



Historical

Index	Date	Name	Object
/	09/02	G. LE GOFF	Creation
A	07/08	- A.SOY	Following CAR N° 7 Audit 2008, CCPU addition according to EN 10204 3.1.B
B	11/13	A.SOEIRO	Redesign documents integration requirements EN 9100 + update following Audit BV 2013 (ISP+Archiving). +ROHS and REACH taken into account.
C	04/17	I.GUEDOU	Addition of Grams following Airbus Requirement and avoid FOD (Foreign Object Damage).
D And	06/2020 09/2023	I.G I.G	Removal of "AR" and update following the evolution of EN9100. Update following Environmental Management and Occupational Health and Safety, and new requirements from certain contractors.

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1°) PURPOSE

This document defines the requirements applicable to JACOTTET-INDUSTRIE suppliers.

Suppliers and subcontractors may be:

- Manufacturers
- Subcontractors
- Standard product supplier or catalog
- Special processes
- Raw Material Resellers
- Distributors
- Carriers
- Service providers and others

Special requirements, complementary to this document, may be indicated on contracts or orders.

2°) PURPOSE

To obtain and maintain a level of quality, for supplies and services, meeting the requirements of JACOTTET INDUSTRIE, and its principals.

This document is applicable to all aeronautical products or services purchased by JACOTTET INDUSTRIE.

This document constitutes a contractual obligation when referenced on contracts or orders.

The quotations of the supplier and/or subcontractor must clearly show the Tier 1 and 2 suppliers on their document. The specifications must also be included.

In this case, by accepting the contract or order, the Supplier undertakes to comply with the clauses defined in this document.

Any deviation in application must be the subject of a written agreement between the Supplier and/or supplier and the entity issuing the contract or order.

In case of contradiction, between the clauses of this document and the clauses of the contract or the order or the General Conditions of Purchase, it is the clauses of the contract and / or the order that prevail.

The supplier and/or service provider assumes full responsibility for the conformity and quality of its supply and/or service, regardless of the level of subcontracting in accordance with the technical requirements of JACOTTET Industrie, its customers and interested parties.

The supplier and/or service provider must pass on to its subcontractors the applicable requirements mentioned in the contract or order and in this document.

JACOTTET INDUSTRIE may impose sources of supply or subcontracting, in this case, the authorized sources of supply are specified on the contract, the order or the documents called by them.

The supplier is required to verify upon receipt of an order, that he has all the documents with the right index, the technical, human, skills and equipment to ensure the execution of the order. It is his responsibility to request all the information he deems necessary from the services concerned.

Acceptance by JACOTTET-INDUSTRIE does not release the supplier from its responsibility in the event that an anomaly is discovered later.

4°) REFERENCE DOCUMENTS (at the latest indices in force)

ISO 9001 : Quality Management System

AS/EN/JISQ/9100: Quality Management Systems - Requirements for Aviation, Space and Defence Organizations.

AS/EN/JISQ/9120: Quality Management Systems: Requirements for Aviation, Space and Defence Distribution Organizations.

AS/EN/JISQ/9102 : Review first article

ISO 14001: Environmental Management System

ISO 45001: Occupational Health and Safety Management System

Ordering requirements

5°) HUMAN RESOURCES AND MATERIALS

This document is applicable to any supply supplied by JACOTTET INDUSTRIE used in the composition of the equipment of its production, as well as the provision of services.

This document is contractual and is referenced in purchase orders. Any discrepancy must be the subject of a written agreement co-signed between JACOTTET INDUSTRIE and the supplier/service provider.

The personnel responsible for putting the compliant product into circulation must be identified by a control mark system or equivalent.

Supplier personnel must be made aware of:

- ✓ Their contribution to the conformity of the product or service
- ✓ Their contribution to product safety
- ✓ The importance of ethical behaviour
- ✓ Provisions for the prevention, detection and disposal of foreign bodies and prevent the use of counterfeit parts.

The supplier and/or service providers ensures that all their employees and suppliers comply with all environmental rules, as well as any environmental requirements, insofar as these are applicable.

