

Polskie Zakłady Lotnicze
Spółka z ograniczoną odpowiedzialnością
ul. Wojska Polskiego 3
39-300 Mielec
www.pzlmielec.pl

**QUALITY REQUIREMENTS
FOR SUPPLIERS
OF POLSKIE ZAKŁADY LOTNICZE
Sp. z o.o.**

KJ-06

Compiled by:

Responsible for the process:

Approved by:

Purchasing Office
Supplier Quality Assurance

Manager of Supplier
Quality Assurance Department

Quality Management
Director

Revision 13

Mielec, September 2019.

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Effective from 2019-09-19
Agreement Card Signature: DZJ/2019/09/0007-KU

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RECORD OF REVISIONS

Revision No.	Date	Reason for the change
10	May 2015	Introduced changes regarding the UTC requirement. Updated provision in par. 7.3 "Design and Development". Provision in par. 8.3.1.2 regarding the potential nonconformity reporting process has been made more specific. Defined a procedure for reporting nonconformity found during production at the supplier's location. Introduced requirements for qualification and supervision of suppliers of critical parts.
11	June 2016	Document updated to comply with organizational changes; editorial changes of the document and annexes to comply with the changes in the instruction ITT-09.602.01.
12	November 2017	Introduced changes to bring the document to compliance with the new revision of AS9100, ISO 9001 and AQAP 2110. Table no.1 with the SAC and PWC requirements updated. Adjustment of the instruction layout and annexes to comply with PJ-4.2-01 rev. 19 Documents Control requirements.
13	September 2019	Introduced requirements concerning concession in line with the Act of June 13, 2019.

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Export control notice: This process is subject to export control, thus it includes steps which ensure compliance with bonding Polish and American export regulations. Employees of Polskie Zakłady Lotnicze are obliged to follow these regulations according to export directives contained in WSK KJ-02 Manual and PR 07-02-004. If an employee does not understand imposed export obligations or needs assistance, he/she should contact ITC Office.

Violation of export regulations: Employees of Polskie Zakłady Lotnicze are obliged to report immediately any potential cases or suspicions of violation of regulations according to IP-00.3-02 to their superior and/or ITC Audit and Follow Up Actions Specialist or ITC Office.

Refusal lists and sanctions: Polskie Zakłady Lotnicze may not participate in activities or transactions with parties, countries or individuals identified in refusal lists. Prior to commencing co-operation with a specific subject (including employment of a new employee/contractor) this subject/ individual must be verified using a shortened instruction: [Refusal lists and sanctions](#).

Jurisdiction and export classification: Prior to any transfer (export, re-export) of goods or technical data, employees of Polskie Zakłady Lotnicze should confirm jurisdiction and classification using a shortened instruction: [Jurisdiction and export classification](#).

Marking – export identification: At the moment of generating documents and before shipment of goods, employees of Polskie Zakłady Lotnicze are obliged to make sure that all articles/ technical data are identified in compliance with a shortened instruction: [Marking – export identification](#).

Documentation storage: Employees of Polskie Zakłady Lotnicze must follow all regulations concerning storage of export documentation. All documentation related to the processes controlled by export control provisions should be stored in accordance with a shortened instruction: [Documentation storage](#).

Polish permissions: Employees of Polskie Zakłady Lotnicze must ensure that during export of goods subject to control abroad Poland, proper and valid permission exist. Prior to turnover transaction provisions of a shortened instruction: [Polish permissions](#) should be learnt and followed.

ITAR contracts management: Employees of Polskie Zakłady Lotnicze are obliged to assure that during transfer (both domestic and international) of goods/ data/ services subject to American export control regulations, there exist applicable and valid license agreements for regulating this transfer. Prior to any transfer of goods/ data/ services subject to American export control regulations provisions of a shortened instruction: [American export regulations](#) should be followed.

