

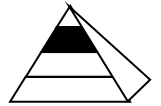
**TITLE**

**MECACHROME GENERAL REQUIREMENTS FOR EXTERNAL SUPPLIERS**

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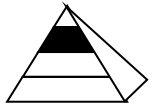
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B	11/08/2014	Update of the control plan for MKS (chap. 10 et manufacturer certificate (chap. 16)	P. BALLOIS
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D	04/06/2021	Overhaul of the document, with incorporation of multi-sites referentials & performance requirements	F. CAMPE
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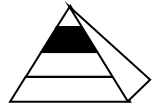


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## **1 – OBJECT AND SCOPE OF APPLICATION**

The purpose of this MECACHROME General Requirements procedure is to define the Quality, Logistics, Safety, and Environmental requirements concerning the organization, human and material resources, processes, and procedures to be implemented by MECACHROME external suppliers.

The objective of this document is to achieve and maintain the quality level of products and services that meet the expectations of MECACHROME and its customers.

This procedure is a contractual document applicable to all MECACHROME external suppliers whose services or purchased products "are part of the composition of the product resulting from a production process and directly contribute to its characteristics."

Any deviation from the application of this procedure must be subject to a written agreement.

## **2 – DEFINITIONS AND ABBREVIATIONS**

**MECACHROME:** Refers to all companies in the MECACHROME group.

**Client:** The customer of MECACHROME.

**External Supplier:** Refers to a person or organization external to the entity providing a product and/or service.

**Subcontractor:** Company performing work on behalf of the external supplier.

**Qualification:** The act of qualifying someone or something by assigning a quality with its designation.

**Approval:** Permission and/or authorization issued by an authority.

**Counterfeit Part:** An unauthorized copy, imitation, replacement part, or modified part (e.g., material, part, component) knowingly presented as an original specified part from a manufacturer, designer, or authorized source.

**Suspected Unapproved Part:** A part for which there is credible and objective evidence that it is potentially unapproved or counterfeit.

**Unapproved Part:** A part that has not been produced or maintained according to approved or acceptable data and in compliance with applicable legal, regulatory, or customer requirements.

**Lot:** A set of items responding to the same definition and having common manufacturing conditions.

**Supply:** Article and/or service performed partially or entirely.

**Traceability:** A system allowing rapid retrieval of the history of a supply or a family of identical supplies concerning their manufacturing and the material used.

**Validation:** Set of inspection operations that verify the conformity of the product produced according to a given industrial process.

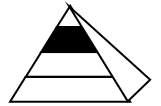
**Special Process:** A process whose results cannot be fully verified afterward by product inspection or testing, and where deficiencies in execution can only appear during the product's use.

**QSE System:** Integrated Quality, Safety, and Environmental System.

**FNC / NQF:** Non-Conformity Report / Supplier Non-Quality Report. In this context, "Supplier" refers to an external supplier.

**NC:** Non-conformity.

**BL – DC:** Delivery Note and Declaration of Conformity, a documented information attesting to product conformity; conformity to the defined process, design requirements, and specifications.



**Incoterms®:** International Commercial Terms, standardized terms defining the rights and duties of buyers and sellers in international and national trade.

**PPM:** Parts Per Million. The sum of non-compliant parts multiplied by 1 million and divided by the total quantity delivered. This unit measures external supplier performance over a given period.

**OQD:** On Quality Delivery – a measure of Quality performance. Includes all quality product indicators: number of quality incidents, number of requests for quality deviations, and ppm.

**OTD:** On-Time Delivery – a measure of delivery performance over a given period. Sum of order lines received in quantity and on-time, divided by the total number of order lines to be received.

**ADI:** Average Delay Indicator over a given period. The sum of delayed days for late or non-received orders, divided by the total number of delayed or non-received orders.

**Critical specification:** an attribute or specification of which the non-conformity downgrades the product or prevents it from operating. It is identified on the drawing and prioritised.

**Safety specification:** an attribute or specification of which the non-conformity generates a safety risk for users of the product. It is identified on the drawing.

**Regulatory specification:** an attribute or specification of which the non-conformity results in non-compliance with a regulation or law.

**FOD:** "Foreign Object Debris" meaning foreign bodies, debris or substances. The environment, the equipment, the process or staff can generate FOD. By extension, the FOD concept extends to damage caused by debris. (Scratches, impacts,).

**SMS:** Safety Management System

**PQA:** Product Quality Assurance

**FMECA:** Failure Mode, Effect and Criticality Analysis.

**PPAP:** "Production Part Approval Process" Approval of production part qualification file.

**FAI:** "First Article Inspection". First article review. First product or first service carried out by the external service provider and delivered to MECACHROME.

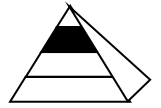
**FAA:** "First Article Assembly" review of the first article on a product assembly.

**LAI:** "Last Article Inspection" review of last article.

**LAA:** "Last Article Assembly" review of last article on product assembly.

**IS:** "Initial Sample"

**IVF:** "Industrial Validation File"



### **3 – PROTOCOL MANAGEMENT**

The external supplier must ensure that they have the latest version of this procedure.

#### **General Obligations:**

Acceptance of the order or contract by the external supplier implies unconditional agreement to:

- The conditions of this procedure.
- Any specific conditions mentioned in the order.

In case of any conflict between a requirement described in this procedure and a specific requirement mentioned in the order, the external supplier will apply the stricter of the two.

Any inability to meet these requirements must be reported within 48 hours from the receipt of the order by the external supplier. Failure to do so means the order's conditions are considered accepted.

Any clause contained in the external supplier's specifications or general conditions of sale that contradicts this document is void.

When the external supplier is a sales organization (distributor, wholesaler, etc.), it is their responsibility to pass along and apply all the terms of this procedure to any subcontractors they may use.

The external supplier is entirely responsible for ensuring the conformity of its supplies and those it may subcontract to the technical, quality, and other clauses in the order, including when the list of subcontractors is shared by MECACHROME or the end customer (Qualified Provider List).

The external supplier must comply with the standards referenced in the order. It is their responsibility to obtain these standards.

The external supplier must inform MECACHROME as soon as possible of any anomaly related to manufacturing, assembly, testing, or qualification, whether discovered before, during, or after the article's production.

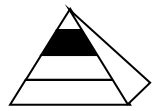
The external supplier commits to adhering to the obsolescence management, counterfeit management, and safety management requirements detailed in this document.

