

General purchasing specifications

Distribution list:

EXTERNAL	INTERNAL
Suppliers	Intranet

DATE	ISSUE	MODIFICATIONS	WRITTEN BY	VALIDATED BY
31/05/05	A	Creation		
18/09/07	B	Complement added to para. 7.19 Industrial property and confidentiality Creation of para. 7.24 Compliance with export control requirements		
12/02/09	C	Addition of chapter 7.25 Compliance with environmental, ethical and social responsibility requirements Complement added to para. 7.18.1 Conditioning Complement added to para. 7.18.2 Packaging Addition of standard ISO/CEI 17050-1 para. 7.21 Catalogue equipment/components		
06/10/10	D	Para. 7.5 Addition of Country and TARIC codes on the delivery note Para. 7.14 First Article Inspection (FAI) Para. 7.18.2 Conditioning/homogenous batch Para. 7.20.2 Update of references of repair regulations in Civil Aviation Para. 7.22 Change in archiving period for military and aeronautical activities Para. 7.25.3 Change of environmental requirements TRONICO logo changed		
23/07/13	E	Reference document ISO 9001V2008 modified New TRONICO graphic charter updated Addition of specific characteristics linked to GRESS		
26/02/14	F	Change the requirement on the delivery of material certificate § 25-3 Change the requirement for control of key characteristics § 11-2 Addition of export classification § 31-4 Addition of the conflicting minerals § 32-7		
25/03/15	G	§20.1 & §25-3 Addition requirement on the delivery of material certificate		
27/02/17	H	Medical Standard NF EN ISO 13485 and Military Standard AQAP 2110 added. Tronico requirement records added as applicable documents. §1.5 about requirement matrix answer added. §24.2 about final shipment address at Tronico modified. §25.3 about barcode data matrix modified.	T. STEFFEN	T. HEVOUET
6/12/21	I	Addition §33 Security of supply	Y.LE FLOCH	T.HERVOUET

17/12/21	J	<ul style="list-style-type: none"> - Applicable Documents Addition of IATF 16949, ISPM15 and AC42. - §1.4 Addition of the notion of counterfeit parts - §7.2 Addition of the concept of authorized sources for the processes - §8.1 Addition of the notion of counterfeit parts - §10.1 Addition requirement for the automotive - §11.2 Control and key characteristics - §18.4 Date code requirement - §21.1 & 21.9 Reference to applicable documents - §24.2 requirement of standard ISPM15 and addition of information on thermosensitive product - §25.3 part revision level - §29.1 Archiving modification - §32.1 Subject "Ethics" - §33.1 Cancellation of a requirement IATF - §34 Addition of the Annex 1: Generic table for documentary requirements for the delivery of manufactured parts 	Y.LE FLOCH	T.HERVOUET
11/10/2022	K	<p>Amendment: Applicable documents General modification of the vocabulary concerning the activities, the supplier terminology</p> <ul style="list-style-type: none"> §8.2 addition of the mention of customer derogation §10.1 mention of IATF and PPAP according to customer requirements §16 clarification on the notion of verification and calibration of measuring equipment §18.4 clarification of the DC<2 years requirement §21.6 and 7 clarification of Tronico return documents §25.3 Addition request for information on BL of DC or batch, clarification on material certificates and precision on data for ingredients §33 addition for the table for the PPAP according to customer requirement 	Y.LE FLOCH	G.LEBIVIC
23/08/2023	L	<ul style="list-style-type: none"> §19.5 Addition § about the management of non-new parts following requirement Customer compliant matrix 	Y.LE FLOCH	G.LEBIVIC

PURPOSE

This document defines the general quality conditions applicable to the manufacture and delivery of and delivery of materials for TRONICO's activities. It is directly derived from the requirements specified in EN 9100, ISO 13485, ISO 9001, IATF 16949.

The requirements in each order are complementary to this document. (example. date code of the components). The requirements of the order take precedence, **and in particular the documents mentioned therein.**

- The purchase contract when it exists (*).
- The definition file for the item.
- The specifications attached to the item

Any possible deviation from the application must be formally agreed between TRONICO and the Supplier.

The Supplier commits to :

- to implement the organisation and the means necessary for the product realisation
- to guarantee the quality of its products,
- to measure and optimise its quality level,
- to contribute to joint quality actions with TRONICO.

APPLICABLE DOCUMENTS

All national (NF) and international (ISO) documents etc. which relate to quality, notably:

- Standard NF EN ISO 9001
- Standard NF EN 9100
- NF EN ISO 13485
- AQAP 2110
- IATF 16949
- NF EN 9110
- NF EN 9120
- NF EN 9102
- IEC/TR 61340-5-2 Protection of electronic devices from electrostatic phenomena
- IPC A610 Acceptability of Electronic Assemblies
- IPC 7711 Rework of electronic assemblies Repair and Modification of Printed Boards and Electronic Assemblies
- IPC 7721 Repair and modification of printed board and electronic assemblies
- ISO/CEI 17050-1 Conformity assessment — Supplier's declaration of conformity
- NF L00-015 Declaration of conformity (Aeronautical and Space)
- ISO 3166-1 Codes for the representation of names of countries and their subdivisions
- ISO 14001 Environmental management systems
- OHSAS 18001 Occupational health and safety system
- ISPM15 Regulation of wooden packaging in international trade

Tronico Requirements records:

- AC14 Panels of printed circuit boards
- AC15 Procurement of printed circuit boards
- AC16 Requirements regarding mechanical parts subcontractors
- AC35 Compliant matrix for purchasing specification
- **AC42 Purchase specification for CONSOM and PEREMP**
- **AC12 Packaging specification**
- **AC40 General conditions of purchase**

OBJECTIVE

Obtain and maintain the level of quality of supplies, in accordance with requirements specified by TRONICO.