Control over third parties: Employees of Polskie Zakłady Lotnicze are obliged to ensure that all persons/ third parties involved in any business relations (including business visits on PZL area) were informed about valid export control regulations and follow them accordingly. Employees of Polskie Zakłady Lotnicze must control third persons/ parties in accordance with provisions of a shortened instruction: [Control over third parties](#).

IT security: Employees of Polskie Zakłady Lotnicze must ensure that all requirements and directives concerning access to IT systems containing controlled data are satisfied. Also, they should follow the rules of safe use of mobile phones, computers and other IT devices which could be a potential source of leakage of export controlled data. All activities must be accomplished in accordance with provisions of a shortened instruction: [IT security](#).

Business trips: Employees of Polskie Zakłady Lotnicze travelling abroad for business or privately are obliged to undertake specific steps to follow applicable legal provisions including export control regulations. Moreover, the employees must follow rules and limitations concerning business trips with IT equipment containing technical data subject to export control according to a shortened manual: [Business trips](#).

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Concession: Employees of Polskie Zakłady Lotnicze must ensure that during activities connected with manufacture and turnover of explosives, weapons and military or police goods and technologies, all requirements applicable to licensed activity. Before commencing activities connected with manufacture or turnover of licensed goods provisions of a shortened instruction [Concession](#) must be learnt and followed.

INTRODUCTION

Customers of Polskie Zakłady Lotnicze Sp. z o.o. require safe and high-quality products and services, which makes it necessary to definitely and continuously improve the quality management system. Therefore, the suppliers are required to employ a quality management system that meets the minimum quality requirements of Polskie Zakłady Lotnicze Sp. z o.o. as specified herein.

The complexity of manufactured products, which require the use of complex manufacturing processes, and responsibility for manufactured products impose on Polskie Zakłady Lotnicze Sp. z o.o. the obligation to qualify, supervise and verify suppliers. The fact that the supplier has a quality management system certificate does not mean that Polskie Zakłady Lotnicze Sp. z o.o. automatically approves him as a supplier, but it is of significant importance for the approval. Polskie Zakłady Lotnicze Sp. z o.o. evaluate and select suppliers based on their ability to meet the quality requirements; the scope and nature of supervision over the supplier depends on the impact of delivered products and/or services on the production process and final product.

This document uses the requirements of ISO 9001:2015 – Quality Management Systems - Requirements as a basis and is supplemented by additional quality requirements for suppliers of Polskie Zakłady Lotnicze Sp. z o.o.

In order to facilitate the understanding, use and application of these additional requirements, the numbering scheme in accordance with ISO 9001:2008 has been used.

1 SCOPE

1.1 General provisions

This document sets out the basic requirements for suppliers of Polskie Zakłady Lotnicze Sp. z o.o., which have to be met to qualify and approve suppliers and are a part of the Quality Management System of Polskie Zakłady Lotnicze Sp. z o.o.

1.2 Application

The requirements contained herein apply to all suppliers and should be met by them to the extent required by the relevant agreement/contract/order. It is a prerequisite to obtain the status of an approved supplier of Polskie Zakłady Lotnicze Sp. z o.o. In the event of any conflict between the requirements of the relevant order/agreement/contract and the provisions hereof, the requirements set out in the order/agreement/contract shall prevail.

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2 SUPERIOR DOCUMENTS

PN-EN ISO 9001:2015	Quality Management Systems - Requirements
PN-EN ISO 9000:2015	Quality Management Systems – Fundamentals and Vocabulary
AS/EN 9100:2016 rev. D	Quality Management Systems - Requirements for Aviation, Space and Defense Organizations
AS9102 rev. B.	Aerospace First Article Inspection Requirements
AQAP 2110 rev. D	NATO Quality Assurance Requirements for Design Development and Production
Act of 13 June 2019	Act on production and trade of explosives, weapons, ammunition and goods and technology for military or police purpose

2.1 Normative references

The supplier is responsible for acquiring the commercially available standards (e.g. PN, BN, AMS, etc.) and ensuring the possession of all other documents necessary for the proper delivery of the product/service. The supplier is responsible for ensuring that he has the current revision of KJ-06 and complies with the other requirements specified in the order/agreement/contract. The current revision of KJ-06 is available at the website: <http://www.pzlmielec.pl/dokumenty-dla-dostawcow/>.

