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QUALITY CLAUSES APPLICABLE TO SUPPLIERS

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Modifications

Edition	Date	Pages	Description
A	06/11/2019	All	Document created and distributed

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1. PURPOSE:

This document defines the requirements applicable to Mecalectro suppliers, whose products or services are present in the end product.

The requirements stem from standard EN 9100: “Quality management system”.

2. SCOPE:

This document is applicable to all products or services purchased by Mecalectro.

This document constitutes a **contractual obligation** when it is referenced in the contracts or orders.

In this case, in accepting the contract or order, the Supplier shall undertake to comply with the clauses defined herein.

Any variance in application must form the subject of **written agreement** between the Supplier and Mecalectro.

In the event of a contradiction between the clauses of this document and the clauses of the contract or order or the General Terms and Conditions of Purchase, the contract and/or order clauses will take precedence.

3. REFERENCE DOCUMENTS:

ISO 9001: Quality management system

AS/EN/JISQ/9100: Quality management systems - Requirements for Aviation, Space and Defence Organizations.

AS/EN/JISQ/9120: Quality management systems: Requirements for Aviation, Space and Defence Distribution Organizations.

AS/EN/JISQ/9102: First article inspection

4. DEFINITIONS

End client: The term End client designates the client of the Mecalectro entity issuing the contract or order.

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Contract or order: The contract or order is the materialization of the legal purchase undertaking linking the Supplier and Mecalectro, regardless of the form (paper or computerized medium) or the name thereof (order, contract, call for delivery) for the supply of products and/or services.

Supplier: Organization (manufacturer, distributor, catalogue component supplier) that holds a contract or an order from Mecalectro.
This document only takes into consideration the suppliers of products or services present in the final equipment.

There are various types of “Supplier”, for which the applicable requirements differ:

Manufacturer: Supplier producing a product from a definition or manufacturing file issued by Mecalectro.

Component Manufacturers (COTS): Supplier of standard or catalogue products for which the Supplier is responsible for the definition file. COTS: “Commercial Off-The-Shelf”.

COTS Distributor: Supplier purchasing, storing and distributing products without transformation.

Special processes: Supplier of operations that may be defined as special processes.

Raw Materials Distributor Supplier purchasing, storing, cutting and checking the raw materials purchased.

Special process: process in which:

- the results cannot be entirely verified by non-destructive controls and tests performed on the product;
- an implementation anomaly may cause a non-compliance in the product during use.

5.1.1	The Supplier is obligated to deliver products compliant with the technical requirements and the clauses stipulated in the contract or order and in this document.	X	X	X	X	X		
5.1.2	The Supplier shall undertake to inform Mecalectro within 72 hours of any events or anomalies likely to call the execution of the order or contract into question (contractual delivery date, supply compliance, compliance with the terms and conditions of the contract or the general purchasing clauses, etc.)	X	X	X	X	X		
5.1.3	The Supplier shall undertake to provide Mecalectro within 72 hours the obsolescence and/or modification notices relating to the products ordered.	X	X	X	X	X		
5.1.4	The Supplier must inform Mecalectro in writing of any significant change relating to: <ul style="list-style-type: none"> • mergers and acquisitions; • organization; • production sites; • manufacturing processes; • industrial means (production and control tools and equipment) • computer means (ERP, etc.) 	X	X	X	X	X		
5.1.5	The Supplier shall undertake to allow Mecalectro representatives, possibly accompanied by representatives from the End Client, as well as from official oversight bodies (DGAC, OSAC, etc.) to perform audits and/or monitoring actions on its premises (and possibly those of its sub-contractors) .	X	X	X	X	X		

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Compliance:

