



**SUPPLIER QUALITY MANAGEMENT
SYSTEM REQUIREMENTS**

-GENERAL-

SQMSR 01



REVISION HISTORY

Revision	Date	Description of change
Initial	14-February 2020	First Release

TABLE 1: REFERENCED IN SQMSR 01

ISO 9001	Quality Management System Requirements
ISO 14001	Environmental Management Standards
ISO 45001	Occupational Health and Safety Standard
SAE AS 6174	Counterfeit Materiel, Assuring Acquisition of Authentic and Conforming Materiel
AS 9100	Quality Management System Requirements [Aviation, Space and Defence]
AS 9120	Quality Management System Requirements [Stockist and Distributor]
REACH	Registration, Evaluation, Authorisation and Restriction of Chemicals
RoHS	Restriction of Hazardous Substances
IAQG	International Aerospace Quality Group
OASIS	On-line Aerospace Supplier Information System

TABLE 2: FORMS REFERENCED IN SQMSR 01

	Goods Discrepancy Note
	Service Discrepancy Report
	Supplier Corrective Action Report

TABLE 3: APPENDIX

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1.0 INTRODUCTION

The purpose of this document is to communicate the quality, delivery and other general requirements that JEATON expects of its suppliers. This document details the facilities and features of the supplier's quality system that will be assessed by JEATON representatives prior to the placing of new orders and the procedures to be followed by the supplier after orders have been placed.

It will also be used as a standard for the development of existing relationships between JEATON and current suppliers. This document is not intended to replace present agreements or specifications, but more to be the base requirement for others and expectations to build upon.

- 1.1 This document applies to all JEATON suppliers of proprietary aerospace approved materials and services. It is the supplier's responsibility to advise JEATON QA of any aspects of this document that would prevent accord with the contents herein.
- 1.2 Suppliers to confirm compliance with these requirements or apply for concession for any potential nonconformity.

1.3 This document is available via the JEATON Group website <https://www.jeatongroup.com>

2 QUALITY SYSTEM REQUIREMENTS

2.1 Suppliers shall maintain a Quality Management System appropriate for the products and services supplied to JEATON.

Our preference is for supplier's QMS to be certificated to ISO 9001 by an accredited Certification Body.

Exceptionally, a non-accredited Certification Body may be acceptable.

Suppliers of materials for Aerospace and Defence use shall be certificated to the AS/EN91xx series by an IAQG accredited Certification Body and be registered on their OASIS database.

2.2 Suppliers shall maintain records of their approvals showing evidence that members of their supply chain are suitably certificated for the class of goods supplied.

2.3 It is recommended that suppliers gain and maintain ISO14001 and ISO45001 or as a minimum meet local and international Environmental and Health & Safety Standards. In this connection, any noted issues shall be advised to JEATON at the earliest possible moment and certainly within 48 hours of notification.

2.4 Any supplier not certificated to ISO9001 shall demonstrate suitable and sufficient management controls that satisfy JEATON minimum requirements.

2.5 Suppliers shall make available current copy of their certification and advise any changes in the certification / registration or major audit findings as soon as known.

3.0 COMMUNICATION / INTERACTION

The supplier shall appoint points of contact having organisational authority to resolve any issues related to supply chain activity. Names and positions of these points of contact, and escalation routes, shall be communicated to the JEATON Procurement Team.

4.0 RIGHT OF ACCESS

Suppliers of aerospace and defence materials shall provide right of access for JEATON, their customer, statutory and regulatory authorities - including those of the end product design and specification holders – to the related areas of all service and production parts of the supply chain for the purpose of confirming parts, processes, procedures, instructions, records and methodologies employed in manufacturing and processing the products supplied.

Should JEATON and customers require to audit the supply chain to confirm and validate the quality systems, then mutually convenient arrangements will be facilitated by all parties.

5.0 APPROVED SUPPLIER LIST

JEATON requires that all suppliers are approved before contracts are issued. All suppliers shall be approved by JEATON, irrespective of approvals by customers or other bodies. Accordingly, suppliers are required to provide updated documents as and when required, including current QMS certification and customer approval on an item by item basis as they arise and are nominated on a purchase order.

6.0 QUALITY REQUIREMENTS

Suppliers shall comply with the latest revision of this SQMSR 01, and customer's quality requirements referenced herein based on purchase orders awarded.

Suppliers are required to access the JEATON GROUP website for the latest revision. Should any difficulty arise in doing so please communicate with JEATON Quality Assurance Team – quality@jeatonltd.com

7.0 COMPLIANCE WITH CONTRACTUAL REQUIREMENT

7.1 The supplier shall adhere to all contractual Conditions of Purchase shown on Jeaton Group website. Also, the supplier shall review the JEATON requirements stated on the purchase order to ensure the supplier has the capability and resources to comply with the requirements.

