

INTRODUCTION

This document, to be considered as integral part of the MICRA's purchase order, defines the general and specific requirements that must be respected by the supplier during the supply and / or contract

A. GENERAL REQUIREMENTS FOR ALL ORDERS + SPECIFIC REQUIREMENTS FOR PURCHASE LINES ORDER RAW IDENTIFIED AS ASD (Aeronautic, Space & Defence)

1. For the entire duration of the order / contract, the supplier must guarantee the quality level for which it has been recognized and approved by the MICRA. The supplier shall immediately notify MICRA of any expiration or suspension of the certifications / qualifications relating to their QMS, process or product as applicable.
2. The supplier is responsible for maintaining an effective management system of the technical documentation provided by MICRA. The supplier must also ensure a correct management and control system for changes to its production documentation; the appropriate records of these changes must be maintained.
3. The supplier shall make its premises open to inspections and audits by authorized representatives of MICRA, its Customers and any other Civil or Military Authorities. Written communication will be sent in advance
4. The supply must be carried out in accordance with the product configuration and the quality requirements of the order. Any change must be agreed and approved by the MICRA and its application indicated on the shipping documents.
5. The qualification and control of special processes and its qualified personnel shall be compliant with the applicable standards defined in the purchase order.
6. The management of measuring and control equipment and instruments must be in accordance with the supplier's internal procedures. Otherwise the supplier must comply with the provisions of the Quality of the MICRA
7. The supplier must guarantee the traceability of the product through recordings on production and control documents. The products and / or parts must be identified as required by the orders and / or technical documentation provided by the MICRA.
8. In case of any non-conform product/process, it is supplier responsibility to notify Micra. Prior to deliver, a "concession" must be sent to Micra Quality and Purchase department. Not conform products shall not be sent to Micra without concession approval.
Accepted non-conformities must be recorded in the Certificate of Conformity.
9. The Supplier shall pack parts in accordance with the specific requirement of the order or, if not specified, suitable to protect the parts in transit, delivery and storage against dampness, moisture, shock, corrosion and rough handling. For shelf life materials, at least ¾ of the residual life must be guaranteed; the parts label and / or the single pack label and the relative Certificates of Conformity must contain, when applicable: production date, lot / batch number, serial number, assembly date and expiry date.
10. When not specified in the order, the specifications / standards or other technical documentation required must be considered the last applicable revision index.
11. If MICRA provides the raw material for the assigned work, it will provide the amount needed to achieve the quantity ordered. Any leftover material must be returned to Micra, unless otherwise indicated.
12. Any waste on materials owned by MICRA must be appropriately identified and returned to the MICRA together with the parts produced.
- 13. The Supplier must also flow down these requirements to its sub-tier suppliers.**
- 14. The Supplier shall provide a Certificate of Conformity (COC) , or equivalent document containing at least the same information, with each delivery of product.**
- 15. The materials supplied by "Dealers / Distributors" must be delivered with a Certificate of Conformity and a copy of the Manufacturer's Certificate of Origin.**
- 16. The supplier shall plan, implement and control processes, appropriate to the organization and the product, for prevention of counterfeit or suspect counterfeit part use and their inclusion in product(S) delivered to Micra . The supplier must purchase the parts directly from the original manufacturer or from its official / authorized distributors as indicated by Micra's order.**
- 17. The supplier shall retain the quality records, relating to production and control carried out on parts, for at least 10 years from the date of manufacture unless otherwise indicated.**

18. The supplier shall notify MICRA of changes in product and/or process definition, change of production sites, **change to corporate structure and in management staff, etc.** or any other change which could have an impact on the quality and safety of the product.

19. The supplier believes aware of their contribution to compliance and safety of the product and to ethical behavior towards stakeholders.

B. SPECIFIC REQUIREMENTS

The specific requirements to be applied to supplies are indicated in Table 1.

For the applicable sector, the supplier must refer to what is indicated in the purchase order (GEN = Industrial div, AS&D = Aeronautic div.)

TYPE OF SUPPLY/SERVICE	REQUIREMENT	INDUSTRIAL DIV.	AERONAUTIC DIV.
Full supply	A) Certificate of conformance to the order	(X)	X
	B) FAIR		(X)
	C) Control chart		(X)
	D) Manufacturer's Certificate type 3.1 of raw material		X
	E) Raw material identification and traceability		X
Semi-finished goods	A) Certificate of conformance to the order	(X)	X
	B) FAIR		(X)
	C) Control chart (if required by order)		X
Raw material	A) Certificate of conformance to the order	(X)	X
	D) Manufacturer's Certificate type 3.1 of raw material	(X)	X
	E) Raw material identification and traceability	(X)	X
Heat treatment	A) Certificate of conformance to the order	(X)	X
	F) Test Reports	(X)	(X)
	G) Time/temperature chart	(X)	(X)
Surface treatment	A) Certificate of conformance to the order	(X)	X
	B) FAIR		(X)
	F) Test Reports	(X)	(X)
NDT	A) Certificate of conformance to the order	(X)	X
	B) FAIR		(X)
	F) Test Reports	(X)	(X)
Standard hardware	A) Certificate of conformance to the order	(X)	X
	H) Manufacturer's Certificate of conformance	(X)	(X)

(X) = if required by order

Table 1

A) Certificates of conformity

Minimum content: document unique serial number, supplier and customer name, Micra purchase order number, description of goods supplied with part number and type of job done, quantity, serial/batch/lot/heat/cast numbers as applicable to provide traceability, statement confirming compliance with MICRA purchase order requirements

B) F.A.I.R.

An Initial First Article Inspection, as well as partial and re-accomplishment of First Article Inspection (also Known as Production Process Verification) shall be carried out in accordance with AS/EN/SJAC 9102 "Aerospace First Article Inspection Requirements".

C) Control chart / dimensional report of Key/Critic/Important characteristics

For a given product, a sequential record of dimension checks as required or agreed with MICRA, shall be sent with the parts. Identification of checked parts must be guarantee.

D) Manufacturer's Certificate type 3.1 of raw material

Manufacturer's Certificate of raw material according to EN 10204.

E) Raw material identification and traceability

It shall be provided clear identification of raw material with heat and batch number. In case of material cutting, identification of each different batch shall be guaranteed .

For traceability, the recording of the reference material batch on all the production and control documentation must be guaranteed.

F) Test report

Test Report of required test made on specimens or product as applicable (ex. hardness , micrographs ecc.) , shall be sent with the parts.

G) Time/temperature charts

Heat treatment time/temperature charts, shall be sent with the parts.

H) Manufacturer's Certificate of conformance

Manufacturer's Certificate of conformance, shall be sent with the parts.