Customer Requirements

QUALITY REQUIREMENTS

For Suppliers of Category 12, 13

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בברכה

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מנהל איכות קב"מ ופיתוח הנדסי

מינהל ניהול האיכות

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General

Quality assurance Requirements for products supplies from subcontractors or vendors are defined by this Document.
This Document is an addition to and constitutes an inseparable part of the designated quality assurance requirements detailed in the agreement/purchase order for the project.
the OEM Supplier/Subcontractor Manager is responsible for providing to supplier / subcontractor updates to the designated quality assurance requirements.

Purpose

To define the quality assurance requirements that the OEM Type 12BTP-Build to print and 13BTS-Build to specification suppliers shall meet.

Definitions

Product – Material, component, part, refurbished item, process and/or technology intended for the OEM products, as well as auxiliary material that OEM uses for its processes of manufacture / inspection / experimentation / storage and manufacturing services, including engineering design.

COTS product – Hardware that are ready made and be sold to the general public without the need for customization.

Vendor – A person or corporation supplying products, in accordance with conditions determined in a contract or in a purchase order

Qualification Review – Evaluation of the quality assurance capabilities of the vendor to act within the framework of the contract specifications, or defined quality standard specifications.

Rating – Methods for evaluating vendor performance during a specified period, based on quality criteria and the meeting of delivery dates.

Approved Supplier – An approved supplier with valid certification who appears in the OEM's Suppliers List located on its website.

Risk – An undesirable situation or circumstance that has both a likelihood of occurring and a potentially negative consequence.

The OEM's Suppliers Website – holds information such as: Approved Supplier List, process specification list, Unsatisfactory Reports (UR), supplier approvals and additional information (registration is required). From the main menu select "Suppliers net"; "My site": Type the user name & password.

Category "12" Vendor – A vendor who manufactures products in accordance with the customer's engineering design. vendor who operates a quality management system at his facility and is able to provide documented proof of the performance of inspection actions complying with the specifications of major standards, not including engineering functions (manufacturing subcontractor only - Build To Print).

Category "13" Vendor – A vendor who manufactures products in accordance with his own engineering design or accepted standard specifications. vendor who operates a quality management system that complies with the principles of standards specifications, including engineering functions (design and manufacturing subcontractor - Build to Specification). Note: Type 13 suppliers for large scale structural assemblies (i.e.: wing, fuselage, empennage etc.) – shall fulfill the requirements of Type 12 suppliers during the prototype / development phase.

Category "14" Vendor – An authorized “Off-The-Shelf Product” vendor (manufacturer).

Category "1D" Vendor – A supplier who is approved as Type 14, to supply specific goods. Goods supplied by the supplier shall pass a moderate receiving test in accordance with the procedures of the ordering plant.

Category "16" Agent – A supplier who represents another supplier of the OEM in purchasing, does not manage an inventory.

Category "17" Distributor – A supplier who keeps a stock and in certain cases performs assemblies or processes at a low level, including changes in the original packaging, in conformance with documented permission of the manufacturer.

Category "1E" Framework Agreement Supplier – A distributor who complies with Type 17 requirements through a framework agreement with the OEM representatives, to supply specific goods directly for use with no receiving inspection in the OEM premises (including the possibility of direct transfer to the user production line, overhaul line, assembly line, etc.) while assuring the quality of services and goods received.

Reference Documents

PS 000000E – "Numerical Index – Process Specification".
PS 850100E – "Acceptance Testing of Incoming Raw Materials".
PS 850110E – "Acceptance Testing of Incoming Aerospace Fasteners".
PS 901000E – "Temporary Protection on Machined Parts and Production Materials".
PS 901500E – "Identification, Marking, Handling, Processing and Inspection of Critical Parts".
PS 901501E – "Traceability Procedure for Critical Parts".
AS9100D-"Quality Management System"
ISO 9001:2015-"Quality Management System"
AS9102-"First Article Inspection"
AS5553 -"Counterfeit Electrical parts"
AS6174- "Counterfeit Materiel"

