

The quality requirements have been created in accordance with ISO 9001 / EN9100 standards for aeronautical services. The purpose of this document is to present the quality requirements to be applied by the suppliers to ensure the conformity of the delivered products to DECISION SA.

For the suppliers, the specifications of OUR CUSTOMERS replace our requirements, they are mentioned on our orders and indicated on our drawings. To comply with them, DECISION SA must decline the applicable requirements to his suppliers . Consequently, DECISION SA wants:

- *to receive products complying with specifications on time, on cost and on quality.*
- *Every supplier respects the current regulation.*

1. Quality

1.1 Quality Management System

The supplier must have a quality system or must define actions to meet the requirements of this document. When the supplier is ISO 9001 and / or EN 9100 certified, he is committed to transmit these certificates to DECISION SA and to inform us of any major changes related to his certifications, his process or his materials. A quality interlocutor is appointed by the supplier.

1.2 Audit

DECISION SA may conduct an audit at the supplier company to determine if the implemented actions meet the requirements specified in this document.

The supplier allows DECISION SA as well as his clients and authorities in force to access to the production unit and to the documentation relating to these products. DECISION SA is committed to inform its supplier before any such visit.

1.3 Traceability and registration

The supplier ensures the traceability of products from the material batch number to the delivered part. The following documents will be delivered with the product:

- Process form,
- Validation of executed phases (date & name operators),
- Signed control documents,
- Declaration of conformity,
- In case of non-conformity: derogation, acceptance documents, correctives actions,
- Supply sources of.

These documents must be kept by the supplier minimum 36 months after delivery unless otherwise specified by DECISION SA.

1.4 Qualifications

The supplier identifies the crucial steps in the manufacturing process and assigns qualified and trained personnel to the product. The criteria for accreditation will be justified.

In the case of processes known as special processes, a qualification must be carried out under DECISION SA supervision. These processes must be qualified so as to allow a product delivery on time. This qualification must take into account processes, skills and qualifications management of the personnel who execute it.

In case of sub-contracting, the supplier must ask DECISION SA agreement to subcontract our products. The supplier must ensure to choose suppliers qualified by DECISION SA or his clients. All the specifications required by DECISION SA defined in this document or the client requirements mentioned in the order must be provided to the other subcontractors.

2. Offer

2.1 Confidentiality conditions

The supplier could sign a non-disclosure agreement if it is necessary. It is forbidden to communicate, to any other person than those allowing the good realization of the order, the documents, specifications, plans and other written or oral information collected during the collaboration with DECISION SA. This restriction will be extended for a minimum of 3 years unless otherwise specified in the non-disclosure agreement. The supplier is committed to take all measures with its staff and the companies it deals with to ensure that this commitment is respected.

2.2 Quotation

During a call for tenders, DECISION SA expects from its supplier a quotation mentioning a quotation number, a price, and a delivery time.

2.3 Design and Testing

In the case of design or testing subcontracting, DECISION SA provides the necessary elements for the delivery (drawings, specifications, ...). The supplier shall provide a proposal in accordance with these requirements (quotes, specifications ...) for approval by DECISION SA.

2.4 Order

When the supplier receives an order, he must transmit to DECISION SA a confirmation order with price and delay to ensure DECISION SA supplies reliability.

3. Modifications

3.1 Obsolescence and counterfeit

The supplier shall inform DECISION SA as soon as an obsolescence of a product or any break in supply of one of the products supplied occur during the time of the order. Also, he shall ensure the absence of counterfeit products and/or materials within his company. If he detects the presence of counterfeits, he shall inform DECISION SA in writing.

3.2 Notification of change

Any change in the product construction (process, suppliers, place of production ...) shall be submitted to DECISION SA approval by written request addressed to the quality manager.

3.3 Conformity and product safety

The supplier is responsible for the delivered products conformity, so he shall set up adapted warnings, surveillance and inspection activities.

The subcontractor shall ensure the safety of the piece. He shall guarantee that each action done will not affect the piece (subcontracting, handling, packaging, expedition).

3.4 Non-compliance procedure

Detection: The supplier immediately informs DECISION SA if any problem or non-conformity detected internally may affect the delivered products. DECISION SA informs the supplier, in writing, of any non-conformity within a maximum of 8 working days after receipt of the product. On supplier's request , DECISION SA returns the incriminated parts for analysis. The supplier shall immediately inform DECISION SA, in writing, if another batch or product could be affected by the non-conformity.

Derogation: For any derogation on the process or the product, the supplier shall request a written permission to DECISION SA.

Repair: If necessary, the supplier shall repair the non-compliant parts in production. This repair shall be followed in a process form describing the necessary operations. The repaired parts resume the normal manufacture and control work. If the repair process is different from the standard process, the supplier shall request a derogation to DECISION SA.

