

Purchase requirements – suppliers/subcontractors

General:

Products, purchased by Beth-El, have technical and general characteristics that are required from the supplier, enabling it to be fully suitable for customer requirements, as well as Beth-El internal requirements.

1. Goals:

- 1.1 These instructions define the subcontractor's requirements for quality assurance.
- 1.2 This document lists minimal requirements; any additional requirements, defined on the drawing, in the order and other documents attached to the order, are binding more than this document.

2. Applicable documents:

- 2.1 Valid version/ revision of quality standard AS 9100 and/or ISO 9001.

3. Quality records:

- 3.1 A subcontractor may not subcontract, jobs received, without the knowledge and approval of Beth-El.
- 3.2 Original records (Product related forms: i.e. Certificate of raw materials, route cards, drawings, paint, coatings, or different treatments), must be kept in an organized item folder. Each item number in the shipment must have a QC tag attached, with a copy of the tag kept at the manufacturer.
- 3.3 The supplier must archive the quality records for 5 years, or any other length of time specified in the order.
- 3.4 The supplier is required to transfer the appropriate requirements in the purchase documents to another sub supplier upon approval from Beth-El, including key indicators when required. (KEY CHARACTERISTICS, SPECIAL RISKS REQUIREMENTS)

4. Prevention of counterfeit parts

- AS9100 certified suppliers/manufacturers:
- in order to reduce the risk of supply of counterfeit parts or suspect counterfeit parts the supplier must meet these requirements:
- The supplier is the Original Manufacturer or authorized distributor, of original manufacturer, of the item supplied.

- The supplier will purchase raw materials from manufacturers Original (OCM - Original Component Manufacturer) or from listing agent / authorized distributor of original manufacturer (Authorized Supplier / Distributor)
- the supplier will maintain traceability system which will ensure the supply chain of the items / components supplied, to the component manufacturer, to the customer site.
- Supplier will attach all the documents proving the purchase traceability including: details involved in the supply chain, from the manufacturer of the original component to the direct source from which the item was purchased.
- The Supplier/manufacturer will provide along with the products quality documents (COC,COA,COT) from the Original Manufacturer

5. First Article Inspection (FAI):

5.1 FAI report will be attached to sample part(s) supplied for the approval of Beth-El, before any start of a serial production. The report will include all parameters produced, means of measurement, measurements results, and the AQL level used in the series.

If not otherwise stated, an F.A.I is required.

5.2 The report's purpose is to coordinate a measurement program and a level of understanding for Beth-El expectations from the supplier. Beth-El undertakes the responsibility to verify and approve the reports as quickly as possible.

6. Special processes:

6.1 The subcontractor/supplier, defined by Beth-El, is responsible for the product's quality, reports and documents.

6.2 The supplier is responsible to perform validation for the special processes produced internally according to applicable standards or according to requirements of final customer.

7. Marking:

7.1 The parts shall be marked as required on drawing or specifications listed according to the applicable standard.

8. Exception approval:

8.1 A supplier, who requires an exception approval for product characteristics, must submit a written request to Beth-El. The request will be considered and approved as given and signed by Beth-El.

8.2 **Every exception from the date of delivery specified in the order will require an approval from Beth-El.**

- 8.3 The Supplier will not make any change in the manufacturing process that would exceed the requirements of the drawing.
- 8.4 When the supplier wishes to make any change in the manufacturing process, an approval must be requested from Beth-El.

9. Material/ tools/ gages in the possession of Beth-El

- 9.1 The Supplier will ensure complete receipt of Material/tools/gages and will ensure their adjustment to production's need.
- 9.2 The Supplier will identify these items as the possession of Beth-El, and when requested, will give updated data on their condition.
- 9.3 If needed gages in the possession of Beth-El will be calibrated by the supplier and on his account.
- 9.4 All damage, caused by the supplier, will be reported, and its usability will be determined in coordination with Beth-El.

10. Packaging, transporting and conservation:

- 10.1 The Supplier shall prevent any damage of the product during transport, production and storage.
- 10.2 Unless no packaging instructions have been defined – parts will be packed in a crate/ box suitable to the size and shape of the parts.
- 10.3 Parts should not stick out of pallet/ crate in any way that can cause damage.
- 10.4 Parts must be packed in a way that will prevent corrosion and mechanical damage.
- 10.5 **Parts must be packed in a way that allows verification of quantity** in Beth-El, quickly and surely.
- 10.6 Each package must be labeled, indicating the product number, the supplier's name and the exact quantity of the parts in the package.
- 10.7 Inspection reports must be attached to every delivery along with an invoice, including order no., product number and series no.
- 10.8 **As part of the packaging process, supplier should verify that no foreign objects (F.O.D) exist in the package.**

11. Test sample:

- 11.1 Test sample will be according to the manufacturer internal procedures (manufacturer sample testing system).

- 11.2 When the manufacturer do not work with "sample test system" for every production series an initial testing should be done according to level C=0, 4%, by standard "SQUEGLIA". For very serial production requires a separate testing.

Note: one deviation will increase the level of testing up to 100%.

Critical items or key characteristic shall be tested according to the demands by Beth-El, if not stated otherwise.

Critical items shall be tested 100% and key characteristic shall be managed according to AS-9103.

12. Supplier's site:

- 12.1 The Supplier is obliged to let authorized Beth-El personnel, and/or customer representative, and/or government representative to enter his building/site /production area, and supply information related to orders (arranged in advance with Beth-El).

13. A Corrective Action:

- 13.1 In case of discrepancy (concerning quality or compliance with delivery dates) by Beth-El or final customer, a malfunction report (8D Report) will be sent to Beth-El. This report must be properly filled out and will include evidence for root cause and corrective action.

- 13.2 The report will be handed back to Beth-El signed, within a maximum of 14 days.

14. Failure analysis and reporting to Beth-El

- 14.1 For nonconformity the supplier will use statistical tools for analyze of the problem and solutions.