

TITLE PATRIA BEC SUPPLIER QUALITY REQUIREMENTS FOR CALIBRATION AND TESTING LABORATORIES

Applies To	This specification applies to all laboratories used by Patria BEC		
Introduction	This document defines the core elements of Patria BEC Quality System and describes the basic requirements and guidance for calibration and testing laboratories used by Patria BEC.		
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	12/2017	01	
	07/2023	02	
	Description of the Change		
	Document creation		
	Update for calibration report Requirements (DAC-259 + DAC-286)		
Table of Contents (Optional)	Chapitre	Titre	
	Chapter I	Requirements	
	Chapter II	Supplier qualification requirements & surveillance	
Requirement Origin	Document & Section	Title	
	AS 9110 § 8.4	Control of externally provided processes, product and services	
	AS 9110 § 7.1.5	Monitoring and measuring resources	
Ownership	Process Owner: Quality Manager (PS10 : Insure Product Quality) Document Custodian: Quality Manager Publication Notification: QPulse		
Supporting References	The following references support the implementation of this document:		
	Reference	Title	
	None		
Records & Forms	None		
Definitions	Approved Technical Data	Commonly Abbreviated: ATD. Data approved by the appropriate Civil Aviation Authority (CAA), delegated government authority, or military customer, for the use in performing maintenance, preventative maintenance, or repair of aircraft engines, items, appliances and components.	
	Control report	A document that describes the tests performed and the results obtained based on the requirements	
	Qualified Supplier List	A listing of maintenance functions contracted to other repair stations. It focuses on the maintenance functions being contracted and to whom.	
	Escape	Parts, engines, services, or other delivered products that do not meet Patria BEC requirements. Escapes are determined by Patria BEC based on the following two categories: 1. Significant Escape—An escape that results in customer impact through:	

- Recommendation for field recall or significant inspection
 - Flight restriction/launch impact
 - In-flight shutdown
 - Product/flight safety
2. Other Escapes—All other escapes outside of the Significant Escape criteria.

Acronyms
(Optional)

The following defined acronyms are used throughout this document

Acronym - See			
ATD	Approved Technical Data	QMS	Quality Management system
AB	Accreditation Body	QSL	Qualified Supplier List
		RT	"Rapport de traitement" = Non-conformance report

CHAPTER I GENERAL REQUIREMENTS

Introduction	This chapter describes the basic requirements and guidance for laboratories used by Patria BEC.
Basic Requirements	<p>Laboratories performing calibration and testing services for Patria BEC must be listed on the Patria BEC Qualified Supplier List.</p> <p>The Supplier shall comply with Patria BEC Supplier Quality Assurance System Requirements describe in this procedure.</p> <p>Suppliers must comply with the following:</p> <ul style="list-style-type: none">• Be recognized by a national or international accredited body for the scope of intervention (Ex: ISO 17025) unless an exception have been agreed with Patria BEC quality manager.• Only work to the documentation supplied by Patria BEC when applicable• Allow inspection and/or audit of their system or processes by Patria BEC• Always issue a control report for the work performed
Sub tiers suppliers	Suppliers shall ensure that the requirements describes in this procedure are flowed down, as applicable, to any sub-tiers suppliers used.
Records requirements	<p>1) Conservation</p> <p>❖ Testing and Quality System records</p> <p>Ten (10) years minimum</p> <ul style="list-style-type: none">• Supplier documentation• Inspection results and report• Testing software and/or software revisions• Purchase Orders (internal and customer)• Testing samples (when conservation is done by the supplier). <p>❖ <u>Audits, general escapes, Corrective & Preventative Action, general documentation</u></p> <p>Five (5) years minimum</p> <ul style="list-style-type: none">• External Audit results including Regulatory and Quality System Audits (internal/external, 3rd party)• Investigations and Corrective Action Requests (CAR's)• Escapes and related information <p>2) Recovery</p> <p>The Supplier shall enable Patria BEC to easily recover all records related to Patria BEC orders. If required by Patria BEC, traceability elements shall be recovered in a 2 working days period.</p> <p>3) Destruction</p> <p>The Supplier are authorized to destroy records regarding Patria BEC order but it shall guarantee that:</p> <ul style="list-style-type: none">• records are destroyed in accordance with pre-determined conservation periods,• destruction of records is traced, irreversible, confidential and secured
Escape	<p>Escapes from the Supplier Quality System found at a Patria BEC facility are considered Supplier Escapes.</p> <p>These get measured as one characteristic to determine Quality performance of a supplier.</p>

A Supplier Discrepancy Report (PVRF) will be issued to the supplier along with a Contractor Corrective Action Request form for the determination of Root Cause and Corrective and Preventative Action(s). Feedback to the Contractor Corrective Action Request shall be provided according to the deadline defined in the request.