Special Process

Any processes for production and service provision, which meet the criteria defined in AS 9100 (latest version), shall be identified as Special Process and subject to the specified validation requirements. Documented process controls shall be established to include the method and frequency of verification that work instructions are being followed, and description and action upon discovery of failure to adhere to work.
Special Processes that are defined in the PS 000000E - "Numerical Index –Process Specification" by the letter 'S' in the "update" column, beside the English PS, indicates that the process specification is classified as a "Special Process".
"Special Process" shall be performed by the OEM's certified and approved supplier.
The supplier is required to use the latest revision of Process Specification, which can be obtained from the OEM Suppliers Website.
Accomplishment of special processes in accordance to Non OEM Special Process Specifications must be performed by approved suppliers as defined in the contract between the OEM and it's Customer. The OEM supplier manager SHALL be notified immediately in writing by the supplier if any orders are received from the OEM which is outside the scope of the approval presently granted to the supplier.
A vendor carrying out special processes not in accordance with the OEM's specifications will submit to the OEM, proof, that the processes being carried out by the subcontractor comply with recognized international specifications. A special process will include control of significant actions and significant variables, in accordance with documented process specifications.

The vendor will ensure that all employees who are involved in special/critical processes will be trained and qualified to relevant standards by a qualified trainer, e.g.

Electronic industry workers will be trained in accordance with the following standards:
IPC-A-610, Class 3 - “Accepting of Electronic Assemblies”.
IPC/WHMA-A-620B "Requirements and Acceptance for Cable and Wire Harness Assemblies"
J-STD-001 - “Requirements of Soldering of Electrical and Electronic Assemblies”

A vendor should adapt AS9115 for design, develop, and/or produce deliverable software for the OEM.

Quality Assurance System Requirements

Responsibility

The vendor will run an AS 9100 (latest version) standard quality assurance system, as well as additional requirements as defined in this Document.

In accordance with the OEM's requirements, the vendor will submit a report detailing the status of the quality assurance system and will present failure analysis reports.

The vendor's Quality Assurance Manager will serve as the Focal Point for position holders in the OEM's Quality Management Administration.

Changes Notification

The vendor shall be responsible to manage engineering and production modifications after the First Article have been accepted by the OEM. The vendor shall submit Production Modification Notes to the OEM prior to the implementation of such modification and prior to the commencement of Acceptance Test activities.

Submission of Modification Notes is required under the following conditions:

Parts using different materials (from previously approved or supplied version);

Parts made from the production using new or significant modified tools;

Parts made after the production process or method of manufacture has changed;

Parts made from production from a different plant location;

Change of subcontractor (for parts, materials or services);

Parts made from production after 24 months of no production.

Change in the quality management system or a change in its senior quality personal

Modification notes shall state the modification and the applicability of First Article Inspection (FAI).

Quality Management System

The supplier’s Quality Management System shall comply with AS 9100 (latest version) requirements and the additional requirements defined in this document.

Documentation Requirements:

- ✓ **Compliance Matrix**

The supplier shall maintain a compliance matrix showing compliance with this document. The compliance matrix shall be approved by the supplier's Quality Manager and will be available upon request.

- ✓ **Program Quality Plan - (PQP)**

Upon the OEM's QM request, the supplier shall prepare a Program Quality Plan (PQP) describing how goods sent to the OEM shall be managed.
The PQP shall include the requirements specified in the latest revision of this document and purchase order/contract requirements.
The PQP shall be approved by supplier's QM and submitted to the OEM for approval. Changes in PQP shall require the OEM re-approval.

- ✓ **Prevention of counterfeit parts&materials plan**

The supplier shall carry out processes to prevent counterfeit parts&materials. The supplier shall submit AS5553 standard for electrical, electronic and electromechnical items and AS6174 standard for materials.
The supplier's counterfeit parts&materials prevention plan shall be submitted to the OEM upon request.

