

	Supplier quality requirements	System Zarządzania Jakością S2-ANN-009 EDYCJA 02 Data wydania: 29-08-2019
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Note

Aeronautical products: all supplier quality requirements in this document are applicable.

Other products: inapplicable requirements are followed by a ▼ sign (chapter or paragraph)

Unless stated otherwise, requirements are applicable to all suppliers

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1 OVERVIEW

This document specifies the quality requirements applicable to RBC Bearings's suppliers.

Special requirements, additional to this document, may be stated on purchase orders, FTM (Material Technical Data Sheet) or FTP (Process Technical Data Sheet) or FTS (Subcontracting Technical Data Sheet)

2 SCOPE

The present document forms a contractual obligation when listed on purchase orders or contracts.

By accepting a RBC Bearings order, the supplier undertakes to comply with the clauses detailed on the purchase order or contract.

Any variance in application must be covered by a written agreement between RBC Bearings and the supplier.

Unless specifically stated, requirements are applicable to all orders contractually linked to this document.

3 REFERENCE DOCUMENTS

- EN 9100 ▼** Quality system applicable to the Aerospace sector.
Requirements applicable to suppliers
- EN 9120 ▼** Quality system applicable to the Aerospace sector.
Requirements applicable to Distributors and Resellers
- EN 9130 ▼** Quality system applicable to the Aerospace sector
Archiving of documents

4 TERMINOLOGY

- Products** Material (machinery, parts, components), products from processes of a continuous nature (raw materials, liquids, sheet metal, wire, etc.) software (programs, data, procedures), services (transport, testing, etc.).
- Supplier** Organisation (manufacturer, subcontractor, reseller, distributor, importer, repairer) holding a RBC Bearings/ Schaublin SA purchase order or contract.
- FTM** Material Technical Data Sheet
- FTP** Process Technical Data Sheet
- FTS** Subcontracting Technical Data Sheet
- Subcontractor** Supplier producing a product or performing an operation from a RBC Bearings/ Schaublin SA specification or manufacturing data.
- Reseller** Supplier purchasing, storing or selling products without processing. In the present document, a manufacturer reselling its products in accordance with a catalogue is deemed a reseller.
- Special processes** Processes whose results cannot be wholly checked by an inspection and test on the product performed subsequently and where, for example, deficiencies in the process may only appear after the product is used.

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5 THE SUPPLIER'S GENERAL OBLIGATIONS

The supplier must, as regards RBC Bearings/ Schaublin SA, supply products complying with technical requirements and clauses stated on the purchase order. This obligation to achieve a specified result also concerns products that it may subcontract under the order.

RBC Bearings/ Schaublin SA reserves all rights on of drawings, inspection plans, and their content. The recipient recognizes those rights and will not disclose any of these documents or their contents to anyone partially or in whole without prior written consent of RBC Bearings/ Schaublin SA. The recipient will not use those documents to any other purpose than that stated on our Purchase Orders.

The supplier must set up and maintain a quality system suited to the products concerned by the order and ensuring RBC Bearings that the product supplied will be in accordance with the contractual requirements.

Personnel performing work that affects the quality of the product to be supplied should be qualified.

Any significant change in the supplier's organisation must be reported to RBC Bearings (for example, a change in the place of production, change of manager, etc.).

Any change of route sheet, process, specification and any change that can affect the production has to be reported to RBC Bearings, and its impact analysed and communicated.

The supplier undertakes to send the RBC Bearings Purchasing Department, as soon as it is aware, the notice of obsolescence and modification of products ordered.

No alteration of the physical or functional characteristics, in particular a change of component, material, production process imposed, or inspection process imposed, must be made by the supplier to products of RBC Bearings/ Schaublin SA specification without the prior, written consent of the RBC Bearings/ Schaublin SA Quality and/or Technical Departments.

The supplier must implement a process of continuous improvement of the quality of its processes and products.

The provision by RBC Bearings of tools, manufacturing documents or means of inspection does not release the supplier from its responsibility as to compliance of the supply.

The supplier undertakes to inform the RBC Bearings Purchasing Department, as soon as it is aware, of any events or defects that might affect the contractual delivery date and/or the compliance of the supply.

In the event of non-compliant products being returned, the supplier undertakes to notify the Purchasing Department within 48 hours of the delivery date of those products after upgrading them to compliance.

RBC Bearings/ Schaublin SA reserves the right to invoice all or part of the costs of non-quality resulting from a non-conformity attributable to the supplier.