N/A= Not applicable; C= Compliant; NC= Non-compliant; P/C= Partially compliant

The applicable requirements for each Supplier category are marked with an “X” in the following table.	M a n u f a c t u r e r	S p e c i f i c a l p r o c e s s	R a w m a t e r i a l r e v .	C O T S M a n u f a c t u r e r	C O T S D i s t r i b u t o r	C o m p l i a n c e: N/ A, Y E S , N O, P/ C	Comments
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5.2 QUALITY MANAGEMENT SYSTEM							
5.2.1	The Supplier must establish, document and maintain a quality management system compliant with the applicable requirements of the 9100 series or ISO 9001 baselines. If the supplier does not have a management system, its organization must meet the requirements defined in this document. This system must be suited to the products it manufactures, repairs or sells and cover all the fields concerned by the Supplier’s activities that are performed under Mecalectro contracts or orders.	X	X	X	X	X	
5.3 DOCUMENT MANAGEMENT							
5.3.1	The Supplier must implement the provisions necessary to: <ul style="list-style-type: none"> • ensure that it has all the documents required to fulfil the contract or order; • ensure that the revision index for these documents is valid; • ensure the availability of the applicable documents in the places of use; • ensure the availability of the applicable documents at sub-contractor premises; • prevent the use of expired documents or those with unvalidated handwritten notes. 	X	X	X	X	X	
5.3.2	The Supplier must procure the documents that are not issued by Mecalectro (standards, regulations, etc.), necessary for the fulfilment of the contract or order, directly from the issuing bodies or distributors of these documents.	X	X	X	X	X	

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5.4 ARCHIVING							
5.4.1	<p>Unless there is a specific requirement stated in the contract or order, the records relating to the product compliance and the product’s manufacturing log must be archived for 30 years as of the date of delivery of the products to Mecalectro (Raw material and special process control file, inspection reports, FAI report, test reports, appraisal reports, non-compliance reports, release documents, manufacturing orders, monitoring sheets, qualification of the production means and processes, etc.). This requirement shall remain applicable in the event the purchase contract or orders are cancelled.</p> <p>The supplier must pass this archiving clause on to its sub-contractors.</p>	X	X	X	X	X	
5.4.2	<p>Unless there is a specific requirement set out in the contract or order, it must be possible to consult the documents archived by the Supplier at any time or have these provided to Mecalectro</p>	X	X	X	X	X	

	on simple request within a maximum of 48 working hours.							
5.4.3	The storage environment and the media used must guarantee the preservation and legibility of the data throughout the archive period.	X	X	X	X	X		
5.5 STAFF TRAINING AND SKILLS								
5.5.1	The supplier must ensure that its staff are made aware of: - their contribution to the compliance of the product or service; - their contribution to product safety; - the importance of ethical behaviour	X	X	X	X	X		
5.5.2	The Supplier must ensure that all the activities relating to the execution of the Mecalectro contract or order are performed by staff with the professional training and skill required, including temporary staff.	X	X	X	X	X		

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	a	p	a	O	O	C	
	n	e	w	T	T	o	
	u	c	m	S	S	m	
	f	i	a	M	D	a	
	a	a	t	a	i	n	
	c	l	e	n	s	t	
	t	p	r	u	t	r	
	u	r	o	f	i	b	
	r	o	a	a	r	i	
	e	c	l	c	t	u	
	r	e	r	t	t	o	
	r	s	e	r	o	r	
			.	e			
				r			

5.6 WORKING ENVIRONMENT						
5.6.1	The Supplier must have premises and installations suited to the fulfilment of the contract or order.	X	X	X	X	X
5.6.2	If applicable, the Supplier must implement ESD (Electro-Static Discharge) management provisions during operations to manufacture and handle electronic components or assemblies.	X			X	X

5.7 PRODUCT PRODUCTION PLANNING						
5.7.1	The planning timelines must be compatible with the manufacturing lead times for the product (including supply times for components and/or raw materials).	X	X	X	X	X
5.7.2	The supply plans and forecasts provided by Mecalectro must be integrated into the production schedule and, when applicable, passed on to the sub-contractors.	X	X	X	X	X
5.7.3	The production data (internal production time, supply times, internal scrapping rate, internal retouch rate, etc.) must be recorded and periodically updated.	X	X	X	X	X
5.7.4	The Supplier must establish a real-time monitoring process for its production and be capable at any time of providing Mecalectro with a reliable report on the progress of the products being manufactured in relation to a purchase order.	X	X		X	
5.8 CONTRACT REVIEW						
5.8.1	On receipt of the contract or order, the Supplier is obligated to ensure that it has all the information required for its fulfilment.	X	X	X	X	X
5.8.2	The review of the requirements relating to the product must take into consideration all the elements of the contract or purchase order. Any inability to satisfy the requirements set out, and detected during the contract review, must be reported to Mecalectro in writing.	X	X	X	X	X
5.8.3	The contract review must lead to an acknowledgement of order being issued and returned to Mecalectro.	X	X	X	X	X

