

Quality Assurance

Sonaca Montreal Quality  
Requirements for suppliers

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## 2. SCOPE

The Sonaca Montreal Quality Requirements for suppliers constitutes an extension to any requirements outlined between the Supplier and Sonaca Montreal covering the products or services described in any applicable contract and/or Purchase Order.

## 3. DOCUMENTS

### 3.1. Sonaca Montreal Documents

FO-10-23-01	Sonaca Montreal Quality questionnaire for suppliers
FO-23-13	Sonaca Montreal Confidentiality Agreement
FO-12-10	Digital Product Definition (DPD) Audit Checklist

### 3.2. References

#### 3.2.1. Customer and regulatory requirements

COMPANY	DOCUMENT NAME	DOCUMENT NUMBER
Transports Canada	Canadian Aviation Regulation :	Part 5, Subpart 61 (CAR 561)
		Part 5, Subpart 21 (CAR 521)
	Norme 561/ Standard 561:	Standard 561
Boeing	Boeing Quality Management System Requirements for Suppliers	D6-82479
	Quality Assurance Standard for Digital Product Definition at Boeing Supplier	D6-51991
Bombardier	Quality Requirements for Suppliers	QD.4.6-40
Israel Aircraft Industries (IAI)	Quality Requirements for suppliers type 12 & 13	CAG 9000
	Quality Assurance Standard for Digital Product Definition/ Model Based Definition (DPD/ MBD) at IAI AVG Suppliers	QMP 342.10.07
Embraer	Embraer quality requirements for suppliers	EQRS
Triumph	Supplier Quality Assurance Manual	SQAM001
	Supplier Quality Assurance Requirements	SQAR
	Supplier Quality Requirements for Control and Use of Digital Product Definition	SCMP 3.7(a)
Triumph	Supplier Quality Requirements for Nonconformance Reference Handbook for Suppliers	SQR-003
	Quality Assurance Acceptance Sampling Requirements for Suppliers	SQR-009

# SONACA MONTREAL

## QUALITY REQUIREMENTS FOR SUPPLIERS

INS-10-23-01 EN

Rev. 1

Date: 2021-06-07

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COMPANY	DOCUMENT NAME	DOCUMENT NUMBER
	Supplier Harness/ Conductivity Testing Requirements	<b>SQR-010</b>
	Supplier Quality Requirements for First Article Inspection	<b>SQR-011</b>
<b>Gulfstream</b>	Supplier Quality assurance System requirements	<b>SQAR9100</b>
	The OmniPart KnowledgeBase Environment. Manufacturing Supplier Integration Requirements Specification and Guide	<b>CGER-1123</b>
<b>Mitsubishi Heavy Industries Canada</b>	Supplier Quality Requirement Manual	<b>MAC 1000</b>
	Supplier Quality Requirement Manual Requirements for supplier records	<b>MAC 1000 APPENDIX 1</b>
	Supplier Quality Requirement Manual Handling of a product change notice request	<b>MAC 1000 APPENDIX 2</b>
	Supplier Quality Requirement Manual Request for material review and disposition of nonconforming product	<b>MAC 1000 APPENDIX 3</b>
	Supplier Quality Requirement Manual Disclosure letter process & request for corrective action	<b>MAC 1000 APPENDIX 4</b>
	Supplier Quality Requirement Manual Requirements for DPD Operations	<b>MAC 1000 APPENDIX 5</b>
	Supplier Quality Requirement Manual Special provisions for Bombardier Models	<b>MAC 1000 APPENDIX 6</b>
	Supplier Quality Requirement Manual Risk management	<b>MAC 1000 APPENDIX 7</b>
	Supplier Quality Requirement Manual Certificate of conformance	<b>MAC 1000 APPENDIX 8</b>
	Supplier Quality Requirement Manual Net-inspect supplier process	<b>MAC 1000 APPENDIX 9</b>
	Supplier Quality Requirement Manual Cost of recovery - claims	<b>MAC 1000 APPENDIX 10</b>

### 3.2.2. Industrial

AS9100	Quality Management Systems – Requirements for Aviation, Space and Defense organizations
AS9102	Aerospace First Article Inspection Requirement
AS9120	Quality Management Systems – Requirements for Aviation, Space and Defense Distributors
ISO 9001	Quality Management Systems – Requirements
ISO 17025	General requirements for the competence of testing and calibration laboratories

## 4. CONTEXT OF THE ORGANISATION

### 4.1. Quality requirements

The Supplier must have a quality management system and follow the requirements listed in the section 3.2 of this document, when applicable to any contract and/or purchase order.

Supplier that manufactures products, tests or perform special processes in accordance with Sonaca Montreal customer's requirements must be certified AS9100.

Independent laboratories providing tests and calibration services to Sonaca Montreal must be ISO17025 accredited.

A supplier providing products, parts and/or services intended for aerospace business but not to be installed on an aircraft must be certified to ISO9001 or have a quality system approved by Sonaca Montreal Quality assurance.