### **4 – TECHNICAL DOCUMENTATION**

MECACHROME provides the external supplier with the necessary technical documentation to fulfill the order. The external supplier is responsible for obtaining all the necessary definition elements and the prescribed or recommended standards not supplied by MECACHROME:

- From MECACHROME for specific documents.
- From competent services for standard norms (AFNOR, AIR, etc.).
- From the Client if directly qualified by the latter.

The external supplier should ensure that its internal documentation meets contractual requirements.



## **5 – PRODUCTS PROVIDED BY MECACHROME**

### **5.1 – Supply of Material and Components**

When materials or components are supplied by MECACHROME, the external supplier is responsible for receiving all supplies and materials (examining the delivery note against the order, quantitative checks, and identification of the product against the conformity declaration).

In case of detected anomalies, the external supplier must inform MECACHROME, which will define the necessary actions according to the agreed-upon order terms.

The external supplier may not replace materials or supplies without formal written approval from MECACHROME.

The external supplier must declare any rejected material or product supplied by MECACHROME.

### **5.2 – Tooling Supplied or Funded by MECACHROME**

When MECACHROME provides or funds tooling (including measurement and testing instruments), the external supplier is fully responsible for proper storage and maintaining the equipment in good condition.

Any modifications to the tooling must be formally approved by MECACHROME, and records related to the modification must be kept throughout the tooling's lifecycle.

Tooling provided or funded by MECACHROME must be insured under the external supplier's insurance policy. The insurance policy numbers and contract references must be provided to MECACHROME.

A list of MECACHROME-supplied or funded tooling must be kept by the external supplier and provided to MECACHROME upon request.

### **5.3 – Packaging & sustainable containers provided by Mecachrome**

When MECACHROME provides the external provider with sustainable containers, the provider ensures their qualitative and quantitative management on their premises.

The external provider stores MECACHROME-owned containers in appropriate conditions and informs MECACHROME of any damage or observed deterioration of the container.

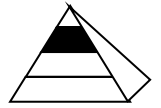
For a product packaged in a MECACHROME-owned sustainable container, the external provider complies with the packaging conditions defined at the time of PPAP / FAI file acceptance by MECACHROME.

## **6 – PERFORMANCE MEASUREMENT AND IMPROVEMENT**

The external supplier must establish a continuous improvement approach to control and enhance their performance while striving for excellence. As part of this process, the external supplier must develop an improvement plan that outlines progress in the areas of quality, logistics, and risk management.

MECACHROME defines the following performance indicators to measure the performance levels of the external supplier in terms of quality and logistics.

Annual objectives for OTD (On-Time Delivery) and PPM (Parts Per Million) are set and may be formalized by a quality commitment. This document must be signed by an authorized representative of the external supplier.



## 6.1 – Performance Indicators

### 6.1.1 – Logistic performance

**On-Time Delivery (OTD)** : OTD measures the reliability of confirmed deliveries. The acceptable delivery time tolerance for external suppliers (excluding the automotive supply chain) is between -5 and 0 business days (excluding public holidays). The external supplier must maintain a minimum performance level of 98%.

**AR (Acknowledgment of Receipt)** : This indicator measures the compliance with order acknowledgment issuance. The supplier must issue an acknowledgment of receipt within a maximum of 48 hours after receipt of the order. The supplier must achieve a 100% rate.

**ADI (Average Delay Index)** The average delay index calculates the arithmetic mean of the number of late days per line of order. The external supplier must ensure a maximum average delay of 2 business days.

### 6.1.2 – Quality Performance

**PPM – Parts Per Million**: This indicator reflects the quantity of non-conforming parts detected at receipt, during production, or by MECACHROME's customer. The supplier must ensure a level of 500 PPM or lower.

**Number of Quality Incidents**: This includes any quality issues related to product packaging and accompanying documentation.

**Deviation Requests** : The external supplier must not exceed the number of deviation requests defined in specific contracts. No delivery is permitted without MECACHROME's formal written approval.

For suppliers involved in engine projects, they must provide an annual report of their internal audits at MECACHROME's request.

### 6.1.3 – Performance Control

The external supplier must systematically analyze any discrepancies between performance targets and actual performance. Corrective actions should be defined and implemented as necessary.

If performance targets are repeatedly not met, the supplier must present MECACHROME with an action plan to meet the targets within an agreed timeframe.

Immediate and appropriate corrective actions must be taken depending on the type of non-performance (e.g., weekly follow-ups, recovery plans, overtime, weekend work, exceptional transports, quality inspections, 100% sorting).

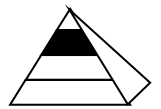
If non-performance is recurring, MECACHROME may request a recovery plan at any time. The supplier must then provide MECACHROME with a status update on all ongoing orders, including milestones such as procurement, production, and delivery.

These exceptional measures will be lifted only after sufficient verification that performance targets have been consistently met.

## 6.2 – Scorecard

The six indicators described in section 6.1 are included and are subject to a monthly report. The objectives are integrated into this scorecard.





### Correction principles:

In response to the OTD scorecard, the external supplier must identify the root causes of non-compliance with the delivery tolerance window. The supplier may indicate reasons that are MECACHROME's responsibility.

Quality incidents reported by MECACHROME are not subject to correction. If disputed, the supplier must provide tangible evidence of their non-responsibility for the detected non-conformity.

The responsibility for non-conformities cannot be contested after a maximum of one calendar month following the incident date.

The supplier is responsible for managing the return of non-conforming parts.

### **6.3 – Quality system requirements**

The external provider ensures, through appropriate and continuous measures, the maintenance and improvement of its Quality, Safety, and Environment management system by means of:

- Internal audits.
- Action plan reviews.
- Regular evaluations of its QSE performance level.

The external provider shall promptly inform MECACHROME of any major changes impacting its Management System as soon as they become aware of them, including, but not limited to, the following:

- Change of Management and/or QSE Manager.
- Updates of System and Special Process Certifications.
- Loss of approvals, QSE certification loss.
- Production prohibition imposed by the end customer.

The external provider shall demonstrate certification in EN9100 (or geographic equivalent, e.g., AS9100 for America) for Aeronautical products and/or processes, and EN9120 (or geographic equivalent, e.g., AS9120 for America) for the distribution of Aeronautical products.

The external provider shall demonstrate certification in IATF / 16949 for automotive products and/or processes.

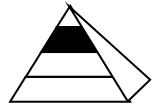
The external provider shall demonstrate compliance with AS 13100, through a self-assessment (see RM13009), when involved in projects with an aeronautical engine manufacturer as the Client.

Upon the Client's request, MECACHROME may require the external provider to demonstrate a certified quality system according to a reference standard specified for the relevant field of activity (e.g., defense, space).