SCOPE

This document is applicable to all supplies procured by TRONICO which enter into the composition of its manufactured items and/or contribute to their production.

Other standards and specific requirements asked by Tronico are in addition to this Tronico records.

CONDITIONS OF APPLICATION

This document is contractual. It is referenced in the Supplier orders.

Any possible deviation in application must be the subject of a jointly signed agreement between the customer and the Supplier.

TERMINOLOGY

In the context of this document, the following terms refer to:

- **Supplier:** Any company in possession of a TRONICO Supplier order.
- **Subcontractor:** Supplier who supplies a product to the Supplier in possession of a contract or order from the Buyer.

- **Article Supplies:** Custom work or services performed entirely or partially on Supplier premises.
- **Approval:** Act by which TRONICO authorises introduction of a Supplier onto its panel for a type of supply.
- **Non-conformity:** Failure to satisfy an explicit or implicit requirement.

The terms used are defined by the standards ISO9001, EN9100, EN 9110 and EN9120, **IATF 16949** , **ISPM15** with the following complements:

- **Official authorities:** the Representative of the French Ministry of Defence for military equipment, the G.S.A.C (French Civil Aviation Safety Group) for civil equipment, where applicable, the foreign or French authority with delegation from one of the above official authorities.
- **Special process:** In addition to the manufacturing operations defined as special processes by ISO9000, the non-destructive test operations are part of this category.

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For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
1 GENERALITIES ON QUALITY MANAGEMENT REQUIREMENTS				
1.1	The Supplier undertakes to apply the requirements relating to aerospace and defence manufacturing described in the standard EN 9100.	x		x
1.2	The supplier undertakes to apply the requirements relative to medical manufacturing described in the standard ISO 13485 for medical supplies.	X		X
1.3	The Supplier undertakes to apply the requirements described in the IATF16949 standard for automotive supplies.	X		X
1.4	The Supplier undertakes to apply the requirements relative to ISO 9001 for other supplies.	x		
1.5	The Supplier will provide TRONICO with all evidence of approvals, certification, authorisation, declarations and maintenance of its quality management system.	x	x	
1.6	The supplier undertakes to answer to this specification with a conformity matrix AC35 to inform Tronico of any discrepancies	X	X	
2 QUALITY MANAGEMENT SYSTEM PLANNING				
2.1	The Supplier must inform TRONICO of modifications to its Quality management system (e.g. change in persons, change in scope, certifications, etc.)	x	x	
2.2	<p>Qualification of Supplier/Product Pair: Any product manufactured for the first time by a Supplier shall be the subject of formal qualification of the Supplier/Product Pair in order to ensure that the processes implemented are capable of producing, reproducing and repairing a product in accordance with our requirements.</p> <p>The terms of the Supplier/Product pair qualification process are as</p>	x		

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
	<p>follows:</p> <ul style="list-style-type: none"> - Drafting of an Approval Order or First Delivery Order, - Performance of a First Article Inspection. 			
2.3	<p>Quality assurance in series production: The Supplier must possess an industrial file containing:</p> <ul style="list-style-type: none"> - The definition file, - The inspection and manufacturing file, - The inspection and manufacturing work process sheet, - The final inspection procedure containing the sampling rules, the methods, the means used and the acceptance criteria. - A maintenance file (industrial means), - The list of qualified special processes (qualification justification file) - Processing of obsolescence, - Industrial risk analysis, - Analysis of root causes and corresponding preventive or corrective actions 	X		
2.4	<p>Quality assurance in distribution (resellers, distributors, agencies): The resellers, distributors and stockists must be able to provide evidence of a quality assurance system which meets the EN 9120 Standards or equivalent for defences, space and aeronautical activities.</p>		X	X
3 SUPPLIER CHECK OF PURCHASING DATA SPECIFIED IN THE ORDER				
3.1	<p>The Supplier analyses each order upon receipt in order to check its conformity. It also checks the accuracy and adequacy of purchasing data before distributing it in its departments.</p>	X	X	
3.2	<p>In addition and where applicable, the Supplier may be required to check conformity with specified requirements relating to its quality management system, qualification of its personnel or equipment/process/procedure/product approval. If required, the Supplier is responsible for making the explicit request to TRONICO for missing documents or information.</p>	X	X	
4 COMMUNICATION				

<i>For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below</i>		Manufacturers	Distributors	Specific sector of activity
4.1	The Supplier undertakes to notify the Purchasing department as soon as possible of any information which may undermine the proper performance of the order.	x	x	
4.2	The Supplier shall request any explanation, confirmation or additional information from the TRONICO Purchasing department if requirements or items of the file do not appear to be sufficiently explicit.	x	x	
5 SUPPLY OF EQUIPMENT				
5.1	The Supplier checks the equipment supplied by TRONICO, the stock and conserves them to be integrated in its supplies or for related activities. All benches, tools and programmes supplied or financed by TRONICO fall under its ownership.	x		
5.2	Unless otherwise specified in the contractual requirements, the Supplier must: <ul style="list-style-type: none"> - Check equipment upon receipt, and ensure initial validation by TRONICO, - Record it and ensure administrative management, identification and maintenance, - Perform periodic calibrations and checks, - Take responsibility for maintenance, repair (informing TRONICO), - Ensure storage in suitable conditions, - Return it to TRONICO on written request. 	x		
5.3	In the event of loss or scrapping attributable to the Supplier, the cost of replacing supplies owned by the Buyer is to be borne by the Supplier.	x		
6 DESIGN CONTROL				
6.1	The Supplier must demonstrate that the following aspects have been fully taken into account: <ul style="list-style-type: none"> - Suppliers/Process/Product risk analysis (including preventive management of obsolescence) - Development in accordance with objectives regarding operating safety, manufacturability and product maintenance (simultaneous engineering) - Passing of documented milestones (review acceptance criteria, responsibilities) 	x		