- ✓ **Prevention of Foreign Object Damage (FOD) Prevention plan**

The supplier shall carry out processes to prevent Foreign Object Damage (FOD), to detect it and to eliminate it. The supplier's FOD prevention plan shall be submitted to the OEM upon request.

- ✓ **First Article Inspection - (FAI)**

The supplier shall prepare a FAI Plan and report it to the OEM in accordance with the requirements of AS 9102 (latest version) standard.
The FAI plan shall be submitted to the OEM upon request.

Order Receipt

Upon receipt of an order, the vendor shall ensure that the following data are clearly defined:
The name of the product or other identification, applicable version numbers of specifications, drawings, process specifications, inspection instructions, and all other relevant technical data.
Specifications for the authorization of the product, procedures, equipment, tools.
The vendor shall immediately inform the OEM's Quality Management Director (in writing) when he receives an order from the OEM that deviates from his current authorization.
The contract will be reviewed in accordance with the AS 9100 (latest version) standard and the requirements of this document.

Configuration Management (CM)

The vendor will maintain a Configuration Management (CM) system and will carry out the CM control for all the applicable engineering documents and changes relating to the work produced for the OEM under the order/agreement, including control of up-to-date and full release of documents and controlled distribution.
DL-Drawing List and PCB-Product Control Baseline shall carry out according to supplier Type 12 or 13 and per SOW.

Risk Management

A risk management policy shall be adopted using appropriate risk management tools in order to meet the OEM requirements.
These requirements include metrics appropriate to the supplier and SOW.
The supplier shall provide a risk management plan upon the OEM request.
High potential risk shall be reported immediately to the OEM supplier manager.

Vendor Responsibility & Supplier Control

Procurement Control

The vendor is responsible for effective control of his sources of procurement and for the compliance with quality specifications of all the products/services supplied within the framework of the purchase order. The vendor will exercise control over his purchasing documents and will ensure the incorporation of all the applicable requirements, including quality assurance requirements.

Flow Down of QA Requirements to Vendor's Subcontractors

The vendor will pass all the applicable of quality assurance requirements defined in this document (flow down) to his subcontractors, including the designated Quality Assurance requirements document detailed in the order/agreement for the project.
The vendor will submit the OEM full information regarding the qualifications of his subcontractors. The supplier is responsible to define the shipping requirements to assure that material is shipped according to the manufacturer's material storage or the OEM's Process / Material Specification (PS/MS) and shipping requirements.
When required by the purchase order the storage and shipment shall be handled in accordance with appropriate requirements such as: shelf life, temperature control, humidity control, etc.
Handling records shall be verified during receiving inspection.
QA Requirements for goods (Hardware, Raw Material, Paint, Adhesive, Sealant, Composites etc.) purchased from Framework Agreement Suppliers (1E):
These are the quality requirements that must be included in the order:
The goods in this P.O. are designated for the OEM products.
The Quality Assurance Plan between the OEM and the supplier (1E) applies to this P.O.
The goods in this P.O. shall be inspected and tested by the supplier (1E) in accordance with the Quality Assurance Plan.
Each shipment must be accompanied with a shipper and a Certificate of Conformance (COC) stating that **goods are complying to the approved Quality Assurance Plan.**

The certificate (COC) shall be signed by the supplier's (1E) inspector and the OEM delegate inspector at the supplier's site.

