SPECIFIC		AIR LIQUIDE Advanced Technologies
Quality requirements applicable to external providers		
M1-04-P01	Version 2	*Form M1-02-F12 version 4*

	Function	Name/Signature	Date
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List of changes

Revision no.:	Date	Position/Name of author	Change sheet no. *(if applicable)*	Description
DTAQ06-03(0)	08/11/1996	/		Creation
DTAQ06-03(1)	03/03/1998	/		Request for change No. 206 - ALL
DTAQ06-03(2)	02/04/1999	/		Request for change No. 276 P5, P9, P13 **Standardisation of the rules defining the testing levels**
DTAQ06-03(3)	11/09/2000	/		Request for change No. 063 - OVERHAUL **Review of the quality requirements applying to subcontractors**
DTAQ06-03(4)	05/03/2007	/		Request for change No. 301 OVERHAUL - **Document redrafting. Consideration of the requirements of EN9100 for the aerospace and defence sector and of IMS - GP12**
DTAQ06-03(5)	02/02/2011	/		**Change of company name:** ALTAL becomes AIR LIQUIDE Advanced Technologies
GM1-04-00(0)	25/03/2014	/		Overhaul (without signature)
M1-04-P01(0)	02/06/2014	**P. Clapot Document control and management**		GENERAL DOCUMENT REVIEW **Simplification/Adaptation of "Supplier Categories in terms of requirements applicable to each category. The Purchasing managers and quality managers of the four business Units, AODE, GAZ&CRYO, SPAT, NE were consulted for this amendment.** **New reference according to update of the entire SMI**
M1-04-P01(1)	27/07/2016	**Y. IEDRA**		Removal of the paragraph that systematically asks each supplier to send a Certificate of Conformity with the order, with each delivery (in agreement with the Purchasing Managers of the following BUs: AODE, SPATIAL, Gas & Cryo and New Energies).

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M1-04-P01(2)	**19/07/2018**	**Y. Marquer**		Overhaul of the document as part of the ISO and EN version change

1. Purpose

This document defines the general quality requirements which apply to AL-aT (Air Liquide Advanced Technologies) external providers.

2. Scope

This document applies to all orders from AL-aT Business Units (AODE, G&C, New Energies, Spatial, Innov), on behalf of major projects or indirect ALaT purchases.

The Purchasing department of the BU or of ALaT can express requirements in addition to those in this document, in a purchase order or in the related documents.

If it is impossible to comply with some or all of the requirements of this document, the provider must inform the purchaser, referenced on the order, in writing.

3. Abbreviations/Terminology

Abbreviation	Full term
AL-AT	Air Liquide Advanced Technologies
BU	Business Unit
NC	Non conformance
PV	Report
BL	Delivery note
ATR	Acceptance Test Report
CDR	Critical Design Review
FAI	First Article Inspection
FDS	Safety Data Sheet
HSE	Health, Safety, Environment
ITP	Inspection Test Plan
LOFC	List of manufacturing and inspection operations
PDR	Preliminary Design Review
PFCE	Manufacturing, inspection and test plan (see Appendix)
PVRI	Individual Acceptance Report
RCI	Individual inspection register

4. References and Associated Documents

Document reference	Document title
ISO 9001 V2015	**Quality management system standard**
NF EN 10204	**Metal products control standard**
FR-R2-07-03-00	**PFCE model**

5. Your AL-aT contacts

YOUR AL-aT CONTACTS: The purchaser is the primary interface with the provider and will direct it to the persons concerned, as per the areas specified below.

CONTACTS	INTERFACE FOR
Purchaser referenced in the order	Administrative information Tenders, negotiations Orders, contracts Documents mentioned in the order Commercial disputes Acknowledgement of receipt Progress chasing
Suppler billing platform	Invoicing
Quality coordinator	Monitoring of the completion of the order (Launch meetings, Inspection plan, Acceptance reports, FAI, etc.) Compliance monitoring Derogation monitoring Document management Audits (Supplier, qualification, process, product evaluation)
Warehouse	Product, service delivery Receipt of the documentation
Technical coordinator / Project Manager / Project Engineer	Technical validation

6. Access rules

6.1. Rules for access to the AL-aT site

Safety requirements apply on the AL-aT site.