For external providers whose service or purchased product is not part of the composition of the product resulting from a production process but directly contributes to its characteristics, MECACHROME recommends that the provider demonstrate certification in ISO9001 (or geographic equivalent), or at least effectively implement a quality and continuous improvement approach.

### **6.4 – Risk management**

The external provider is required to implement a risk management approach at all levels of its organization across its processes, projects, procedures, and products.



In this context, MECACHROME recommends using the FMEA (Failure Mode and Effects Analysis) methodology. For any industrialization or reindustrialization approach related to automotive products, as well as aeronautical engine or structure products, the use of the FMEA tool by the external provider is mandatory for each product delivered to MECACHROME, unless a specific agreement is clearly identified in the PPAP deliverables list.

The external provider identifies major risks, including those related to human factors. It defines and implements appropriate corrective and preventive actions to reduce their criticality.

Additionally, the provider shall define a crisis and business continuity management plan within the scope of identified major risks. This includes identifying:

- Events (internal or external) that could lead to a crisis situation, impacting operations for varying durations, and potentially causing delivery delays/stoppages.
- Measures to minimize the impacts of such events (crisis management).
- Actions to restore normal operations (business continuity).

The external provider is required to provide the results of its risk analysis upon request by MECACHROME.

## **7 – MECACHROME ORDER SYSTEM**

### **7.1 – Firm Order**

The list of applicable requirements and the current index are provided with every firm order. The supplier must verify that they have the documentation at the corresponding index. In the event of discrepancies, the supplier must contact MECACHROME to obtain the document and take it into account before starting production.

At a minimum, a MECACHROME order includes:

- MECACHROME product reference.
- Product designation.
- Ordered quantity.
- Price per unit and currency.
- Expected delivery date in accordance with the INCOTERM.
- List of applicable requirements.

### **7.2 – Rolling Supply Plan**

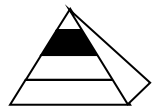
After MECACHROME's validation of the first article order and at MECACHROME's request, a rolling supply plan can be implemented with the external supplier. This plan defines, for each reference, the quantities to be delivered to MECACHROME according to three planning horizons: firm, preliminary, and forecast.

MECACHROME and the supplier jointly define the parameters of the rolling supply plan, including but not limited to the firm period, preliminary period, forecast period, horizon, and minimum purchase quantity.

Forecasts do not constitute a purchase commitment by MECACHROME.

The list of requirements cited in the first article order includes a unique index referenced on the supply plan. The external supplier must verify the compliance of this index upon receipt of the supply plan. If discrepancies are found, the supplier must contact MECACHROME to define the next steps.

In the case of a product modification, MECACHROME issues a new FAI (First Article Inspection) order.



### **7.3 – Consignment Stock**

At MECACHROME's request and with the supplier's agreement, a consignment stock replenishment system may be set up. In such a case, a specific purchase contract is drawn up, outlining the physical and administrative management rules between MECACHROME and the external supplier.

The documentation management rules are identical to those applied to firm orders.

## **8 – ENVIRONMENT AND SAFETY TOPICS**

The external supplier must demonstrate ISO 14001 certification and compliance with RoHS regulations, as well as adherence to the IMDS (International Material Data System) for automotive products and/or processes.

The external supplier agrees to comply with the regulations and laws of the country where it is located.

External suppliers located in Europe must comply with European regulation No. 2006-1907, known as the REACH regulation.

External suppliers delivering to MECACHROME sites in Europe must submit all data and information related to chemicals used in products or manufacturing processes in accordance with Article 33 of EU REACH Regulation No. 2006-1907.

As part of this, the supplier must provide a dated and signed declaration detailing:

- The relevant part or product and its reference.
- The name of the substance(s) and CAS number.
- The Safety Data Sheet (SDS) in French.
- The REACH registration and authorization number.
- The percentage by mass in relation to the total weight of the part if the substance is listed/registered with the European Chemicals Agency (ECHA).

The external supplier must provide this declaration in the following cases:

- During the submission of the PPAP/FAI file for part validation by MECACHROME.
- When there is a change in the substances used in the manufacturing process of a MECACHROME part.
- When a substance delivered by the external supplier is newly registered in the ECHA list following a regulatory update.

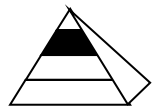
## **9 – INDUSTRIALIZATION**

### **9.1 – Conditions for Execution**

The conditions for fulfilling a MECACHROME order by the external supplier are those defined during the request for proposal (RFP) process initiated by MECACHROME.

The external supplier must ensure that all operations are carried out under the same conditions as those that led to the validation of the FAI and PPAP files.

For automotive, aero-engine, and aerostructure products, the supplier must manage the project according to the APQP/PPAP process and, if applicable, submit the PPAP according to the submission level defined by MECACHROME.



The risk mitigation plan defined during the evaluation phase must be confirmed for the Production Readiness Review, marking milestone 3 of the APQP process.

## **9.2 – Manufacturing and Control Instructions**

The manufacturing and control instructions must list all manufacturing and control operations to be performed to deliver the ordered supply or service, from material reception to final inspection and shipment. These instructions must include any subcontracted operations.

The link between the supplier's order number and its subcontractor's documents (manufacturing instructions, certificate of conformity, delivery note, etc.) must be clear and documented.

The external supplier must retain and make available to MECACHROME the following documents while ensuring traceability as described later in the procedure:

- Manufacturing and control instructions.
- Manufacturing orders & associated tracking sheets.
- Inspection reports.
- Material manufacturing sheets, where applicable.
- Forging and casting sheets, if applicable.
- Assembly and testing instructions, if necessary.
- Detailed work instructions.
- Declaration of conformity.

All operations described in the manufacturing and control instructions must be formally validated (via signature, stamp, etc.) by authorized personnel.

## **10 – MANUFACTURING PROCESS VALIDATION**

### **10.1 – Key Characteristics**

A key characteristic is defined as "an attribute or characteristic whose variation has a significant effect on the product's interchangeability, dimensions, function, performance, service life, or manufacturability."

Key characteristics may originate from:

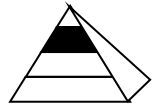
- MECACHROME's Client (plans, specifications, etc.).
- MECACHROME (provided specifications).
- The external supplier's experience with similar products and processes, as well as the results of risk analysis.

The external supplier must:

- Define how key characteristics and critical process parameters are determined.
- Identify the key characteristics and critical parameters of their processes.
- Define measurement and control methods for key characteristics and their target values.
- Establish specific actions to control the variation of key characteristics.