Verification of a Purchased Product

The vendor shall carry out verification actions on a product purchased by him from his vendors. These actions are likely to include:
Obtaining proof of the quality of the product from the vendors (such as: accompanying documentation, compliance certificates, test reports, statistical records, process control)
Inspection and compliance inspection at the vendor's facilities
Inspection of required documentation
Inspection of the products upon their receipt
The purchased product shall be handed over for use or for the performance of processes only after having been certified as complying with the defined purchase specification requirements.
When the vendor relies on test reports for the verification of the product purchased, the data in these reports must comply with applicable specifications. From time to time, the vendor will check the validity of the test reports of the raw materials.
If the purchase is not from a Framework Agreement Supplier (1E), the supplier shall plan, implement and control for prevention the use of Counterfeit or suspect counterfeit parts and shall confirm the following during receiving inspection
Check the validity of the Test Reports, COC, and shipping documents against P.O and applicable drawings and specifications.
Full traceability of supply chain (from original manufacturer thru distributor's is maintained) Verify that goods were received from the OEM approved/agreed suppliers.
For Supplier Type 13 (BTS) designs the supplier can use his own sourced hardware, raw material, etc. from supplier's approved sub-tiers.
Inspect the incoming goods (dimensional and visual inspection).
When required, send samples of raw materials, hardware, and rubber, adhesive, potting and sealing to the OEM laboratory or the OEM approved Laboratory or by laboratory accredited by ILAC or equivalent for verification inspection.

The Frequency and sampling plan for laboratory testing of incoming products purchased by BTP supplier shall be per:
PS 850100E – "Acceptance Testing of Incoming Raw Materials".
PS 850110E – "Acceptance Testing of Incoming Aerospace Fasteners".
Material Specification (MS) called in drawing, part list and PS's for non-metallic materials (such as, rubber, paint, adhesives, sealants and composites).

The purchased product shall be issued for use or for the performance of processes only after having been certified as complying with the defined purchase specification requirements.
Supplier must create a plan for managing their sub-tier suppliers. Plan should include audits, surveys, RCA (Root Cause Analysis) requirements and supplier's Customer Satisfaction criteria. Suppliers must provide their Customer Satisfaction feedback to all key sub-tiers (i.e. supplier portal or score card) the OEM requirements of RCA, TAT (Turn Around Time) and RCCA (Route Cause Corrective Action) requirements must be included in sub-tier management criteria.
Sub-tier management plan should be available upon request by the OEM.

Production Process Control

Control of Customer's Material

The materials supplied by the OEM will be used only for the performance of the contract / order for which they were intended.

The vendor will inspect the jigs and tools supplied by the OEM prior to using them, and will ensure their integrity, lack of damage, and accompanying inspection documentation (the tools will carry a “Property of XXX” label – XXX will state the OEM name). The vendor will prepare procedures for the registration of all the jigs and tools, for their storage under safe conditions, and for their periodic inspection for the renewal of their serviceability.

All the tools used for inspection will be checked against masters upon commencement of service, and thereafter, at intervals not exceeding 12 months. The vendor will not change / improve the products supplied by the OEM without prior authorization.

Identification of the Product and Its Traceability

The supplier shall manage a traceability system for critical parts, beginning with raw material and up to and including final assemblies.
Marking of production critical parts must follow the following Process Specifications:
PS 901500E – "Identification, Marking, Handling, Processing and Inspection of Critical Parts".
PS 901501E – "Traceability Procedure for Critical Parts".
Marking of aircraft parts shall be carried out in accordance with the drawing, part list, specification and purchase order requirements.
Unless otherwise specified, parts shall be marked as a minimum with the following information: the OEM's part number, revision, manufacturing date, work order and inspection stamp.

Customer Property

The supplier shall establish procedures to register, manage a list, assure proper and safe storage and periodically recertify all jigs and tools: including those manufactured by the supplier in support of work carried out.
Goods supplied by the OEM with a serviceable tag or COC, do not required additional testing and shall be subjected for visual inspection and documentation verification only.
All raw materials and hardware for the OEM parts, which were supplied by the OEM, shall be stored in a separate and identified storage area.
Materials and supplies provided by the OEM shall be used only in fulfillment of the contract / order for which they were supplied.
All jigs and tools provided by the OEM, and used in manufacturing, shall be inspected by the supplier prior to use for completeness, free from damage and with evidence of inspection.
The tools and jigs shall be marked as "XXX property" (where XXX is the OEM's Name).
The supplier shall not modify / amend the OEM's supplied products without the OEM's authorized approval.

In case of tools calibrated by the OEM, the supplier shall notify the OEM in writing, 3 months ahead, of each calibration required.