The buyer of Polskie Zakłady Lotnicze Sp. z o.o. is responsible for providing the supplier with the necessary in-house manuals and standards and specific standards/requirements of its customers. The supplier is obliged to notify the buyer of Polskie Zakłady Lotnicze Sp. z o.o. about the need to provide such standards/requirements.

The supplier should send any correspondence regarding delivery to the address of the buyer of Polskie Zakłady Lotnicze Sp. z o.o. In the event of any ambiguities associated with the contract, questions should be addressed to the buyer of Polskie Zakłady Lotnicze Sp. z o.o.

These requirements received electronically are not subject to supervision and new revisions will not be sent automatically.

3 TERMS AND DEFINITIONS

The terms and definitions set out in ISO 9001:2015 are used herein:

SAC - Sikorsky Aircraft Corporation.

PWC - Pratt & Whitney Canada.

Nadcap - (National Aerospace and Defense Contractors Accreditation Program) - a global cooperative program of companies for the purposes of management and continuous improvement of special processes and products within the aerospace and defense industry, based on mutual recognition of approval of the suppliers of such processes and products in order to reduce costs.

Supplier - organization or person that provides product or service

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FAI - (First Article Inspection) of the first article according to AS9102.

Special process - a process that affects the physical and chemical properties that cannot be verified through the follow-up monitoring or measurement without destruction (NDT -non-destructive testing). Validation of these processes must demonstrate the ability to achieve the planned results.

Critical part – a part of an aircraft whose critical damage during operation of the aircraft results in a catastrophic threat (direct threat to the lives of people on board or destruction of the aircraft), whose critical characteristics have been identified and must be controlled to ensure the required level of durability.

Repair - restoring the product to the condition that is acceptable through an additional process approved by the Customer.

Rework - removal of nonconformity in such a way that the product conforms to the drawing/standards.

Counterfeit material – illegal or unauthorized copy, substitute, deliberately marked, identified and presented as original, unmodified material from an authorized source of supply.

Suspect material - material the review of which (including not only visual inspection or tests) provides doubts as to its authenticity.

Unauthorized source of supply - a source that does not meet the definition of an authorized source. For example: an independent distributor, a vendor without the original manufacturer's written authorization.

Concession - a document issued by the minister in charge of internal affairs constituting the basis for conducting business activity in the aforementioned scope.

4 CONTEXT OF THE ORGANIZATION

The supplier is fully responsible for the quality of products/services; should be aware of his contribution to the safety of products and the importance of ethical behavior, must meet all the requirements within his organization and be responsible for his subcontractors (if applicable).

The supplier should designate a contact person in respect of quality within his quality organization; the representatives of the Supplier Quality Assurance Unit of Polskie Zakłady Lotnicze Sp. z o.o. will maintain contact with this person for the issues related to the quality of the delivered products/services.

The supplier must:

- have the technical capacity to manufacture and/or deliver products that meet the requirements of Polskie Zakłady Lotnicze Sp. z o.o.
- allow the admission for representatives of Polskie Zakłady Lotnicze Sp. z o.o., their customers or the relevant supervisory authority for the purposes of

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inspection/audit regarding the relevant order/agreement/contract including access to all documented information at every level of the supply chain.

The suppliers of parts manufactured according to drawings/technologies of Polskie Zakłady Lotnicze Sp. z o.o. should have a certified quality system that complies with the requirements of ISO 9001, Part 21G or equivalent.

5 LEADERSHIP

No additional requirements.

6 QUALITY MANAGEMENT SYSTEM PLANNING

No additional requirements.

7 SUPPORT

7.1 Resources

No additional requirements.