Therefore, entrance to the site is subject to compliance with the following rules:

Personnel concerned	Documents to be provided to the security post	Preliminary information to be provided in advance to the AL-aT contact
French visitor	Identity document*	Advise date of visit, name and nationality 48 hours prior to the visit
Foreign visitor	Identity document*	Advise date of visit, name and nationality 48 hours before visit and submit the foreign access authorisation request (Appendix 2) prior to the visit.
French contractor	Identity document*	Advise the date of arrival on site 48 hours beforehand
Foreign contractor	Identity document*	Advise date of visit, name and nationality 48 hours before visit and submit the foreign access authorisation request (Appendix 2) prior to arrival.
Delivery/transport company	Identity document*	Submit the delivery or collection note

* Send a current identity card or passport; a driving licence is not proof of nationality.

DELIVERY TIMES:

Delivery times are as follows: 08:00 a.m. to 12:00 noon and 1:30 p.m. to 4:00 p.m.

6.2. Rules for access to the provider's site

The provider must permit access:

- to AL-aT representatives, AL-aT customers and regulatory authorities,
- to premises on the supplier's site and the whole of the supply chain (level N-x providers),
- and to all relevant records.

7. External provider categories

Category 1: Design and/or manufacture of a product, system or one of its sub-assemblies:

Provider taking responsibility for the whole of a product design and/or realisation process, starting from a specification or definition, diagram or functional analysis, detail and/or PID (Process Instrumentation Diagram) drawings, an electrical diagram supplied by AL-aT. The supplier may be required to complete all or part of the design phase.

example of business skill implemented: pressure vessel, piping, integration, assembly, electricity, automation, instrumentation, etc.

Category 2: Intellectual, engineering and services:

Provider who provides to AL-aT skills which are not available internally. This category also includes the completion of research within the structure of the supplier itself.

example of business competence implemented: engineering, structure calculation, etc.

Category 3: Manufacture of products on drawings

Provider producing products based on manufacturing drawings, the design having been produced by AL-aT.

Example of business competence implemented: mechanics, precision machining, control, assembly

Category 4: Manufacture, sale of catalogue equipment

Provider of standard products from its catalogue

Category 5: Distributor: Purchase/resale of products without transformation

Supplier/reseller responsible for the purchase, storage and sale of products without processing them.

8. Service provider obligations

8.1. CONTRACTUAL OBLIGATIONS

The provider must deliver products and documentation complying with the requirements on the purchase order within the agreed lead time.

The provider undertakes to inform the AL-aT purchaser as soon as he/she is aware:

- of the obsolescence or modification of products ordered,
- of any events or anomalies which might affect the contractual aspects negotiated (lead times, compliance of the order, product quality and the quality requirements set out in this document).

The provider is not permitted to deliver counterfeit parts, the provider must have a risk management policy for its own providers to prevent use of counterfeit parts.

If the supplier has any difficulty to understand the order, it must contact the AL-aT purchaser.

No modification (concerning the product, process or procurement, etc.) may be made to the products by the supplier without prior written agreement from AL-aT.

Any modification of the content of the order requires a modification to the order, cancelling and replacing the previous order.

Any deviation by the supplier from this procedure, standards or the requirements specified in the contract, will be corrected by the supplier at its own expense.

Failure by the supplier to meet its obligations may lead to the ordered work being stopped and a suspension of commercial relations, if an action plan is not put in place on a time scale compatible with AL-aT's activities.

8.2. Obligations relating to standards and regulations

The supplier must comply with the requirements imposed by the application of a building code (ASME, CODAP, etc.) at all stages of the process (sizing, procurement, special inspection or acceptance processes).

The supplier must be able to demonstrate at any moment that it has complied with the current standards, regulations and codes applicable to the sectors concerned (aerospace and defence, gases and cryogenics, new energies).

8.3. Performance guarantee

The performance of the product purchased must meet the requirements described in the order, the associated specifications or the framework contract.

8.4. Minimum inspection requirements for products delivered to AL-aT:

8.4.1. Sampling requirements for batches delivered:

A batch is considered as a quantity of parts with the same definition, same process and manufactured and delivered at one time. Sampling rules, if indicated, are indicated in the supply specification.

8.4.2. Dimensional check requirement (to dimensions on drawings):

The level of dimensional inspection is specific and defined for each dimension on product drawings. There are three different levels. Inspection levels are stated on drawings.