Preservation of Product

The vendor will preserve the product during internal processing and delivery it to the intended destination in accordance with standard requirements.
As applicable, preservation will include identification, handling, packaging, storage and adequate means to protect and preserve the product during transit until its safe arrival to destination. Preservation shall also apply to the constituent parts of a product.

Temporary protection on machined parts

All metallic parts after machining, polishing, grinding or other technology that exposes a new unprotected surface shall be treated with corrosion preventive materials per PS 901000E – "Temporary Protection on Machined Parts and Production Materials" or equivalent.
This treatment shall be done immediately after the mechanical process is finished. The variation between the different treatments depends on the time delay between the next stage in production or storage.

Packaging for shipment

The supplier is responsible for the packaging unless otherwise specified in the contract or purchase order. Suppliers may use their own unique packaging based upon product and/or technological experience. At a minimum- Supplier shall pack and protect the product after cleanliness from Foreign Object Damage (FOD), leave enough clearance for thermal expansion and close openings with appropriate caps. Products shall be wrapped with an anti-corrosion packaging bag, water resistant nylon, bubble wrap and put into proper container in order to prevent damage during transportation. Support and Kraft paper shall be added to prevent product from moving in the package/container.

The vendor will supply (as required) any final product accompanied by the following delivery documents:

a) Certificate of Conformity (COC).
b) Acceptance Test Results (ATR).
c) A list of Materials Review Board (MRB) reports and copies of the reports
d) Certificate of Test {Test Certificate or Certification that the item has been tested}
e) “First Article Inspection” report
f) A list of Metal Fatigue Sensitive Parts, including a denotation of the part numbers and serial numbers
g) Weighing Data reports
h) A list of incomplete works - inspected and authorized by the OEM
i) Declaration of the status of the configuration control

Control of Nonconforming Product

The handling of a nonconforming product (if applicable) will be carried out in accordance with Appendix A to this document.

Control of Documents and Records

In accordance with the type of record, the length of time that the record must be retained at the vendor's premises will be defined in the Purchase Order, in accordance with Appendix B to this document. The vendor must obtain prior authorization from the OEM Quality Administration before disposing of records relating to the OEM Contracts / Purchase Orders.

Statistical Techniques

When key characteristics have been identified, they shall be monitored and controlled.
The statistical management of key characteristics will be carried out in accordance with the AS 9103 standard - Variation Management of Key Characteristics.

Accessibility

The vendor will grant, the customer, and the official authorities' free access to the facilities participating in the performance of the contract / order, including to his subcontractors' premises, as well as free access to all the applicable documentation.

Environmental Protection and Safety

the OEM is committed to protecting the environment and the safety of its personnel and customers, the OEM expects its suppliers to do the same. Vendors should manufacture products for and provide services to the OEM while strictly minimizing damage and risk to the environment, in accordance with all rules and regulations. Special care should be taken to prevent the emission of substances and radiation into the atmosphere. Proper management and care of dangerous substances is required, including controlled disposal of dangerous waste. Vendors are required to maintain a control system that includes proper instructions to its workers for the prevention of danger and violation of the above-mentioned requirements.

Appendix A

Handling of a Nonconforming Product

The subcontractor is responsible for activating a control system for nonconforming products.

The Review Committee is responsible for the determination and disposition of nonconforming products.

The subcontractor's review committee is responsible for the determination and disposition of nonconforming products, if it has obtained proper authorization from the OEM.

Preliminary Review

The subcontractor will carry out a preliminary review, in order to assess the discrepancy and determine how it should be handled.

The following decisions can be taken during a preliminary review:

Rework - if possible and economically viable.

Scrap - when it is clear that the product is unfit for use and that there is no possibility of rework or repair, from the practical and/or economical point of view.

Return of the product to the vendor.

Standard repair - authorized by the OEM Engineering and, as required, by the customer.

