans to mitigate it.

[8.1d] To conduct its periodic assessment, the Supplier must use a structured methodology, as recommended by EN/AS/JISQ 9134, and apply it both to itself and to all its Subcontractors.

[8.1e] The Supplier must identify the products, processes or data records that are potentially obsolescent. It must inform Shur-Lok and propose risk reduction solutions.

8.2. Monitoring and measurement

8.2.1. Customer satisfaction

See specific ISO 9001 or EN9100 requirements, but in all cases the supplier must have an export quality indicator.

8.2.2. Internal audits

[8.2.2a] The Supplier's internal quality audits must also cover the processes used, the products manufactured and accepted for final inspection, and compliance with Shur-Lok requirements.

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8.2.3. Process monitoring and measurement.

[8.2.3a] The Supplier must implement a Process Control approach, if necessary, with the implementation of Statistical Process Control systems (control charts, etc.).

[8.2.3b] In the event of delays and/or shortages, the Supplier must provide Shur-Lok with

- A root cause analysis,
- The list of corrective and preventive actions,
- Catch-up plans,
- The results of the effectiveness of the action steps taken.

[8.2.3c] The Supplier must only supply items produced from a manufacturing range that has a positive approval in an Industrial Validation File.

[8.2.3d] The Supplier must inform Shur-Lok of any changes in the manufacturing conditions.

8.2.4. Product monitoring and measurement

Reminder: The Supplier shall be responsible for drawing up the final release document; through this document, it guarantees compliance and, in the relevant cases, airworthiness, and must inform Shur-Lok of any discrepancies between the text of the order and the regulatory texts in the cases where these documents are not compatible or contain discrepancies.

[8.2.4a] The product must be accompanied by documents which certify its compliance with the order and current regulations:

• In all cases, a Declaration of Conformity which also mentions, if applicable:

• The reference of the definition or specification used, with its version (index or technical amendment number),

• The references of all the acceptance documents by Shur-Lok of non-conformities affecting the product, including its components,

- The reference of the Shur-Lok claim document, if this is a re-delivery after return to the Supplier,
- If it is a resale, a copy of the Declaration of Conformity issued by the manufacturer as above,
- If it is a raw material or a semi-finished product (bar, sheet, tube, etc.), an inspection and test report, in line with the requirements of the definition (technical specifications),
- If the Supplier uses stamps, electronic signatures or any other means to identify the person carrying out the control, the correct operation of these means must be monitored to ensure that the control is carried out by an authorized person, to avoid misuse / double use and to ensure that the stamp, electronic signature or other remains legible at all times.
- [8.2.4b] The contract or definition may require on a case-by-case basis:
- an acceptance test report,
- a measurement report according to the requirements specification

[8.2.4c] In all cases, the supporting documents must be explicitly associated with the products and accessible without breaking the packaging.

[8.2.4e] The Supplier undertakes that the following are compliant with the contract:

- the product,
- the supporting documents.

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8.3. Control of non-conforming product

[8.3.a] The Supplier must deal with the products that do not comply with the contract in accordance with EN9131 and the additional quality requirements of Shur-Lok. [8.3.b] The Supplier must submit any non-conformities to Shur-Lok for acceptance before

[8.3.b] The Supplier must submit any non-conformities to Shur-Lok for acceptance before delivery. No product which is subject to a claim which is being examined or has been rejected by Shur-Lok may be delivered by the Supplier without the prior written consent of Shur-Lok.

[8.3.c] Should any non-conformities or suspected non-conformities to do with the product be identified after delivery, the Supplier must inform Shur-Lok in writing within 24 hours. In the event of deliveries that do not comply with the order, Shur-Lok reserves the right to claim from the Supplier all costs arising from the non-conformity of products and services. Shur-Lok also reserves the right to invoice administrative fees of 500€ per non-conformance. Cases of non-compliance may include, but are not limited to, the following:

• non-conformity upon receipt at Shur-Lok or its customer's or subcontractor's premises,

- derogations,
- non-conformity detected when in operation at Shur-Lok's or its customer's premises.

In the event an insufficient quality control of the products or services which are delivered, Shur-Lok reserves the right to carry out additional inspections and monitoring at the expense of the Supplier and possibly at its premises.

In the event of a defect concerning the product or service detected after delivery to Shur-Lok's customer, Shur-Lok reserves the right to ask the Supplier to correct the defect. The terms shall be agreed between the Supplier, Shur-Lok and, where applicable, the Official Bodies, as well as the customer for:

- jointly determining the causes of the incident,
- triggering the necessary action steps:
- the removal of the defect from products which are being manufactured,
- the maintenance in service of the delivered product.
- agreeing the terms of application of the guarantee claim process.

In the event of a recurring defect in the product or delivered service, Shur-Lok reserves the right to apply penalties.

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8.4. Data analysis

[8.4.a] The Supplier must monitor customer satisfaction by means of performance reviews (quality/logistics) and make these available to Shur-Lok.

8.5. Improvement

[8.5.a] The Supplier must demonstrate the implementation of a comprehensive continuous process improvement policy. Progress initiatives must be organised in a project format. [8.5.b] The Supplier must formalise these progress plans by means of quantified objectives and relevant indicators that make it possible to check that the action steps undertaken, do indeed lead to the achievement of the objectives.

[8.5.c] The success of the progress plans must be formally monitored by the Executive Management in order to:

- ensure that the objectives are met
- take necessary and sufficient measures in the event of deviation.

[8.5.d] These indicators and associated objectives must be at least consistent with and equal to the Shur-Lok objectives and specifications.

[8.5.e] Shur-Lok's claims sent to the Supplier must be subject to a causality analysis of the origin of the fault and its non-detection so that efficient corrective measures can be implemented.

8.6. Respect of target dates

[8.6.a] The Supplier is required to comply with the standard target dates indicated in Shur-Lok's orders. The Supplier cannot claim any liability from Shur-Lok afterwards in the event of a delay in their delivery unless he has reported any anomaly or claimed any missing item in due time. Shur-Lok reserves the right to invoice the supplier for late payment penalties of 1% per day late (capped at 10%). These penalties will be discussed after agreement based on the monthly scorecard. Shur-Lok will also reserve the right to charge the supplier an administrative delay management penalty.

9. Special requirements applicable in Shur-Lok orders

GRAMS General requirement for aerospace and material suppliers (AP2190) If you have any questions, please call Shur-Lok International during the contract review.

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Ind.	Date	Modifications	Issuer	AQ	Auditor
3	13/09/05	Modification of §9: Technical documentation	D. Blavier	D. Blavier	S. Boutet
4	10/01/07	Modification of § 16: traceability	D. Blavier	D. Blavier	S. Boutet
5	21/05/08	Addition of traceability requirement in §9	D. Blavier	D. Blavier	Y. Decoeu
6	21/02/12	Complete redesign according to EN9100C	D. Blavier	D. Blavier	E.Simonis
7	15/5/17	Chapter 9	ВМО	SAB	ВМО
8	12/11/2018	References page 1 following auditor's note & infringement awareness	ВМО	SAB	BMO
9	10/01/2020	Update of §1.3 forgeries	ВМО	MWI	ВМО
10	24/01/2020.	Taking the environment into account	BMO	MWI	BMO
11	11/07/2023	Modifications on §4.1.1, 1.3 et §8.2.4	MWI	MWI	MML
12	11/07/2023	Requirements related to "Target dates"	RCH	MWI	MML

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