7.1.5 Monitoring and measuring resources

Any control equipment used must be identifiable and contain calibration/validation data; this also applies to the equipment owned by Polskie Zakłady Lotnicze Sp. z o.o. In case when measurement equipment is considered unserviceable for its intended purpose, the supplier should take appropriate steps in order to prevent using the measurement equipment which does not meet the requirements.

7.2 Competence: No additional requirements.

7.3 Awareness: No additional requirements.

7.4 Communication: No additional requirements.

7.5 Documented information

7.5.1 General provisions

The supplier should use appropriate procedures, so as to ensure proper and effective control of all the documents and records, including software used for the execution of orders of Polskie Zakłady Lotnicze Sp. z o.o., along with the procedures that ensure the formal withdrawal of media containing outdated or incomplete electronic data.

7.5.2 Creating and updating: No additional requirements.

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7.5.3 Control of documented information

The supplier is obliged to keep (properly identify and control) and archive technical and quality documentation associated with the execution of orders/contracts/agreements for Polskie Zakłady Lotnicze Sp. z o.o. (in particular drawings, technologies, orders, guides, decisions, approvals, certificates, software quality metrics, etc.) throughout the period of:

- for critical parts - 40 years (unless agreed otherwise)
- for other parts - 10 years (unless agreed otherwise)

Records prepared by the supplier in connection with the execution of the order/agreement/contract, including records related to the staff, must be available to representatives of Polskie Zakłady Lotnicze Sp. z o.o., their customers or the relevant supervisory authority and must not be destroyed after a specified period without the consent of Polskie Zakłady Lotnicze Sp. z o.o.

8 OPERATIONS



8.1 Operational planning and control

Prior to the execution of the contract/agreement/order the supplier should review the owned documentation, in particular drawings, standards, technical conditions and examine the owned technical documentation for execution capability as well as requirements regarding prevention, detection and removal of foreign objects. The supplier is obliged to plan and develop in writing (paper or electronic version) the processes necessary to manufacture the product.

8.2 Requirements for products and services

8.2.1 Customer communication

All correspondence and documentation for the executed contract/agreement/order should be available in the language agreed with Polskie Zakłady Lotnicze Sp. z o.o.

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8.2.2 Determining the requirements for products and services

The Supplier is obliged to prevent and minimize the possibility of using counterfeit/obsolete materials (final products, assemblies or subassemblies, materials or parts including electric, electronic and electromechanical components) for carrying out contract.

The conduct of business activity in the field of trade in explosives, weapons, ammunition and products and technology for military or police purposes is permitted only with an entity holding a license in a certain scope, in accordance with the Act of 13 June 2019 on production and trade of explosives, weapons, ammunition and products and technology for military or police purposes.

8.2.3 Review of the requirements for products and services

No additional requirements.

8.2.4 Changes to requirements for products and services

No additional requirements.

8.3 Design and development of products and services

The supplier is not allowed to make any changes to the design documentation provided by Polskie Zakłady Lotnicze Sp. z o.o.

8.4 Control of externally provided processes, products and services

The supplier is fully responsible for the quality of products purchased and delivered to Polskie Zakłady Lotnicze Sp. z o.o.

8.4.1 General provisions

In the case of the purchases for Polskie Zakłady Lotnicze Sp. z o.o., the order must contain information about the right of admission into the factory of the supplier of the product ordered for the representatives of Polskie Zakłady Lotnicze Sp. z o.o., their customers and the relevant supervisory authorities.

Each order must include a requirement for the supplier to ensure full traceability of the material supplied, i.e. to provide documents certifying each step of the supply chain up to the original manufacturer.

8.4.2 Type and extent of control

If the execution of the order/contract/agreement requires a special process, it is permitted only for a contractor approved by Polskie Zakłady Lotnicze Sp. z o.o., as indicated in the "List of approved suppliers of special processes for Polskie Zakłady Lotnicze Sp. z o.o." or with a valid approval of the supplier of the special process in the framework of NADCAP, for example.

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If required, the supplier is obliged to provide samples for approval of the project, process or for control/verification, investigation and audit purposes.

