
	SUPPLIER QUALITY REQUIREMENTS BERCELLA SRL		RQF-001 Rev. 1 Data:29/05/2017
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SUPPLIER QUALITY REQUIREMENTS



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SUMMARY

- 1 SCOPE
- 2 DEFINITIONS
- 3 GENERALI'
- 4 QUALITY MANAGEMENT SYSTEM
- 5 RESOURCES MANAGEMENT
- 6 PRODUCT REALIZATION
- 7 NON-COMPLIANT PRODUCT CHECK

REVISION		
Rev.	Date	Description
0	28.04.2016	New emission
1	29.05.2017	Updated requirements
2		
3		

	SUPPLIER QUALITY REQUIREMENTS BERCELLA SRL		RQF-001 Rev. 1 Data:29/05/2017
Edited by: RGQ	Verified by: DG	Approved by: DG	Pag. 3/7

1. SCOPE

This document is applicable to all Suppliers when referred to by the Purchase Order / Contract and / or Agreement and must be transferred to all Sub-Suppliers.

The Aerospace industry has standardized commercial management requirements. Companies in the Aerospace sector are expected to be certified against the standards of the EN / AS / JISQ9100 series. Bercella srl transfers this requirement to its aeronautical suppliers.

This document is in the same format as the EN / AS / JISQ9100 standard and contains the specific Bercella srl requirements that are in addition to the standard.

1.2 FIELD OF APPLICATION

This procedure is applicable to all suppliers involved in orders for the defense and space sector of Bercella srl.

2. DEFINITIONS

The definitions contained in EN / AS / JISQ9100 apply to this procedure

3. GENERAL

Supplier qualification

Bercella srl classifies its Suppliers in different classes, AERO and not AERO. This makes it possible to keep the records relating to the basic requirements of the supplier and to appropriately define the specific requirements towards those suppliers that Bercella srl intends to use.

The process of qualifying and monitoring supplier performance may include:

1. A questionnaire for preliminary assessment of Suppliers;
2. An audit at the supplier site, resulting in an evaluation report (at the discretion of the MANAGEMENT);
3. Monitoring of supplier performance in terms of punctuality and quality of supplies;
4. On-site meetings and inspections related to products / processes (in case of non-compliance).

Qualification Validity

The qualification of a Supplier's Quality Assurance System does not release the Supplier from its responsibility to supply products that meet the requirements of a Purchase Order / Contract and / or Agreement with Bercella srl.

The qualification of Bercella srl is valid until further notice, which can be expressed if:

1. The parameters used for punctuality and conformity of the product supplied do not produce a sufficient assessment of the supplier;


The Supplier must promptly send written notice to Bercella srl in the case of:

2. Changes in the Company eg address, company management, significant production processes or special processes;
3. Changes to the conditions of approval issued by the national and international authorities, both civil and military and / or by certification bodies and / or customers.

Supplier Classification

Suppliers are intended as:

- a) Product Suppliers, which include:
 - raw material,

	SUPPLIER QUALITY REQUIREMENTS BERCELLA SRL		RQF-001 Rev. 1 Data:29/05/2017
Edited by: RGQ	Verified by: DG	Approved by: DG	Pag. 4/7

- auxiliary material
- production plants and machinery, testing, measuring and testing equipment;
- parts in subcontracting and / or complete construction

b) Services supplier:

- specialized consultancy;
- transport;
- training;
- hardware maintenance (including plant and equipment) and software;
- instrument calibration;
- test laboratories.

4. QUALITY MANAGEMENT SYSTEM

4.1 GENERAL REQUIREMENTS

The requirements of EN / AS / JIS9100 and the additional requirements reported in the following paragraphs apply

4.2 DOCUMENT REQUIREMENTS

The requirements of EN / AS / JIS9100 and the additional requirements reported in the following paragraphs apply

REGISTRATIONS MANAGEMENT

The production documentation must be made available to Bercella srl and its customers in support of the investigation / audit activities. The records must be kept from the completion of the Purchase Order, unless otherwise specified by the Contract, by the Quality Plan and / or by the Customer, as required by EN9130 and the PR-CR which generally identify the type of document to be kept and minimum storage time. Safe storage areas must be used to prevent deterioration and ensure easy traceability, eg. fire chests, duplicate copies stored in other places. All data stored by electronic means must be secure, regularly duplicated and checked to verify the integrity of the data. Suppliers with an IT system must have a disaster recovery procedure that is defined, documented, implemented and regularly inspected for compliance. In the event of insolvency all the relevant registrations must be delivered to Bercella srl.

5 RESOURCES MANAGEMENT

The requirements of EN / AS / JIS9100 apply

COMPETENCE, AWARENESS AND TRAINING

The records of all personnel must be maintained, in particular for the personnel who performs final checks and the staff signing the CoC. These records must contain the evidence of their title study, training, skills, experience and competence.

6 PRODUCT

PLANNING OF THE PRODUCT REALIZATION

Modifications to production methods may require the execution of re-validation and requalification tests. The Supplier will be responsible for the costs and implications associated if the Supplier requests the approval of a modification, eg. displacement of the production plant.