Appeal to the Review Board - when there is no possibility of taking one of the decisions stated above. The appeal will be made to the subcontractor's review committee if the subcontractor has been granted specific Material Review Board authority. Otherwise, the appeal will be made to the OEM Review Board, as defined in the order / contract.

Review Board

Should the subcontractor be granted the authority to carry out a material review process, the Board will be made up of the following (minimum composition) of representatives:

Quality Assurance representative - Chairman

Engineering representative

The OEM representative (when required by the contract / order)

The OEM's customer representative (when required by the contract / order) Lists of the members of the subcontractor's Review Board, qualified by subjects /

projects, will be submitted to the OEM for authorization by the OEM Quality Engineering. Should it be so specified in the customer contract/order, the members of the Review Board will be submitted to the customer for authorization. Upon receipt of a Nonconforming Report, the Chairman will convene the Board at the workstation concerned.

The following decisions may be taken by the review committee:

1. To accept “use as is”
2. Repair
3. Standard repair - authorized by the OEM, should it be so required
4. Scrap

Return of the product to the vendor
For a material review, decisions to accept “use as is” and "repair", including preventive actions, require's the OEM and/or the OEM's customer signature.
The committee will summon consultants / experts to assist in its decisions and technical and financial evaluations, as required.
A committee member will not qualify another person in his stead.

A decision by the OEM or by the OEM customer prevails, even when it is contrary to a decision by the committee members.

The record of the review committee's decisions will be in the form of a clear instruction. Conditional decisions will not be recorded.

The committee will decide upon preventative action or will delegate this task to the preventative action committee.

Designation of the Product

No action of any type whatsoever will be carried out on the nonconforming product prior to receipt of properly signed dispositions on the committee review form.

At the stage of final inspection of the nonconforming product, if so required by the contract / order, the part must be stamped with an MRB stamp and the MRB number, close to the part number, and the MRB sticker must be removed.

If, after the performance of the MRB disposition, the nonconformance still exists and affects the next assembly, a warning tag is to be attached to the part, the MRB sticker is not to be removed, a black line is to be drawn on the sticker, and a copy of the MRB form is to be attached.

A product that is scrapped must be destroyed or mutilated in such a manner that it will be impossible to use it.

Records, Traceability, and Analysis

All the details of the Review Board's description, reporting, and handling of the nonconforming product will be recorded (in a computer system is recommended). The Chairman of the Review Board will manage a Material Review follow up diary.

The subcontractor will trace the Material Reviews and analyze the findings. The results will be submitted to the OEM representatives, as required.

Effectiveness

The subcontractor will check the effectiveness of the control system over the nonconforming products on a monthly basis.

Closing of the Material Review

The handling of the nonconforming product will be closed following verification of the performance of the Material Review Board's dispositions.

Verification of the performance of the Material Review Board's disposition - a senior inspector (the inspector who initiated the review is desirable), will determine and verify, by his signature, the performance of the Board decision (the treatment designated for the product) as follows:

Items to be scrapped - were destroyed.

Items to be repaired - were repaired in accordance with the repair instructions and found to be compliant with the requirements.

Items for rework and inspection - their compliance with the requirements has been verified.
Should it be so required by the contract/order, the OEM / the OEM's customer representative will participate in the Material Review verification process.

Appendix B

Control of Documents and Records

Types of Quality Documents

There are two types of quality system documents:

Documentation / documents that organize the activities of the quality system and its management

Records that document the performance of the system and serve as objective evidence of the results of the QA activity and its achievements

A fundamental difference between these two types of documents is whether modifications to them are allowed.

It is permitted to make changes to the documentation that organizes the activities of the management system (as long as the rules for configuration control of the engineering documents and the documentation control rules are strictly followed).

It is forbidden to make changes to the records documenting performance, other than to correct errors, as explained below.

The handling of documents and records includes forms that are allowed to be modified until their content has been recorded. Modifications to such forms must be made in a controlled manner, in accordance with the documentation control rules. After results, evaluations, and reports/ findings in such forms have been recorded, those forms may no longer be modified, in order to maintain the integrity of the record.