Order acknowledgement accepting the JEATON purchase order to be sent within three days of receipt. Should no acknowledgement be received within five days of electronic sending of the purchase order it will be deemed the contract of supply has been accepted and is in place.

7.2 The supplier shall immediately notify JEATON if they are unable to meet the purchase order requirements. Differences or questions shall be determined before the order or contract is accepted. Amendments to orders or contracts shall be formally reviewed and records of that contract review shall be retained.

7.3 Supplier shall only accept agreements and instruction formally in writing via purchase order. Verbal agreement/instruction with email confirmation is not acceptable approval and authorisation. Where required an amended purchase order shall be provided.

8.0 LANGUAGE

Supplier shall ensure all communication, written or oral, is in English. Copy procedures and reports etc must be supplied in English. Any alteration / correction on documents shall be lined through initialled and dated leaving the original marking in a readable presentation. Use of correction fluid, liquid paper, is not acceptable.

9.0 CODE OF CONDUCT

Suppliers must observe all national and other applicable laws and regulations relating to the relevant country of operation. This includes ensuring that:

- business transactions with JEATON are fully reported / recorded
- their employees are aware and appropriately trained to meet the requirements and realise their importance of ethical behaviour, their contribution to product and service conformity and to product safety.

JEATON expects its suppliers to make proper provision for the health, safety and welfare of its staff, visitors, contractors, customers and those in the community who may be affected by their activities.

Also, their operations shall be conducted in a manner to meet Environmental Legislation and best practice including the data required by REACH and RoHS.

10.0 CONTRACT

Both parties are obliged to adhere strictly to the contents of the signed contract. By accepting the contract or purchase order, the supplier agrees to comply with all applicable clauses contained in this document

11.0 NOTIFICATION OF COMPANY CHANGES

Changes to the supplier's company that may affect quality, delivery and / or finance, shall be communicated in writing to JEATON prior to such changes taking place. The changes may include: company ownership, company name, manufacturing facilities, quality approvals, changes in product and/or process, changes of sub tiers and where required obtain JEATON approval.

12.0 CONFLICT MINERALS

Suppliers shall provide JEATON with written confirmation regarding the presence of 'Conflict Minerals' contained in or used in the production of the items supplied to JEATON and the country of origin as defined by the **Dodd-Frank Wall Street Reform and Consumer Protection Act**. 'Conflict Minerals' or 3TG as defined in Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act, are:

- Coltan for Tantalum
- Cassiterite for Tin
- Wolframite for Tungsten
- Gold

Any other derivatives or any other mineral or its derivatives determined by the Secretary of State to be financing conflict in the Democratic Republic of the Congo or an adjoining country. Suppliers are required to include a statement of compliance on Certificates of Conformance delivered to JEATON.

13.0 RETENTION AND CONTROL OF RECORDS / DOCUMENTS

In keeping with the requirements of AS / EN / ISO certification the supplier is responsible for the retention of quality records – receipt / inspection records, contracts, purchase orders, test reports, nonconforming material reports – for a period of at least seven years. Longer periods will be determined by contracts, as applicable.

13.1 Correction to records shall be recorded, dated, and traceable to the respective person making the change using a permanent marking method with the original detail still being legible after the change.

13.2 The extension of requirements from paragraph 13.0 is the use of an archive policy and system such that records remain available and may be readily retrieved for JEATON, our customers or regulatory authorities. In case of termination of business with, or bankruptcy of, the supplier the archives shall remain accessible to JEATON representatives or transferred with prior authorisation.

14.0 QUALITY ASSURANCE PLAN

When appropriate, suppliers shall establish a Quality Plan which identifies any deviations from the Quality Manual or mandatory requirements which are necessary to fulfil the contract terms and conditions. The Quality Plan shall include a statement that clearly describes the supplier's commitment to comply with the requirements of this SQMSR. As the supply of parts is the main business, the Quality Plan shall identify all items to be supplied, by part number and description. The Quality Plan must be approved by JEATON.

15.0 COUNTERFEIT or SUSPECTED UN-APPROVED PARTS

- 15.1 The supplier shall prevent the supply of counterfeit parts. Aerospace and Defence suppliers must be compliant with SAE AS 6174. If the supplier becomes aware or suspects that it has supplied counterfeit parts, the supplier shall advise JEATON immediately.
- 15.2 Parts delivered without appropriate certification, C of A or C of C, will be considered un-approved and quarantined pending arrival of complete certificates.
- 15.2 Suspected counterfeit parts delivered or furnished to JEATON will be quarantined and if proven to be counterfeit shall be destroyed to prevent re-entry into the AS&D supply chain. Any disagreement regarding this action shall be referred to a mutually acceptable arbiter. Records of such matters shall be retained. All costs associated are for the supplier's charge.