- Inspection level 1:

No distinctive notation on the dimension.

No inspection report is required for this level. However, the dimensions must be checked by the supplier. If the dimensions are out of tolerance and cannot be corrected, an anomaly sheet is opened. This anomaly sheet is sent to AL-aT for information and/or approval.

- Inspection level 2:

The dimension is followed by an encircled mark containing the following:

- A sequence number identifying the dimension.
- The letters NR, indicating "not reported".

For this level, inspection is done by the supplier's inspection department. Non-conformities will result in the issue of an anomaly sheet. This anomaly sheet is sent to AL-aT for information and/or approval.

Unless specified otherwise, statistical inspection applies to this level.

- Inspection level 3:

The dimension is followed by a statistical number identifying the dimension and allowing it to be identified on the inspection report.

For this level, inspection is done by the supplier's inspection department. The results for dimensions with this type of bubble (encircled rate) are entered in an inspection report. Non-conformities will result in the issue of an anomaly sheet. This anomaly sheet is sent to AL-aT for information and/or approval.

Unless specified otherwise, statistical inspection applies to this level. The file related to the article specifies, if necessary, the statistical sampling rules.

8.4.3. Requirements in terms of documentation

The documents required are specified by the purchase order

Examples of documentation required, if indicated on the purchase order (including specifications), are as follows:

- certificate of raw material compliance (NF EN 10204)
- inspection plans, records of parts inspected (dimensional inspection, dye penetration testing, leak tightness, etc.)
- dimensional inspection report on NR bubble dimensions on the drawing, in accordance with current sampling procedure
- user notices, maintenance notices
- CE declaration,
- setting and/or calibration certificates,
- ….

These documents must accompany the supply, be completely acceptable for use and identifiable as applying to the order and the AL-aT article reference (article and/or TAG).

These documents must be provided in the language indicated in the order, at the latest, at delivery of the product.

9. Applicable requirements according to the provider category (section 7)

1	2	3	4	5	**9.1 Provider organisation to respond to the order** The provider must define a single contact person for each AL-aT order. The provider must notify Al-aT and obtain its prior approval for any major change to the organisation affecting the order (subcontractor, AL-aT contact person, impact on product criticality, etc.) The provider must advise the list of subcontracted work and the name of its providers. Upon request, the provider must be able to supply a copy of its organisational chart defining who is responsible for which tasks. The provider must on request be able to provide a copy of one or more 'Quality Manual' type documents, approved by its senior management, describing the organisation and resources in place, with a view to ensuring that the product meets the stated requirements.
1	2	3	4	5	**9.2 Quotation, Purchase Order, Contract**
1	2	3	-	-	**9.2.1 Creating the Quotation** The quotation must be issued by the provider in accordance with AL-aT requirements, ensuring that the necessary resources and skills (technical, material, human) are available.
1	2	3	4	5	**9.2.2 Contract review and acknowledgement of receipt** The order must be reviewed by the provider to ensure that its conditions can be met, particularly in terms of lead time and compliance. The acknowledgement of receipt attached to the order (AL-aT format) must be completed and sent to the AL-aT purchaser within 8 (eight) working days, in order to formalise its commitment to the order, and state any discrepancies. Note: Such discrepancies may be formalised in the form of a compliance grid. If there is any modification to the content of the order, an order amendment is sent to the provider. An acknowledgement of receipt of the order amendment must also be sent.

1	2	3	4	5	**9.2.3 Reformulation in the case of ambiguity** The provider should contact the AL-aT purchaser to obtain clarifications, corrections or any additional information required for a thorough understanding of the order.
1	2	-	-	-	**9.3 Design management**
1	2	-	-	-	**9.3.1 Design management** As part of the AL-aT order, the provider responsible for the design must carry out the following tasks: - determine the basic requirements for design (functional requirements, performance, legal and regulatory requirements, standards and standard practices, the consequences of obsolescence). - determine the expected results (reviews, design documents, verification activities, validation activities) - identify and list the tasks to be performed, state the person responsible for the tasks and the time scales involved, and also which tasks are sub-contracted and to which providers, - identify the authorities and delegation rules if necessary. - identify critical points, - establish a general schedule for the design tasks and set milestones. The design work to be done must be based on the product's or service's functional and safety requirements. The design activity must take the following into account: - the ability to produce, inspect and test the product - the ability to maintain the product - obsolescences The provider must plan the necessary design reviews, both internal and with AL-aT, those with AL-aT including at least: - the design launch review - the preliminary definition review (PDR), - the final definition review (FDR) or critical definition review (CDR). All minutes of design reviews must be made available to AL-aT upon request and/or approved by AL-aT. *Specific aerospace and defence and requirements: "Special requirements": upon request, the supplier must state where there is a high risk of certain requirements not being met and the measures being taken to limit that risk.* ***The Configuration management activity should start on completion of the preliminary definition review (PDR) phase; the applicable configuration must be established at the critical definition review (CDR)***

