

Form Name: **Suppliers' Special Quality Requirements**

Form no.: **QA6F1-E**

Revision: **7**

Date: **08/05/2022**

1. **General Requirements:**
  - 1.1. The supplier shall maintain a Quality Management System (QMS) according to AS9100 D and/or ISO 9001:2015.
  - 1.2. For orders designated for the aerospace customer the following requirements are mandatory, as well as requirements of the final customer.
  - 1.3. The supplier shall ensure that the persons performing activities related to BTI requirements are aware of their contribution to product or service conformity, product safety and ethical behavior.
  - 1.4. BTI's suppliers are subjected to yearly performance evaluation (Quality and OTD) Supplier performance rating below the accepted level will result a request for improvement plan.
2. **First Article Inspection report - FAI and process changes:** (not applicable for raw materials and catalog items)
  - 2.1. FAI Reports will be attached to each samples' lot for BTI approval before each serial production. The review will include samples' findings and serial production performance level (manufactured parameters, measuring tools and results, sampling plan).
  - 2.2. The reviews will be submitted in BTI forms / supplier's FAI forms (if AS9100 certified).
  - 2.3. Measuring tool must be specified in the report and actual measuring value and measuring tool calibration date.
3. **Notification of changes and non-conformances**
  - 3.1. The supplier shall notify the customer of any change in the product or process (including change in supplier or work transfer)
  - 3.2. The supplier shall notify the customer of any nonconformance in the process.
  - 3.3. A written waiver shall be requested in advance for any nonconformance in the production process. The request shall be checked by the customer and approved if possible. Nonconformance without an approved waiver signed by the customer will not be accepted.
4. **Raw Materials:**
  - 4.1. Raw materials approval: C.O.A certification according to formal order shall be subjected to BTI for approval prior to shipment.
  - 4.2. profile suppliers are required to submit COC & COA certifications and measurement reports prior to shipment.
  - 4.3. Local commercial materials and profile suppliers from 6063 alloy, must submit only COC certification, unless required otherwise
  - 4.4. The Raw and profiles Materials shall be supplied from the latest revision of the applicable standard.
5. **Processes Performed by Subcontractors:**
  - 5.1. Processes shall be performed at subcontractors approved by BTI and the final customer.
  - 5.2. Despite the fact that the work is conducted by subcontractors approved by BTI, the supplier is responsible for the quality of the product, testing and documentation.
  - 5.3. Parts shall be supplied with COT. Inspection results applicable for the process must be attached.
  - 5.4. Special processes performed according to standards/specification shall be performed according to the latest revision of the applicable standard/specification, unless otherwise specified.
  - 5.5. Supplier only shall perform the work ordered. Work can be transferred to subcontractors only with in advanced approval by BTI's Quality Manager.
  - 5.6. Supplier commits to transfer relevant quality requirements to chain suppliers / subcontractors.
6. **Rigid Parts / materials:**
  - 6.1. Rigid parts / materials shall be provided by only one production lot. Manufacturer's original COC must be attached.
  - 6.2. The lot number shall be marked on the package.
7. **Marking:**
  - 7.1. Parts/materials shall be marked according to the applicable drawing or specifications and by applicable standard.
8. **Approval of deviations:**
  - 8.1. Supplier must submit a request in writing for deviation approval. The request must be signed and approved by BTI quality manger. Deviations will not be approved without BTI's signed approval.

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9. **Packaging, transportation and Foreign Object Damage (FOD):**
  - 9.1. The supplier must ensure that no damage will occur during transportation, production and storage stages.
  - 9.2. Packaging shall ensure no corrosion and mechanical damages.
  - 9.3. Packaging shall ensure a speedy parts counting verification.
  - 9.4. Each package shall include a marking specifying the product identification, supplier's name and exact amount of parts.
  - 9.5. Each shipment shall include inspection reports, invoice with order number, catalog number and revision, at least.
  - 9.6. Products shall be inspected for FOD prior to their packaging.
10. **Tractability:**
  - 10.1. Parts shall be marked with their lot number and include traceability to one production lot.
11. **Sample inspection:**
  - 11.1. Final inspection shall include all product characteristics specified in the drawing and/or specifications.
  - 11.2. If not defined by customer, the sample inspection for final inspection shall be performed according to Squeglia, AQL 2.5%.
12. **Customer right of entry:**
  - 12.1. Supplier commits to allow BTI's approved representatives and/or BTI's customer representatives and/or government's representatives to enter its facilities and provide the information needed for BTI's orders. BTI commits to notify the visits to supplier in advance.
13. **Corrective actions:**
  - 13.1. Supplier shall receive a deviation report in the event of a nonconformance. The report must be filled correctly and include proof for corrective action (that shall prevent deviation occurrence).
  - 13.2. The report shall be submitted to BTI within 10 days.
14. **Records**
  - 14.1. Records shall be maintained for a 10-year period unless the customer shall require differently.
  - 14.2. Destroying quality records of aerospace products requires prior approval of BTI.
15. **Notice of Raw Material nonconformance:**
  - 15.1. The supplier must inform BTI of any identified or suspected problem with the provided raw materials.
16. **Special Requirements:**
  - 16.1. Special requirements, critical items and key characteristics shall be specified in the drawings / specifications / order.
  - 16.2. Supplier must notify BTI as soon as possible, in case of essential modification in production process, material character or production means.
  - 16.3. Maximum weight of each package – 1000 kg.
17. **Counterfeit parts and materials:**
  - 17.1. To minimize the risk for the supply of counterfeit materials, the supplier shall meet the following requirements:
    - 17.1.1. The supplier is an authorized distributor or manufacturer.
    - 17.1.2. The supplier shall establish and maintain a method to assure traceability of the supply chain of the materials supplied from the manufacturer to the customer. The purchasing traceability shall include; factors involved in the supply chain, from the origin distributor until the direct source of purchase.
    - 17.1.3. The supplier shall attach all documents proving the traceability of the supply chain.
    - 17.1.4. The supplier shall meet the requirements of AS6174.
    - 17.1.5. The supplier shall attach an original COT/COA supplied by the manufacturer.
18. **RoHS declaration:**
  - 18.1.1. The materials and processes must meet RoHS compliance requirements
  - 18.1.2. The supplier/manufacturer Quality records must include a RoHS compliance declaration.
19. **REACH Declaration:**
  - 19.1.1. The materials and processes must meet RoHS compliance requirements
  - 19.1.2. The supplier/manufacturer Quality records must include a RoHS compliance declaration.