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
	<ul style="list-style-type: none"> - Identification of key characteristics, - Prototype configuration management. - If required, manufacturing process, identification and storage conditions of test samples or specimens used to demonstrate conformity of the product developed with respect to the requirements of the specification or its inspection. 			
7 SUB-CONTRACTED WORK				
7.1	The Supplier is expected to perform its inspection and manufacturing work on its premises.	x		
7.2	<p>The Supplier undertakes to inform TRONICO of any implementation of subcontracting as well as any change in subcontractor. The Supplier shall relay these requirements to its subcontractors. It undertakes to deliver to TRONICO supplies produced by subcontractors which meet all of these requirements.</p> <p>The supplier undertakes to use service providers authorized by the end customer.</p>	x		
8 SUPPLIER MANAGEMENT OF ITS SUPPLY CHAIN				
8.1	<p>Supplier selection and products:</p> <ul style="list-style-type: none"> - The Supplier must not obtain components or parts from brokers from brokers (non-franchised distributors), except under customer customer exemption or express internal request. - - The supplier undertakes to prevent the use of counterfeit counterfeit parts. - - In order to ensure the conformity of products delivered to Tronico, the - Supplier must put in place a purchasing and supply process allowing the selection of its subcontractors. - - At TRONICO's express request, the Supplier shall - provide supplier audit reports and the associated actions required. - associated actions. - - The Supplier shall keep its panel of authorized suppliers - suppliers. 	x	x	

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
8.2	<p>Relaying of TRONICO requirements by the Supplier: The Supplier must pass on TRONICO's requirements to its subcontractors (1st rank and 2nd rank). It must supplement them with its own requirements.</p> <ul style="list-style-type: none"> - For all activities, the Supplier must define which requirements are to be declined to : <ul style="list-style-type: none"> ▪ Key sub-contractors or critical parts for which there is an identified risk ▪ Sub-contractors of standard components ▪ Sub-contractors of sub-contracted or sub-assembled components ▪ Sub-contractors of special processes - The Supplier must be able to justify any other requirements that are not declined to its subcontractors. - The Supplier shall describe how the requirements have been to the sub-contractors and define the criteria for those requirements that have not been. 	x	x	x
8.3	<p>Checking of Requirements relayed to subcontractors:</p> <ul style="list-style-type: none"> - The Supplier must: <ul style="list-style-type: none"> ▪ Ensure that the TRONICO requirements are applied at its subcontractors ▪ Implement follow-up of integration of its requirements. 	x	x	
8.4	<p>Procurement / Supplier Risk Analysis:</p> <ul style="list-style-type: none"> - The Supplier must formalise the analysis of risks linked to its procurement (deadline, obsolescence, etc.) and its subcontractors. - The Supplier must take into account the results of this analysis of risks to guarantee its procurement (resources, deadlines, location, size of batch, etc.). 	x	x	
8.5	<p>Supplier Monitoring:</p> <ul style="list-style-type: none"> - The Supplier must describe its policy and its processes regarding monitoring of Quality and the Supply Chain of its subcontractors. The Supplier shall provide follow-up indicators for its suppliers (quality, punctuality, etc.) and associate them with objectives. 	x	x	
8.6	<p>Corrective actions and continuous improvement:</p> <ul style="list-style-type: none"> - The Supplier must demonstrate that monitoring of its subcontractor includes: 	x	x	

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
	<ul style="list-style-type: none"> ▪ An action plan, in the event that it may be required, ▪ A continuous improvement policy. 			
8.7	<p>Triggering of Procurement Method:</p> <ul style="list-style-type: none"> - Based on its customer's forecasts, and via the calculations of need, the Supplier shall relay this information to its subcontractors. 	X	X	
9 PERFORMANCE MEASUREMENTS (DASHBOARD INDICATORS)				
9.1	The Supplier implements the indicators which represent the monitored parameters in the manufacturing process, so as to signal any non-conformity and to improve performance of these processes. These indicators must then be constantly re-assessed.	X		
9.2	<p>The Supplier must provide a detailed description of its method, applicable to the product, for the processing and analysis of root causes of delays (8D, etc.).</p> <p>The Supplier must:</p> <ul style="list-style-type: none"> - Collect internal and external delays in a database - Analyse the delays and identify their root causes (by the 5 Whys and 8Ds methods) - Implement preventive and corrective actions - Measure their effectiveness 	X	X	
9.3	The Supplier must implement a continuous improvement process for the performance of its processes and of its products or services.	X	X	
10 FIRST ARTICLE INSPECTION (FAI)				
10.1	<p>The first article inspection must be performed and formalised by the Supplier.</p> <p>The FAI must be performed:</p> <ul style="list-style-type: none"> - during first series production of the article (new equipment/supply) - after change in definition, process, place of manufacture - after a stop in manufacturing of over 24 months 	X		X

