



Supplier Quality Manual

Introductory regulation

Requirements for supplier quality management of BREBECK Composite Ltd. have been defined in the document.



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1 Introduction

High standard requirements, especially reliability and quality of BREBECK Composite Ltd. products, have been required from our customers. Flexibility, which our company reacts on increasing and constantly changing requirements of customers with, supplies stability, lowering in price and ensuring protection of environment have had the same importance of requirements. The aim of our company has been a longlasting partnership with suppliers who participate in quality of supplies and cooperation in the process of constant improvement.

The Supplier Manual describes and defines requirements in compliance with the norm ISO 9001 and ČSN EN 9100:2018 for quality management system.

2 Validity

The manual has been valid for BREBECK Composite Ltd. suppliers who supply:

- initial materials,
- products (components, subcomponents, inserts), which enter straight into the final product or affect the final product quality in a fundamental way,
- services

The supplier has been fundamentally responsible for the quality of purchased materials, products and supplied services in extent of the whole supply, including specification of requirements. The supplier has been obliged to transition of all requirements of the quality manual to its sub-suppliers.

3 Request management and placement of supplier in Approved Supplier List

3.1 Supplier approval

Purchase of overhead material, production material, cooperations, services and investments has been executed only by approved supplier.

The supplier approval from the side of BREBECK Composite Ltd. has been dependent on character of purchased material, goods or services. It can be based on:

- Approval or proposing of supplier by a third side (customer),
- Records of once proved ability to supply,
- Fulfilment of highly stated specific criteria and demands for supplied product,
- Test results in the production process in BREBECK Composite Ltd.,
- Result of request management,
- Current examination of suppliers system quality management,
- Decisions made by owner of BREBECK Composite Ltd.

3.2 Request management

The aim of request management has been the choice of prospective supplier and its placement in Approved Supplier List. Existing and potential suppliers of materials, goods and services have been addressed within request management.

At the opening of request management requirements for price offer have been specified with suppliers:

- Specification of product, service, which has been required,
- Necessary documentation – Draft, 3D models, or other documentation,
- Economic requirements – payment terms, prices,
- Logistics requirements – transport method (Incoterms 2020),
- Providing with documentation by supplier – Safety rules, technical documents, material documents
- Knowledge and use of IMDS application,

- Requirements related to quality of supply in the aviation area*:
 - o According to individual order requirements of quality management system for aviation industry have been considered as well according to ČSN EN 9100:2018,
 - o Within order for aviation industry according to ČSN EN 9100:2018 external suppliers have been demanded to implement suitable management of their direct and other levels of external suppliers to ensure fulfilment of requirements.

4 First samples approval

First samples serve to approve performance of supplied product from the side of BREBECK Composite Ltd. to a supplier. Verification of first sample before the launch of supplies has to prove the stated requirements for quality and product parameters have been accomplished.

The necessity for sampling of parts will be told to a supplier within request management. The following steps have to be followed in the sample procedure:

- First samples have to be approved by BREBECK Composite Ltd. before the launch of supplies.
- First samples have been examined in the course of production process in BREBECK Composite Ltd. The sum of required samples including requirements for documentation will be defined in advance in request management or in email correspondence.
- Quality of supplied material will be verified according to stated specification.
- The supplier has been obliged to present the samples and inform about the following changes :
 - o Change of initial material,
 - o Change of construction, specification, draft documentation,
 - o Change of production method or production process, which could affect quality of product,
 - o Replacement of production, change of suppliers or sub-suppliers .
- After evaluation of supplied samples the supplier will be informed about testing results or confirmation of draft documentation. Result of sampling might be as following:
 - o APPROVED – criteria have been fulfilled and the supplier can supply material and has been still responsible for quality of supplied products. Divergences from requirements, which have not been discovered in the samples approval process, have to be subject of complaint and later negotiation.
 - o DISAPPROVED – significant parameters in presented samples have not been satisfactory.

4.1 Providing design documentation

Suppliers of materials and parts, which have been used either directly or in a processed way in products, which have been produced or delivered to market by BREBECK Composite Ltd., have been obliged to provide BREBECK Composite Ltd. necessary information before launch of supplies to clarify material composition:

- Material documentation
- Technical documentation
- COC certificates

Further, the supplier has been obliged to inform about any changes of material.

APPLICATION IMDS – due to supply of final products by BREBECK Composite Ltd. for needs of car industry and motorsport the data for IMDS system (material composition of supplied products in the system IMDS) has been necessary to be provided.

4.2 Certification

If requested the supplier has been obliged to provide BREBECK Composite Ltd. with proof of company certification – production processes – according to regulation ISO 9001 (system of Quality management), or to prove the processes have been identical with the regulation.

In case of suppliers of nonproduction material (suppliers, who provide goods and services, which have not been directly part of final products, however have been necessary for ensuring the production) has not been requested. In specific cases requirement for certification according to ISO 9001 replaced by suitable process audit performed by BREBECK Composite Ltd.

If any reason for suspension or invalidity of certificate the supplier has been obliged to inform immediately BREBECK Composite Ltd.