The following processes are considered the special processes in Polskie Zakłady Lotnicze Sp. z o.o.:

1. All types of heat treatments.
2. All types of thermo-chemical treatments.
3. Surface treatment:
 - painting
 - spraying, for example zinc spraying
 - chemical treatment
 - electrochemical treatment - hard anodizing – annex 1 [KJ-06.03](#)
 - electrochemical treatment - sulfuric acid anodizing - annex 2 [KJ-06.02](#)
 - electroplating processes
 - shot peening, vibro engraving
4. Bonding processes:
 - soldering
 - welding
 - pressure welding
5. NDT
 - penetrant flaw detection
 - magnetic flaw detection
 - X-ray
 - ultrasonic flaw detection
6. Auxiliary processes:
 - degreasing
 - etching
7. Upsetting of push rods tubes.

8.4.3 Information for sub-suppliers

If it is necessary to transfer some of the tasks under the order to sub-suppliers, the supplier is also obliged to forward all the requirements of Polskie Zakłady Lotnicze Sp. z o.o., in particular those related to special processes - see par. 8.4.2.

8.5 Production and delivery of services

8.5.1 Control of production and delivery of services

Process documentation for the whole process or a sequence of operations for critical parts must be approved by Polskie Zakłady Lotnicze Sp. z o.o.

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The supplier should ensure that:

- the requirements set out in the process documentation of Polskie Zakłady Lotnicze Sp. z o.o. will be reviewed and implemented
- all employees involved in the planning and implementation of the manufacturing process for critical parts are trained and aware of the importance of their tasks.

Before introducing any changes to the process for critical parts, the supplier is obliged to report in writing or by email the proposed change to Polskie Zakłady Lotnicze Sp. z o.o. and obtain approval for the change. The supplier is obliged (if applicable) to notify his sub-suppliers of such changes.

The supplier is obliged to send to Polskie Zakłady Lotnicze Sp. z o.o. information in writing or by email about the intention to make any change in the special process or production process, which would affect the process. The supplier will be able to carry out the process as per proposed changes after receiving approval from Polskie Zakłady Lotnicze.

First Article Inspection documentation.

- The supplier is obliged to carry out the first article inspection (FAI) for a new part representative for the first lot of production parts.
- All requirements for the first article inspection are defined and implemented according to the provisions of AS 9102 - "Aerospace First Article Inspection Requirements" and the report prepared on the forms listed in the standard.
- 30 days before the beginning of FAI, the supplier is obliged to send a notice of the time and place of FAI to Polskie Zakłady Lotnicze Sp. z o.o. The representative of Polskie Zakłady Lotnicze Sp. z o.o. has the right to participate in FAI.
- Upon completion of FAI, the supplier shall provide a FAI report in accordance with the schedule of delivery set out in the order. Within 60 days of the receipt of the report, Polskie Zakłady Lotnicze Sp. z o.o. shall notify the supplier of approval or rejection of FAI.
- If Polskie Zakłady Lotnicze Sp. z o.o. does not approve FAI, the supplier, at the request of Polskie Zakłady Lotnicze Sp. z o.o., at his own expense, shall repeat FAI and make any necessary changes. All costs of additional tests and re-testing carried out by Polskie Zakłady Lotnicze Sp. z o.o. or the supplier will be covered by the supplier.
- Approval or conditional approval does not relieve the supplier from fulfilling all the requirements set out in the specifications and all terms of the contract. If FAI is not approved, the reasons for its non-approval shall be sent to the supplier.
- In the case of orders for products according to the drawings of Polskie Zakłady Lotnicze Sp. z o.o. or its Customer, the supplier is required to document the inspection and test results for released products according to the Customer requirements.

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8.5.2 Identification and traceability

Lot and serial numbers as well as any identification marks placed on the materials/products purchased and delivered by Polskie Zakłady Lotnicze Sp. z o.o. must be maintained through all stages of production and delivery, and must be associated with the applicable documentation.