**Control Report
for calibration**

A control report shall always be issued for the work performed.

The control report must contain the following:

- The supplier name and address
- The customer name
- The unique report number / identification
- The number of page of the report (if more than 1 page)
- The calibrated equipment designation, reference and serial number as applicable.
- The identification of the officially standard(s) / norm(s) used (ISO, ASTM, VDI/VDE/DGQ, AMS,)
- The identification of the method used.
- The reference to the reference standards or standard-measuring equipment
- A statement ensuring that the reference standards or standard-measuring equipment are traceable to international or national measurement standards.
- The measurement uncertainties
- When calibration is performed based on a control instruction (FIC) provided by PBEC, the identification of the FIC number and the revision level.
- The date the calibration was performed.
- The environmental conditions (Example: Temperature, Humidity, ...) when they have and influence on the results
- When adjustment / repair is performed, provide results before and after adjustment /repair.
- Calibration results and the measurement unit and the conclusion on compliance
- The name, date, signature and/or stamp of the report approver

**Control Report
for test
laboratories**

A control report shall always be issued for the work performed.

The control report must contain the following:

- The supplier name and address
 - The customer name
 - The unique report number
 - The number of page of the report (if more than 1 page)
 - The test sample designation, reference and serial number as applicable.
 - Test results including the conclusion on compliance
 - Identification of the method used
 - The reference to any non-conformance
 - The reference to the documentation and revision level when applicable
 - The environmental conditions (Example: Temperature, Humidity, ...) when they have and influence on the results
 - The name, date, signature and/or stamp of the report approver
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When a specific template is provided by Patria BEC to the laboratory or when the laboratory and Patria BEC came to a mutual agreement on a specific template, this template should be used and supplant the requirements describe above.

Non-conforming calibration results

The supplier shall identified non-conforming calibrated equipment's at all time.

All non-conforming equipment must be returned back to Patria BEC against proper purchase order and shall be appropriately identified / tagged.

CHAPTER II SUPPLIER QUALIFICATION REQUIREMENTS & SURVEILLANCE

Introduction	Prior to performing work for Patria BEC a supplier must be granted approval and be placed on the Qualified Supplier List. Once added, a supplier must maintain an "Approved" status. This chapter describe this process.
QSL Qualification process	<p>The supplier qualification process consist in:</p> <ul style="list-style-type: none">• Successfully pass a the accreditation audit with the national or international accredited body• Provide the ad hoc certificate <p>Patria Belgium Engine Center S.R.L will perform a desktop audit to ensure that an organization meets the requirements above.</p>
QSL Statuses	<ul style="list-style-type: none">• Added – This means a supplier has applied for addition to the QSL. With this status may not perform work unit all qualification requirements have been met• Approved – This status means that the supplier has met all qualification requirements and has been granted approval to perform work.• Suspended – This status means that a decision has been made to temporarily suspend a supplier's approval• Removed / Do not use – This status means the supplier has been removed from QSL and is not approved to perform work. Restoration to the QSL will require a full qualification process
Maintaining QSL Approval Status	<p>Upon qualification, suppliers listed on the QSL must ensure that:</p> <ul style="list-style-type: none">• recognition by a national or international accreditation bod are maintined. Provide the ad hoc certificates• performance expectations with respect to Supplier Escapes, On-time delivery, etc are maintained• quality records are retained as required.• as applicable, compliance with all stated terms and conditions listed on the PO or Contract, is insured
Removal from the QSL	<p>A supplier may be removed from the QSL if one of the following happens:</p> <ul style="list-style-type: none">• Refusal to submit to an audit if requested• Lack of action to address quality performance issues• Violations of the terms and conditions• Violations of the local and US export laws• Falsification of data• Failure to provide updated Certificates (if applicable)
Performance Surveillance	Patria BEC will regularly evaluate supplier performance and risks. If the evaluation results does not met the expectations, appropriate actions will be taken.