The Objectives of the Quality Records

To serve as objective evidence of the compliance of the product to specifications.

To serve as evidence of the effective implementation of the quality system and its management, through the achievement of the quality objectives, including the effectiveness of preventative action.

To create a database for the reporting and analysis of findings that will enable the various levels of management to make decisions based on facts and trends.

For purposes of tracking aviation products, when required.

For purposes of presenting the performance of the system and its achievements to customers and authorities, in accordance with the requirements of standards and directives and/or agreed upon in contracts.

Controlled Documents / Data Edited by Quality Assurance

The company's Quality Assurance Manager, or someone qualified on his behalf, will determine, update, and maintain the list of controlled documents, that Quality Assurance will be responsible for creating and revising.

This list will include controlled documents, such as:

1. Internal Company Procedures
2. Obligatory Quality Engineering Instructions
3. Quality Manual
4. Product Assurance Documents (reliability, maintenance, safety, etc.)
5. Software Quality Assurance Documents
6. Quality Plans (Q. Plans) for Projects
7. Quality Engineering Participation in Contract Reviews
8. Inspection Instructions
9. Documents for Quality Engineering Requirements in Orders
10. A List of Documents required for the Release of a Product
11. Preferred Components Policy (Preferred Parts List (PPL)

The company's Quality Manager, and/or someone qualified on his behalf, will ensure the controlled inspection, authorization, update, and distribution of documents, in accordance with the instructions of documentation control.

Controlled Documents in Which Quality Engineering Comprises an Examining and/or Authorizing Body

This includes documents such as:

1. Route Cards
2. CDR Documents
3. Installation Blueprints
4. Purchase Orders
5. Materials Specifications and applicable processes

The examination of these documents will be carried out by workers qualified for this purpose and who have access to the data sources that enable the examination of the document / data and its approval.

An inspection will also be carried out after any changes are made to the documents. An inspection following modification will also be performed by qualified workers, and it is preferable for these to be the same workers who examined and approved the original document / data.

The examining body will verify that the type of changes and the reasons for them are recorded, in the document (insofar as possible).

Ongoing Inspection of Documentation

During the performance of an inspection the inspection body in Quality Management will verify, that all relevant documents relating to the inspected work are up to date and fully released, or that the use of pre-released documents is noted and under control.

Deviations / Exceptions in the use of the up-to-date documents / data will be reported, in accordance with configuration control procedures, and/or emergency release procedures, and/or noncompliance/failures reporting procedures in the Tamar system.

Audit of Controlled Documentation

The Audit and Survey manager will include compliance with controlled documentation instructions in the annual audits program for all fields of company activity.

The Audit/Audits will include all areas of activity, including, but not limited to:

The configuration of the document / data

The existence of stages for preparation, checking, approval, release, and identification

Controlled distribution

That only updated documentation is distributed and that data or documents whose validity has expired are effectively removed

The activities of company's library and update of its documents

Access to master records - for examining the validity of documents

Archiving of the documents, conditions, and period of retention (see Tables 1 and 2)

The rights of the OEM and its representatives and/or representatives of the relevant authorities, to access to the quality records at the subcontractors / vendors premises, will be defined and determined.

Quality Requirements for Records

The documents included in the lists must be:

Clear, clean, and legible

Carry a date / dates of relevant performance / diagnosis

Identified unambiguously
Carry a signature / signatures as required, of initiators, checkers, and approvers

Have a clear identification / link with the product and/or the relevant work order/Route Card

The quality records may be in hard copy form or on magnetic media (disks, tapes, databases in a central computer).

Documents must be filed in a manner and location that ensure:

Protecting of records from the damaging effect of environmental conditions

Preventing the deterioration of records' condition over a period of time

Requested material can be located and accessed as required

The following practical means will be used to protect the records:

Ventilation system, operating towards the outside (expels air, rather than compressing it)

Safety lighting, including fluorescent tubes

Protection against dust and humidity by means of curtains, plastic packaging etc.