6 SURVEILLANCE OF THE SUPPLIER BY RBC BEARINGS

Representatives of RBC Bearings, possibly together with third parties may manage audits or surveillance actions at the supplier's in order to check:

- the compliance of the supplier's quality system with the requirements in the present document,
- the conditions of fulfilment of the order, and provisions implemented subsequent to corrective actions demanded.

RBC Bearings reserves the right to check at the supplier's plant (and possibly at those of its subcontractors) that the product ordered meets the specified requirements.

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7 SUPPLIER'S QUALITY SYSTEM

7.1 Overview

The supplier must implement a consistent quality system, suited to the products that it designs, makes or sells to RBC Bearings/ Schaublin SA, and in accordance with RBC Bearings's requirements as regards Quality Assurance.

Depending on the type of product, these requirements consist of:

- **general requirements in standard quality reference systems (see § 7.2),**
- **additional requirements (see § 7.3).**

7.2 General requirements

Type of product	Suppliers / subcontractors concerned	General requirements applicable
Products made on the basis of a RBC Bearings/ Schaublin SA general specification or technical needs specification	Supplier manufacturer	EN 9100 ▼
Products made on the basis of a RBC Bearings/ Schaublin SA design or manufacturing dossier	Subcontractor	EN 9100 ▼
Resale of catalogue products	Reseller	EN 9120 ▼

7.3 Additional requirements

7.3.1 Contract review

The contract review must take into account compliance with the delivery deadlines requested.

It is the supplier's responsibility to check, with every order, the update index on documents mentioned on the purchase order.

The supplier must implement any arrangements necessary to prevent the use of outdated documents.

Any requests for original RBC Bearings/ Schaublin SA documents (e.g. drawings, specifications) necessary to fulfil the order are to be made to the Purchasing Department.

The supplier must procure documents that do not emanate from RBC Bearings/ Schaublin SA (e.g. standards), necessary for fulfilling the order, directly from the bodies issuing those documents.

7.3.2 Managing changes

No alteration of the specification, or physical or functional characteristics, in particular no change of component, material, or production or inspection process may be made by the supplier to products without the written consent of RBC Bearings/ Schaublin SA.

7.3.3 Procurement

APPLICABLE TO ALL SUPPLIERS:

The supplier must pass on to its subcontractors the quality requirements in the present document that concern it including the key characteristics if required.

The supplier's procurement documents must enable RBC Bearings's representatives to access subcontractors' facilities, possibly together with representatives of its customer.

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APPLICABLE ONLY TO SUBCONTRACTORS:

RBC Bearings/ Schaublin SA may impose sources of supply. In that event, the authorised sources of supply are specified on the order or documents referred to in the order.

Special process operations may be subcontracted:

- either to subcontractors with facilities approved by RBC Bearings/ Schaublin SA,
- or to subcontractors with facilities approved by the supplier.

In that event, the supplier must seek the prior agreement of the RBC Bearings Quality Assurance Department.

7.3.4 Procurement and subcontracting

7.3.4.1 General terms

In instances where the supplier is expressly authorised by RBC Bearings to procure the supplies necessary to fulfil the order, it remains responsible for all work done.

It must refer:

- to the supplier named by RBC Bearings on the order or in the specification documents (if any),
- to suppliers approved by RBC Bearings or to suppliers that it has itself approved (in that event, RBC Bearings reserves the right to check the terms of approval and to monitor those suppliers).

It must pass on to its suppliers in purchase orders, information on RBC Bearings's quality requirements.

The supplier must plan any inspections and tests necessary to ensure that supplies comply with the requirements of the corresponding specification.

All provisions necessary must be made to ensure the traceability and storage of approved supplies. Any supply not approved or showing non-conformities should be isolated from approved supplies.

Documents relative to acceptance checks on supplies should be kept available.

7.3.4.2 Special case of supplies of raw materials

For supplies of raw materials and metal blanks, the supplier must comply with the terms of the paragraph above.

In addition:

- raw materials procured should be accompanied chemical analysis and mechanical test reports in accordance with current standards,
- forged, die cast or cast blanks should be received together with their test reports, where applicable.
- raw materials and blanks should be identified and batched in the warehouse from receipt by the supplier.

7.3.5 Products and production auxiliaries supplied by RBC Bearings/ Schaublin SA

RBC Bearings/ Schaublin SA reserves the right to send the supplier all or part of the supplies necessary to fulfil the order.

In that event, the supplier undertakes only to use those supplies. They may be replaced with any other equivalent only with the written consent of RBC Bearings. The supplier also undertakes not to use those supplies for applications other than those specified by RBC Bearings.

RBC Bearings, or its customer, may provide means of production and/or means of inspection and testing as part of fulfilment of the order. Those means remain the property of RBC Bearings. The supplier must identify them, keep them in good condition, and inform the Purchasing Department in writing of any wear or damage.