As well as the rules for respecting workers (see chapter 18).

6°) GENERAL OBLIGATIONS OF SUPPLIERS AND/OR SERVICE PROVIDERS

- 6-1)** The supplier is fully responsible for ensuring the conformity of its supply and that which it may be required to subcontract with the technical requirements, quality and other clauses of the purchase order.
- 6-2)** The possible provision to the supplier of documents relating to manufacturing and control instructions, or any other assistance are measures intended to assist the supplier. These measures shall in no way diminish the supplier's liability for the final quality of the supply.
- 6-3)** The supplier is required to submit a quality system in accordance with the requirements laid down in this document. It shall establish, document and maintain a quality management system that complies with the applicable requirements of the 9100 series or ISO 9001 standards, and the additional requirements defined in this document. And it must put in place a continuous process of improvement.
- 6-4)** Upon receipt of the purchase order, the supplier makes a complete inventory of the conditions imposed by JACOTTET INDUSTRIE to identify and implement, in good time, the quality structures and procedures, controls, special processes, test means, assemblies and tools necessary, to ensure the execution of the purchase order, in accordance with the conditions stipulated by the latter, or by the requirements of the Standards, including the general conditions of purchase recalled on each order.
- 6-5)** The supplier undertakes to report to JACOTTET INDUSTRIE, in writing and as soon as possible, any anomaly:
- ✓ occurring during manufacture, assembly or testing.
 - ✓ Occurring during transport
 - ✓ discovery after delivery of items.
- 6-6)** JACOTTET INDUSTRIE reserves the right to exercise or have exercised manufacturing and quality supervision at the premises of the supplier and its subcontractors, as well as service providers without this in any way diminishing the supplier's responsibility. Therefore, the supplier and its possible subcontractors must assure the representatives of JACOTTET INDUSTRIE, its customers and the Official Monitoring Services:
- ✓ Free access to their facilities and to any document contributing to the realization of the supply in accordance with the purchase order and the documents referenced therein.
 - ✓ Any facility to enable them to fully fulfill their mission

- 6-7)** The supplier and/or service provider undertakes to:
- comply with JACOTTET INDUSTRIE policies, accessible on the website www.jacottet-industrie.com
 - respect the internal rules in case of visit to the JACOTTET INDUSTRIE site.

7°) TECHNICAL DOCUMENTATION

The technical documentation includes all the documentation necessary for the realization of the supply stipulated on the purchase order.

The supplier ensures the management of documents relating to orders from JACOTTET INDUSTRIE to guard against the use of obsolete documents in its departments and / or workshops.

He expresses to the PURCHASING department of JACOTTET INDUSTRIE, any request for documents cited in the definition plans from the principals and ensure their validity with each new order received.

The supplier is responsible for obtaining all the elements of the definition and the standards presented or recommended by JACOTTET INDUSTRIE, but not published by it.

For all parts intended for Airbus, suppliers are obliged to refer to GRAMS, ARL and others (...) and to comply with these requirements.

8°) MEANS OF CONTROL

The supplier's quality system provides formally, for the technical acceptance, periodic calibration, adjustment, repair or replacement of the means, in order to ensure the precision necessary for the control of the supply.

These means are calibrated under environmental conditions compatible with their accuracy and use.

The standards used are periodically compared to standards of superior precision, attached to an accredited organization.

The calibration reports are analyzed and kept by the supplier and presented at any request of JACOTTET INDUSTRIE.

The means of verification and testing in manufacture and inspection, as well as the measurement standards, shall be physically identified in order to identify the date on which they were calibrated and the date of their next calibration, or their withdrawal from use.

Protective measures are provided for during periods of non-use of these means.

Each device concerned shall be isolated and properly identified in the event that it is not in use.

If a device returns from calibration out of tolerance, an analysis must be conducted to determine the impacts on the results and if production was concerned, and make a containment to verify compliance.

