Supplementary Quality Requirements

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1 Scope

These provisions are based on the requirements of international standards AS 9100, AS 13100, ISO 9001, ISO 19443, and the requirements of SEKO Aerospace, a.s. customers, to ensure the flow-down of these requirements to the external provider (hereinafter referred to as the supplier) to the applicable extent.

2 Applicability

These provisions are applicable to all suppliers of SEKO Aerospace, a.s. (hereinafter referred to as the purchaser), designated by the purchasing manager or the quality manager. By accepting and acknowledging the order, the requirements of this document become binding for the supplier. The scope of applicability of the requirements is defined based on the supplier's category and the corresponding applicability code (see Table 1) and the code of the purchased item (see Table 2).

3 Definition

Terms	Definition
QM	Quality Manager
QMS	Quality Management System
FOD	Foreign Object Damage
ITNS	Important to Nuclear Safety
NADCAP	National Aerospace and Defense Contractors Accreditation Program
NDT	Non-Destructive Testing
OTD	On-Time to Delivery
PPM	Parts Per Million
PRI	Performance Review Institute
YTD	Year-to-Date

4 Requirements

All referenced standards/specifications in this document and/or order are always applied in their latest valid revision.

4.1 Supplier Category

Table 1

Supplier Category	Applicability Code
Supplier of materials/services for the energy sector	D01
Supplier of materials/services for the nuclear energy sector (ITNS)	D02
Supplier of materials/services for the aerospace sector	D03
Supplier of materials/services for the aerospace sector with additional customer requirements (AS1300)	D04

Supplier of materials/services for an unspecified sector	D05

4.2 Quality Management System Requirements

The supplier must demonstrate compliance of the QMS with the minimum requirements based on the type of material/service provided (see Table 2).

Table 2

Purchased Item	Item Code	Applicability Code	QMS Approval – Minimum Requirement					
			ISO 9001	AS 9100	ISO 19443	ISO 17025	NADCAP	Evaluation
Calibration	SC	D01						X
		D02				X		
		D03	X					
		D04				X		
		D05						X
Measure	SM	D01						X
		D02			X			
		D03	X					
		D04	X					
		D05						X
Testing	ST	D01	X					
		D02				X		
		D03	X					
		D04				X		
		D05	X					
Machining (Shop overload in accordance with customer requirements)	SO	D01						X
		D02			X			
		D03						X
		D04						X
		D05						X
Special Process	SSP	D01	X					
		D02			X			
		D03					X	
		D04					X	
		D05						X
Metallurgical material: sheets, bars, forgings, castings, etc.)	MH	D01	X					
		D02			X			
		D03		X				
		D04		X				
		D05	X					
Fastening Material	MS	D01						X
		D02	X					
		D03	X					
		D04	X					
		D05						X

4.3 Information on Change

The supplier is required to inform the purchaser's buyer of the following changes in the QMS:

- Re-certification / Certification / Registration / Accreditation of QMS / NADCAP, including providing a copy of the current certificate.
- Loss of validity of QMS / NADCAP certification or loss of approval from any customer.

- Any significant nonconformities identified during external audits (PRI, customer audit, certification body, etc.).
- Any significant changes in the QMS (change of Quality Manager, organizational changes, etc.).

Information about the above-mentioned cases must be sent to supplier@sekogroup.com within 48 hours of the change.

4.4 Quality Requirements

A general quality requirement is that all product/service characteristics must comply with the purchase order, accompanying documentation, and referenced standards/specifications. If the supplier's control process is unable to ensure validation of all these requirements, the supplier must promptly inform the purchaser's buyer of this fact.

4.4.1 Quality Documents

The supplier is required to prepare and attach the following quality documents to each delivery, unless otherwise specified by the order:

- A **measurement report** containing at least the following information:

  - Name and Address of the supplier
  - Part Name
  - Part number/Drawing number including revision letter
  - Purchase order number / Order Item number
  - Product serial number (if applicable)
  - Concession number (if applicable)
  - Supplier's production order number
  - Quantity
  - Drawing/specification requirements
  - Acceptance criteria
  - Result
  - Measuring equipment
  - Identification of the person performing the inspection
  - Released Date

- **Certificate of Conformance**, the document demonstrating compliance with the order must contain at least the following information:

  - Name and Address of the supplier
  - A statement that the product/service meets the order requirements
  - Purchase order number / Order Item number
  - Part Name

- Part number/Drawing number including revision letter
- Product serial number (if applicable)
- Concession number (if applicable)
- Quantity
- Date and identification of the responsible person (signature, stamp)

4.5 Personnel Qualification (applied only to supplier categories D02, D04, and for purchased item codes SM, SO, SSP)

Personnel involved in product verification and inspection activities must undergo vision capability examinations under the following conditions:

- Vision capability requirements are at a minimum: Curpax N5, Jaeger #2, or equivalent, with at least one eye or both eyes. These personnel must also pass a one-time color differentiation test.
- The period for these examinations is at least once annually.
- Vision capability tests must be conducted by qualified personnel.
- All vision correction aids such as glasses or contact lenses must be used during both testing and the performance of verification and inspection activities.
- If personnel require any changes in their vision correction aids, they must be retested for vision capability before use.
- The use of dark lenses or lenses that darken in light is prohibited.

4.6 Work of Transfer (applied only to supplier categories D02, D03, D04, and for all purchased item codes)

The supplier must manage the process for planned work transfer. This requirement applies to the following cases:

- Transfer of the entire production process or part of the production process (operations) to a subcontractor.
- Changes to the subcontractor.
- Transfer of special processes and/or NDT testing.
- Changes in the production location within the same company (applies to the transfer of production between buildings).
- Purchase of raw material/components from different sources.