1	2	-	-	-	**9.3.2 Definition file** The provider must establish a definition file containing the approved drawings, parts lists for drawings, user and maintenance manuals, replacement parts lists, the quality file (certificates, records, etc.) and the designer's specifications (where necessary).
1	2	-	-	-	**9.3.3 Justification file** The provider producing the design must compile a definition justification file. It creates an overview of and gives access to design and test documents, justifying the choices and sizing used in defining the product, in order to meet AL-aT requirements. *Specific aerospace and defence requirements:* *Where testing is required, the supplier must:* - *State the conditions for carrying it out: identify the products to be tested, the necessary resources, test conditions, parameters to be recorded, acceptance criteria, procedures and the product configuration to be tested.* - *During testing, check the product's configuration and that acceptance criteria are met.*
1	2	3	4	5	**9.4 Management of changes and Control of documents and data**
1	2	-	-	-	**9.4.1 Management of changes** The provider must manage design changes. Any change in the definition file is subject to prior acceptance by AL-aT. Note: Change management must allow changes in the definition documentation to be traced.
1	2	3	4	5	**9.4.2 Identification** The documents and data used must be formally identified by an adequate single reference. The identification and permanent marking of products must comply with the stipulations in the order. This identification must systematically appear on documents relating to the product (inspection reports, certificates of compliance, non-compliance sheets, etc.) It is impossible to mark the material, it should be marked on the packaging.
1	-	3	4	-	**9.4.3 Product traceability** The supplier must introduce a per-batch traceability procedure which makes it possible to establish: ▪ the state of the definition file, ▪ the state of the manufacture and applicable testing file, ▪ the history of realisation (purchasing, manufacture, assembly, control, operators),

					▪ any non-compliance observed, ▪ test record documents, There may be a traceability requirement for each unit; in that case, it will be stipulated in the order or the product specifications. Records relating to quality, demonstrating compliance with AL-aT's requirements, e.g. certificate of compliance, test report, etc.) must be identified and retained. All the documents required in the AL-aT order must be identified by the supplier in relation to the AL-aT purchase order number and the item reference number.
1	2	3	4	5	**9.4.4 Approval** Documents supplied to AL-aT must be signed by the competent authorities.
1	2	3	4	5	**9.4.5 Modification** If documents and data are modified by the provider, those changes must be verified internally by the provider before being passed on to AL-aT. Any modification to a document disclosed must have its identification changed. Any modification to a contractual document must be submitted to AL-aT for acceptance prior to implementation. Invalid and/or expired documents must be withdrawn from all disclosure or usage points.
1	2	3	4	5	**9.4.6 Configuration management (Specific aerospace and defence requirement)** *For providers outside AL-aT delivering products intended for aerospace or defence use, the management of a product's configuration is compulsory.*
1	2	-	4	-	**9.4.6.1 Applicable configuration:** ▪ *All items contributing towards ensuring compliance with the specification of need and the maintenance of equipment.* ▪ *This configuration gives the documents established at each phase of development of the product (offer review, preliminary design phase, detailed design phase (CDR), operating phase). It comprises the entire Industrial File, along with the changes approved through the change management process.* ▪ *Configuration item: All equipment, software and products used in the manufacture of the products.*