	SUPPLIER QUALITY REQUIREMENTS BERCELLA SRL		RQF-001 Rev. 1 Data:29/05/2017
Edited by: RGQ	Verified by: DG	Approved by: DG	Pag. 5/7

CONFIGURATION CHECK

Procedures and related responsibilities must be defined by the Supplier to obtain adequate configuration management and control of the parts produced (reference to ISO10007 for guidelines). The responsible persons / functions that control the above must be defined by the Supplier and supplied to Bercella srl.

HOLDING UNDER CONTROL OF WORK TRANSFER

The supplier in the case of temporary or permanent transfer of work must establish a process to keep the product under control in relation to the Bercella requirements.

6.1 PROCUREMENT

PROCUREMENT PROCESS

The Supplier is responsible for the activities assigned in Subcontracting, including supporting information and verifications

The requirements of Bercella srl transferred to the Sub-Supplier, must be implemented before starting any work.

SUPPLY DOCUMENTATION

Together with each supply, the Certificate of Conformity must be delivered to Bercella srl.

A service that has been provided must be approved and accepted using a previously agreed method.

Ensure that the information recorded in C. of C. includes:

- Name and address of the Supplier;
- Purchase Order Number Bercella srl and order line;
- Part Number and description (as defined on the Purchase Order);
- Quantity;
- State of the exponent of the design (revision) and, when applicable, reference to the document for design changes not incorporated.

Any deviation from the supply specifications must be documented and attached to the supply documentation.

RELEASE OF THE DOCUMENTATION

The release of the documentation (shipment) must take place by the Supplier defined in the Purchase order (if not otherwise agreed previously in writing with Bercella srl).

Delivery must be to the Bercella srl plant as established by the Purchase Order unless otherwise notified in writing.

6.2 PRODUCTION AND DELIVERY OF THE SERVICE


VERIFICATION OF THE PRODUCTION PROCESS

For Bercella s.r.l. an FAI must be carried out (inspection of the first item) according to the AS 9102, on all products (except for Catalog and Standard products) unless otherwise specified or agreed.

The FAIR must contain at least the following information:

- A dimensional report indicating the design requirements with respect to the results obtained;
- A list of all the configurations and features of the design;
- Verification of all the notes and characteristics of the design;
- C. of C. applicable for special processes carried out;
- C. of C. applicable for any raw materials;

A copy of the certification of the Sub-supplier, when applicable.

	SUPPLIER QUALITY REQUIREMENTS BERCELLA SRL		RQF-001 Rev. 1 Data:29/05/2017
Edited by: RGQ	Verified by: DG	Approved by: DG	Pag. 6/7

IDENTIFICATION AND TRACEABILITY

All products must be identified and traceable in accordance with the production instructions or as agreed with Bercella srl. The traceability system adopted must reduce the probability of the need to make a total recall of the product in the case of non-conformity of the product itself.

PACKAGING AND LABELING

When the product does not require or permit individual identification, the products must be

"Bagged and labeled" as follows:

- Identification and traceability must be maintained during storage and shipping;
- Identify the packaging for a standard product (eg rivets, washers, etc.) with at least the manufacturer's / supplier name, part number, description, quantity and control stamp.

NON-METALLIC MATERIALS

Make sure that non-metallic raw materials are identified by:

- Product reference and specification reference;
- Lot number, quantity and date of production;
- Expiry date or stock duration;
- When applicable, polymerization date and rubber category.

METAL MATERIALS

Raw metal materials must be identified in accordance with the requirements of the relevant specification (treatment

thermal / lot / fusion number as applicable), with the manufacturer's code engraved so

permanent on the material as follows:


- The metal bars are permanently marked;
- Small diameter metal bars, eg cables, are identified by batch using tags or labels;
- Sheet metal material is marked in rows along the length;

When traceability is not possible, obtain written authorization from Bercella srl

DANGER TO SAFETY

The Supplier must provide clear identification, control and training in accordance with the standards National and International if the product is dangerous for safety (ex. Copper Beryllium, lithium etc.).

Safety data sheets must be provided.

	SUPPLIER QUALITY REQUIREMENTS BERCELLA SRL		RQF-001 Rev. 1 Data:29/05/2017
Edited by: RGQ	Verified by: DG	Approved by: DG	Pag. 7/7

7 NON-COMPLIANT PRODUCT CHECK

Non-compliant products, with the associated processing instructions and the identifier (eg tag or label) must be held in a secure quarantine area, until an approved written provision is issued.

Non-compliant products received from a Distributor must be returned to the relevant Manufacturer.

NON-CONFORMITY (NC)

The Supplier will receive information on the non-conformities detected by Bercella srl, through a Non-Conformity. Bercella srl must be informed in writing of the corrective or containment action eg. check all the stocks, the work in progress and the deliveries (past and present) that have been or will be completed, the revision of the processes to prevent the happening again, of the reported non-conformities, etc.

All Non-conformities must be treated as Customer Complaints. When a corrective action is required, it must be undertaken within the agreed time and give evidence of its implementation and efficiency.