Suppliers receiving drawings and/or Sonaca Montreal customer's documentation for production or inspection purpose must be DPD approved by Sonaca Montreal Quality Assurance and must conform to all applicable DPD requirements stated in the section 3.2 of this document.

A supplier performing any type of work for the products covered by our Transport Canada Civil Aviation (TCCA) certificate of approval No-38-03 (IAI products) cannot subcontract work to any other supplier, sub-contractor, or sub-tier without having obtained the written consent of the Quality Director of Sonaca Montreal.

### 4.2. Supplier approval status

Sonaca Montreal may, at its sole discretion revise the status of an approved supplier depending on its performance as detailed in section 9.

## 5. LEADERSHIP

No additional requirements are required by Sonaca Montreal except the ones stated in Section 5.0 of the AS9100, AS9120 or ISO9001 standards, customer quality requirements (see section 3.2 of this document) as applicable to the activities being performed.

## 6. PLANNING

No additional requirements are required by Sonaca Montreal except the ones stated in Section 6.0 of the AS9100, AS9120 or ISO9001 standards, customer quality requirements (see section 3.2 of this document) as applicable to the activities being performed.

## 7. SUPPORT

### 7.1. Documentation records requirements

Supplier must keep records demonstrating product conformity for the minimum time required in Table 1 or as stipulated in any applicable contract and/or Purchase Order. Prior disposal of any Quality records, supplier shall request Sonaca Montreal Quality Director Authorization.

Supplier must make Quality records available to Sonaca Montreal upon request.

Customer	Document type	Minimum retention period
<b>Boeing</b>	Quality and engineering records	Ten (10) years after the year of delivery
<b>Bombardier</b>	Quality and engineering records	Ten (10) years from completion of purchase order
<b>Embraer</b>	Serialized products	Fifty (50) years
<b>IAI</b>	Quality records	Ten (10) years after the shipping date
	First Article Inspection records (FAI)	Fifteen (15) years after the final delivery of the last Product covered by the FAI
	Serialized products	Fifteen (15) years
	All documents	In the event of supplier closure, or termination or expiry of the contract, all pertinent records shall be transferred to Sonaca Montreal.
<b>Mecachrome</b>	Quality records	Thirty (30) years after the delivery of the last item of an order (PO)
<b>MHI</b> Bombardier model (GX, CRJ, CL300, DASH8, etc.)	First Article Inspection records (FAI)	Until the end of production
	Other records	Operational life of product
<b>Triumph Aerostructure</b>	Quality records	Ten (10) years from completion of purchase order

**Table 1: Sonaca Montreal customers' requirements for record retention**

### 7.2. Competence

It is a supplier's responsibility to make sure any person performing work is competent and certified (when required) based on appropriate education, training, and experience for the work to be performed.

### 7.3. Calibration

All equipment and tools used for products acceptance must be calibrated and be traceable to international and/or national measurement standards

### 7.4. Awareness

#### 7.4.1. Product Safety

The Supplier must ensure that all persons performing work implement and control the processes required to assure product safety.

#### 7.4.2. Ethical behaviour

The Supplier must ensure that all persons doing work under their control understand the importance of ethical behavior.

#### 7.4.3. Control of counterfeit products

The Supplier must ensure that all persons performing work follow applicable work instructions that define product conformity and must have controls in place to prevent use of counterfeit product.

## 8. OPERATION

### 8.1. Access to supplier facilities

Supplier must provide to Sonaca Montreal, regulatory agencies, as well as any contractually applicable customers, the right of entry to their facilities and their sub-tier supplier's facilities, for the purpose of assuring the quality of work performed.

Supplier must provide Sonaca Montreal the right to perform source inspection at their facilities or those of their sub-tier. When source inspection is required, make available to the Sonaca Montreal Quality Representative the facilities, the equipment, inspection records or other assistance requested during product conformance verification.

### 8.2. Changes in Product/Process

Supplier must notify and obtain approval of Sonaca Montreal for changes in product and/or process, change of suppliers and change of manufacturing facility location.

### 8.3. Identification and traceability

Supplier must identify each product individually in accordance with the drawings, specifications and contractual requirements or as outlined in any Purchase Order

Supplier must ensure that all Sonaca Montreal customers' non-conformance numbers are identified on the parts as per customer's drawings, specifications, and contractual requirements.

Supplier must ensure that all non-conformity numbers are identified on the parts as per customer's drawings, specifications, and contractual requirements.

### 8.4. Control of sub-tier suppliers

Supplier must:

- Evaluate and select sub-tier suppliers based on their ability to meet all contract requirements.
- Flow down appropriate engineering, quality, and technical requirements to its sub-tier suppliers.
- Review, periodically, sub-tier performance and maintain records of these reviews.

### 8.5. Non-conformances

Supplier must notify Sonaca Montreal of non-conforming product. Non-conformance requirements are specified in the AS9131 documentation.