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7.3.6 Traceability ▼

The supplier must implement a traceability procedure enabling the following data for a given product or batch of products:

- the status of the design dossier,
- the status of the manufacturing dossier and applicable control,
- the production record (manufacturing, assembly, control, operators),
- non-conformities found in relation to the applicable specification,
- the documents recording inspections and tests performed.

■ APPLICABLE ONLY TO RESELLERS:

The supplier, for each batch of products supplied, must ensure the link with the original manufacturer's compliance documents.

7.3.7 First item control

A "first item" control should be performed and formalised in the following cases:

- first production run products supplied,
- after an interruption in production of more than 24 months,
- after a significant modification or change in the manufacturing process.

The first item inspection report must include the results of controls made (dimensional, non-destructive tests, functional mechanical tests) and the references and revision indices of specific final means of control (tooling, jigs, test benches, software, etc.).

7.3.8 Special processes ▼

Special processes employed should be identified and qualified: equipment, process and personnel have to be qualified

7.3.9 Control of nonconforming product

If non-conformities are found by the supplier before delivery, the supplier has to request a concession to RBC Bearings, with proposed corrective action.

In instances where the concession request is agreed by the RBC Bearings Quality Department, the supplier must:

- state on the attached documents (statement of compliance or acceptance report) the reference of the agreed concession request,
- identify (labelling, etc.) products or batches of products that are non-compliant.

Non-compliant products found by RBC Bearings (on receipt, incorporation, use) are available to the supplier, together with a report stating the reason for the non-conformity.

On re-delivery of those products, the supplier must refer on the delivery note to the RBC Bearings non-conformity report.

7.3.10 Corrective actions

The supplier undertakes to respond to requests for corrective actions within a maximum period of one month.

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7.3.11 Handling, storage, packaging, conservation and delivery

The supplier must ensure that the packaging provided ensures the integrity of materials during transport and delivery operations.

All parts sensitive to corrosion must be protected by an effective means preventing corrosion.

When particular packaging conditions have to be complied with, they will be stated on orders.

The date of manufacture of products with an expiry date or limited life, should be stated on the packaging. On the date of delivery, the life must be equal to 80% of maximum life at least.

7.3.12 Archiving documents

APPLICABLE TO SUPPLIERS AND SUB-CONTRACTORS ▼:

Documents relative to quality and to the record of the product should be archived at least 40 years (raw material certificates, manufacturing record, tracking data, workstation data, special process installation tracking record, inspection report, testing report, appraisal reports, non-conformity reports, release documents, CNC programmes). After this period, the documents should be destroyed – paper files by shredding or burning, electronic media – in consultation with qualified IT experts to ensure complete destruction.

APPLICABLE TO SUPPLIERS AND SUBCONTRACTORS OF NON-AERONAUTICAL PRODUCTS

Documents relative to quality and to the record of the product should be archived for 10 years (manufacturing record, tracking data, workstation data, special process installation tracking record, inspection report, testing report, appraisal reports, non-conformity reports, release documents, CNC programmes). After this period, the documents should be destroyed – paper files by shredding or burning, electronic media – in consultation with qualified IT experts to ensure complete destruction.

7.3.13 Conservation of tooling and patterns

Patterns and tooling, the property of RBC Bearings, at the supplier's should be kept and maintained in good condition. Even if the product is no longer made, RBC Bearings may require tooling or patterns to be returned on request.

7.3.14 Expert appraisals

Supplies giving rise to a defect, subsequent to their delivery, are expertly appraised under the responsibility of the RBC Bearings Quality Assurance Department.

The supplier must provide the means necessary (personnel and equipment) for such appraisal to be conducted.

The methods of the appraisal are set jointly by RBC Bearings and the supplier, to:

- determine the causes of the defect, fault or incident,
- make decisions relative to products already supplied or being manufactured or assembled, at the supplier's and at RBC Bearings,
- implement corrective actions necessary to prevent their repetition,
- make the decision relative to responsibility.

In instances where the expert appraisal is made by the supplier, a detailed report is sent to the RBC Bearings Quality Department.

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7.3.15 Delivery documents

Unless specifically stated otherwise on the order, all deliveries should be accompanied by a delivery note.

Particular documents asked on the order (Statement of compliance with the order, test report or control statement, material analysis certificate, treatment compliance statements) must accompany the supplies to which they refer. The identification numbers of these documents (in particular the material analysis certificates and treatment compliance certificates) should be mentioned on the certificate of compliance.

7.3.16 Counterfeit Products

The external service provider, supplier or subcontractor must put in place provisions to prevent the use of counterfeit part.