9°) SUBCONTRACTING and SERVICE PROVIDERS

The supplier's quality system must, in the event of subcontracting of all or part of the supply:

- ✓ To ensure that this supply complies with the quality requirements of JACOTTET INDUSTRIE.
- ✓ Provide for the implementation of procedures to:
 - Select and approve subcontractors based on the evaluation of their possibilities.
 - Systematically pass on to subcontractors all the conditions required by JACOTTET INDUSTRIE
 - Check that the procedures of the subcontractors meet the conditions required by JACOTTET INDUSTRIE.
 - Ensure the quality of the supplies produced.
 - Control, following anomalies or non-conformities possibly detected, the implementation of appropriate corrective actions and verify their effectiveness.
- ✓ Provide for periodic monitoring of the subcontractors' quality system to verify its effectiveness.

The supplier must set up a periodic monitoring process for its subcontractors adapted to the risks identified and the type of product concerned and including at least:

- maintaining compliance with the applicable requirements of the buyer
- the measurement of the level of performance (product quality and compliance with deadlines)

This requirement also applies to suppliers imposed by the buyer.

As part of the execution of the order, the supplier may use one or more third-party companies to perform all or part of its services.

Any second-tier subcontracting is prohibited except for special processes. Any call for subcontracting of the JACOTTET INDUSTRIE order by the supplier can only be done after the express agreement of the Quality Department of our company.

The supplier and/or service providers must comply with the list of subcontracting suppliers approved by JACOTTET INDUSTRIE (reference IMP 016-02 at the last index in force) or the requirements of the principals mentioned on the order.

10°) INDUSTRIALIZATION

During the design phases, the supplier must identify the critical elements that have a significant impact on the realization of the product (functions, parts, software, characteristics, processes, subcontractor, etc.). For these critical elements, the supplier must put in place an action plan to ensure control.

The supplier shall establish and maintain:

- ✓ The manufacturing, repair and control ranges (with critical elements, key characteristics...)
- ✓ Detailed work instructions (tests, checks, etc.)
- ✓ The tracking sheets accompanying the articles in progress and/or repair, listing each operation. These sheets must be stamped as and when the operations are carried out.

The supplier must ensure the physical and professional abilities of its personnel. The checks necessary for the performance and testing of the supply must be carried out by personnel authorized by the supplier's Quality Department.

In the case of implementation of special processes, JACOTTET INDUSTRIE may be led to verify itself that the conditions and means put in place are indeed satisfactory.

11°) Special processes

In the case of subcontracting of special processes, the applicable reference system is called on the plan, order or other document (e.g. Quality Plan).

12°) NON-COMPLIANCE

The supplier defines and applies a procedure for the treatment of non-conforming supplies, it provides for the establishment of a tracking system capable of identifying non-conformities.

It puts in place the procedures and means for the necessary corrective actions. The supplier must have a system in place that can:

- ✓ Initiate actions necessary to contain the effects of non-conformities
- ✓ Take action to correct any discrepancies or non-conformities.
- ✓ Isolation, containment, return or suspension of supply of products
- ✓ Counterfeit parts, or suspected counterfeit parts, must be controlled.
- ✓ Verify the effectiveness of the measures taken.
- ✓ Avoid the recurrence of non-conformities or anomalies.
- ✓ Keep JACOTTET INDUSTRIE informed in writing.
- ✓ Obtain an authorization of acceptance by derogation from JACOTTET INDUSTRIE, and where applicable, from the customer.

Non-compliant supplies are individually identified and isolated at the supplier to avoid mixing with compliant supplies. For this purpose, the supplier is required to have special storage premises.

For all parts destined for Airbus, non-compliant supplies must be subject to a cause analysis, with an action plan according to their requirements.

This analysis must be sent to the Product Quality Manager at JACOTTET INDUSTRIE.

The rejected supplies are mutilated or destroyed (provide a destruction report), those subject to a restriction of use and sent to JACOTTET INDUSTRIE, at its request or agreement, are dissociated from the normal supplies, clearly identified and are the subject of a separate anomaly sheet, in order to avoid any subsequent assignment error upon receipt at JACOTTET INDUSTRIE.