3.5 Corrective and preventive actions

On DECISION SA's request (according to the documents provided), the supplier shall define corrective actions following:

- an audit
- a non-compliance deliveries

The supplier initiates a corrective action to establish the root causes of a non-conformity and its non-detection, and to define an action plan to avoid its recurrence. The action plan can also generate preventive actions to avoid the appearance of a similar problem on another process or product.

The supplier shall communicate to DECISION SA the action plan within 30 working days or following the delay indicated on the documents provided.

If necessary, DECISION SA could assist in the corrective action treatment.

4. Products delivery

4.1 Conditioning

The delivered products shall be packed in such a way that the transport, handling, and storage of the product can be done without damage.

4.2 Expiration date of products

Delivered products shall have a residual shelf-life at least equal to 75% of total guaranteed shelf-life on the delivery day, except contrary indications from DECISION SA.

4.3 Delivery

Products delivered to DECISION SA must be accompanied by:

- a delivery slip including the reference of the contract, the name of the supplier and the quantity delivered;
- a declaration of conformity following NFL 00-015C standard or NF EN ISO CEI 17050 standard for the subcontracting;

The delivered materials will be accompanied by:

- a material certificate
- a label with expiry date and storage conditions.

The products delivered to DECISION SA as part of an EN 9100 Project must be accompanied by:

- From the first article inspection report indicating:
 - The materials used (reference, designation, batch number, declaration of conformity number or CCPU type 3.1B);
 - The description of the manufacturing processes used (machining, manufacturing, baking, treatment, painting, ...) with the description for each stage of manufacture, the reference, the number of the sheet / range of manufacture, program used), the designation and reference of the qualified means of production used
 - The control report with all the measurements of the elementary part
 - Declaration of conformity
 - Verification certificate
 - Technical Data Sheet and Safety Data Sheet corresponding to the products
- A REACH certificate can be requested by DECISION SA.

4.4 Invoice

The supplier will publish for each order an invoice mentioning:

- The DECISION SA order number
- The order number and / or the number of the delivery note
- The method of payment and the deadline.

Since 1/10/2018 the invoices are to be sent electronically as a PDF file to compta@decision.ch

5. Security

5.1 HSE interlocutor

The supplier must have an interlocutor in charge of communicating with DECISION SA about health, safety, and environment.

5.2 Regulations

The company must carry out its activities in compliance with the legislation and refer to the regulations in force regarding:

- Mandatory displays
- Risk assessment
- Monitoring and analysis of accidents at work and occupational diseases
- Monitoring the exposure of its personnel to dangerous products
- The follow-up of the trainings, authorizations, and authorizations of its personnel
- Verifications and mandatory periodic maintenance of its facilities
- The identification of its environmental aspects and the management of its waste.

5.3 Respect of the law

The supplier ensures to respect the laws and the regulation in force in the country where he is operating, particularly against:

- Undeclared work
- Child labour
- Forced labour
- Anti-competitive practices
- Corruption particularly within the meaning of Swiss law or OCDE convention or all other laws or regulations applicable in the supplier country or in all other concerned countries.

And more broadly, in the fight against any violation of human rights.

5.4 Respect of supplier employees

The supplier commits to:

- Ensure equal opportunities and treatment in employment which imply avoiding any discrimination on the grounds of ethnic origin, gender, age, union membership, public opinion, or religion of the individual.
- Encourage the access to work for disabled workers (under reserve of local public constraints).
- Permit the social dialogue development and the collective negotiation by encouraging the freedom of expression and of association of workers.
- Provide his employees a framework guaranteeing their safety.
- In general, respect the employment law applicable to his employees.

5.5 Staff protection measures

Protective equipment: The supplier must provide for his employees, protective equipment (collective or individual) in relation to the position of each.

Home newcomer: For the reception of a newcomer in the company, the provider provides support and information concerning the risks incurred by this new employee.

Co-activity

At the supplier: Stakeholders from outside companies must have risk information and protective equipment.

On site DECISION SA: it is strictly forbidden to visit our establishment without being accompanied by a DECISION SA member. Before any intervention, the supplier must contact the workshop manager. The supplier and his employees must respect the instructions and hygiene, safety and environment general rules enforced by DECISION SA and conform to the employment legislation in force.

5.6 Chemical products

The supplier must ensure that DECISION SA is always in possession of the latest version of the Technical Data Sheet and the Safety Data Sheet corresponding to the delivered product.

5.7 Waste management

The waste management must comply with the regulations in force (DIB, Recoverable waste, Hazardous waste ...).