The same level of requirements applies to safety-critical and regulatory characteristics.

The external supplier must comply with the key characteristic control rules in accordance with EN9103 and must use Statistical Process Control (SPC) to ensure ongoing control of key, critical, regulatory, and safety characteristics. If SPC is not used, the external supplier must perform unit checks and record the measured values.



The minimum capability level for measurable characteristics, whether classified as key, critical, regulatory, or safety-related, must exceed 2 for machine capability and 1.67 for process capability.

The external provider adheres to the rule of assigning a minimum severity rating of 7 for critical or key characteristics and 10 for safety characteristics when developing the risk analysis and/or process FMEA.

### **10.2 – Production Part Qualification File**

The PPAP process includes the previously described requirements under various abbreviations such as FAI, FAA, LAI, LAA, IS, and IVF.

The external supplier must submit a PPAP (Production Part Approval Process) file for a product reference in the following cases:

- Introduction of a new part.
- Modification of the product's definition (including a change in the part number).
- Changes to the production process (e.g., changes to production equipment, tooling, software programs, control methods, etc.).
- Change of a lower-tier supplier.
- Relocation of the production site (including moving equipment within the same site).
- Production interruption exceeding 24 months (aerospace) or 12 months (automotive).

MECACHROME will order a PPAP file along with a representative first production part (FAI/IS). The FAI part will be delivered in the packaging selected for mass production, with a label identifying it as "FAI or LAI or LAA or FAA or IS or IVF."

The PPAP file is based on the current EN9145 standard, incorporating MECACHROME's specific requirements and additional requirements from MECACHROME's customers.

For automotive products, the PPAP will be established according to the automotive industry's PPAP standard.

For aero-engine products, the PPAP will follow AS13100 and RM 13145.

MECACHROME defines the submission level, specifying the PPAP file components to be provided, and transmits it formally to the external provider through PPAP/FAI Purchase Order.

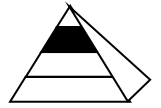
This decision is based on factors such as:

- Product complexity.
- The presence of key, critical, regulatory, or safety-related characteristics in the part plan.
- The type of manufacturing process.
- The significance of the submitted modification.

The list of required elements is described in the document referenced as ST-IND-G-03-48 in the PPAP/FAI order.

Unless otherwise specified in the PPAP/FAI order, a PPAP file applies only to a single product. If the product is an assembly of multiple individual parts, the PPAP file must cover each part and the assembly as a whole.

The PPAP/FAI order also applies to the last production before the transfer from one external provider to another or to a MECACHROME site.



### **10.3 – PPAP File Acceptance**

MECACHROME will formally pronounce the acceptance of the FAI and PPAP files for production parts.

MECACHROME may grant "conditional" acceptance of the FAI or PPAP file, but only complete FAI and PPAP acceptance will be considered final.

The external supplier is not authorized to produce or deliver products until FAI acceptance is granted. However, series production will not be approved until the PPAP file is validated.

In cases of urgent delivery requests, the supplier may submit a waiver request to MECACHROME to produce and/or deliver while awaiting FAI acceptance.

FAI and PPAP acceptance by MECACHROME does not authorize the supplier to deliver products that do not meet specified requirements.

### **10.4 – Control of Measuring and Testing Equipment**

The external supplier must implement periodic verification and/or calibration of all measuring and testing equipment using standards traceable to national or international standards, in appropriate environmental conditions.

An external supplier performing verification and/or calibration of MECACHROME's measuring and testing equipment must be ISO 17025 certified.

### **10.5 – Test Conformity**

When laboratory tests are required as part of the first article validation or production monitoring, the external supplier must ensure that these are performed by sources qualified by MECACHROME's Client.

The external supplier must keep proof of these tests being conducted by qualified sources available for MECACHROME.

## **11 – ACCESS TO PREMISES**

The external supplier must grant access to their premises, workshops, and inspection stations related to the execution of MECACHROME orders, as well as the relevant documentation, to MECACHROME representatives, official regulatory bodies, or MECACHROME's customers. The supplier must also ensure this access extends to their own external suppliers.

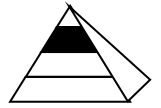
If necessary, MECACHROME may appoint an agent to perform inspections on the supplier's premises.

When applicable, reception inspections may occur on the external supplier's premises, following a written request from MECACHROME. These inspections will be performed by MECACHROME and/or MECACHROME's Client. In such cases, the external supplier must provide the necessary equipment for inspection, such as tooling, measuring equipment, and testing facilities.

## **12 – TRAINING / PERSONNEL QUALIFICATION**

### **12.1 – Training**

The external supplier guarantees that all personnel performing activities related to contract or order execution are properly trained, competent, and physically capable (e.g., visual acuity) to perform their tasks. Competency levels are regularly monitored and maintained.



As part of this, the external supplier must implement a knowledge and skills management process to identify critical competencies, including those held by a single employee, and establish risk mitigation actions in this area.

### **12.2 – Qualification**

The external supplier must implement a qualification procedure through their quality department, or any other competent department, for at least the following personnel:

- Those responsible for the necessary inspections and tests for completing and releasing the supply or service.
- Those responsible for delegated inspections.
- Those involved in performing special processes and non-destructive testing.

## **13 – PRODUCT SAFETY, ETHICAL BEHAVIOR & FAIR CULTURE**

The supplier is committed to promoting a product safety policy.

In addition to technical training, the external supplier's personnel are sensitized to:

- Their contribution to the conformity of the product or service provided,
- Their contribution to product safety,
- The importance of ethical behavior, particularly the need to report and alert internally about any events that could cause safety incidents,
- The concept of Just Culture.

### **13.1 – Product safety**

Product Safety refers to the special attention given to services, particularly in the aerospace sector, to minimize the risks of producing or even delivering unsafe products:

- Raising awareness of quality ethics or ethical behavior for all new hires,
- Targeted training by profession on risks associated with human factors,
- Raising awareness about FOD (Foreign Object Debris) for the personnel concerned.

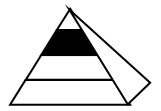
This can be achieved through:

- Conducting process FMEAs (Failure Mode and Effects Analysis),
- Performing product and process safety risk analyses,
- Analyzing safety impacts related to human factors,
- Implementing statistical analysis methods,
- Promoting product safety,
- Implementing “lessons learned” following quality-related events.

### **13.2 – Ethical Behavior**

The importance of ethical behavior refers to raising awareness among all individuals involved in MECACHROME production about the impact of their work on the product, and especially on the safety of air travel.