In addition to other design requirements relating to labelling, the purchased finished products and/or products manufactured as finished products by suppliers according to the design documentation of Polskie Zakłady Lotnicze Sp. z o.o. must bear a supplier code issued by Polskie Zakłady Lotnicze Sp. z o.o. in SAP after the qualification and approval of the supplier. This requirement will be included in the terms of supply for the purchased products.

8.5.3 Customer property

Materials and products supplied or owned by Polskie Zakłady Lotnicze Sp. z o.o. must be separated from the other ones, identified in a visible manner and may be used only for the purpose of execution of the contract/agreement/order from Polskie Zakłady Lotnicze Sp. z o.o.

The supplier is obliged to notify Polskie Zakłady Lotnicze Sp. z o.o. of each product which is property thereof and which has been lost, damaged or is otherwise useless.

Upon written request or after the expiration of the cooperation agreement, unless otherwise agreed, any documents, equipment, products and materials provided should be returned to Polskie Zakłady Lotnicze Sp. z o.o.

8.5.4 Product protection

The supplier should protect the product during internal processing and delivery to the specified destination so as to eliminate the possibility of damage during production and transport. The protection should also apply to transport of the product to Polskie Zakłady Lotnicze Sp. z o.o. in accordance with the customer's requirements.

8.5.5 Post-delivery activities

No additional requirements.

8.5.6 Control of changes

No additional requirements.

8.6 Release of products and services

All products delivered to Polskie Zakłady Lotnicze Sp. z o.o. must have a quality document specified in the order/contract/agreement and signed by the responsible persons assigned by the supplier in order to confirm the conformity of products delivered with all the requirements of the order/contract/agreement. The data in the documents must include the levels of issues/revisions of the documents according to which the products have been released.

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Such a document should contain at least the following data:

- supplier's name, address and code (according to the order)
- part number, description, change/revision no., quantity, serial/lot number
- order/agreement/contract number
- any information on deviations, nonconformity, permits, etc.
- information on the part life limitation
- statement of conformity with the order/contract/agreement requirements
- all other data set out in the technical requirements and/or order/contract/agreement
- signature of an authorized representative of the supplier
- certificates of any special processes

8.7 Control of nonconforming outputs

If the supplier finds any nonconformity requiring repair of products according to the drawings/technologies of Polskie Zakłady Lotnicze Sp. z o.o./Customer in the course of production, the supplier is obliged to send electronically the "Nonconformity Sheet" (AN) (annex 1/[KJ-06.01](#)) with a description of nonconformity, their causes and corrective action taken to the Suppliers Quality Assurance Unit, no later than 2 working days of the date of finding the nonconformity. If the nonconformity can be remedied, the supplier can manufacture it without having to obtain approval of Polskie Zakłady Lotnicze Sp. z o.o. (this procedure does not apply to critical parts).

Polskie Zakłady Lotnicze Sp. z o.o. sends back the completed annex 1/[KJ-06.01](#) to the supplier with instructions for the notification.

Products classified as nonconforming or defective must be marked with a tag, sticker, or properly labelled and delivered to Polskie Zakłady Lotnicze Sp. z o.o. with the quality documents referring to the AN number to ensure traceability. The supplier must not send nonconforming products without the Customer's instructions.

Supplier will be charged with all the costs incurred by Polskie Zakłady Lotnicze Sp. z o.o. related to repair/rework/scrap of nonconforming item. A debit note will be issued and submitted to a Supplier.

8.7.1 Procedure in case of nonconformity

Procedure in the case of "Escape"

Introduction:

The supplier is obliged to send to Polskie Zakłady Lotnicze Sp. z o.o. the information about:

- Any nonconformity regarding the parts specified as critical parts purchased by Polskie Zakłady Lotnicze Sp. z o.o. and
- Any nonconformity or defects that may affect the safety of systems or assemblies, sub-assemblies and integral parts of the system, purchased or maintained for Polskie Zakłady Lotnicze Sp. z o.o.