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5.9 PURCHASES							
5.9.1	Regardless of the level of sub-contracting, the Supplier shall remain liable for the compliance of the product with regard to Mecalectro. The Supplier must pass the applicable requirements set out in the contract or order and in this document on to its sub-contractors. N.B.: The Supplier must justify to Mecalectro any applicable requirements not passed on to its sub-contractors.	X	X	X	X	X	
5.9.2	Mecalectro imposes supply sources for the metal raw materials and special processes; in this case the supply sources authorized are specified in procedure AC-FM-45	X		X			
5.9.3	The metal raw materials supplied within the framework of executing the contract or order must be accompanied by a declaration of compliance with the order, with an indication of the specific inspection results (mechanical tests and chemical analyses) and the batch number. During acceptance of the metal raw materials, the Supplier must ensure that the results of the tests and inspections mentioned in the delivery documents comply with the product specifications (standards or baseline specified in the definition file).	X		X			

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5.9 PURCHASES							
5.9.4	When the Mecalectro supplier integrates spare parts or raw material, it must ensure that these are not suspect or the result of counterfeiting (e.g.: false identification mark or label, false serial number, false date-code, falsified documentation or performance characteristics). To do this, it must ensure, where necessary: - the training of the appropriate persons in detecting and preventing counterfeited parts; - the application of an obsolescence monitoring programme; - management of external supply sources, coming from original or authorized manufacturers; - the verification and test methodologies allowing for detecting counterfeited parts; - the monitoring of information fed back from external sources and relating to counterfeited parts; - the quarantining and declaration of counterfeited parts or those suspected of being so.	X			X	X	
5.9.5	The electronic components must only be supplied by original equipment manufacturers (OEM) or from distributors franchised by the original manufacturer. In the (exceptional) case where electronic components	X			X	X	

<p>must be supplied from distributors not franchised by the original manufacturer (broker) (short supply time, obsolete component, etc.), the Supplier must first obtain written agreement from the definition manager for the product in which the components are integrated. Depending on the component type and its use, specific checks and tests to be carried out on acceptance must be defined in order to guarantee the component compliance (in-depth visual inspection, functional tests, reliability test, etc.). The components supplied from non-franchised distributors must be accompanied by an original manufacturer certificate of compliance.</p>									
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	a	p	a	O	O			N/A, YES, NO, P/C	
	n	e	w	T	T				
	u	c	m	S	S				
	c	i	a	M	D				
	t	a	t	a	i				
	u	l	e	n	r				
	r	p	r	f	i				
	e	r	i	a	b				
	r	o	a	c	u				
		c	l	t	t				
		e	r	r	o				
		s	e	e	r				
		s	v	r	r				

5.9 PURCHASES								
5.9.6	On request from Mecalectro, the supplier may be called on to complete a CMM (Conflict Mineral Metals) file and to give the origin of certain metals or minerals used by it or its sub-contractors.	X				X	X	
5.9.7	The Supplier must inform Mecalectro automatically and without delay of any obsolescence or modification notice reported by	X	X	X		X	X	

	its sub-contractors and concerning the components, materials, or processes used in products designed by Mecalectro.							
5.9.8	The Supplier's purchasing documents (order or quality clauses) must provide for access to the sub-contractor's installations by Mecalectro representatives, possibly accompanied by representatives of the End Client or official bodies (civil aviation, DGA, etc.) <u>Example statement:</u> "This order is intended for an aeronautic/nuclear application: it may be subject to monitoring by Mecalectro or Official Bodies".	X	X	X	X	X		
5.9.9	The Supplier must perform all the activities necessary to industrialize and validate the manufacturing and control file allowing products to be manufactured in accordance with the definition file.	X	X		X			