4.3 Requirements for aviation quality management (ČSN EN 9100:2018)

BREBECK Composite Ltd. can according to requirements of specific order within quality management system for aviation (ČSN EN 9100:2018) ask its external suppliers/providers for special requirements:

- processes, products and services, which have to be provided, including identification of corresponding technical data (e.g. specification, drafts, process requirement, work manual),
- verification activities- range and delegation requirements,
- approval of products and services/methods, processes or management/release of products and services,
- competence, including any required qualification of personnel,
- mutual bonds between external providers and company,
- management and monitoring the performance of external providers by BREBECK Composite Ltd.,
- verifying or validation activities, which have been intended to check external providers by the company or its customer,
- management of design and development,
- special requirements, critical items or key characteristics,
- examination, checking and verification (including verification of production process),
- using statistic methods for acceptance of a product and corresponding instructions for acceptance in the company,
- the need of:
 - o implementation of quality management system,
 - o using of stated or approved external providers, including source of processes (e.g. special processes) by a customer,
 - o warning in case of nonidentical processes, products or services and gaining the approval for their removal,
 - o prevention of using the resembling parts,
 - o warning the company about changes of processes/products/services (including changes of their external providers or production replacement and gaining companies approval),
 - o directing applicable requirements towards external providers (including customer requirements),
 - o providing trial samples for design approval,
 - o providing trial samples for checking/verification/investigation/audit performance,
 - o storing of documented information (including dates of storing and removal requirements),
- right for access of company workers, its customer and legal authorities into corresponding areas of facilities and documented information at any level of supplying chain,
- providing awareness of people:
 - o about their contribution to conformity of product or service,
 - o about their contribution towards product safety,
 - o importance of ethical behaviour.

The special requirements will be mentioned within requirement specification and further in the following order or contract.

5 Supplier external audit

The supplier enables the system, process or product audit in adequate time intervals or in case of special impulse (e.g. quality deterioration). The supplier contracts to enable access to production, laboratory or warehouse areas for the purpose of checking the fulfilment of stated quality requirements by authorized auditors of BREBECK Composite Ltd.

Further, the supplier contracts to provide with information related to organizational arrangement, management and quality, safety and environment ensuring and answer all questions related to ensuring the quality demanded within audit. The audit date will be announced sufficiently in time by BREBECK Composite Ltd.

Provided on the basis of audit the request for corrective measures will be demanded, the supplier contracts to their implementation according to previously arranged timetable and documentation of efficiency of accepted measures.

6 Logistics, Packaging

Logistics has been inseparable quality component. The supplier has to ensure the packaging in such a way so in the course of storage and transportation no devaluation or quality lowering of supplied material would not occur. The supplier has been obliged to specify storage conditions, which means the way and conditions for storing not to harm the material in unappropriate way (e.g. by oil). Supplied material has to be marked in concordance with purchase contract, bill of delivery and other corresponding documentation.

Provided that BREBECK Composite Ltd. specifies request for the way of packaging of supplied goods , the supplier has to observe the rules.

7 Complaints

Provided the supplied products have been damaged, the supplier has to be informed in a written way. The supplier forthwith accepts appropriate measures leading to expedited removal of damage on supplied products, minimalization of damage on the side of BREBECK Composite Ltd. and subsequent ensuring the requested quality of further supplies. The supplier agrees on the way of complaint solution with BREBECK Composite Ltd.

The supplier has been obliged to accept corrective measures, which prevent repetitive identical damage. The measures have been elaborated in the form of complaint form or „Difference management -8D REPORT“ form for aviation customers. The form is then sent to BREBECK Composite Ltd. and assessed.

8 Supplier evaluation

Supplier evaluation has been performed minimum once in 3 months (after every order for aviation customers) according to internal procedure of BREBECK Composite Ltd. with regard to the following criteria:

- a) Supply fulfilment criterion
 - Subcriterion – Deadline fulfilment
 - Subcriterion – Price
- b) Negotiation level criterion
 - Subcriterion - Offers and orders confirmation
 - Subcriterion - Feedback
- c) Quality department criterion
 - Subcriterion – Supply quality and following requirements for legal rules and other requirements (obligatory duties) in EMS
 - Subcriterion – Percentage of complaint parts

Results of evaluation have been sent to a supplier or discussed at business negotiation. The supplier has been obliged to send statement towards stated evaluation in a written way.



9 Responsibility for environment

The supplier has been obliged to perform their activities in a way so there has been minimum impact on environment. The supplier contracts to fulfil all legal rules in connection with protection of environment and adhere to occupational safety.

10 Confidentiality agreement

The supplier has been obliged to use all given data, sources, samples as confidential documents. Technical and technological documentation, development and examination results, material and product samples, business information and information about strategic intentions and customer know-how have been the subject of concealment in particular.

Information, documentation and samples must not be provided to a third party without previous consent.

Confidentiality agreement has been concluded on the basis of signature in appointed document.

BREBECK Composite Ltd.	
Place:	Šenov
Date:	6. 4. 2022
Ing. Libor Kozubek, Quality Manager	

Supplier:
Place:
Date:
Name, function, signature	