Non-conformities must imperatively be the subject of a credit note and a re-invoicing after delivery of new parts or retouched parts.

Suppliers and/or service providers must inform JACOTTET INDUSTRIE's purchasing department by email or mail of any event that has occurred or is likely to occur with a potential impact on the environment. In addition, where they are involved, they must implement appropriate corrective measures.

13°) QUALITY MONITORING

The supplier is responsible to the buyer for the quality of the supplies delivered, and compliance with the regulations for the products used. It shall take all necessary measures to ensure compliance with the rules, procedures and specifications defined and put in place to achieve the set goal, in particular:

- ✓ It carries out surveillance in the form of audits of procedures and processes in its workshops and at its subcontractors and/or service providers to judge the means implemented and the results obtained to ensure the required level of quality and to verify the effectiveness of the corrective actions taken.
- ✓ It carries out quality audits or samples on items accepted by its control staff.
- ✓ It initiates and takes the necessary corrective actions.

Suppliers and subcontractors are evaluated through non-conformities. Prices, communication and timeliness are also taken into account in the evaluation.

A follow-up of certain suppliers may be planned and a collaboration may be set up by documents or by any other action that JACOTTET INDUSTRIE would find relevant.

In the event of a major problem, JACOTTET INDUSTRIE may carry out an Audit at the supplier' s and/or subcontractor and/or service providers.

Verification activities can be carried out depending on the risks identified at JACOTTET INDUSTRIE. This may include the following means of control/verification: documentary audit, on-site audit, etc., periodic tests when there is a high risk of non-compliance, in particular of counterfeit parts.

The supplier must identify and manage the risks associated with procurement (of processes, products and/or services, and obsolescence), as well as those associated with the selection and use of external service providers.

The supplier must have an appropriate understanding of their direct or lower-ranking external contractors to ensure that requirements are met.

Where the supplier delegates verification activities to its subcontractor, delegation requirements shall be defined and a record of such delegation shall be maintained.

The supplier implements procedures to prevent the use of counterfeit parts (staff training, control of supplies, traceability from the manufacturer to receipt, controls, market information). If parts are suspicious, they are isolated in quarantine.

14°) PACKAGING AND DELIVERY

The supplier is responsible for the protection conditions during manufacture and shipment of the product. The supplier's Quality system provides that the supply is dispatched, accompanied by a declaration of conformity drawn up in accordance with NFL 00-015 (at the latest indices in force) and endorsed by an authorized representative of the supplier.

For raw materials, a Material certificate must be provided indicating in particular the chemical composition, mechanical characteristics, delivery status and various traceability elements according to EN 10204 (at the latest index in force). The supplier must also provide a dimensional inspection report of the parts made in its workshops.

The supplier's Quality System must take all necessary measures to protect the supply against shocks, FOD, corrosion, counterfeiting and pollution.

The date of manufacture of expired or shelf-life products must be indicated on the packaging.

Unless otherwise specified on the contract or order, the shelf life of the expired products delivered must be at least equal to the delivery date at 80% of the maximum shelf life.

For service providers and/or subcontractors, the products used must be accompanied by their SDS (Safety Data Sheet).

Suppliers of chemicals are obliged to supply products that comply with the Regulation on the Classification, Labelling and Packaging of Chemicals and Mixtures and the provisions of the Globally Harmonized System.

Suppliers of dangerous goods must comply with ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road) obligations.

Where applicable, products or packaging must bear an indication of compliance with ROHS regulations.

The supplier shall, as far as possible, use recyclable materials for the packaging and packaging of products.

Polystyrene packaging "chips" are prohibited.

15°) TRACEABILITY

The supplier makes all arrangements for the identification of the products, upon receipt as well as during all phases of production, until delivery. And perform a location in its documents (ranges, follower sheets, report,...) to situate a supply in relation to the results.

A follower sheet type document, reading each of the operations to be performed, must follow the products being manufactured, assembled and controlled.