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5.10 MANUFACTURING AND CONTROL FILE							
5.10.1	A summary or a manufacturing and control range must be established for each product. This document must be completed for each phase by: <ul style="list-style-type: none"> • the means used; • the related documents (adjustment sheets, manufacturing and control instructions, etc.); • the monitoring plan (significant parameters, identified risks, etc.) 	X	X				
5.10.2	A document such as a monitoring sheet, listing each of the operations to be performed, must follow the products during manufacture and assembly. For each operation, the operator must: <ul style="list-style-type: none"> • ensure that the operations carried out beforehand have been performed correctly; • record the quantities of products accepted and refused; • attest that the operation has been performed as provided for, or that it has been documented and authorized in the case of a change. 	X	X	X	X	X	
5.10.3	The Supplier must perform all the activities necessary to industrialize and validate the manufacturing and control file allowing products to be manufactured in accordance with the definition file.	X	X		X		
5.10.4	Any warning relating to difficulties in the industrialization, manufacture, supply or maintainability must be formalized in writing and sent to the Mecalectro contacts (Purchasing, Quality, Project manager)	X	X		X		

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5.11 PRODUCTION PROCESS VALIDATION							
5.11.1	All the manufacturing and control processes must be validated by the Supplier in order to guarantee the capability and reproducibility. The significant process parameters must be identified and controlled. N.B.: The FMECA is a recommended tool for identifying the significant process parameters.	X	X		X		
5.12 FIRST ARTICLE INSPECTION							
5.12.1	A “First Article” inspection must be performed and formalized on a representative sample of the first mass production run for a new product, in order to check that the production processes, the manufacturing and control files and the tools used will allow for creating products that comply with the specified technical requirements. The product forming the subject of the “First Article” inspection must be specifically identified during delivery.	X	X				

	NB 1: the “First Article” inspection activities must be performed in accordance with standard 9102. NB 2: the “First Article” inspection is only applicable to the “First Article” products identified on the order.							
5.12.2	The first article inspection activities must be renewed in part or in full in the following cases: <ul style="list-style-type: none"> • after a break in manufacturing lasting over 24 months; • after a change of Mecalectro plan index; • after a renewal of the specific tools; • at Mecalectro’s request; 	X	X					

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						Comments	

5.12.3	Mecalectro reserves the right to participate in the “First Article” inspection at the Supplier’s premises and/or those of its sub-contractor.	X	X				
5.12.4	An FAI inspection will be performed on: <ul style="list-style-type: none"> •Machining, Bar turning, springs: 1 to 2 parts selected at random from the batch. •Injection, moulding, casting: 1 part per mould impression 	X	X				
5.13 TRACEABILITY							

The applicable requirements for each Supplier category are marked with an “X” in the following table.	M a n u f a c t u r e r	S p e c i f i c a l p r o c e s s	R a w m a t e r i a l r e v .	C O T S M a n u f a c t u r e r	C O T S D i s t r i b u t o r	C o m p l i a n c e: N/ A, Y E S , N O, P/ C	Comments
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5.14 STOCK MANAGEMENT							
5.14.1	<p>The Supplier must implement a stock management method ensuring:</p> <ul style="list-style-type: none"> • stock precision; • the defined traceability rules are enforced; • the compliance of the products stored (especially for products with a limited life span or special storage conditions). <p>N.B.: Implementation of the FIFO principle is recommended.</p> <p>When product stocks are released, the Supplier is obligated to check that:</p> <ul style="list-style-type: none"> • the integrity of the products has been ensured; • the product configuration corresponds to the applicable definition; • any quality alerts have been correctly reflected on the stored batch. 	X	X	X	X	X	
5.14.2	<p>Mecalectro may contractually request the Supplier keep a stock of finished products or components covering one or more delivery frequencies.</p> <p>In this case, Mecalectro reserves the right to check the condition of these stocks at the Supplier’s premises at any time.</p>	X	X	X	X	X	
5.15 DELIVERY OF PRODUCTS THAT EXPIRE							
5.15.1	<p>The manufacturing date for products that expire or with a limited lifespan must be shown on the packaging and the declaration of compliance.</p>	X	X	X	X	X	
5.15.2	<p>Unless a specific requirement is stated in the contract or order, the lifespan of delivered</p>	X	X	X	X	X	