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
	<p>- upon request of TRONICO</p> <p>This review shall be performed in conformity with standard EN 9102 for articles for aeronautics, space, defence and medical. See table in annex1</p> <p>For the Automotive activity and on the client's endorsement the review will be carried out in accordance with the IATF 16949 standard. A PPAP (Production Part Approval Process) file must be carried out during the serial switch..</p> <p>NOTE: Standard or catalogue articles do not require FAI (Article which is compliant with a specification published by an industry or recognised national authority for which all the characteristics are defined by texts, a military or civil standard definition, or a catalogue)</p>			
11 KEY CHARACTERISTICS				
11.1	<p>The Supplier must:</p> <ul style="list-style-type: none"> - Define a method of determining a Product, Process or sub-process by key characteristics. - Identify the Product, Process and sub-process by key characteristics for production. - Define the measures of monitoring the Product, Process and sub-process via key characteristics by associating them with objectives. <p>The Supplier must define specific action plans to achieve the objectives (for example Cp / Cpk).</p>	X		
11.2	<p>For military and aeronautical activity, the dimensions or requirements identified as key characteristics in the definition file (drawing, specification) shall be controlled for 100% of parts delivered. If the 100% inspection is not performed, SPC (Statistical Process Control) shall be performed according to the EN9103 standard and a monitoring plan shall be provided during the FAI.</p> <p>A statement of the dimensions identified as key characteristics must be issued with each delivery on 100% of the parts delivered. If it is not possible to check the measurement, these must be verified by</p>	X		X

<i>For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below</i>		Manufacturers	Distributors	Specific sector of activity
	other qualified means of control, according to customer supplier agreement.			
12 PROCESS CONTROL				
12.1	<p>The Supplier must inform the Buyer in writing of any significant change regarding:</p> <ul style="list-style-type: none"> - mergers and acquisitions - organisation - production sites - manufacturing processes - industrial means (control and production equipment and tools) - IT means (ERP, etc.) - distribution between internal manufacturing and external manufacturing. - major subcontractors. <p><i>NOTE: In case of transfer of production (from one Supplier site to another site, outsourcing, or from one major subcontractor to another major subcontractor), the Supplier must notify the Buyer at least 3 months prior to the start of the transfer.</i></p> <p>The Supplier must notify the Buyer in case of stoppage of activity, placement in receivership or change in company name. The Buyer reserves the right to claim the tools, means and documents under its ownership as well as quality records relating to products which are the subject of previous or ongoing orders or contracts.</p>	x	x	
12.2	For specific products, the Supplier undertakes to inform TRONICO of any change in control or manufacturing process (including equipment and tools), DFC documents. Approval by TRONICO prompts launch of manufacturing.	x		
12.3	For "catalogue" products, the Supplier (manufacturer or distributor) undertakes to notify TRONICO of any change which modifies the appearance, dimensions, function or conformity of the supply in relation to the order. Any change in the article Part No. must be the subject of a PCN (Product Change Notification).		x	

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
12.4	The Supplier must take measures to guarantee the safety of its facilities, storage locations and logistical means in order to prevent any risk of inappropriate use of products.	X	X	
13 PRODUCTION MEANS				
13.1	The company organisation puts in place the required means to maintain: <ul style="list-style-type: none"> - Technical performance of machines, tools, processes, - Skills of human resources (qualification, training), - Production capacities. <p>The means used for special processes must be qualified and controlled.</p>	X	X	
13.2	If applicable, the Supplier must implement measures for ESD (Electro-Static-Discharge) control during manufacturing and handling operations of electronic assemblies or components.	X	X	
13.3	The Supplier must implement the actions required for the operational maintenance of its control, production and design equipment. Plans for safeguarding industrial means (including IT systems) must be implemented to guarantee the continuity of operations.	X		
14 WORKLOAD/CAPACITY CALCULATION				
14.1	The production plan must be compatible with the deadlines in manufacturing and procurement of product material.	X		
14.2	The Supplier must implement a process for calculation of workload/capacity in the short, medium and long-term. It must analyse the results and define the necessary actions to meet the demands of the Buyer and of all its customers.	X	X	
14.3	The Supplier must implement a process for real-time follow-up of its production and must be capable of providing the Buyer, at any given time, with a reliable state of progress of the products in production which relate to a purchase order.	X	X	
15 RISK MANAGEMENT				

<i>For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below</i>		Manufacturers	Distributors	Specific sector of activity
15.1	The Supplier must implement a process for identifying, periodically assessing and reducing risks which are likely to disrupt the industrial process and impede the contractual commitments relating to product quality and compliance with delivery deadlines.	x	x	
15.2	In case of transfer of production (from one Supplier site to another, outsourcing, or from one major subcontractor to another), an action plan must be defined and implemented by the Supplier.	x	x	
16 INSPECTION, MEASUREMENT AND TEST EQUIPMENT (MCME)				
16.1	The Supplier shall maintain all the MCME in a state of use by checking these means according to a pre-established interval using tools calibrated and certified by an official body (COFRAC in France...). The supplier must prove that these means were, at the time of their use, in the conditions required to carry out the measurements with the desired precision and accuracy.	x	x	
16.2	On its premises, the Supplier must keep records of the periodic calibrations of MCME which it uses and must make these records available to TRONICO, its customer and authorities during the archiving period specified in paragraph 29.	x	x	
17 CONTROL OF MEASUREMENT AND MONITORING MEANS				
17.1	Any decommissioned or declassified equipment must be suitably identified and its conditions of use must be controlled.	x	x	
17.2	If specified, certain measurement and monitoring means (laboratory tests, operational tests, etc.) must be qualified and controlled according to TRONICO requirements.	x	x	
18 CATALOGUE EQUIPMENT/COMPONENTS				
18.1	Catalogue equipment/components must be delivered accompanied by a declaration of conformity in accordance with standards NF L 00-015C (Aeronautical Activity) or ISO/CEI 17050-1.		x	