For this reason, the supplier must implement an internal process that ensures unanimous and unequivocal awareness of the potential impact their personnel can have on aerospace, and consequently, flight safety, as well as on MECACHROME’s image in general. This applies to all employees in the organization and to all activities undertaken.



As part of this process, the supplier must regularly raise awareness and remind all employees, in all activities, of the necessity to adopt a conscientious and professional attitude that does not endanger flight safety, ensuring that everyone clearly understands what they should be doing and what they are actually doing.

Regular communication campaigns on ethical behavior must be conducted (through posters, digital means, internal newsletters, etc.).

The management must promote an event reporting system that allows everyone to alert others in case of any potential safety incidents.

### **13.3 – Fair Culture**

It is also the responsibility of the management and leadership of the external supplier to create and maintain a climate that fosters open communication in a non-punitive environment.

The priority for management is to consider any event that may affect flight safety without penalizing unintentional human error. Sanctions should only be considered in cases of deliberately unethical behavior.

The supplier must be able to justify the steps taken and the follow-up of awareness-raising actions, including evaluating understanding, the individuals involved, the frequency of reminders, and the content communicated.

MECACHROME reserves the right to verify the validity of these awareness and training actions during visits or audits.

A product safety management system approach can be considered by the external supplier to help control product safety throughout the product's lifecycle, including actions related to human factors, FOD, etc.

## **14 – MONITORING OF SPECIAL PROCESSES**

The external supplier must be able to justify the validity of any special processes implemented and the qualification of personnel involved in these operations. The supplier must also be able to present supporting documentation from their own external suppliers when subcontracting special processes.

If the external supplier is no longer able to implement special processes due to loss of qualification or validity, MECACHROME must be informed immediately. This includes any loss or restriction of customer qualification or NADCAP qualification.

The supplier must monitor their special processes and maintain the associated records to justify this monitoring upon MECACHROME's request.

If a Client delegates the qualification of a special process to MECACHROME, MECACHROME will qualify the external supplier's special process in compliance with the specifications and normative requirements set by the Client.

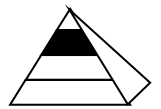
In the absence of Client requirements for special process qualification, MECACHROME will perform the qualification itself. An audit by MECACHROME's qualified personnel at the external supplier's site will verify compliance with the Client's specifications. This includes, at minimum, an examination of the facilities, documentation, and personnel qualification, as well as a verification of the process on test pieces.

Post-processing operations (e.g., finishing) are considered special processes and are subject to qualification.

## **15 – SUBCONTRACTING CASCADE PURCHASES**

The representation of subcontracting cascade principles is described in the annex to this document.





Subcontracting cascades require prior MECACHROME approval, formalized during the acceptance of first article and PPAP files.

Any modification to the subcontracting cascade must also be approved by MECACHROME. If MECACHROME approves the modification, the external supplier must submit a PPAP file, including a risk analysis for acceptance.

In cases of production transfers between units of the same external supplier, the receiving unit must hold formal qualification from MECACHROME or the Client.

Regardless of the situation:

- The external supplier remains fully responsible.
- The supplier's purchase orders to their subcontractors must include all applicable MECACHROME requirements.
- The supplier must comply with MECACHROME's traceability requirements outlined in this procedure.

## **16 – DELIVERY AND PACKAGING**

### **16.1 – Delivery**

All deliveries to MECACHROME must be accompanied by:

- A delivery note in two copies.
- A transport waybill ("CMR" – Convention on the Contract for the International Carriage of Goods by Road).
- A declaration of conformity in accordance with NF EN 9163 or NF/EN/ISO 17050-1.
- Any other documents specified in the order.

For material manufacturers, a material certificate compliant with NF EN 10204 type 3.1 (formerly CCPU) with a statement of conformity to the order is acceptable as a declaration of conformity.

If MECACHROME accepts a deviation request, a copy of the formal approval must accompany the goods.

Access to the accompanying documentation should be possible without breaking the product packaging, preferably on the packaging unit itself.

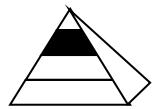
For each material batch, the external supplier must provide a material certificate compliant with NF EN 10204 type 3.1.

**\*\*Special Case:\*\*** In the case of material transformation services (e.g., cutting, slicing), the external provider must indicate the original material lot number for each unit delivered on the delivery note and provide a copy of the material certificate conforming to standard NF EN 10204 type 3.1 for the original material.

For distributed products, it is necessary to provide the complete set of documents certifying conformity from the manufacturer: delivery note/quality certificate (BL/CC) from each intermediary.

If the parts delivered by the external provider include elastomers, the cure date(s) must be indicated on the delivery note or on the MECACHROME work order for in-situ services.

In the case of products or materials entrusted by MECACHROME to an external provider, the lot number of the products or materials used to manufacture the parts is recorded on the delivery note accompanying the goods delivered to MECACHROME.



The external provider located in a third country (outside the European Union) and delivering goods under customs must issue an invoice in the name of the MECACHROME site and companies receiving the goods, attaching it to the goods with all documents necessary for customs clearance (certificate of origin, certificate of conformity, etc.).

The external provider located in a third country (outside the European Union) and the external provider delivering goods under customs with the INCOTERM DAP to the MECACHROME site and purchasing company are required to have their carrier perform a "Customs Stop" at the recipient's geographic location prior to delivery, according to MECACHROME's defined conditions.

The external provider located outside France must indicate the customs code and the country of origin of the product on the invoice issued in the name of the MECACHROME site and companies.

The external provider located in France is required to provide, upon request, the customs code and the country of origin of the product on any invoice issued in the name of the MECACHROME site and companies.

### **16.2 – Packaging**

Specific packaging, identification, and preservation rules are defined in a logistics protocol for each MECACHROME plant, stipulated in the order.

The external supplier must take necessary measures to protect the product and accompanying documentation during handling, storage, and transport (e.g., protection against shocks, oxidation, deformation, marks, etc.).

The external supplier must specifically identify and physically separate non-conforming or derogated products from conforming ones.

The supplier must take into account phytosanitary regulations applicable in the destination country.

### **16.3 – Direct Delivery to MECACHROME's Customer**

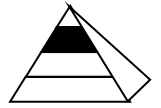
Direct delivery from the external supplier to MECACHROME's customer is only allowed with written authorization from MECACHROME. Such deliveries are exceptional and one-time occurrences. The supplier must comply with all specific rules mentioned in the MECACHROME order.