1	2	3	4	5	**9.4.6.2 Configuration applied (or completed):** *This configuration precisely describes the industrial file completed (as built).* *The record of the configuration of the product produced is demonstrated by the establishment and the supply to AL-aT:* ▪ *a sheet / configuration register.* *The complete record file for the product configuration produced is archived by the supplier and may be consulted by AL-aT upon request.* *In an ideal world, this configuration is equal to the applicable configuration.* *To achieve the equipment flight certification, the provider must identify the deviations found through the following:* ▪ *an exemption submitted to AL-aT.*
1	2	3	4	-	**9.4.6.3 Archiving** The record of the inspection or test of required equipment and also the manufacturing files, must be available to AL-aT at any point in the production cycle and for a period of ten years thereafter unless otherwise specified *(notably for aerospace and defence where the retention period is 30 years).* The computer files or software resulting from an activity or enabling the production of an item purchased by AL-aT should be backed up on different premises from where they are normally used for a period of ten years, except in the case of special requirements.
1	2	3	4	5	**9.4.6.4 Control of records** *For providers in the aerospace and defence sectors, a procedure must define the method used to ensure that records issued or retained are managed (test reports, inspection reports, certificates of compliance, the qualification of welding procedures, qualification of welders, etc.). This procedure must notably state the methods of storage, identification, protection, accessibility, duration of conservation, availability for the client and deletion of records.*
1	-	3	-	-	***9.4.6.5 Physical configuration audit - First article inspection (FAI)*** *This FAI takes the form of a formal examination of the configuration of an article "produced", in order to check that it complies with its configuration documents.* *This examination is conducted before the product is presented for acceptance on a representative part from the first production. Its purpose is to check that the recommended production methods produce an article that complies with the applicable configuration (definition), the scheduling, and the purchase orders.* *This examination must be conducted whenever there is a change affecting geometry, interfaces, or functions of the product.*

					Depending on the situation, the examination may be conducted by the supplier, by AL-aT or by AL-aT and its customer. *If the provider is unable to send a first article report, it will attach the following to the delivery:* *- the material and traceability certificates for all components* *- the manufacturing orders or completed tracking sheets* *- the manufacturing and inspection procedures* *- the inspection reports* *- if special processes are used, the qualification documents, the implementation procedures, the related accreditations and qualifications*
1	-	3	4	-	**9.5 Production control**
1	-	3	4	-	**9.5.1 Manufacturing file** A manufacturing file must be compiled. It shall state the chronological history of the main realisation operations, in particular those which call upon procedures, tests, trials and external inspection points. This documentation must be submitted for acceptance by AL-aT. AL-aT then states the attendance points requiring its presence. During manufacture, operators date and sign against the tasks carried out on a monitoring document. The manufacturing file will be compiled as per the specification in the order.
1	-	3	4	-	**9.5.2 Production tracking** The supplier must keep a work-progress schedule up-to-date, in order to meet the lead times stated on the order. If there is any deviation from these lead times, the supplier must inform the AL-aT purchaser. AL-aT may request to see this schedule from time to time.
1	-	3	4	-	**9.5.3 Maintenance of production equipment** Production equipment must be maintained in order to ensure it is reliable and available. Maintenance operations and their frequency must be recorded.
1	-	3	4	-	**9.5.4 Identification of special processes** The supplier must identify special processes and inform AL-aT of them. Special processes should be understood as those where the final inspection does not give sufficient guarantee of compliance in use (surface treatment, heat treatment, welding, crimping, soldering, gluing, etc.). The warranty usually requires destructive testing.

1	-	3	4	-	**9.5.5 Qualification of processes and staff** Special or qualified processes must be covered by set job plans. Any change must be subject to acceptance by AL-aT. For the implementation of any technique called special, the supplier must: ▪ formalise the process in accordance with the procedures in the definition file, ▪ ensure that the operations are conducted by skilled staff.
1	2	3	4	5	**9.6 Control processes, products and services provided by external providers**
1	2	3	-	5	**9.6.1 Transfer of the requirements in purchase orders from the provider to its providers** The purchase orders issued by the provider must give the requirements mentioned in the AL-aT order (including HSE and reliability, compliance and deadlines and counterfeit prevention).
1	2	3	4	5	**9.6.2 Evaluation of providers** The provider must evaluate and select its providers based on their capacity to satisfy the requirements in the order, in particular HSE, reliability, compliance and deadline requirements. The provider must keep up-to-date records of these evaluations and of all necessary actions resulting from them. (the quality of the providers selected, list of providers evaluated, scope, result of this performance evaluation, punctuality, etc.)
1	2	3	-	-	**9.6.3 Purchasing specifications for the product purchased by the supplier** Specifications must contain at least the description of the product (drawings, diagrams, instructions, functional criteria, etc.), of the service, inspection and testing requirements, acceptance criteria for the product or service and qualification requirements for personnel. These specifications must give the obligations of the AL-aT requirements (for example, supplier imposed to facilitate process control).
1	2	3	4	-	**9.6.4 Verification of the purchased product** Verification activities involve inspecting products or services upon receipt, obtaining objective proof of the product's or service's compliance and an examination of the documentation required. Special attention must be given to the risk of receiving counterfeits.
1	-	3	4	-	**9.7 Control of the product received by AL-aT (outsourcing or supplier return)**