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
18.2	Metrological equipment must be delivered accompanied by the original declaration of conformity of the equipment and the certificate of calibration from a certified authority (COFRAC, etc.).	X	X	
18.3	<p>Equipment/supplies with expiry date or with limited service life:</p> <ul style="list-style-type: none"> - The expiry date must be clearly indicated: <ul style="list-style-type: none"> ▪ On the declaration of conformity, ▪ If possible on the product itself, or otherwise on its packaging. ▪ Examples of items concerned include: consumables (adhesives, brazing creams, lubricants, etc.), elastomers, ball bearings, chemical capacitors, batteries, etc. 	X	X	
18.4	<p>Specific case of brazing components:</p> <p>Specific soldering components: TRONICO requires its suppliers of soldering components to deliver components with a Code Date < 2 years maximum.</p> <ul style="list-style-type: none"> - In any case, the Supplier must take the necessary measures to ensure perfect traceability of components at the time of delivery. <p>The date code must be mentioned on the delivery note.</p>	X	X	
19 TRACEABILITY AND PRODUCT CONFIGURATION				
19.1	The Supplier must quickly find the history of a supply (definition, manufacture, control, operators, operations, means), its configuration (in development, manufacture "until delivery" or repair) as well as the records attesting to its conformity (declaration of conformity, analysis results, internal acceptance report, etc.).	X	X	
19.2	For repair, any component changed must be indicated on the Non-conformity sheet (FNC). The serial numbers of sub-assemblies or components with serial numbers must also be recorded on the Maintenance Report.	X	X	
19.3	In the case of change in the numbering of products at the Supplier, the declaration of conformity must indicate the original TRONICO numbers corresponding to the numbers attributed by the Supplier.	X	X	

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
19.4	The traceability of metallurgical raw materials must enable identification of mother casting material with or without heat treatment.	X		
19.5	The supplier undertakes to supply Tronico only with "new" parts which have not been used or reconditioned. Failure to comply with this requirement must be the subject of a request for exemption prior to delivery.			
20 PRODUCT PRESERVATION				
20.1	The Supplier must check that the expiry dates of products used are compatible with the period of validity required for the product which is the subject of the contract. Unless otherwise specified in the contract, the validity period following delivery of a product to TRONICO must be at least equal to 80% of the service life after manufacture. <i>The supplier has to mention the shelf life criteria and expiration date of the product on packaging and on the delivery note.</i>	X		
20.2	The equipment and infrastructure must satisfy the standard IEC/TR 61340-5-2 "Protection of electronic devices from electrostatic phenomena" regarding the precautions against discharges of electronic components.	X	X	
20.3	If specified, certain measurement and monitoring means (laboratory tests, operational tests, etc.) must be qualified and controlled according to TRONICO requirements.	X		
21 CONTROL OF NON-CONFORMING PRODUCTS				
21.1	The Supplier must process non-conforming products according to the standards regulated in the § of the applicable documents.	X	X	
21.2	The due dates for non-conformity are as followed: <ul style="list-style-type: none"> - One working day to acknowledge and send the first securisation actions. - Five working days to send the defect analysis and the corrective action plan. This time may depend on the transport delay and the defect analysis difficulties. - Twenty working days to close the 8D with preventive actions 			

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
	implemented.			
21.3	A product subject to an ongoing request or a request which has been rejected by TRONICO, may not be delivered by the Supplier without prior written approval of the TRONICO quality assurance department.	X	X	
21.4	So as to avoid any confusion and any subsequent error in allocation receipt at TRONICO, the products which are the subject of a concession must be identified	X	X	
21.5	In the case of an anomaly detected on a product after delivery to a TRONICO customer, TRONICO reserves the right to call on the Supplier for investigation; in this case the conditions of the investigation are determined jointly by the Supplier and TRONICO to: <ul style="list-style-type: none"> - Determine contradictorily the causes of the incident. - Prompt the necessary actions to remove the failure on products currently in production and to define the conditions for application of any possible warranty claim. 	X	X	
21.6	Non-conforming products detected by the Buyer (during acceptance, integration, use) are returned to the Supplier at the supplier's expense and accompanied by a report indicating the reason for the non-conformity.(Tronico document name: RF return to supplier)	X	X	
21.7	Unless otherwise specified in the provisions of the contract or the purchase order, the Supplier undertakes to inform the Buyer within 48 hours (2 working days) of the provisional re-delivery date for products returned due to non-conformity. When re-delivering these products, the Supplier must specify, if possible, on the delivery note the Tronico RF number see § above	X	X	
21.8	Analysis of data: <ul style="list-style-type: none"> - The Supplier must periodically establish quality situation assessments for the products. 	X	X	
21.9	Corrective actions: <ul style="list-style-type: none"> - The TRONICO claims sent to the Supplier must be processed by the Supplier according to the standards regulated in the § of the applicable documents. - The Supplier must provide an analysis of root causes in 8D format. 	X	X	

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
21.10	Internal audit : The Supplier internal quality audits must also concern the processes implemented and the products produced and accepted in the final inspection.	X	X	
22 CIVIL LIABILITY INSURANCE				
22.1	The Supplier undertakes to take out civil liability insurance policies so as to guard against the consequences of material or physical damage which may be caused to the Buyer, its personnel or a third party, as a result of products delivered under the contract or purchase order. For the aeronautical activity sector, the Supplier must take out aeronautical insurance. The Supplier undertakes to hold this insurance cover throughout the duration of production of the aforementioned products. It is for the Supplier to request this information from the Buyer.	X	X	X
23 OBSOLESCENCE MANAGEMENT				
23.1	If one or more technical (PCN, EOL) and/or industrial notifications (classification, status, deadline, MOQ, etc.) change, the Supplier must communicate the list of components with their TRONICO codes, as well as the updated parameters at least once per quarter.	X	X	
23.2	TRONICO must be notified in writing at least twelve months before the date of obsolescence and must be given a possible order deadline date.	X	X	
23.3	The Supplier shall not deliver, without prior written approval from TRONICO, products concerning modifications relating to an article Part No. authorised in the parts list or in the manufacturing processes or on its conformity with specifications and standards (these modifications will have an impact on product performance.). If the Supplier does not comply with the above, it shall be required to bear the costs incurred by TRONICO to remedy the failure.	X	X	
23.4	The Supplier must inform TRONICO of the progress of all product revisions and give TRONICO the opportunity to carry out tests, assess and qualify the new product before using it in production. During this period, up until TRONICO has qualified the new version as successful, the Supplier undertakes to retain the product at its applicable version.	X		