products that expire must be at least 80% of the maximum lifespan on the date of delivery.							
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5.16 PACKAGING AND MARKING							
5.16.1	The Supplier must ensure that all the provisions are taken to preserve the products during the handling operations and transport to the Mecalectro delivery site.	X	X	X	X	X	
5.16.2	All the products delivered must be clean and unpolluted.	X	X	X	X	X	
5.16.3	In the case of a delivery including multiple manufacturing batches, the Supplier must separate and identify these batches. The delivery note must comprise as many lines as there are manufacturing batches. The manufacturing batch number must be shown on the delivery note.	X	X	X	X	X	
5.16.4	When applicable (component or electronic product), the Supplier must take the necessary provisions against electrostatic discharge, in accordance with standard EN61340-5-1, Mil-Std-1686 or EIA JESD-625.	X				X	

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	A standardized marking indicating that the content may be damaged by electrostatic discharge must be affixed to the packaging.							
5.16.5	The packaging for parts must be defined and fixed at the time of the FAI.	X	X	X	X	X		

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	a	p	a	O	O	C	
	n	e	w	T	T	o	
	u	c	m	S	S	m	
	f	i	a	M	D	a	
	a	a	t	a	i	n	
	c	l	e	n	s	u	
	t	p	r	f	t	r	
	u	r	i	a	r	i	
	r	o	a	a	b	u	
	e	c	l	c	t	t	
	r	e	r	u	o	r	
	e	s	e	r	r	e	
	r	s	v	e	r	e	
	e	s	.	r	r	r	

5.17 DOCUMENTS ON DELIVERY							
5.17.1	a delivery note including at least the following information: – description, reference and index of the product ordered by Mecalectro; – quantity; – Mecalectro contract or order No.;	X	X	X	X	X	

	N.B.: If the delivery note serves as a declaration of compliance, it must be issued in 2 copies and include all the statements set out above relating to the declaration of compliance.						
5.17.2	a declaration of compliance in accordance with standard NF L00 015 or an equivalent standard including at least the following information: – description, reference and revision index of the product ordered by Mecalectro; – quantity; – serial numbers or batch numbers; – Mecalectro contract or order No.; – date of expiry, if applicable; – reference of the waiver request, if applicable; – reference and index of the fixed range, if applicable.	X	X	X	X	X	
5.17.3	the original declaration of compliance for the raw material (type 3.1 declaration as per EN10204 for metals, plastic materials control file, or mixture sheet for elastomers).	X		X	X	X	
5.17.4	The declaration of compliance for the sub-contracted special processes used.	X	X				
5.17.5	When the product delivered has, prior to delivery, been the subject of non-compliance accepted under waiver by Mecalectro, a copy of this must be appended to the delivery documents for the products concerned (see clause 5.17.4)	X	X	X	X	X	

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5.18 NON-COMPLIANT PRODUCT MANAGEMENT							
5.18.1	The Supplier must implement a management procedure for non-compliance detected internally or after delivery. This procedure must define: <ul style="list-style-type: none"> • the method for identifying non-compliance; • the method for isolating non-compliant manufacture (pending treatment) in order to prevent this mixing with compliant supplies; • the responsibilities in terms of decisions on treating the non-compliant product: waiver, retouch, sorting, scrapping; • the method for treating scrapped parts: isolation and destruction (if supplier-proprietary product); • the implementation of curative, corrective and preventive actions; • the follow-up on the actions undertaken; 	X	X	X	X	X	
5.18.2	Non-compliant products detected by Mecalectro (during acceptance, integration or use) are returned to the Supplier, accompanied by a report detailing the reason for the non-compliance. The terms for the return costs are agreed jointly between Mecalectro and the Supplier.	X	X	X	X	X	
5.18.3	Unless specific provisions are made in the contract or purchase order, the Supplier shall undertake to inform Mecalectro within 72 hours (3 working days) of the provisional date for redelivery of the products returned as being non-compliant.	X	X	X	X	X	
5.18.4	During redelivery of these products, the Supplier must make reference to Mecalectro’s non-compliance report on the delivery note.	X	X	X	X	X	
5.18.5	The Supplier shall undertake to inform Mecalectro in writing, within 72 hours, of any	X	X	X	X	X	