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The supplier is obliged to report any potential nonconformity occurring in relation to the items delivered by a subcontractor and facilitate direct communication between Polskie Zakłady Lotnicze Sp. z o.o. and the subcontractors if necessary.

This requirement applies to:

- Parts labelled as critical parts
- Systems and subsystems, assemblies and sub-assemblies integrated with the system, or
- Repair, maintenance, logistics support, and upgrade services for systems and subsystems, assemblies, sub-assemblies and integral parts of the system.

Notification process:

If a potential nonconformity is found at the supplier's plant, he should report this fact as soon as possible to Polskie Zakłady Lotnicze Sp. z o.o. (relevant buyer and the Supplier Quality Assurance Unit) by sending an e-mail to pzl-nope.gr-sik@lmco.com, not later than within 72 hours.

From the moment of full identification the supplier shall submit a written notification to Polskie Zakłady Lotnicze Sp. z o.o. within 5 working days through the supplier portal using Form No. 6 UTCQR ("Notification of Potential Escape-NOPE"), which can be found on the supplier portal https://suppliers.sikorsky.Com/P_EscapeForm.aspx.

Note: If the portal is not available, then Polskie Zakłady Lotnicze Sp. z o.o. must be notified by manually filling out Form No. 6 UTCQR Form 6 and sending it via email to pzl-nope.gr-sik@lmco.com.

In the case of problems with the availability of Form No. 6 UTCQR, the relevant buyer should be contacted as soon as possible.

When the NOPE Form is filled out, the person responsible must provide the useful data available at the time of notification in each section of the Form.

The supplier shall provide:

- Information necessary to determine the extent of the problem
- Identification of potentially affected parts (components), if known at the time of notification
- Immediate corrective action to mitigate the problem
- Determine the root cause and provide a corrective action plan. If the investigation regarding "Escape" continues, please specify an initial cause with the first notification
- Review of the root cause and corrective action to ensure its relevance
- Point of contact to coordinate, analyze and resolve the problems, as well as
- Any other relevant information.

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Closure process:

In order to close the corrective action for the root cause, an employee of the Supplier Quality Assurance Unit of Polskie Zakłady Lotnicze Sp. z o.o. shall check whether the following steps have been completed:

- Verify whether the corrective action/root cause plan has been completed and delivered to the Supplier Quality Assurance Unit
- Review the root cause and corrective action to ensure its relevance
- Approve the implementation of the corrective action
- Verify and approve the effectiveness of the corrective action
- Investigate if inspection of the three (3) successive shipments has been performed
- Release the MRB material only after review and approval by Polskie Zakłady Lotnicze Sp. z o.o.
- Where it is impossible to enforce corrective action due to product or service characteristic it is allowed to close the complaint process without providing corrective actions by supplier. Each case has to be considered individually.

Procedure in case of delivery of a non-conforming product

Products not conforming to the order/contract/agreement cannot be delivered unless Polskie Zakłady Lotnicze Sp. z o.o. gives written consent for such delivery.

In the case of approval to deliver a nonconforming product, the data sheets of nonconforming products and their serial numbers must be clearly labelled and included in the supplier quality document provided with the product.

The approval to deliver nonconforming product is the basis for negotiating the price and does not release the supplier from responsibility for the product delivered.

In the case of nonconformity found by Polskie Zakłady Lotnicze Sp. z o.o. in the products delivered, Polskie Zakłady Lotnicze Sp. z o.o. shall send a Complaint Report to the supplier.

The supplier has 3 working days to settle the complaint. The complaint may contain 2 types of instructions:

- return of nonconforming products to the supplier for replacement with conforming products - the supplier has 14 calendar days from the receipt of the complaint to send a new, conforming product. All costs associated with the return of the nonconforming products shall be covered by the supplier
- repair/correction by Polskie Zakłady Lotnicze Sp. z o.o. - the supplier shall be responsible for any costs incurred by Polskie Zakłady Lotnicze Sp. z o.o. for the repair / correction made. Then a debit note is issued.