In cases of permanent direct deliveries, a specific protocol must be established between the MECACHROME site issuing the order and the external supplier. The protocol includes:

- Reference to this procedure (ACH-G-08) and adherence to all its requirements.
- Requirements for delegation of product inspection before delivery as defined in EN 9117.
- Authorization granted by MECACHROME for direct delivery.
- Delegation agreement from MECACHROME for control.
- Duration of the direct delivery protocol.
- MECACHROME references concerned by the direct delivery.
- Rules for suspending or stopping direct delivery.
- A list of specific requirements related to this flow, including, but not limited to: an additional pre-release verification operation, specific identification rules, a pre-delivery verification checklist, etc.

This protocol is co-signed by both parties and referenced on each MECACHROME order, authorizing direct delivery from the supplier.

If the delivery location is in a country different from that of the external provider, MECACHROME and the external provider conduct a risk assessment for tax and customs compliance prior to establishing such a flow.



#### **16.4 – Direct Delivery Between External Suppliers**

When MECACHROME requests direct delivery between two external suppliers (successive operations without returning the items to MECACHROME), the supplier performing the second operation must verify at least the following upon receipt:

- The presence of a declaration of conformity from the previous supplier.
- Coherence of product identification with the declaration.
- General condition and packaging of the items.

In cases of permanent direct deliveries between two external suppliers, a specific protocol is established to manage the flow between MECACHROME and the two suppliers, with all related conditions and requirements.

### **17 – CHANGE MANAGEMENT**

The external supplier must notify MECACHROME without delay of any major modifications, such as:

- Change of production site (factory relocation, subcontracting, change of the external supplier's supplier).
- Manufacturing process changes.
- Plant reorganization (changes in infrastructure, layout, facilities, etc.).
- ERP system changes.
- Changes in executive personnel.
- Change of ownership.
- Change in transportation mode.
- Supply chain changes (capacity, storage, etc.).

The external supplier must conduct a risk analysis of these changes and inform MECACHROME of the identified mitigation actions. MECACHROME will confirm the required PPAP submission level associated with implementing the proposed change.

### **18 – NON-CONFORMITY MANAGEMENT**

The external supplier must ensure that products and services provided to MECACHROME which do not comply with the applicable requirements are controlled.

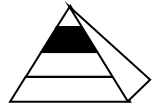
To prevent any unintended use or supply of non-conforming products, the supplier must establish and implement a non-conformity management system that includes:

- Individual identification of the non-conforming items, including those potentially already delivered.
- Physical isolation of non-conforming items (to avoid mixing with conforming products).
- Recording of the non-conformity.
- Associated containment actions (including stock and work-in-progress).
- Actions to render non-conforming items unusable (e.g., mutilation of parts).

For products and materials supplied by MECACHROME and reported by the external provider as non-compliant, all the non-compliance management rules described above apply.

#### **18.1 – Detection of Non-Conformity by the External Supplier**

The external supplier is obligated to notify MECACHROME of any non-conformity detected before or after delivery to MECACHROME.



The supplier must submit a deviation request within 48 hours, and without delay if non-conforming products are in transit or already delivered to MECACHROME.

The external provider submits a deviation request to MECACHROME within a maximum of 48 hours, immediately if the non-compliant products are already in transit or delivered to MECACHROME. In this context, they provide all traceability information required by MECACHROME (e.g., delivery note number, delivery date, lot number, etc.).

The external provider may not deliver a product under deviation until MECACHROME has granted approval for the deviation request.

Any deviation request submitted by the external provider must include an analysis of the causes of occurrence and non-detection of the non-compliance, along with an associated action plan. This analysis is conducted using a proven methodology (e.g., 5M, 5W, etc.), and the corrective action plan is formalized using an 8D methodology. Closure of the 8D is subject to MECACHROME's validation.

In cases where there is a risk of non-conforming products impacting other MECACHROME productions, the supplier must immediately notify MECACHROME.

For non-conforming materials supplied by MECACHROME, the decision on whether to return or scrap the material is at MECACHROME's sole discretion. In case of return, the supplier must follow the delivery and packaging rules outlined above.

### **18.2 – Detection of Non-Conformity by MECACHROME**

Any non-conformity detected by MECACHROME at receipt, during production, or by MECACHROME's customer results in a Non-Conformity Report (NCR) being issued to the supplier. Upon receiving the NCR, the external supplier must take the following actions:

- Acknowledge receipt of the NCR within 24 hours.
- Organize sorting, rework, or return operations in agreement with MECACHROME, according to the agreed deadlines.
- Submit the short-term corrective actions of the 8D report within 48 hours.
- Submit the full 8D analysis, including root cause analysis and corrective actions, within two weeks.

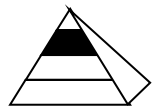
The 8D closure is subject to MECACHROME's approval.

The external supplier must notify MECACHROME of the results of any sorting or rework actions.

### **18.3 – Non-Conformity Actions**

If the non-conforming products have already been delivered, and upon MECACHROME's request, the external supplier must conduct rework operations at their expense, either at the MECACHROME site or at the customer's site. These operations may also be carried out at the supplier's facility if the parts are returned at their cost, or by MECACHROME at the supplier's expense.

The supplier is required to supply replacement products if MECACHROME's production is halted or disrupted. The supplier must provide trained personnel for product rework operations.



## **19 – TRACEABILITY**

The external supplier ensures the traceability of all activities carried out for MECACHROME. This traceability system must guarantee the ability to trace the entire history of a supply or service from the order to the receipt of the product at MECACHROME.

Traceability requirements include, but are not limited to:

- Product identification, including all constituent elements such as material lot, fasteners, sub-assemblies, surface treatment elements, and any applied fluids.
- Sequential production records (manufacturing, assembly, control/verification).
- Personnel qualification records for those involved.
- Tools and equipment used in the performance of the work.
- Methods used to approve acceptance (e.g., stamps, electronic signatures, passwords).

The MECACHROME order is the unique entry point for traceability, and all records from the external supplier and its suppliers must be linked to this order :

- **Document Traceability** : To maintain traceability of applicable documents and situate a supply relative to its quality outcomes, all technical documentation (for manufacturing and control) related to a MECACHROME product must be linked to the MECACHROME order.
- **Supplier Traceability of Materials** : The supplier must put measures in place to ensure traceability of their own material supplies, including:
  - o Recording the results of the various inspections performed.
  - o Carrying the material lot number forward onto the material to be processed (and onto the remnants).
  - o In the case of lot division, separating the lots must be done using a tracking sheet or operational flow chart for each lot.
- **Traceability of Products Provided by MECACHROME** : When MECACHROME provides products or materials to the supplier, they must implement traceability measures according to the same rules described above.