The supplier must put in place a traceability process to find for a given product or batch of products:

- the status of the applied definition file in relation to the applicable definition file
- the status of the manufacturing and control file applied in relation to the applicable manufacturing and control file.
- the history of realization (manufacturing, assembly, control, operators)
- for each operation, the quantities of products accepted and refused,
- non-conformities found in relation to the applicable definition, manufacturing and control file
- the documents recording the checks carried out.

The traceability rules put in place must allow a given product or sub-assembly (or batch of products or sub-assemblies) to be able to identify all batches of components or raw material batches concerned.

The supplier or subcontractor must ensure at the acceptance control that the material supplied complies with that mentioned on the accompanying documents (order, plan etc ...).

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Metal raw materials purchased by the supplier as part of the execution of the contract and/or order must be accompanied by a declaration of conformity to the order with indication of the specific inspection results (mechanical tests and chemical analysis) and the batch number.

When receiving the metallic raw materials, the supplier must ensure that the results of the tests and controls mentioned on the delivery documents comply with the product specifications (standards or benchmarks specified in the definition dossier).

The supplier must inform the buyer systematically and without delay of any notice of obsolescence or modification reported by its subcontractors and concerning the components, materials, processes used in the products of the design of the buyer.

He must ensure that his suppliers are approved by our customers. For more security, a request can be made to the purchasing department of JACOTTET INDUSTRIE.

When the supply applies to products supplied by JACOTTET INDUSTRIE, the supplier's quality system must ensure continuity of traceability.

Materials and/or items sent to suppliers, at our expense, especially for the execution of our orders, belong to us and must be returned to us at our request. These materials and/or articles, made available to the supplier by us, must be used exclusively for the manufacture of parts ordered by us.

Materials and/or items supplied to a subcontractor must be stored and identified correctly without risk of mixing, and separated from other customers.

The supplier must use the material provided on the order form or plan and may not change this assignment without our prior written agreement.

The supplier must deliver to our company (unless previously agreed in writing by us) the exact quantity of the items, which appears on the purchase order.

The information relating to the manufacture of the products (ingredients with expiry date, elastomer parts, chemicals,...) subject to a shelf life or storage period is traced on the delivery note and on the declaration of conformity with:

- the batch number of manufacture
- the date of manufacture
- the expiry date
- the date of vulcanization and designation of the material (elastomer products)
- the expiry date of storage.

The supplier makes every provision to archive traceability documents for a minimum period of 30 years (minimum) and more in some cases in accordance with the instructions of our clients or international standards. After this period, for destruction, ask JACOTTET INDUSTRIE for written consent, otherwise archiving will be considered for life.

The storage environment and media used must ensure that the data is preserved and legible throughout the archive.

16°) Control 1st Article (ISP)

The "first article" control concerns the manufacture of products for aeronautics and defence.

The 'first article' control shall apply in the event of a new definition/new manufacture, a change of process and/or supplier or a production stoppage of more than 24 months. It is carried out on elements representative of the series production.

Its purpose is to ensure that the means of manufacture and control make it possible to obtain the level of quality in accordance with the definition and the validated manufacturing conditions.

This "first item" check will be done at the request of the buyer, or when ISP requirements apply; it will be carried out on the support in accordance with the EN 9102 standard.

The ISP must validate compliance but also validate the manufacturing process.

It is the responsibility of the supplier to remake an ISP if the manufacturing conditions change (new means – new programs which may call into question the compliance and repetitiveness of the process).

It is the responsibility of the supplier to comply with the ISP-validated process in series.

17°) ENVIRONMENT

The supplier and/or service provider undertakes to comply with the legislative and regulatory requirements in force and to pass on and verify compliance with these regulations and laws to its own suppliers and/or service providers.

It undertakes to keep itself constantly informed about the REACH regulation and its updates, and to measure all the consequences of the obligations implied by this regulation.

The supplier must also comply with ROHS regulations.

The supplier must have control and supervision of easements and supplies, for example: water, compressed air, electricity, chemicals, insofar as they affect the conformity of the product.

The supplier must have provided all means to avoid FOD (Foreign Object Damage).