1 - 3 4 -

9.7.1 Receipt of the product provided by AL-aT

Any product delivered by AL-aT or one of its providers or one of its clients must be received by the provider.

Taking this delivery includes the following checks regarding the order:

- qualitative and quantitative checks on the product,
- the presence of documentation,
- a visual verification of the overall state and integrity of the product following transport.

Once receipt procedures have been completed, a copy of the delivery note must be sent immediately to the AL-aT purchaser.

When damage occurs during the transport of a product supplied by AL-aT, its providers or its clients, the addressee imperatively maintains the recourse of AL-aT by:

- leaving merchandise and packing materials in their as-received state for possible inspection by an insurance company,
- sending a copy of all documentation to the AL-aT purchaser,
- taking, provoking or requiring all conservatory or safeguard measures required by the situation to protect the insured property or limit the damages that they suffer,
- requiring intervention of the appraiser at appraisal of the damages,
- conserving all rights and recourse against the transport companies and/or all other responsible third parties to be able to subrogate the insurers,
- advising the insurers of the claim and of the measures taken.

<u>IF THERE IS VISIBLE DAMAGE</u>

Before taking delivery of the goods, note specific reserves on the delivery receipt, mentioning the brands, numbers and weight of disputed packages, have the delivery agent sign the reserves.

Confirm these reserves by registered letter within 24 hours after delivery.

IN THE EVENT OF DAMAGES FOUND ONLY AFTER DELIVERY

Stop unpacking immediately and summon the appraiser.

Send a registered letter of reserves, within 3 days after delivery, to the transport company and/or the responsible third party, informing them of the damages found.

<u>IN ALL CASES:</u>

Summon the transport company and/or other responsible third party, by registered letter if necessary, to perform an appraisal, and if they refuse to be represented, file for a legal appraisal if the damages are significant.

PUT THE TIME LIMITATION ON HOLD if the completed files are not submitted to the insurers at the latest one month before this time limitation expires.

					Any failure to meet these conditions will render the supplier liable. Any documents or files provided by AL-aT remain the property of AL-aT and must be properly looked after so that they can be returned if requested.
1	-	3	4	-	**9.7.2 Identification** The provider must clearly identify all products supplied by AL-aT or its providers or customers.
1	-	3	4	-	**9.7.3 Storage of the product provided by AL-aT** The provider must take appropriate measures to ensure the traceability, storage and preservation of products supplied by AL-aT, its providers and customers. It should inform the AL-aT purchaser in writing if it notices wear, deterioration or defects in products supplied by AL-aT before using them.
1	-	3	4	5	**9.8 Inspections and testing**
1	-	3	4	5	**9.8.1 Acceptance inspections** The products received by the provider must be checked and compared to the order. These checks should be recorded. Special attention must be given to the risk of counterfeits.
1	-	3	4	-	**9.8.2. Inter-operation inspection** Inspection and testing operations must be defined in an inspection plan, e.g. a ITP, etc). The supplier ensures that all scheduled inspections are carried out.
1	-	3	4	-	**9.8.3 Final inspections** Final inspection requirements are taken from the specifications stated on the order. The supplier must be in possession of the necessary calibrated inspection, measurement and testing equipment. It must carry out and record inspections to ensure the product's compliance. For all final inspections subject to acceptance by AL-aT, the supplier must invite AL-aT to attend 5 (five) working days prior to the acceptance procedure. In-factory acceptance is acknowledged by a PVRI (Acceptance report) listing the equipment accepted and any reservations applying. A so-called blocking reservation prevents the equipment from being shipped.