Traceability must be guaranteed for the entire lifecycle of the product.

MECACHROME reserves the right to verify the effectiveness of the supplier's record-keeping through traceability tests (record searches related to a contract or order). The supplier must provide all requested records within a maximum of 72 hours during such traceability tests.

The list of documents to be archived, along with their minimum retention periods, is described in the annex to this document.

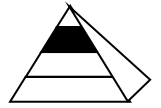
## **20 – PRODUCT QUALITY ASSURANCE**

Product Quality Assurance (PQA) is a mutual commitment between an external supplier and MECACHROME, which exempts MECACHROME from systematic product inspection due to the trust demonstrated in the supplier.

PQA status is granted by MECACHROME after a certain period and/or a specified number of deliveries without any non-conformities being detected.

A special PQA identification label must be affixed to each packaging unit of the product concerned, and the delivery note/declaration of conformity must include the following statement:

***"All the supplies listed here have been manufactured, tested, and inspected and conform in all respects to the plans, specifications, and the related contract/order."***



The absence of systematic product reception control by MECACHROME does not release the supplier from the responsibility of delivering products in compliance with the specified requirements.

The non-quality cost and penalty application rules are the same for products delivered under PQA as for products not delivered under PQA.

## **21 – EVALUATION FOR PANEL INTEGRATION, SURVEILLANCE AUDITS, AND FOLLOW-UP**

### **21.1 – Evaluation for Panel Integration**

MECACHROME performs an evaluation of the supplier's QSE system to decide whether to integrate the supplier into the approved suppliers' list – the supplier panel.

### **21.2 – Surveillance Audits**

MECACHROME reserves the right to conduct procedural or process audits, if necessary, accompanied by a representative from the Client or a regulatory authority, to renew an approval or qualify a special process according to MECACHROME's specifications, the Client's specifications, or a regulatory authority's requirements (OSAC, DGAC, EASA, DGA).

### **21.3 – Follow-up Audits**

MECACHROME reserves the right to conduct product or process audits, if necessary, accompanied by a Client representative, in the case of high-risk products or non-quality products/services provided by the supplier.

In all cases, the external supplier must grant free access to their premises and all documents related to the execution of MECACHROME's order.

## **22 – ANTI-COUNTERFEITING POLICY**

MECACHROME strives to combat the use of counterfeit parts in products and assemblies delivered to its customers. MECACHROME also requires its suppliers to take part in these prevention actions by:

- Establishing processes to detect and report counterfeit or suspected counterfeit parts that may appear in their supply chain.
- Knowing the origin of all parts, materials, and products, and ensuring their authenticity.
- Responding to requests for information regarding the source of any part, material, or product used.

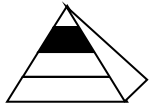
If a supplier detects a risk related to the delivery of counterfeit or suspected counterfeit products, they must inform MECACHROME without delay.

## **23 – OBSOLESCENCE MANAGEMENT**

The external supplier must take all necessary measures to identify risks of obsolescence for materials, products, or processes used to provide MECACHROME's products or services.

The use of materials, products, or processes with known (proven) or suspected obsolescence must be reported to MECACHROME immediately.

Furthermore, the external supplier must develop, submit, and implement actions to avoid any disruption in deliveries to MECACHROME.



## **24 – PREVENTION OF FOREIGN OBJECTS (FOD)**

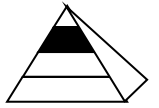
The external supplier must establish processes for the detection and elimination of Foreign Object Debris (FOD) throughout their manufacturing process.

As examples, these processes must, at a minimum, include:

- Regular FOD awareness and training.
- Establishing processes to prevent and detect FOD during manufacturing.
- Implementing best practices for cleaning and organizing workstations and tools.
- Developing reflexes for handling suspicion/discovery of FOD.

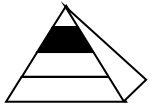
## **25 – INFORMATION SYSTEMS SECURITY**

The external supplier must implement and maintain an information systems security policy aligned with ISO 27001, and where applicable, comply with specific customer requirements (e.g., Airbus A1015).