The supplier undertakes to:

- alert the buyer in the case of supply that may have an environmental impact
- comply with current national and local safety, health and environmental regulations.

The requirements below apply for products manufactured or delivered in the European Union. The supplier undertakes to:

- in accordance with the European regulation "REACH" concerning the registration, evaluation, authorisation and restriction of chemicals to:

- * Ensure that the use authorization has been granted for the chemicals listed in Annex XIV;
- * Inform if a candidate substance has an element with a concentration greater than 0.1% by weight;

The declaration of conformity without reservation or derogation will be equivalent to compliance with the REACH Regulation, i.e. the articles subject to the declaration do not contain a substance from the candidate list for authorisation in percentage of 0.1% M/M, on the date of delivery.

Otherwise, the declaration of conformity will indicate "REACH" and threshold exceedance and will be accompanied by a REACH declaration document.

For special process suppliers, a generic declaration of all chemical substances contained in the different processes may replace the above statement.

- * Ensure the registration of substances used;
- * - Inform, if concerned, if a substance listed in Annex XVII (substances with restrictive uses) is included in an element.
- * propose, as soon as possible, an alternative solution to the substance on the candidate list in order to ensure continuity of deliveries.

The supplier undertakes to provide the Safety Data Sheet (SDS) for all chemicals. The document must be in French if possible.

Suppliers are requested to design their products or services with limited use of hazardous substances and minimising waste (including packaging), energy, polluting air emissions and consumption of natural resources.

18°) Health and Safety at Work

The supplier must limit hazardous substances (for health and the environment) in chemicals, otherwise he will have to offer an alternative in the medium term.

JACOTTET INDUSTRIE prohibits its suppliers and/or service providers from using child labour or forced labour. The term "child" means a person below the minimum legal age for access to employment according to the provisions defined by the International Labour Organization.

JACOTTET INDUSTRIE's suppliers and/or service providers comply with regulations prohibiting trafficking in human beings. They must refrain from violating the rights of others.

JACOTTET INDUSTRIE's suppliers and/or service providers must ensure that their employees are not subjected to any physical, psychological or verbal harassment or abusive conduct.

JACOTTET INDUSTRIE's suppliers and/or service providers undertake to eliminate all forms of discrimination in employment or professional development.

JACOTTET INDUSTRIE's suppliers and/or service providers comply with the laws relating to active or passive corruption.

JACOTTET INDUSTRIE's suppliers and/or service providers support and encourage staff to escalate problems. An ethics policy must be developed to limit fraud.

JACOTTET INDUSTRIE's suppliers and/or service providers ensure that the materials used internally are not derived from minerals from conflict zones.

The authorized persons at JACOTTET INDUSTRIE reserve the right to carry out environmental or safety audits or evaluations (according to ISO 14001 and/or ISO 45001 standards), relating to the products ordered, at the supplier's premises.

19°) Risk control

The Supplier shall put in place a process of identification, periodic evaluation and reduction of risks that may disrupt the industrial process and contractual commitments relating to product quality and compliance with delivery deadlines.

These risks may be related to:

- products (technicality, use,...)
- supplies (single source, obsolescence, change of source, durability ...)
- manufacturing and product control operations
- resources (machines, computers, ERP, ,...)
- staff.

In the event of a transfer of production (from one Supplier's site to another site, outsourcing, or from a major subcontractor to another major subcontractor), an action plan must be defined and implemented by the Supplier. This plan must cover at least the following activities:

- identification of key competences
- risk analysis;
- transfer planning;
- validation;
- continuity of deliveries;
- safety stock.

The transfer plan can be communicated to the Buyer on request.



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The Supplier shall put in place provisions for the prevention, detection and disposal of foreign bodies during manufacturing, assembly, inspection, storage, maintenance, packaging and shipping.

The Supplier must implement the necessary actions (e.g. preventive maintenance) to maintain the operational maintenance of its design, production and control resources.

Safeguarding plans for industrial resources (including computer systems) must be put in place to ensure business continuity.

The supplier must be covered by an insurance contract.