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
23.5	In addition, the Supplier shall periodically report on the detailed progress of the product with an updated roadmap linked to each family of products (with the technology, the process and the information of the production facilities).	X		
23.6	The Supplier must communicate the trends of the electronic components market at least once per quarter.	X	X	
24 CONDITIONING / PACKAGING / TRANSPORTATION				
24.1	<p>Conditioning:</p> <ul style="list-style-type: none"> - It must be compliant with specifications, if stipulated in the order. - In the absence of any specific requirements, the Supplier must ensure that all measures, in terms of conditioning and packaging, are taken to protect the supplies from any damage (physical, performance) during transportation. - Components which are sensitive to static electricity (E.S.D) are protected in suitable conditioning and this sensitivity is indicated through appropriate marking. Where applicable, the Supplier specifies the specific handling or storage precautions on each package. In the event that such marking is illegible and incomprehensible, TRONICO cannot be held responsible for anomalies relating to these operations. - It is forbidden to fill the container with chips, strips, bits of paper, polystyrene balls or any other volatile component and which may generate static electricity. 	X	X	
24.2	<p>Packaging:</p> <ul style="list-style-type: none"> - The content of packages delivered is identified by appropriate marking and labelling. - The delivery note and the accompanying documentation, including the records of results of contractual checks, may be accessed without having to open the packages. In the event of duplication of the delivery note, clear identification of the duplicates is compulsory. - The final address at TRONICO must be clearly indicated ("Quai France" or "Quai Maroc") - Each product contained in the packages is identified and accompanied by a duplicate of the delivery note (to enable it to be easily identified and to be made aware of any possible 	X	X	

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
	<ul style="list-style-type: none"> - concessions during unpackaging). - Each container must be identified and contain a homogenous batch. - Products with expiry dates are labelled and their service and/or storage life limits indicated. - For the packaging of thermosensitive products use specification AC42. - The pallets for product packages destined for the "Quai Maroc" (Destination mentioned on the order) must comply with standard ISPM15. 			
24.3	<p>Transportation:</p> <ul style="list-style-type: none"> - Unless otherwise specified on the order or contract, the Supplier chooses the method of transportation appropriate for the sensitivity of the supplies/equipment (temperature, humidity, shock, impact, etc.). - Supplies are packaged, transported and delivered to TRONICO under the responsibility of the Supplier. 	x	x	
25 DELIVERY				
25.1	The Supplier is required to take adequate measures to ensure that the supplies delivered arrive exactly on time and at the right location (contractual delivery date, delivery address indicated on the order).	x	x	
25.2	The Supplier must take into account all the risks associated with logistical flows (transport deadlines, consistency of internal processes, etc.) and demonstrate its control and its improvement dynamic including the actions to reduce the risk and associated costs.	x	x	
25.3	<p>Unless specific conditions are defined on the order, the delivery includes the following documents: Unless there are special conditions, the delivery includes the following documents or information: A delivery note including :</p> <ul style="list-style-type: none"> - a number that will be included on the invoice. - the TRONICO order number and its item or item number. - the description of the products - the product reference and index 	x	x	

<i>For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below</i>		Manufacturers	Distributors	Specific sector of activity
	<ul style="list-style-type: none"> - the quantity delivered. - Its date code or batch number - the serial numbers if applicable. - the country of origin code on 2 characters according to the ISO 3166-1 standard - the TARIC code (Integrated Tariff of the European Communities) - one or more 2D matrix data containing the information predefined between Tronico and the supplier. <p>A declaration of conformity.see §18 For products (aeronautical, defence, space and medical) purchased according to a plan or specification, see annex 1 A declaration of conformity from the subcontractor who has carried out a surface treatment (Special Processes). Exemptions granted by TRONICO. Ingredients: For all ingredient deliveries, the supplier must keep the safety data sheets available and send them to Tronico at its request The expiry date of the product must be explicitly stated on the supplier's delivery note. In the case of approval orders or first deliveries : The Supplier's measurement report for each item inspected and measured proving compliance with the specifications and drawings specified in the order shall be enclosed.</p>			
26 CONSIDERATION OF REQUIREMENTS				
26.1	The Supplier is required to check that its quality system and its procedures cover the requirements described in this document.	x	x	
26.2	However, if certain aspects were not in conformity, the Supplier should notify the TRONICO Supplier Quality Assurance department and Purchasing department. In this case, it must present a plan for return to conformity to or possibly a request for concession from the TRONICO Supplier Quality Assurance department.	x	x	
27 CUSTOMER SATISFACTION (REPORT, PROGRESS PLAN)				