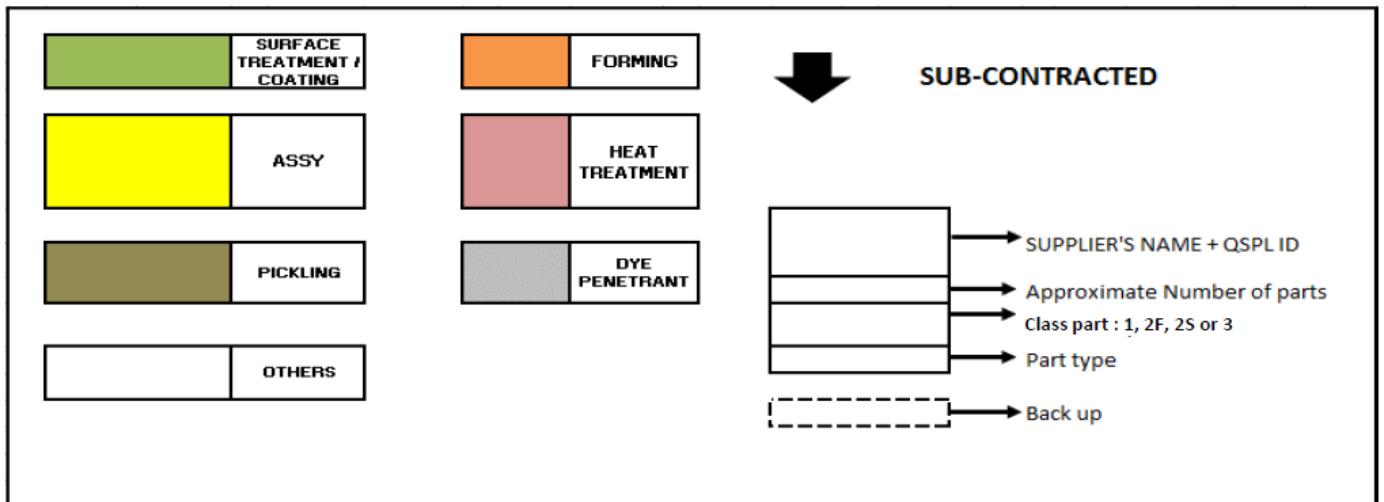
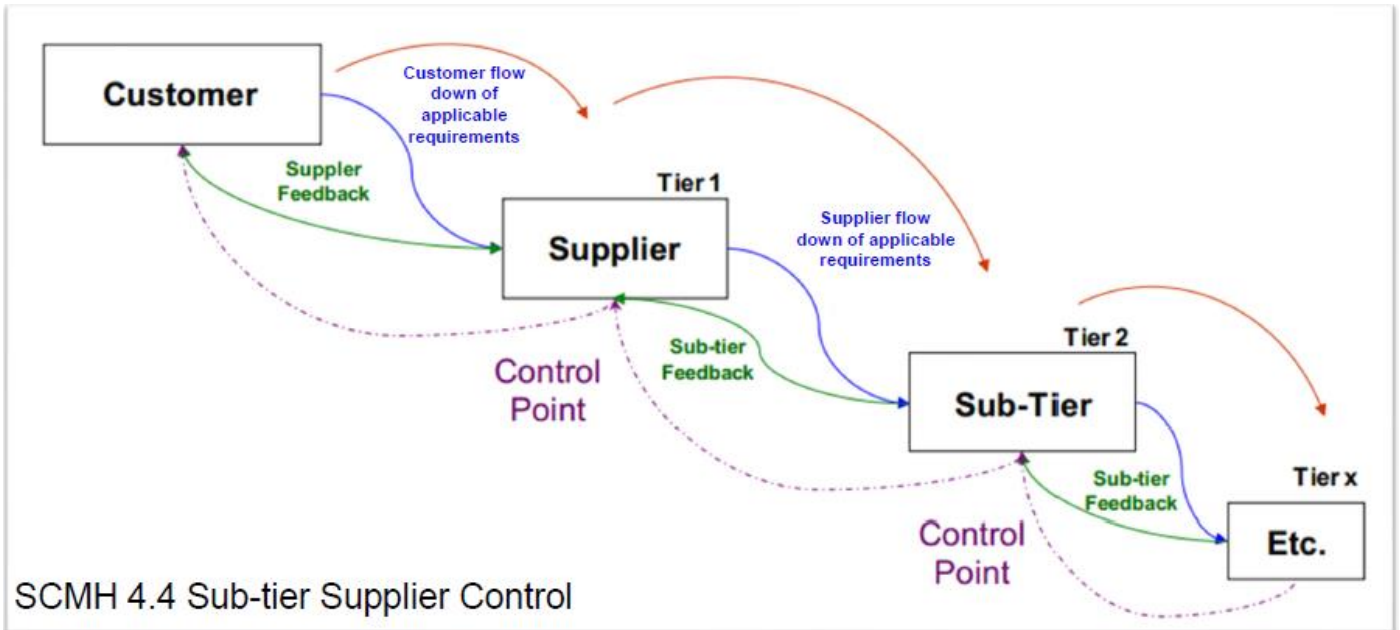


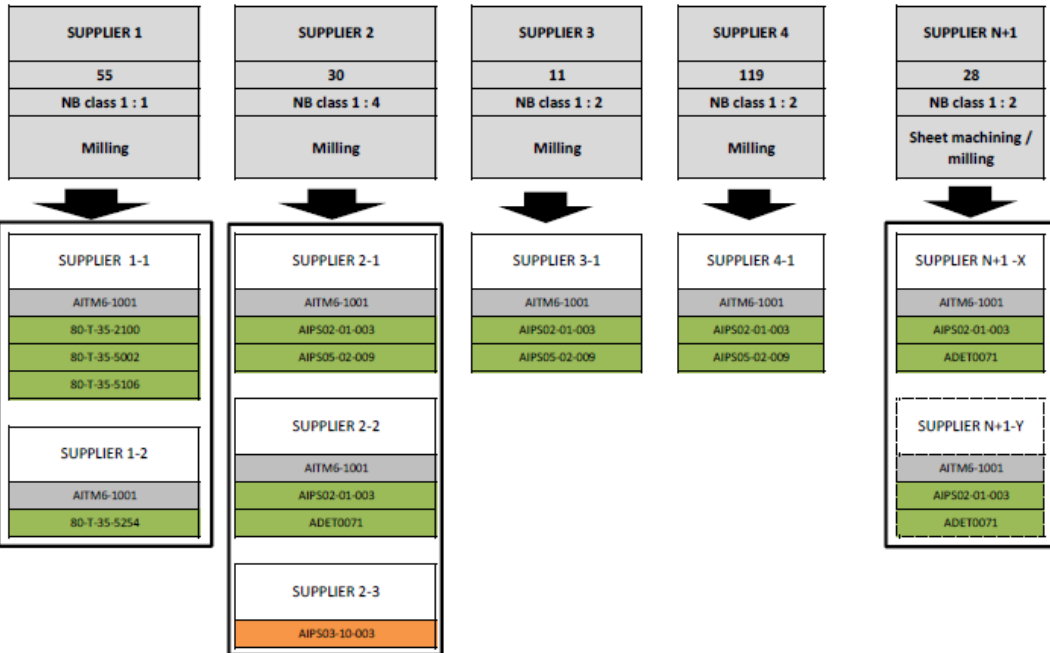
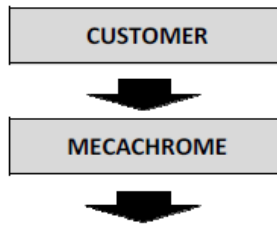
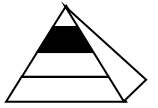
# APPENDICES

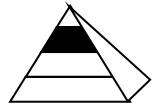




### Annexe 1 – Sub-contracting cascade example







### Annexe 2: Document Archiving

Document type	Person in charge	Duration	
		Aeronautics	Other
Request for Corrective Action	External service provider	3 years	
Audit report	External service provider	3 years	
Closed waiver	External service provider	20 years	3 years
1st Article file / PPAP	External service provider	20 years	3 years
Regular calibration sheet	External service provider	3 years after the device is no longer used	
Client order	External service provider	20 years	3 years
Manufacturing file with measurements, checking sequence, heat treatment curve, inspection report, 3D report. ...	External service provider	20 years	3 years
Manufacturing file for aeronautical class 1 products with measurements, checking sequence, heat treatment curve, inspection report, 3D report. ...	External service provider	<b>80 years</b>	
Technical file	External service provider	20 years	3 years
Purchase order for products + DN DC	External service provider	20 years	3 years
Qualification of facilities	External service provider	20 years	
Declaration of conformity / Delivery note and delivery file	External service provider	20 years	3 years
Declaration of conformity/Delivery note and delivery file for <b>aeronautical Class 1 products</b>	External service provider	<b>80 years</b>	
Material DN	External service provider	20 years	3 years
Staff qualification (check punch, special processes, ...)	External service provider	Unlimited	