The supplier must request the customer's approval for the above-mentioned planned changes before implementing them. The request should be submitted in writing using *Form S07 Pr. 19*, which is available in the current version at www.sekogroup.com in the "**Download**" section. The completed form should be sent to the email address supplier@sekogroup.com

4.7 FOD Program (applied only to supplier categories D04, and for all purchased item codes)

The FOD program is a systematic approach primarily used in the aerospace and manufacturing industries to prevent and manage risks associated with foreign objects that can cause damage, injury, or lead to undesirable effects. The supplier is required to implement a controlled process for the FOD program into their QMS in accordance with AS9146.

4.8 Control of non-conforming outputs

4.8.1 Sending Non-Conforming Material

In the event of suspicion that a non-conforming product may have been sent to the customer, the supplier is required to inform the customer within 24 hours of discovery. For this purpose, the supplier will use *Form S05 Pr. 18*, which is available in the current version at www.sekogroup.com in the "**Download**" section.

4.8.2 Concession Request

Non-conforming products must be stored and managed by the supplier as non-conforming until the customer's representative makes a written decision on the further course of action. Materials or services that do not comply with the order and related documents (e.g., drawings, specifications) must be labeled and managed as non-conforming to prevent their use or delivery to the customer or any other designated destinations.

Only an authorized representative of the customer has the authority to review non-conforming material or services. The supplier may not conduct a review or make decisions regarding non-conformities without written approval from the authorized quality representative of the customer.

No actions may be taken with non-conforming material or services that could compromise personnel safety or negatively impact the performance, lifespan, traceability, or reliability of the product.

To request a review of non-conforming material or services, the supplier must use *Form S05 Pr. 19*, which is available in the current version at www.sekogroup.com in the "**Download**" section. The completed form should be sent to the email supplier@sekogroup.com

4.8.3 Provisions Regarding Counterfeit, Fraudulent, or Suspect Items (applied only to supplier categories D02, D03, D04, and for all purchased item codes)

4.8.3.1 Definition

Counterfeit item – items that are intentionally manufactured, refurbished, or altered to imitate original products without authorization and are represented as genuine.

Fraudulent items – items that are intentionally misrepresented with the intent to deceive.

Suspect items – items for which there is an indication or suspicion that they may not be genuine.

4.8.3.2 Requirements

The supplier is required to implement a process for managing counterfeit, fraudulent, and suspect items into their QMS. This process must include, at a minimum, requirements for:

a) Supplier selection and evaluation
b) Traceability
c) Receiving Inspection
d) Quality documentation requirements
e) Methods for random inspection/testing
f) Employee awareness and training

4.8.3.3 Procedure

In the event that suspicion arises regarding counterfeit, fraudulent, or suspect material during the production process or final inspection, it is the supplier's responsibility to manage this material as non-conforming according to Section 4.8 of this document and to inform the customer within 24 hours. For this purpose, the supplier will use *Form S05 Pr. 19*, which is available in the current version at www.sekogroup.com in the "**Download**" section. The completed form should be sent to the email address supplier@sekogroup.com

4.9 Retention of Documented Information (Records)

The supplier is required to retain documented information for the specified retention period (see Table 3). The supplier must ensure the traceability of the documented information and provide it to the purchaser within 48 hours upon request.

Table 3

Name	Retention period
Records demonstrating product/process or process compliance.	Indefinitely – Permanently
Records used for traceability and identification of the product / process.	Indefinitely – Permanently
Calibration records.	15 years
Record of the person authorizing the release of the product.	Indefinitely – Permanently
Records of nonconforming output.	Indefinitely – Permanently
Corrective Action records	10 years

5 Supplier approval and evaluation

5.1 Supplier Approval

Supplier approval is contingent upon meeting the following requirements:

a) Compliance with the requirements referenced in para 4.2 of this document.
b) Completion of the "Supplier Evaluation form" and subsequently achieving a minimum score of 90% (applied only to supplier categories D02, D03, D04, and for suppliers for whom this questionnaire is required as per Table 2).
c) Implementation of corrective actions resulting from the supplier evaluation form or audit conducted by the purchaser's representative (applied only if the questionnaire is required).

5.2 Supplier evaluation

The purchaser, as part of the external source management process, conducts periodic evaluations of supplier performance. The purchaser defines the main performance parameters as follows:

- Quality „Parts Per Million“ (PPM) - 1000 YTD max
- On-Time delivery (OTD) - 95 % min

The following performance parameters are monitored for the evaluation results:

a) Quality (weight 40 %)
b) OTD (weight 30 %)
c) Invoice timeliness (weight 10 %)
d) Order completeness (weight 20 %)

Evaluation results are provided to the supplier in the period of 6 months (January-June) / (July-December) of the calendar year. The final evaluation is classified as follows:

- The final rating is "A". No corrective actions are required.
- The final rating is "B". Recommendations for corrective actions to be implemented internally.
- The final rating is "C". Corrective actions should be implemented with the assistance of the customer's representative. A subsequent root cause analysis and corrective action plan must be sent back to the customer's buyer.

5.3 Audit

The purchaser develops an annual supplier audit plan. The selection of audited suppliers is based on risk management in the following areas:

- Result of the evaluation
- Quality
- Duration of cooperation
- Importance and complexity of the delivered products/services

The customer's quality representative is required to inform the supplier about the audit at least 30 days before the scheduled date.

Note 1: The customer reserves the right to invite a customer representative or a third-party representative to participate in the audit.

Note 2: The customer reserves the right to conduct an "Unscheduled Audit" due to serious findings impacting the quality of delivered products/services. The date of this audit will be determined by mutual agreement between the customer's and supplier's representatives.

6 Change History

Rev.	Change description	Performed by	Date
NC	Issue document	Ladislav Sedláček	15.1.2025