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
27.1	The Supplier shall communicate, upon the request of TRONICO (Supplier Quality Assurance department), the results of its quality measures.	x	x	
27.2	In the case of significant and/or repetitive anomalies, or if the quality objectives set are not achieved, the TRONICO Supplier Quality Assurance department requests that the Supplier implement a QUALITY IMPROVEMENT PLAN to quickly achieve the required level of quality. The TRONICO Supplier Quality Assurance department, depending on these results, decides to retain or withdraw the status of TRONICO-approved Supplier.	x	x	
28 INDUSTRIAL PROPERTY AND CONFIDENTIALITY				
28.1	The Supplier must strictly comply with the obligation of industrial confidentiality. It is in particular required to take all necessary measures to ensure that the specifications, formulas, drawings or manufacturing details relating to TRONICO orders are not communicated or disclosed to third parties by the Supplier itself, by its employees nor by its subcontractors, without prior written approval from an authorised TRONICO representative.	x	x	
28.2	In the event that results may be protectable under intellectual and/or industrial property rights, TRONICO alone may apply in its own name and at its own expense for any intellectual and/or industrial property rights.	x	x	
28.3	It is forbidden for the Supplier to communicate to any party whatsoever, or to use for itself or a third party, without prior written approval, any file, document or tool given to it by TRONICO or which it may have produced for TRONICO.	x	x	
28.4	In any case, the Supplier guarantees that the components, materials, consumables, etc. sold: <ul style="list-style-type: none"> - 1. are free of rights and are not subject to any intellectual property rights belonging to a third party. - 2. or are covered by the necessary license rights. 	x	x	
29 DATA ARCHIVING				

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
29.1	Documents (definition files, materials certificates) and data (manufacturing follow-up) relating to supplies delivered to TRONICO must be archived for a period depending on the activity indicated on the orders: <ul style="list-style-type: none"> - 50 years for Aeronautical, space and Defences activity - 30 years for Medical activity - 10 years for other activities (Industrial, Railway, Automobile, Oil, Energy) At the express request of Tronico, these documents must be provided within 48 hours.	x	x	x
30 RIGHT OF INSPECTION AND ACCESS				
30.1	The Supplier and its subcontractors must provide TRONICO representatives and representatives of official monitoring authority with free access to facilities and documents involved in production of the product.	x	x	
30.2	The Supplier must make available to TRONICO representatives and representatives of official monitoring authorities all records which demonstrate performance of the contract which is compliant with all requirements.	x	x	
30.3	If the Supplier considers certain manufacturing operations to be confidential, they must be reported to TRONICO prior to their implementation and be the subject of conditions defined jointly by the Supplier and TRONICO.	x	x	
30.4	Visits by TRONICO: <ul style="list-style-type: none"> - TRONICO reserves the right to perform or have other parties perform inspections on Supplier sites, and may, after the Supplier's prior agreement, communicate all or part of the results of these inspections to its customers. 	x	x	
30.5	Visits by official authorities: <ul style="list-style-type: none"> - If the supply is intended, directly or indirectly, for a contract or an order which is monitored by Official Authorities, the monitoring clause is specified on the purchase order addressed to the Supplier. 	x	x	

<i>For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below</i>		Manufacturers	Distributors	Specific sector of activity
	<p>- The Supplier must inform the local Official Authority representative and apply the relevant rules for the DGA. The Supplier must comply with the applicable rules linked to supplies/equipment intended for Civil Aviation in terms of production and maintenance (Part 21-G and PART 145).</p> <p>The official authorities are likely to inspect the means implemented and the products produced by the Supplier. They have to right to examine all stages of production of the product at the Supplier and at its subcontractors.</p>			
30.6	<p>Visits by TRONICO customers:</p> <p>- The Supplier and its subcontractors must ensure that TRONICO customer representatives have the same free access as requested for TRONICO.</p>	x	x	
31 COMPLIANCE WITH EXPORT CONTROL REQUIREMENTS				
31.1	<p>In the return to tenders and at the latest before the signature of the contract contract (or order) is signed, the Supplier will notify TRONICO if all or part of the supplies, including the technical documentation, subject to any export control regulations whatsoever. export control regulations.</p>	x	x	
31.2	<p>The Supplier declares and guarantees that the information given to TRONICO is complete and accurate and undertakes to notify TRONICO in writing upon immediately discovering any change in regulations which is likely to alter the applicable export control.</p>	x	x	
31.3	<p>In the event that export and/or re-export of supplies is subject to attainment of a licence by the government authorities, the entry into force of the contract (or order) shall be subject to the effective issuance of the afore-mentioned licence which the Supplier undertakes to communicate upon receipt at TRONICO.</p>	x	x	
31.4	<p>Information relating to export conditions:</p> <p>The Supplier undertakes to inform TRONICO of any regulatory restriction applicable to products ordered (e.g.: products subject to export control, etc.).</p>	x	x	

<p><i>For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below</i></p>		Manufacturers	Distributors	Specific sector of activity
	<p>When all or part of the supplies is subject to Export Control, the Supplier must:</p> <ul style="list-style-type: none"> - Supply, on time and without expense for the Buyer, all relevant official approvals, licences and authorisations required for the export of its merchandise and its services. This must take place from delivery of this merchandise to its use by the Buyer and the customer or the end user. - Ensure that an export licence or equivalent document is issued on time by the competent authorities to enable delivery and management of merchandise or services by the Buyer and the customer or the end user in compliance with the contract or the order and the final declaration of use. - Clearly indicate on all delivery notes the export control classification number and the applicable export licence number. - Indicate all support documents which may act as license with the appropriate applicable export licence and the distribution restrictions. - Identify the material subject to restraint Export Control Materials classified ITAR ML-xx or Duxx (xx designating the country of origin. U.S., GB, DE, JP etc) , EAR with ECCN number. 			
<p>32 COMPLIANCE WITH ENVIRONMENTAL, ETHICAL AND SOCIAL RESPONSIBILITY REQUIREMENTS</p>				
<p>32.1</p>	<p>The supplier must ensure that its personnel are made aware of:</p> <ul style="list-style-type: none"> - their contribution to the conformity of the product or service - their contribution to product safety - the importance of ethical behavior 	<p>X</p>	<p>X</p>	