Fire extinguisher

Extermination of insect pests twice a year

Corrections to Controlled Documents

When a finding is recorded in a document / record and it is signed by an initiator / checker and/or approver, it may not be altered. Errors will be corrected only in accordance with the following rules:

In Hard Copy Documents

Strikethrough of one line through the redundant text (in such a manner that it will remain legible even after the strikethrough).

The addition of the corrected record, printing or in ink (not in pencil).

The signature and full name of the corrector, together with stamp and date.

Insofar as possible, the recording of the reason for the correction.

Deletion is not permitted (Using Tippex, for example).

In Magnetic Documents

Protection from alteration after obligatory signature.
If a record must be cancelled with a code / transaction, this will be done in such a manner that the record remains in memory. The reason for the cancellation and the details of the new, corrected record must be recorded.

This may only be done by personnel authorized to do so (password).

Period of Retention

The length of time for which records must be retained in an archive will be either as required by the OEM or as detailed in Appendix C Table 1 attached to this procedure - whichever is longer.

The period of record retention as detailed in Table 1 is based on the addendum to the Regulations with respect to the eradication of archived material and the permission for eradication granted by the Material Eradication Consulting Committee in the Ministry of Defense.

Records that affect the wholeness / liability of the product must be retained for a longer period, sometimes until the product has become obsolete.

Eradication / Removal of Material from the Archive

On expiry of the said period of records storage/retention in the archive, the manager responsible for the archive will notify the OEM in order to receive either authorization to eradicate the records or to submit a request for the extension of the storage period, and will act accordingly.

Manufacturing and Inspection Documents

Manufacturing documents (such as Route Cards), until the performance details are recorded on them, are manufacturing / engineering documents that can be modified, in accordance with the rules of configuration control, while maintaining the identity of the issue / version.

When a performance / inspection / approval event is recorded on such a document, it becomes an inspection document and a quality record, and as such the rules of quality records including their retention apply to them.

Table 1
Records - Period of Retention

Clause	DESCRIPTION OF THE DOCUMENT	Retention Years	Remarks
1	Documentation of vendors	5	After the last issue of the batch
2	Inspection, receiving and laboratory reports	5	After the last issue of the batch
3	Inspection, receiving and laboratory reports for critical items	15	
4	Route Cards and accompanying inspection documents: Primary parts Traceable critical parts	5 15	From the completion of the delivery of the order
5	Non-destructive inspection reports	5	From the completion of the delivery of the order
6	Non-destructive inspection reports for traceable critical parts	15	
7	Assembly Route Cards and accompanying inspection documents	5	From the completion of the delivery of the order
8	Traceability records for critical products	15	
9	Release certificates	5	From delivery of the product
10	Material reviews	15	From the completion of the delivery of the order
11	Tools and jigs inspection reports used as inspection tools	Unlimited	Until the tools is removed from use
12	Inspection and measuring equipment calibration reports	5	From the completion of the inspection
13	Process control laboratory reports	5	From the completion of the inspection
14	Technical investigation	5	From the submission of the report
15	Quality audits	5	From the submission of the report
16	Quality Assurance reports	5	From the closure of the document
17	Manufacturing and inspection documents for BTP items	-	In accordance with customer requirements
18	Eye test results	5	From the completion of the test
19	Management reviews	5	From the closure of the document
20	Contract reviews	5	From the closure of the document
21	Design review records	5	From completion of delivery to the customer
22	Project design documents	5	From completion of delivery to the customer

Table 2
Inspection of Conditions of Archive Storage (Example)

	Subjects for Inspection
1	Protection of records from injurious effect of environmental conditions
2	Prevention of deterioration of records condition over a period of time
3	Accessibility and locating of requested material when required.
4	A ventilation system operating-outwards
5	Safety illumination, including fluorescent tubes
6	Protection from dust and humidity by means of curtains, plastic packaging, etc.
7	Fire extinguishers (valid)
8	Insect pest extermination twice a year