1	-	3	4	-	**9.8.4 Identification of inspection and testing equipment** The provider must identify the measuring apparatus used to declare that the product complies with the requirements specified.
1	-	3	4	-	**9.8.5 Verification of inspection and test equipment** The provider must verify from time to time, and in accordance with internal calibration procedures, the measuring apparatus used to demonstrate that the product complies with the requirements specified.
1	-	3	4	-	**9.8.6 Compliance with national and international standards** The provider must verify, or have verified, the measuring apparatus used to declare that the products comply with measuring equipment based on national or international standards. The calibrations must be carried out before the end of the validity period of the measuring equipment.
1	-	3	4	5	**9.9 Storage, Handling, Conditioning, Preservation, Delivery**
1	-	3	4	5	**9.9.1 Storage, handling, conditioning, preservation, delivery** The provider must ensure that the product is protected during handling, storage and conditioning operations up to the delivery. As a minimum, it must implement the following measures: ▪ Packaging: Products must be packed individually or per batch according to their nature or the order requirements to protect them against impacts, scratching, marking, corrosion, etc. ▪ Protection/Appearance: Fragile parts must always be protected. ▪ Cleanliness: Products must be delivered clean in accordance with accepted practice (particularly free of foreign bodies). The acceptance criterion is visual inspection, except for particular specifications. ▪ Safety: - Where equipment is delivered inert, pressurised or oxygen degreased: The delivery will be accompanied by a user manual. - Hazardous products:

					Labelling specifying the hazard relating to the product must be applied in a clearly visible position on the product and its packing and be delivered accompanied by a data sheet.
1	-	3	4	5	**9.9.2 Products with expiry dates (glues, seals, chemicals, etc.)** The provider must: ▪ identify and isolate products which are past the expiry dates. ▪ Store products with expiry dates in suitable locations in accordance with the manufacturer's instructions (temperature, humidity, etc.) and in accordance with HSE requirements. ▪ Check the product's validity date before it is used or delivered. The provider should, under no circumstances, use or deliver an expired product.
					9.9.3 Delivery The provider must deliver the product in accordance with the order. Documentation is an integral part of the order, in the same way that the product is. The final receipt of the order may only be confirmed (and payment released) when the product and associated documentation are accepted. The supporting documents requested in the order (inspection report, materials certificate, etc.) are to be sent with the equipment to the AL-aT stores in hard copy and/or electronic form. Additionally, for deliveries outside AL-aT, a digital copy of the delivery note and associated documents should be sent to the AL-aT purchaser. Regulatory certificates (e.g. CE certificate) are also attached to the equipment delivered. For deliveries of products with a limited storage period, the expiry date must be clearly indicated on the delivery note.

1 2 3 4 5

9.10 Management of non-conformance

The supplier must identify and record any non-conformities (discrepancies with the requirements in the order).

If treatment of the anomaly necessitates a re-working or modification affecting the product's expected compliance, the supplier must inform AL-aT by contacting the purchaser by email, fax or letter within 48 hours of the anomaly being detected.

No action may be undertaken on the parts without prior written consent from AL-aT.

Similarly, in the case where, following the detection of an anomaly, the provider plans to use the product or sub-assembly in its current state, it must request a derogation from AL-aT.

The product may not, under any circumstances be used and/or delivered without AL-aT's prior written agreement.

1 2 3 4 5

9.11 Corrective actions

If an audit or inspection discrepancy is found by AL-aT, the provider must:

- search for and analyse the causes, including those related to human factors
- propose and implement the actions required
- pass on the actions to external providers if needed
- report to AL-aT on the progress of these actions

The time scales for carrying out actions must be defined in agreement with AL-aT.

1 2 3 4 5

9.12 HSE (Health, Safety, Environment)

The provider must implement an HSE policy, guaranteeing at least:

- Statistical monitoring of accidents to personnel which occur during work activities (number of accidents per production hour) with a view to analysing the causes and taking risk reduction actions, to limiting their occurrence and thus making the activity safer and more reliable.
- Working conditions (cleanliness, tidiness) sufficient to meet the requirements necessary to obtain the required quality for the order.
- Monitoring the qualifications of personnel specific to HSE and operations indirectly linked to producing the product ordered (forklift truck and crane operators, etc.).
- The traceability of training and information provided to the personnel, related to the risks concerning the unit or site or the workplace environment.
- A continuous improvement process.

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