For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below		Manufacturers	Distributors	Specific sector of activity
32.2	<p>Human Rights: TRONICO Suppliers comply with the principles taken from the Universal Declaration of Human Rights.</p>	X	X	
32.3	<p>Work Standards: TRONICO Suppliers comply with their national legislations regarding labour laws, and undertake to apply the resulting principles of the main international conventions, in particular:</p> <ul style="list-style-type: none"> - ILO (International Labour Organization) Convention No. 014 guaranteeing minimum weekly rest of 24 consecutive hours, - ILO Conventions Nos. 29 and 105 prohibiting the use of forced labour. - ILO Conventions relating to the abolition of child labour and to the minimum age of admission to employment or labour. <p>In addition, TRONICO Suppliers undertake:</p> <ul style="list-style-type: none"> - Not to engage in employment of a foreign citizen without a work permit, the trafficking of human beings or the traffic of foreign labour, - To ensure to provide equal opportunities and treatment in terms of employment, which implies preventing any discrimination on grounds of ethnic origin, morals, gender, age, union membership and political or religious opinions of individuals, Suppliers furthermore encourage access to employment of disabled workers (subject to the local public constraints), - Enable the development of social dialogue and collective negotiation, encourage freedom of speech and employee involvement, - Implement a health protection system in the case of regulatory requirements which are applicable, - Provide a safe and secure working environment for their employees. 	X	X	
32.4	<p>Compliance with work legislations (declaration of vigilance, means of combating unreported employment): The Supplier declares that it employs and will continue to employ its personnel in conformity with the applicable labour regulations.</p> <p>To enable TRONICO to satisfy its obligations with respect to unreported employment, particularly under the terms of articles L.8222-1 and</p>	X	X	

<p><i>For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below</i></p>		Manufacturers	Distributors	Specific sector of activity
	<p>following of the Labour Code, the Supplier shall provide TRONICO with the following at least eight days before signing the Contract and subsequently every six months during its execution:</p> <ul style="list-style-type: none"> - A copy of the declaration of provision of social declarations and of payment of social security contributions and payments provided for in article L243-15 of the French Social Security Code, from within the last six months, issued by the social protection organisation responsible for collecting social contributions and payments. 			
<p>32.5</p>	<p>Environment: Suppliers must contribute to sustainable development initiatives defining a system for prevention of industrial risks based on the standards for protection of the environment and social protection, for example ISO 14001 and OHSAS 18001.</p> <p>TRONICO Suppliers must implement appropriate measures to:</p> <ul style="list-style-type: none"> - Comply with applicable regulations with respect to the environment, - Limit the impact of their activities on the environment, in particular by reducing their consumption of energy and natural resources and their waste production, and by controlling emissions and any harmful damage of whatsoever nature. - Prevent and limit the environmental risks of their activities and products (hazardous substances, radiation, etc.), including environmental / health risks. - Ensure to raise awareness of and train all its personnel in actions which are committed to helping the environment. - Comply with the legislation regarding the ban on asbestos. (Decree No. 96-1133). 	x	x	
<p>32.6</p>	<p>REACH Regulations: In application of REACH regulation No. 1907/2006/CE and under penalty of criminal proceedings, the Supplier must send to TRONICO all products containing substances of over 0.1% mass indicated in the candidate list (article 33). The information shall include the percentage of substances and the weight of the delivered product.</p>	x	x	
<p>32.7</p>	<p>Governance of the company TRONICO Suppliers undertake to perform their activities in accordance with the principles of good governance, to optimise their means of risk</p>	x	x	

<i>For each Supplier category and the specific sectors of activity, the applicable requirements are marked with an "X" in the table below</i>		Manufacturers	Distributors	Specific sector of activity
	control and internal control, to provide clear and reliable information on their financial situation, their strategic directions and their management policies.			
32.8	Prevention of corruption: TRONICO Suppliers must not, directly or indirectly, offer, promise, grant or request illicit payments or other undue benefits in view of obtaining or retaining a contract or another undue benefit. These provisions are applicable to public officials and to employees of their private partners.	x	x	
32.9	Conflicting Minerals : The supplier must comply with the legislation relating to the supply of minerals in conflict areas under section 1502 Dodd-Frank Wall Street Reform and Consumer Protection Act.	x	x	

33 ANNEX 1: GENERIC TABLE FOR DOCUMENTARY REQUIREMENTS FOR THE DELIVERY OF MANUFACTURED PARTS

Business Units							
	Aéronautic	Spatial	Défense	Implanted Medical	Medical	Diversification***	Automotive
Model*	Delivery Note only						
Prototype A (functional)*	Same as Model + Proof of a dimensional control + Declaration Of Conformity + Material Certificat & Surface Treatment Certificat						
Prototype Q (qualification)*	Same as Proto A + FAI 9102** or AC26**			Same as Proto A + The measurement records for 100% of the dimensions on 3 products			
Series*	If any change then same as Proto Q Else Delivery Note + Proof of a dimensional control + Declaration Of Conformity + Material Certificat & Surface Treatment Certificat + KC records if necessary					PPAP* file on 1st delivery otherwise same as other Business	

* Unless customer requirements.

** FAI 9102 = AC26 (Tronico form)

***Diversification: all other units not mentioned in the table (ex: railways, industry, oil, telecom...)

Note: specific tables for mechanical (AC16) and PCB (AC15) are prior to generic table (AC04)