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In both cases the supplier is obliged to examine the nonconformity, send a written report of the test (including conclusions) to Polskie Zakłady Lotnicze Sp. z o.o. and prepare a corrective plan.

The handling of nonconforming product shall be each time specified individually by Polskie Zakłady Lotnicze Sp. z o.o., regardless of the above-mentioned requirements.

Procedure in the case of suspect or counterfeit material detection

In the case of potential entry of suspect or counterfeit material into the supply chain, the supplier should notify Polskie Zakłady Lotnicze Sp. z o.o. about this occurrence as soon as possible (relevant buyer and SQA department).

Supplier will provide:

- Information necessary to determine the scale of the problem
- Identification of potentially affected materials (parts, components)
- Monitoring of counterfeit parts
- Quarantine and reporting of suspect and identified counterfeit parts.

In case of detecting in Polskie Zakłady Lotnicze Sp. z o.o. counterfeit material, the supplier bears full legal responsibility and compensation, related to the detection and/or removal of counterfeit material in Polskie Zakłady Lotnicze Sp. z o.o.

9 PERFORMANCE EVALUATION



9.1 Monitoring, measurement, analysis and evaluation

The supplier is obliged to plan and implement the processes for monitoring, measurement, analysis and improvement needed to demonstrate the product compliance, among others. The supplier is obliged to monitor and measure at the proper stages of the product realization process its properties in order to check whether the requirements for the product are met - according to the requirements of the order/contract. The supplier shall plan, implement and control processes applicable to the organization and product, in order to prevent the use of counterfeit or suspect parts in product(s) delivered to customer by:

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- Training of appropriate people on awareness and prevention from counterfeit part
- Supervision of external suppliers
- Control of purchase of products which are externally provided by original or authorized manufacturers, authorized distributors or which come from other approved sources
- Taking into account identification requirements of parts and components
- Including the methodology of verification and researches on counterfeit parts into the process.

9.2 Internal audit

No additional requirements.

9.3 Management review

No additional requirements.

10 IMPROVEMENT

10.1 General provisions

No additional requirements.

10.2 Nonconformity and corrective action

Any nonconformity found by Polskie Zakłady Lotnicze Sp. z o.o. in the supplier's products or documents must be confirmed within three days and analyzed within 28 calendar days (unless agreed otherwise); the following should be prepared and delivered to Polskie Zakłady Lotnicze Sp. z o.o. based on the analysis: a report containing:

- immediate corrective action
- description of the cause
- description of the corrective action to eliminate the causes
- corrective action plan

When a nonconforming item is reworked in the Company, supplier will submit corrective actions not later than within 7 days.

10.3 Continuous improvement

No additional requirements.

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11 ADDITIONAL REQUIREMENTS FOR SUPPLIERS

For the suppliers for SAC and PWC programs, the basis should be the requirements of AS9100 - Quality Management Systems - Requirements for Aviation, Space and Defense Organizations, and SSQR-01 - Aerospace Supplier Quality Requirements.

In the case of production for PWC program, the supplier is obliged to send to Polskie Zakłady Lotnicze Sp. z o.o. the information about:

- intention to replace a sub-supplier with a new one
- plans to transfer production or its part to a sub-supplier
- order to carry out special processes and/or non-destructive testing
- transfer of production from one location to another within the same company

Notification of change must be submitted on Form 11651, which is an annex to SQOP 01-01 available on the supplier portal <https://eportal.pwc.ca>. The Form must be submitted via email to the following address: NOPE@pzlmielec.com.pl, with a "dotyczy zgłoszenia zmiany" (refers to change notification) note.

12 ANNEXES

Annex 1: [KJ-06_01_rev.13](#)

Annex 2: [KJ-06_02_rev.12](#)

Annex 3: [KJ-06_03_rev.12](#)

Notification of Nonconformity from Supplier (AN)

Sulfuric Acid Anodizing

Hard Anodizing