Supplier must obtain Sonaca Montreal approval for non-conforming product disposition.

All non-conformities must be closed prior to shipment to Sonaca Montreal.

Supplier must provide a copy of the non-conformance report with the parts and a copy of Sonaca Montreal non-conformance report (NCM) with the disposition.



### 8.6. Foreign object damage/debris

Supplier shall implement and maintain a program for the prevention, detection and removal of foreign objects adapted to their production

### 8.7. First article Inspection

Supplier must prepare a formal FAI report for each first article product Ref.: AS9102. Full first article inspection (FAI) is also required under the following conditions:

- Any fabrication method changes
- Any transfer of manufacturing operations to a new location.
- After an extended break in manufacturing of 24 months or more.

Supplier must perform partial FAI under the following conditions:

- A change in the design characteristic affecting fit, form or function of the part.
- Industrial changes:
  - o Change in the manufacturing process.
  - o Change in tooling that can potentially affect fit, form or function.
- Implementation of Corrective Action
- A non-conformance was detected on the first product made. (Delta FAI)

Ensure the FAI report for the primary part includes the following items:

- The actual drawing configuration: revision and COS revision (condition of supply) (if applicable).
- Required dimensions, tolerances, and actual result in an annotated sketch.
- The specific numbers of tooling and fixtures used to manufacture or inspect the product.
- Hardness and conductivity values.
- Identification of all processes used.
- All general drawing notes requirements.
- Raw material traceability documents (Certificate of Conformance and test report).
- All other sub-tier suppliers Certificates of Conformance and test reports.

Ensure all "FAI" parts are identified as well as the outside packaging by using a removable tag.

Make sure that the following additional items are included in the "FAI" assembly:

- All detail part numbers and the required quantity.
- All hardware part numbers and the required quantity.

FAI's must be submitted via NetInspect. Supplier may need to be added to Sonaca Montreal NetInspect list to be able to supply FAI.

Regarding Industrial change process, the risk of change must be commonly evaluated, assessed by both a manufacturing and quality representative to decide if a FAI must be performed, and thus, before any part production impacted by the change. A risk register can be used to analyze and evaluate the potential risks linked to respective change.

FAI reports shall be maintained as quality records. If required, the report should be submitted to Sonaca Montreal for approval. FAI submittals must occur prior to part being received. Any exceptions must be documented and coordinated with Sonaca Montreal.

## 8.8. Release of products and services

### 8.8.1. Packaging

Supplier must ensure all packaging for products are in accordance with the drawings, specifications, and contractual requirements.

### 8.8.2. Certificate of conformance

Supplier must ensure that the C of C states that the products meet all applicable drawings requirements, specifications, and contractual terms.

Supplier must ensure that all the items listed below, are mentioned on the C of C:

- Purchase order number.
- Part number.
- Quantity delivered.
- Drawing number and revision
- Specification number and revision.
- Serial and/or lot number.
- C of C date.

Supplier must mention, if applicable:

- Product shelf-life expiration date.
- Manufacturing date.
- Sonaca Montreal customer's non-conformance numbers.
- Sonaca Montreal internal non-conformance number (NCM)
- COS (condition of supply) number and revision.

Supplier must ensure that the C of C is approved by the Quality Representative by a signature and stamp.

### 8.8.3. Shipping documentation

Supplier must ensure that the following documents are with the shipment:

- Suppliers' C of C.
- New, repeated or amended FAI report, when required.
- Copy of any applicable Non-conformity report with disposition.
- Test report from manufacturer of raw material and hardware, if applicable (dock-to-dock traceability of product from original manufacturer to all distributors is required).
- Any waiver requested from and approved by Sonaca Montreal.
- Any chemical products with its current safety data sheet.

## 9. PERFORMANCE EVALUATION

Sonaca Montreal suppliers are evaluated on their delivery (OTD) and quality performance (number of non-conforming products, product escapes, cost of non-quality, unsatisfactory response to corrective action request, unsatisfactory audit results (Nadcap, AS9100), status of their certification and process approval, etc.)

## 10. IMPROVEMENTS

No additional requirements are required by Sonaca Montreal except the ones stated in Section 10.0 of the AS9100, AS9120 or ISO9001 standards and customer quality requirements (see section 3.2 of this document) as applicable to the activities being performed.

## 11. Acknowledgement of receipt

Supplier name	
Supplier address	
Quality Director name	
Quality Director signature	
Signature date	
Sonaca Montréal Quality Representative Signature	
Signature date	

## 12. RÉVISIONS

RÉVISION	DATE (aaaa-mm-jj)	MODIFICATIONS	AUTEUR
1	2021-06-07	<ul style="list-style-type: none"> <li>- Reformat to align with AS9100 numbering</li> <li>- Document number change from IN-23-02 to INS-10-23-01</li> </ul>	Babacar LO