anomaly discovered during manufacture, assembly or testing and that may be likely to affect the supplies of the same type delivered beforehand.							
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Part reserved for supplier use							
Compliance:							
N/A= Not applicable; C= Compliant; NC= Non-compliant; P/C= Partially compliant							
The applicable requirements for each Supplier category are marked with an “X” in the following table.	M	S	R	C	C	C	Comments
	a	p	a	O	O	C	
	n	e	w	T	T	o	
	u	c	m	S	S	m	
	c	i	a	M	D	a	
	t	a	t	a	i	n	
	u	l	e	n	s	f	
	r	p	r	u	t	a	
	e	r	i	f	r	c	
	r	o	a	t	i	b	
	e	c	l	u	b	u	
	s	e	r	r	t	o	
	s	s	e	e	e	r	

5.19 NON-COMPLIANT PRODUCT MANAGEMENT							
5.19.6	Non-compliant products for which the Supplier is responsible, detected by Mecalectro (during acceptance, integration or use) may form the subject of an appraisal with a view to jointly determining the causes of the non-compliance and the related corrective and preventive actions. The appraisal methods shall be agreed jointly between Mecalectro and the Supplier and, where applicable, by the Official Oversight Bodies. NB: In the event the appraisal is performed by the Supplier, a detailed report must be provided to Mecalectro within the agreed timescale.	X	X	X	X	X	
5.19.7	For the non-compliant products detected by Mecalectro (during acceptance, integration, storage or use) and/or likely to affect prior deliveries made by Mecalectro to the End Client, the supplier shall undertake to contribute to all the costs incurred by Mecalectro and to any penalties applied to Mecalectro by the End Client.	X	X	X	X	X	

5.19 CORRECTIVE ACTION							
5.19.1	Any non-compliance notified by Mecalectro (non-compliant products, delayed delivery, variance following audits, etc.) must form the subject of a search for the root causes. This analysis must lead to the implementation of suitable corrective and preventive actions. The Supplier shall undertake to provide Mecalectro, on simple request and within the agreed timescale, with the results of this analysis and the corresponding action plans.	X	X	X	X	X	
5.21 QUALITY PERFORMANCE AND PUNCTUALITY MEASUREMENTS							
5.21.1	The Supplier must establish relevant indicators that allow for measuring and monitoring the quality and logistics performance levels for the products delivered to Mecalectro. These indicators (updated at a significant frequency) shall be, as a minimum: <ul style="list-style-type: none"> • quality of the products delivered • punctuality • responses to the corrective actions 	X	X	X	X	X	
5.22 CONTINUOUS IMPROVEMENT							
5.22.1	The Supplier must implement a continuous improvement procedure for the performance of its processes and its products or services.	X	X	X	X	X	

Part reserved for supplier use							
Compliance:							
N/A= Not applicable; C= Compliant; NC= Non-compliant; P/C= Partially compliant							
The applicable requirements for each Supplier category are marked with an "X" in the following table.	M	S	R	C	C	C	Comments
	a	p	a	O	O	C	
	n	e	w	T	T	o	
	u	c	m	S	S	m	
	f	i	a	M	D	p	
	a	a	t	a	i	l	
	c	l	e	n	s	i	
	t	p	r	u	t	r	
	u	r	i	f	r	i	
	r	o	a	a	b	c	
	e	c	l	c	u	t	
	r	e	r	t	o	r	
	e	s	e	u	r	e	
	s	s	v	r	e	r	
			.	r	r	e	

5.23 ENVIRONMENT							
5.23.1	The supplier must comply with the REACH and RoHS regulations.	X	X	X	X	X	
5.23.2	Mecalectro is ISO14001 certified. The sub-contractor is requested to take the regulations on environmental protection and staff safety into consideration, as well as integrating these into its continuous improvement programme.	X	X	X	X	X	
5.23.3	During audits, Mecalectro will, if necessary, give the supplier lines of improvement and targets relating to its environmental, health and/or safety policy.	X	X	X	X	X	

For any feedback, please send this form directly to your Mecalectro contact. We will examine the follow-up to be given to your comments and we will provide you with our response as quickly as possible.

We thank you for having provided us with your FEEDBACK.

Company:

Represented by

Forename:

Position:

Duly authorized for the purposes of these presents.

Company Signature & Stamp: